



University of Idaho Panhellenic Association  
**RECRUITMENT RULES**

*Updated: May 2021*

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# University of Idaho Panhellenic Association

## *Recruitment Rules 2021*

### **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. Potential New Members
    - a. Non-registered Potential New Members refers to any University of Idaho student that has not registered for the Primary Recruitment through the Panhellenic sponsored system (CampusDirector, ICS, etc.).
    - b. Registered Potential New Members refers to any University of Idaho student that has created a recruitment profile and/or paid the recruitment registration fee.
  - ii. Chapters or individual members will not contact registered 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 Recruitment.
    - a. Chapter Recruitment Officers will get access to PNM registration information on June 1.
  - iii. Chapters and their members are permitted to answer general questions related to the Primary Recruitment experience and share more information about the general sorority experience. All other questions will be directed to the Panhellenic Recruitment Team (i.e. required programs, the check-in process, recruitment orientation, schedule details, packing information, etc.).
    - a. All communications should be in support of a PNM and her family learning more about the sorority experience and should direct her to the Panhellenic recruitment process.
    - b. All communication should be directed towards non-registered PNMs.
- 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 midpoint between median and largest chapter size (the third quartile).

#### **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 Area Advisor and 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 (2021.) 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: Chapter 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. Songs and chants are not permitted during this round.

ii. Community Round:

Length: 40 Minutes

Attire: Casual attire (t-shirts and denim i.e. jeans, shorts, skirt, etc.)

This round is intended to further familiarize PNMs with sorority life and life-long benefits of membership. Presentations and conversations focused on a chapter's impact in and around the community, including philanthropic cause(s), service projects, alumni relations, academic support/scholarship are highly encouraged, and projects and/or crafts with the PNMs are permitted. The chapter must provide a water refill station.

a. Songs and chants are not permitted during this round.

b. Video: Brief (8 minute) Videos, Slide Shows and Trifolds are allowed.

c. Any projects or crafts must directly benefit a philanthropic or community partner.

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 a water refill station.

a. Songs and chants are not permitted during this round.

b. Video: Brief (8 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 a water refill station.

a. 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 until 24 hours after bid distribution.

B. Virtual Contingencies

This section is in effect May 4, 2021 and expire at the end of the fall 2021 term. This section will be reevaluated for future recruitment processes as needed.

- i. A combination of virtual and in-person rounds can be utilized depending on university guidelines, and guidance from Idaho Public Health and the CDC.
  - a. The purpose and focus for each round should mirror those stated in Section VII Subsection A with the exception of Conversation Round.

ii. Conversation Round:

- a. Chapter Introduction Videos:

Length: 6 Minutes

1<sup>st</sup> Draft Due: July 15

Final Draft Due: August 1

The purpose of this video is to provide PNMs with an introduction to sorority life and the Panhellenic community at the University of Idaho. This is not a recruitment video; it needs to be based on educational components. It should include the values of the fraternity and sorority community and the values of individual Panhellenic chapters.

1. Encouraged topics to cover:

- Scholarship
- Leadership
- Membership development
- Philanthropy and service
- Friendship
- Chapter core values, open motto, and/ or creed

2. Chapters are permitted to allocate \$100 of their recruitment budget to assist in the creation of the video. No professionals or non-members can be hired or volunteer to assist with the production of the video or its content.

- a. PNM Profiles:

In the case of virtual Conversation Round, PNMs can submit supplemental videos to assist in completing their recruitment profile. The purpose of these videos is to provide chapters with an introduction to PNMs, what they can offer to the Panhellenic community, and what they hope to gain from sorority membership. These videos should be reviewed based on the content and information shared, not based technical quality of the video.

iii. Community Round:

Length: 30 minutes

Platform: Zoom

Panhellenic will create and distribute a chapter facility viewbook to assist PNMs in learning more about each facility. This will be distributed during Community Round.

iv. Sisterhood Round:

Length: 50 minutes

Platform: Zoom

v. Preference Round:

Length: 60 minutes

Platform: Zoom

- vi. Bid Day:  
Platform: Zoom

#### 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. 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.
- C. Food will not be served by chapters at any point throughout the recruitment process.
- D. 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.
- E. Financial Transparency (1963, 2017, 2018, 2020) – POLICY
  - i. All member organizations shall share detailed financial information (member dues, chapter fees and assessments, housing contract samples, optional purchases, etc.) with PNMs during Sisterhood Round of recruitment.
  - ii. Each chapter will share the financial information in a brief group presentation and individual conversations.
  - iii. 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.
- F. Apart from standard greetings (i.e., shaking hands), touching of PNMs is prohibited at all times.
- G. 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.
- H. The Panhellenic Council will not collect legacy status of PNMs nor will they accept or 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.
- 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.
  - ii. The deadline for submitting the post-expense breakdown is August 25.
- C. Each chapter's recruitment budget is limited to \$1,500.
  - i. Bid activities and costs are not included in the allotted \$1,500 recruitment budget.

#### **Section IX. Continuous Open Bidding**

Continuous Opening Bidding (2017, 2020) – 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 PNM's 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 July 15. They may not exceed 8 minutes.
      1. Chapters are permitted to allocate \$100 of their recruitment budget to assist in the creation of the video. No professionals or non-members can be hired or volunteer to assist with the production of the video or its content.
    - 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 PNM's. 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. Violations must be filed no more than 30 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, Super Rho Gammas, and Recruitment Counselors**

Panhellenic Officers, Super Rho Gammas, and Recruitment Counselors will sign a contract stating expectations and roles during Primary Recruitment.

- A. Super Rho Gammas
  - i. A Super Rho Gamma is a chapter member that has served as a recruitment counselor or on the Panhellenic Executive Council during the previous year's primary recruitment period.
  - ii. Super Rho Gamma's sorority membership will not count toward the total number of recruitment counselors selected per chapter.
  - iii. Super Rho Gammas will be appointed by the Vice President of Membership Growth in conjunction with the Panhellenic Recruitment Team.
- B. No more than three (3) Recruitment Counselors will be selected per chapter as long as each chapter puts forth three (3) qualified candidates.
  - i. If a chapter does not put forth three (3) qualified candidates, the Vice President of Membership Growth will use her discretion to ensure there is fair chapter representation based on the applicant pool.
- C. 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