

Recruitment Rules of the University of Minnesota Panhellenic Association

Standing Rules

RECRUITMENT CODE OF ETHICS

Updated November 2018

We, the members of women's sororities at the University of Minnesota - Twin Cities, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of University of Minnesota - Twin Cities agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members. □
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university. □
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference. □
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women. □
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships. □
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters. □
- Provide a safe, positive and enriching recruitment experience; understanding that membership is a social experience arrived at by mutual selection. □
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events. □
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join □ the women's sorority community. □
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by □ encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of the University of Minnesota - Twin Cities also agree on and commit to: □

- Respectfully adhere to the bylaws and recruitment rules of the University of Minnesota Panhellenic Council. □
- Abide by all local and federal laws and NPC inter/national member organization bylaws.

- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole. □
- Recognize diversity within chapter membership as a strength and goal for all member chapters and commit to fostering an inclusive and diverse environment in both our Panhellenic and campus communities.

As Panhellenic women of the University of Minnesota - Twin Cities these are the tenets by which we strive to live.

I. Statement of Positive Panhellenic Contact

We, the women of The University of Minnesota, will promote positive panhellenic-spirited contact with all potential new members throughout the year. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted. Strict silence will begin after the last preference party has ended and last until bid distribution. Strict silence is defined as no verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party with any PNM.

We, the women of The University of Minnesota, will engage in Positive Panhellenic contact at all times throughout recruitment and otherwise. Positive Panhellenic contact does not mean creating an unfair advantage for a particular NPC member organization. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular organization. Positive Panhellenic contact means promoting personal and informative Panhellenic-spirited contact with potential new members at all times, all year-round.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at the University of Minnesota believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all organizations during the recruitment process.

III. Statement of No Frills Recruitment

University of Minnesota recruitment events shall consist of maximum conversation time, tables with displays pertaining to the event and water for potential new members. Skits and/or costumes should not be included in recruitment.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The University of Minnesota Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a women's sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

V. Statement of Values-Based Recruitment

We, the members of The University of Minnesota Panhellenic, pledge to promote the following practices during membership:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the chapter's values, and connect to these values.

VI. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, the University of Minnesota Panhellenic Council shall automatically reset total within 72 hours after the completion of the formal recruitment period and within one week (no more than 7 days) from the start of the academic term in which formal recruitment is not held. Total will be determined by the median chapter size (MCS) rounded down to the nearest whole number.

VII. NPC GUIDELINES AND UNANIMOUS AGREEMENTS

- A. All NPC Unanimous Agreements shall be upheld.
 1. The use of alcoholic beverages in membership recruitment and Bid Day activities is strictly prohibited.
 2. The participation of men in membership recruitment and Bid Day activities is strictly prohibited.
- B. All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules.

IX. MEDIATION PROCESS

- A. In the event that a chapter should break any recruitment rules detailed in this document, the following mediation process shall take place:
 - a. First, an informal meeting between a representative from the chapter and the Panhellenic President will take place, with the goal of achieving a mutual understanding and a resolution.
 - b. If there is still no resolution at this time, a mediation will take place. This meeting will involve a representative from the chapter, the Panhellenic President, and an unbiased third-party mediator.
 - c. If there is still no resolution, the process will proceed to a judicial board hearing. The composition of this hearing will follow that established in the bylaws, being led by a chairman and a vice chairman. The sanction given will fit the degree of the offense, and could include any of the following:

- i. Mandatory educational sessions
- ii. Service hours
- iii. Fines, which are defined based on the specific rule throughout this document

X. FORMAL RECRUITMENT EVENT RULES

A. Beverages, Food, Decorations, and Frills

1. Beverages
 - a. Only still water may be served at Open House, House Tours, or Philanthropy rounds
 - i. This water should not include any infusions
 - b. Beverages served at Preference may be juices, punch, coffee, soft drinks, and/or water. Alcoholic or “virgin”-style beverages are not permitted.
2. Food
 - a. No food will be served at Open House, House Tours, or Philanthropy rounds.
 - b. Food served at Preference may be a small finger food item, such as cookies or bars.
3. Decorations
 - a. No draping or decorations are to be used during any recruitment round with the intent to change or enhance the appearance of a room.
 - b. Themes and any accompanying elements must be approved by the Panhellenic Council Recruitment Team by July 1.
 - c. Outside decorations are not permitted from the day before recruitment begins until the day following bid day.
4. Frills
 - a. Sorority members may not buy anything for a Potential New Member.
 - b. No favors or gifts may be given to women by the sorority and/or individual members.
 - c. Defining clothing frills:
 - i. No chapter may purchase or force members to purchase special recruitment attire.
 - ii. No more than one mass ordered item (shirts, dress, bracelet, headband, etc.) may be worn during Formal Recruitment. This excludes Open House and Bid Day t-shirts.
 - iii. This one item must be included in the chapter’s recruitment budget.
 - a. If chapters want to use an item from previous event, it is still considered to be mass ordered. However, it does not need to be deducted from the recruitment budget.
 - d. Receipts for recruitment-related expenses must be turned into the Recruitment Team within two weeks following Bid Day.
5. Fines

- a. Chapters that fail to adhere to the aforementioned rules will be fined by the Panhellenic Council.
 - b. Each section is subject to an individual fine (i.e. Providing beverages is a fine. Providing beverages and violating frills are two separate fines.)
 - c. All fines included in this section shall not exceed \$200.
- B. Bid Day
 1. Alcohol is not permitted in any Bid Day activities.
 - a. If a chapter member(s) is found to be intoxicated during Bid Day, that chapter will be fined by the Panhellenic Council.
 2. Men, excluding photographers and professional staff, are not permitted in any Bid Day activities.
 3. Chapters are not allowed to hold Bid Day celebrations at off campus locations and venues. Chapter facilities are deemed on campus for Bid Day purposes.
 4. All Bid Day themes must be approved by the Panhellenic Council Recruitment Team.
 5. The number of chapter members who may attend Panhellenic bid extension activity will be equal to Quota.
 6. New members who are escorted to the chapter houses must walk or ride in personal vehicles or ordered buses, and are not permitted to disembark or leave the vehicle en route. *All applicable laws must be followed.*
 7. Fines
 - a. Chapters that fail to adhere to the aforementioned rules will be fined by the Panhellenic council
 - b. Each section is subject to an individual fine (i.e. Bid day member intoxication and celebrating at off campus locations are two separate fines)
 - c. All fines included in this section shall not exceed \$500.
- C. General
 1. Any alumnae or members from another University will be identified by a nametag.
 2. Chapters are responsible for ensuring Potential New Members have exited the chapter facility by the end of each event.
 3. Only chapter presidents and recruitment chairs may exit the front doors of chapter houses before events to welcome Potential New Members.
 4. Oral Bids and Bid Promising are considered a violation of Panhellenic Policy. These can be defined as directly or indirect promising a bid by any member, new member, or alumna of a sorority. Chapters going against this policy will receive an infraction and be sent through the Panhellenic Judicial Process.
 5. Rho Alphas should be located in a place that is easily accessible to Potential New Members and recruiters.
 6. Chapter members must not leave the chapter facility until the conclusion of the final party of recruitment in each round of recruitment, unless VPR or Recruitment Team is notified.

7. Skit performances during any recruitment event are prohibited. This is defined as any exhibition or performance that provides entertainment or comedic value.
 - A. Chapters that do not adhere to this rule will be fined by the Panhellenic Council \$300.00.
8. All videos produced locally by a chapter and/or its members that are to be used for formal recruitment, such as your chapter's recruitment video, must be submitted to the Panhellenic Recruitment Team for approval by July 1st.
 - a. If video is not submitted by July 1st by 11:59pm, the chapter will be fined by the Panhellenic Council \$300.00 and an additional \$50.00 for every day it's not submitted for approval.
 - i. Official Recruitment Video will be recognized as the *only* video that promotes the chapter from June until the day following Bid Day, therefore there will be no "promotional videos" or individual videos that promote smaller groups of the chapter (i.e. pledge class video).
 - ii. The Official Recruitment Video must consist $\frac{3}{4}$ of the values that include sisterhood, philanthropy, scholarship, and community.
 - iii. If a chapter distributes a video *without approval* from the Panhellenic Recruitment Team they will be fined by the Panhellenic council.
 - iv. All costs included in production of the recruitment video shall not exceed a price of \$600.

9. Fines

- a. Chapters that fail to adhere to the aforementioned rules will be fined by the Panhellenic council
- b. Each section is subject to an individual fine (i.e. Giving an oral bid and releasing a video without approval are two separate fines)
- c. All fines included in this section shall not exceed \$500.

XI. BID MATCHING

- A. Any chapter that does not match to Quota will be contacted by the Greek Affairs Advisor on the morning of bid day and given the opportunity to submit a Snap Bid list to offer bids.
- B. The bid results meeting will be scheduled by the Greek Affairs Advisor, and only the Greek Affairs Advisor, NPC Area Advisor, and Alumnae may participate in the meeting.
 - i. Women eligible for snap bidding include any woman who participated in primary recruitment and withdrew or was not matched. This includes women who single intentionally preferenced in their rankings.
- C. Continuous Open Bidding *will open 2 hours after the conclusion of Bid Day*. At that time, information regarding women who registered for Fall Recruitment but were not matched will be released to all chapters under quota.

1. If the Panhellenic Council is in an extension year, this is subject to change based on the agreement between the Panhellenic Council and the extension organization.

XII. INVITATIONS AND RELEASE LISTS

- A. The Release Figures Method (RFM) will be used as described in the most recent version of the NPC Manual of Information to determine release figures.

XIII. PRE-ESTABLISHED FINES AND VIOLATIONS

- A. If any information, including but not limited to, lists and any recruitment-related information needing approval, requested by the Greek Affairs Advisor or Panhellenic Council is late, a \$100 fine will be assessed to the chapter responsible. The chapter responsible also will be assessed a \$20 fine for every hour any information requested is past due.

B. Any violation of NPC Unanimous Agreements, Panhellenic bylaws or University Of Minnesota Recruitment Rules, or University of Minnesota Code of Ethics may result in an infraction.

C. Pre-established fines include:

- a. PNM leaves with anything purchased or owned by chapter such as, but is not limited to, napkin, cup, etc.: \$10.00
- b. Parties Over time:
 - i. 30 seconds – 2 minutes: \$30
 - ii. 2 minutes – 5 minutes: \$45
 - iii. 5 min and over: \$60
- c. Restricted participation outside of Panhellenic recruitment events
 - i. No Chapter member may be on men's fraternity property from first date of freshmen move-in from 8:00 p.m. to 8:00 a.m. until 9:00 p.m. on the Friday following Bid Day: \$200
 - ii. No chapter member is allowed to participate in freshman move-in, Explore U, and any other Welcome Week events representing their chapter: \$250
- d. Rho Alphas missing designated Rho Alpha meetings:
 - i. Missing one unexcused Rho Alpha meeting: \$50
 - ii. Missing two unexcused Rho Alpha meetings: \$100, and an automatic assessment of position

XIV. POTENTIAL NEW MEMBERS

- A. A Potential New Member is a woman who is a regularly matriculated student at the University of Minnesota, possessing a high school diploma or GED.
- B. A PNM will attend orientation and membership recruitment events to which she has been scheduled. In case of illness or emergency, the woman shall notify the Panhellenic Council and/or her recruitment counselor. The Panhellenic Council and/or the recruitment counselor will then notify the chapters involved.

- D. A woman will attend only events for which she has received invitations.

XV. RECRUITERS

- A. *Each chapter's recruitment budget, including all recruitment-related expenses during the Fall Recruitment period, will not exceed \$1,700. Items included in the \$1,700 budget are, but are not limited to the following:*
 - i. *\$100 (to the Panhellenic Council) for the cost of the Campus Director software*
 - ii. *\$200 (to the Panhellenic Council) to provide food for the PNMs*
 - iii. *Furniture that is not part of the normal chapter's space.*
 - a. *Extenuating circumstances must be disclosed to the Panhellenic Recruitment Team by July 1. Circumstances will be handled on a case-by-case basis at the discretion of the Panhellenic Recruitment Team.*
 - iv. *Any supplies that will be used during recruitment parties. This includes, but is not limited to, food for Preference Round, plates, napkins, and/or silverware.*
 - v. *Individual chapter's one mass ordered item*

- B. Each chapter will update its membership roster, including correct student identification numbers, by noon on the day 7 days prior to the start of Formal Recruitment in order to facilitate Panhellenic total reset.

- 1. Chapters that do not adhere to this rule will be fined by the Panhellenic Council.

C. All sorority members will be a part of "positive Panhellenic contact". This NPC policy states that all college Panhellenics and Alumnae Panhellenics will promote personal and informative panhellenic-spirited contact with potential new members at all times, year round. Positive Panhellenic contact does not mean creating an unfair advantage for a particular organization, but rather promoting sorority membership in general.

- E. No sorority members, including new members and alumnae, may visit a Potential New Member in her place of residence during membership recruitment, nor may a sorority member invite a Potential New Member to her place of residence or the chapter house.

- F. Single Intentional Preference or Continuous Open Bidding are not to be mentioned or discussed with a PNM unless by a Recruitment Counselor or the Panhellenic Council Recruitment Team. All questions regarding those topics should be directed to the Panhellenic Council Recruitment Team or a Recruitment Counselor.

- H. Chapter members will restrict access to any social media by August 3rd.

- 1. If a chapter member(s) is found still public on any social media after this time, there will be an initial warning given to that chapter.
- 2. If, after a period of 24 hours, those members have not resolved their access on social media, that chapter will be fined by the Panhellenic Council.

- I. Social Conduct

- 1. Initiated collegiate members and potential new members will not consume alcohol during the twenty-four hour period preceding or following a recruitment event.

2. *Beginning on the day of Open House round at 8am until the Friday following Bid day at 9pm*, active chapter members are not allowed to consume alcohol at a fraternity chapter house. If alcohol is present, the sorority woman must leave the scene immediately.
3. Chapter members are not to engage in events where alcohol is present on or near campus before formal recruitment, beginning the first day of freshman move-in, designated by the Office of First Year Programs. This includes Dinkytown, Floco Courtyard, fraternity properties, Marcy-Holmes neighborhood, and Como neighborhood. Restrictions on members 21 and older consuming alcohol elsewhere during this time is up to the discretion of the chapter.

J. Fines

1. Chapters that do not adhere to the aforementioned rules will be fined by the Panhellenic council.
2. Each section is subject to an individual fine (i.e. Exceeding the set recruitment budget and engaging in events where alcohol is present are two separate fines)
3. All fines in this section shall not exceed \$500.