



UNIVERSITY OF IDAHO PANHELLENIC ASSOCIATION RECRUITMENT RULES 2020

Section I. Statement of Adherence to NPC Unanimous Agreements and Policies

All National Panhellenic Conference (NPC) member organizations that hold membership in the University of Idaho Panhellenic Association will adhere to NPC Unanimous Agreements and Policies. Chapters are responsible for educating members on the Idaho Panhellenic Association Code of Ethics and Recruitment Rules, which must be followed during the recruitment process. Each chapter will be held responsible for the actions of its active members, inactive members, new members, advisors, volunteers and alumnae. It is the responsibility of each Panhellenic woman to uphold these rules and standards. Any violation of NPC and University of Idaho Panhellenic Association guidelines will be subject to the Panhellenic Judicial process, including the assessment of fines.

Section II. Statement of Values-Based Recruitment

All NPC member organizations represented at The University of Idaho will only engage in practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – POLICY during recruitment and promote the following practices during recruitment:

- A. Engage in authentic conversations which are grounded in organizational values
- B. Choose recruitment activities and behaviors that reflect the core values of member organizations.
- C. Make informed choices, based on organization's values, about PNMs.
- D. Educate PNMs about the values, benefits and obligations of sorority membership.

Section III. Statement of Positive Panhellenic Contact

We, the members of the University of Idaho Panhellenic Association, will maintain positive Panhellenic contact with all potential new members (PNMs) at all times. The following guidelines will be used to guide contact with PNMs:

- A. Contact Prior to Primary Recruitment
 - i. Chapters or individual members will not contact PNMs for personal or specific information if it is not included on the Primary Recruitment registration form. Requests for additional information can be made to the Panhellenic Vice President for Internal Recruitment.
 - ii. Chapters and their members are permitted to answer general questions related to the Primary Recruitment experience if a PNM initiates contact (i.e. Primary Recruitment dates, general registration information, etc.). All other questions will be directed to the Panhellenic Recruitment Team.
- B. Contact During Primary Recruitment
 - i. All forms of contact with PNMs shall be during Primary Recruitment events only.
 - ii. Strict silence will begin at the moment of a PNM's last preference round and last until bid distribution. No chapter member, alumnae, advisor or other volunteer may communicate with PNMs during this period. Strict Silence is defined as oral,

nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. If a PNM lives or interacts with sorority members, only casual greetings and contact are permitted.

Section IV. Nondiscrimination Statement

NPC sororities do not discriminate in membership selection practices on any basis prohibited by law, with the exception of provisions offered under Title IX of the Education Amendment Act of 1972 for social fraternities/sororities.

Section V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the University of Idaho Panhellenic Association in partnership with Fraternity and Sorority Life (FSL) staff. Total automatically resets within 72 hours of the completion of the Primary Recruitment period. In addition, chapter total will also be automatically reset within one week of the start of the spring semester to better guide spring recruitment efforts for chapters below total.

- A. Total is determined using largest chapter size + 5%

Section VI. Primary Recruitment Structure

Primary Recruitment is a fully structured process in partnership between the University of Idaho, Panhellenic Council and member organizations. The Primary Recruitment schedule, including the number of events per round, will be determined by the Panhellenic Recruitment Team and FSL staff, and distributed in draft form before the end of the spring semester. Any decisions to adjust the Primary Recruitment Schedule will be made by the Panhellenic Recruitment Team in conjunction with FSL Staff and the assigned NPC RFM Specialist.

- A. Release Figure Methodology (RFM) - The method used for calculating release figures during Primary Recruitment is called Release Figures Method (RFM). NPC recommendations for release figure will be followed. Information from the NPC Manual of Information (2020) are incorporated into these rules. For complete details, please reference the NPC Manual of Information on recruitment.
- B. Quota shall be determined following all established NPC guidelines, and is not determined until all PNMs have submitted their priorities in the final round.
 - i. All unmatched PNMs that have maximized their options throughout out recruitment will be eligible for quota matching unless they expressed an intentional single preference, per the conditions of the Membership Recruitment Acceptance Binding Agreement (MRABA).
- C. Format for primary structured recruitment is 10-8-5-2.
 - i. Invitations and list will be due two hours following the conclusion of Rounds 1 and 2, one and a half hours following the conclusion of Round 3 and one hour following the conclusion of Round 4. Fines will be assessed in these time increments and will compound over time (i.e. 15 minutes and 30 seconds will total \$25 + \$50):
 - a. 1-15 mins \$25,
 - b. 15-30 mins \$50,
 - c. 30-45 mins \$75,
 - d. 45-60 mins \$100
 - e. 60+ minutes \$100 for every additional 15 minutes

Section VII. Primary Recruitment Events

Descriptions of Invitational Rounds

A. Primary Recruitment shall include four rounds and be followed by bid distribution.

i. Conversation Round:

Length: 20 Minutes.

Attire: Panhellenic sponsored t-shirt.

This round is intended to provide PNMs with an introduction to sorority life and the Panhellenic community at the University of Idaho, including the values of the fraternity and sorority community and the values of individual Panhellenic chapters. Conversation for the events will emphasize shared values of scholarship, leadership, and membership development, philanthropy and service, and friendship, as well as each individual Panhellenic chapter's core values, open motto, and/or creed. Conversations will also emphasize the chapter's expectations of membership, scholarship expectations, housing obligations, attendance expectations, and time commitment. The chapter must provide water during this round and may not provide an additional beverage or snack.

- a. Two songs sung by the individual chapters are permitted. These two songs include 1) a door song and 2) a leaving door song. This will vary depending on recruitment round location.

ii. Philanthropy Round:

Length: 40 Minutes.

Attire: Vandal gear, chapter shirt, or matching t-shirt.

This round is intended to further familiarize PNMs with sorority life with a focus on philanthropic causes. Presentations on a chapter's philanthropic cause(s) are highly encouraged, and projects and/or crafts with the PNMs are permitted. The chapter must provide water during this round and may not provide an additional beverage or food.

- a. Two songs sung by the individual chapters are permitted. These two songs include 1) a door song and 2) a leaving door song.
b. Video: Brief (10 minute) Videos, Slide Shows and Trifolds are allowed.

iii. Sisterhood Round:

Length: 50 Minutes.

This round is intended to further familiarize PNMs with sorority membership while focusing on values, activities, and benefits of the authentic sorority experience. This can include a short tour of their chapter facility, sharing spaces that will contribute to a PNMs understanding of a live-in experience. The chapter must provide regular water during this round and may not provide an additional beverage or food.

- a. Two songs sung by the individual chapters are permitted. These two songs include 1) a door song and 2) a leaving door song.
b. Video: Brief (10 minute) Videos, Slide Shows and Trifolds are allowed.

iv. Preference Round:

Length: 60 Minutes.

This round is intended to provide an opportunity for PNMs and sorority members to discuss life-long membership and sisterhood. Conversations for the event period will emphasize chapter values and lifelong membership opportunities. Decorative

items required by the chapter's recommended preference ceremony are permitted. Utilizing ceremony equipment is permitted, however, extravagant decorations that go "above and beyond" and portray preference round as a "show" or "party" are not permitted. The chapter must provide water during this round and may not provide an additional beverage or food.

- a. Two songs sung by the individual chapters are permitted. These three songs include 1) a door song and 2) a leaving door song.
 - Additional songs may be sung if they are a part of the preference ceremony. However, the song(s) must be included in the Primary Recruitment Plan.

v. Bid Day:

Bid Day includes activities and programs associated with the distribution of membership invitations to PNMs. Each chapter should have activities planned for their new member class. Each chapter should provide the appropriate meals for new members on Bid Day.

- a. In accordance with the National Panhellenic Conference, Bid Day is an official round of Primary Recruitment and all Membership Recruitment rules are still in effect.

General Provisions

- A. Chapters must open and close their doors at the beginning and end of events in accordance to the recruitment schedule. Failure to be prompt and timely will result in a fined infraction.
- B. Chants or music should not be audible from the chapter facility outside of scheduled event times. Sorority members may not hit doors or windows.
- C. All entrances and exits by members/alumnae/volunteers must be made through side and back doors and must be as discreet as possible during a recruitment event. Any exceptions must be approved by the Panhellenic Recruitment Team.
- D. Intentional separation of a PNM by conversation and/or position from typical recruitment activities in which all PNMs participate is not acceptable.
- E. During work week and Primary Recruitment (including Bid Day), sorority members (including live-out, live-in and new members) shall not visit men's fraternity properties and/or attend fraternity gatherings on or off campus. Sorority members shall refrain from socializing with fraternity men and men's fraternity PNMs throughout the primary recruitment process.
- F. The Panhellenic Council will be responsible for providing and distributing invitations to PNMs for all rounds through the end of preference day. Chapters will provide their own bid day invitations.
- G. Financial Transparency (1963, 2017, 2018) – POLICY a. All member organizations shall share detailed financial information (member dues, chapter fees and assessments, etc.) with PNMs during Sisterhood round of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations. A PNM may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template.
- H. Apart from standard greetings (i.e., shaking hands), touching of PNMs is prohibited at all times.

- I. Alcohol is prohibited throughout all recruitment related activities including, but not limited to work week, primary recruitment, COB, Bid Day, etc. Violations include activities/events both on and off campus.
- J. The Panhellenic Council will not accept, nor will they distribute, general letters of recommendation on behalf of PNMs.
 - i. Chapter members and alumnae are not permitted to contact high schools or parents for PNM recommendations.
 - ii. Collegian and alumnae members interested in providing a letter of recommendation or referral must do so through her inter/national organization's process. If there is not one available, she can contact the chapter's recruitment or reference chair directly.

Section VIII. Chapter Primary Membership Information and Expenses

- A. All chapters must submit a recruitment plan with full descriptions of each round, including conversation focus, activities/interactions, clothing, and all added equipment/information materials not present year-round.
 - i. The deadline for submitting the recruitment plan is June 30, 2020
- B. A pre-expense and post-expense breakdown plan must be submitted as well. The breakdown of estimated expenses must include all items anticipated to be purchased exclusively for Primary Recruitment. In addition, anticipated alumni contributions, as well as donated goods and services are to be included in this amount.
 - i. The deadline for submitting the pre-expense breakdown is June 30, 2020.
 - ii. The deadline for submitting the post-expense breakdown is August 25, 2020.
- C. Each chapter's recruitment budget is limited to \$1,800.
 - i. Each chapter must purchase the Panhellenic t-shirt for each member participating in Primary Recruitment to be worn on Round 1 and this cost is not included in the recruitment budget.
 - ii. Bid activities and costs are not included in the recruitment budget.

Section IX. Continuous Open Bidding

Continuous Opening Bidding (2017) – BEST PRACTICE, COB is not intended to precede or take the place of the primary recruitment period, nor should there be a COB process prior to the start of Primary Recruitment. The purpose of COB is to enable those chapters that did not pledge to quota or pledged quota but did not reach total, to pledge additional new members immediately following the Primary Recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.

- A. COB begins after total is reset.
- B. A PNM who withdraws from the primary recruitment process before the signing of her MRABA shall be eligible for COB.
- C. If a PNM is not matched during the bid matching process and/or placed as a quota addition, she is eligible for snap bidding and COB.
- D. If a PNM accepts a bid, then signs a COB MRABA and later resigns her membership or has her membership terminated, she is ineligible to join another NPC sorority at the University of Idaho until the next primary recruitment period.
- E. Chapters should collaborate with the Panhellenic Advisor to verify eligibility of PNMs prior to extending a bid.
- F. Women who receive a COB must report to the Office of Fraternity and Sorority Life within one (1) business day to complete the COB MRABA.

Section X. Marketing and Videos

- A. The Panhellenic Council will coordinate production of a marketing plan including promotional videos and materials to be shared on social media by all chapters prior to the start of primary recruitment. Video(s) will be coordinated and produced by the Panhellenic Recruitment Team and will promote all Panhellenic chapters participating in the recruitment process. All marketing efforts will be a collaboration between Panhellenic Council and chapter officers and determined on a yearly basis.
- B. Promotional Member Organization Videos
 - i. Member Organizations are prohibited from producing individual recruitment videos.
 - a. Individual recruitment videos will be defined as any video published by an individual member organization prior to the start of the primary recruitment period.
 - b. All other video content must be approved by the Panhellenic Recruitment Team prior in order to be released.
 - ii. Videos Shown During Recruitment Rounds
 - a. There may be no slide shows or videos shown during the first day of Primary Recruitment (Conversation Day).
 - b. All slide shows or videos shown during any primary recruitment event must be preapproved by the Panhellenic Recruitment Team and submitted on August 1, 2020. They may not exceed 10 minutes.
 - c. Videos shown during Primary Recruitment may include any promotional videos provided by member organization headquarters, national philanthropic partners, or any videos showcasing the values of the member organization.
- C. There are to be no entertainment pieces in the chapter's presentation to PNMs. Entertainment pieces are referring to skits, choreographed dances, stomps, etc.
- D. Primary Recruitment Marketing:
 - i. In all social media content, a Panhellenic mindset must be upheld, preventing the use of superlatives and/or comparisons. These include but are not limited to slogans such as "Go x", "Rush x!". Inter/National chapter mottos and slogans are permitted.
 - ii. There may be no mentioning or depiction of alcohol consumption in any marketing materials.

Section XI. Recruitment Violations and Infractions

The University of Idaho Panhellenic Association will follow NPC Judicial Procedures as outlined in the NPC Manual of Information.

- A. Infractions must be filed within 28 calendar days from the date of the alleged infraction (including university/college breaks).
- B. All University of Idaho rules, policies, procedures, and local, state and federal laws must be followed at all times.

Automatic Fined Infractions

Fines must be paid by the chapter within 14 days of bid day and will not result in a mediation hearing unless non-payment. Panhellenic will provide the collegiate chapters who were late with a total amount owed. All events in which informal discussion can be had will take place and the reoccurrence of the event will be addressed as followed:

- A. \$50/Day that payments are past due including fines, invoices, and assessments.
- B. \$50/PNM that leaves the event with any items over \$0.50 (i.e. favors, gifts, etc.).
- C. \$50/Minute that a recruitment event goes over the time limit.
- D. \$50/Minute that doors are open before the time specified in the recruitment schedule.
- E. \$50/Minute that doors are not closed at the time specified in the recruitment schedule.
- F. \$25/Day recruitment receipts are late - up to 30 days.
- G. \$50/Day the recruitment plan is late.

Section XII. Expectations for Panhellenic Officers and Recruitment Counselors

Panhellenic Officers and Recruitment Counselors will sign a contract stating expectations and roles during Primary Recruitment.

- A. No more than three (3) Recruitment Counselors will be selected per chapter.
- B. Recruitment Counselor applicants must be in good standing with their chapter and have 3.0 cumulative GPA.

Section XII. Potential New Members

A potential new member (PNM) will be defined as follows:

- A. High School Student
- B. Students who are matriculated to the University of Idaho and registered for the University of Idaho Panhellenic Association Primary Recruitment.
- C. Students who are matriculated to the University of Idaho and are pursuing continuous open bidding (COB) from any member organization at the University of Idaho.

A PNM's eligibility to participate in Primary Recruitment will be defined as follows:

- A. A woman must register with the University of Idaho Panhellenic Association and pay the recruitment fee in order to participate in Primary Recruitment.
- B. A person who identifies and lives their life as a woman, is eligible to participate in the Panhellenic sponsored recruitment activities if she is enrolled at the University of Idaho as a full-time student.
- C. Women who have been previously initiated into any NPC organization are not eligible for membership in another NPC member organization.
- D. If a woman completes the Primary Recruitment process and signs an MRABA and does not accept membership or later resigns her membership, she must wait until the next Primary Recruitment process at the University of Idaho to be eligible to receive another bid from a Panhellenic organization.

Potential New Member Bill of Rights

- A. The right to be treated as an individual.
- B. The right to be fully informed about the recruitment process.
- C. The right to ask questions and receive true and objective answers from recruitment counselors and members.
- D. The right to be treated with respect.
- E. The right to be treated as a capable and mature person without being patronized.
- F. The right to ask how and why and receive straight answers.
- G. The right to have and express opinions to Recruitment Counselors.
- H. The right to expect confidentiality when sharing information with Recruitment Counselors.
- I. The right to make informed choices without undue pressure from others.

- J. The right to be fully informed about the binding agreements implicit in the preference card signing.
- K. The right to make one's own choice and decision and accept full responsibility for the results of that decision.
- L. The right to have a positive, safe, and enriching recruitment and pledging experience