

Logistical Recruitment Rules
National Association of Latino Fraternal Organizations (NALFO) Chapter
Recruitment
University of California, Merced
Fall 2018

It is the understanding that these are the rules to be followed for National Association of Latino Fraternal Organizations (NALFO) Sorority Recruitment at UC Merced. Organizations are responsible for educating individual members on all recruitment rules and procedures.

A. Potential New Member

1. Definition

- i. A potential new member (PNM) is defined as any full-time undergraduate student who is not a member of a social fraternity or sorority until the student receives a bid/invitation to membership.

2. Eligibility

- i. Students must be registered for recruitment online through Fraternity & Sorority Life (FSL) in order to join a fraternity and sorority chapter. This registration will be coordinated through the UC Merced Qualtrics and may include additional forms for NPC recruitment.
 - a. Registration for Women's Recruitment will close September 14, 2018 at 5:00pm. No exceptions will be made to this deadline, without extreme circumstances.
- ii. The PNM are encouraged to attend one informational, which will take place during the Fall and beginning of Spring semester.
- iii. Students may be registered for both Panhellenic and NALFO Recruitment, but once they begin the NPC recruitment process, the student is not eligible for another social chapter on campus.
 - a. No student shall receive a bid/invitation from both an NPC organization and a NALFO organization.
- iv. The PMN must be a full-time, undergraduate student with a cumulative Grade Point Average of at least 2.5, based on at least 12 earned college or university credit hours and be in good standing with the University to be eligible for membership.

- a. The GPA and credit hours can be from any college or university, but must be earned post high school graduation.
 - b. Proficiency or examination credits do not qualify.
- v. Students must not currently be affiliated with any social sorority or have been previously initiated by any social sorority in order to be eligible to join.

B. Events

1. No recruitment events may occur outside of the recruitment period as defined by the FSC and FSL.
2. Any event sponsored or co-sponsored by a sorority that takes place between the first day of Fall Semester and the last day of NALFO recruitment where PNMs are present may be considered a recruitment event.
3. Only students registered for recruitment through the FSL may participate in recruitment events. Informational sessions hosted by the FSL are not included in this rule.

C. Formal Recruitment Period

1. Formal recruitment will occur on dates designated by the Coordinator of Fraternity and Sorority Life in consultation with the Recruitment Chairs from each chapter.
2. The formal recruitment period will be designated as the first day of the Spring Semester through the last day of NALFO recruitment.
3. No PNM may be invited to on or off-campus sorority events during the formal recruitment period. Sorority events are defined as any event sponsored or co-sponsored by a fraternity or sorority. The only exception is the FSC monitored official fraternity and sorority recruitment events.
4. No chapter may host or co-sponsor any open event outside of formal recruitment during both Go Greek Week and Formal Recruitment.
5. Dry period will begin Sunday September 9 at 11:59pm and will end at 11:59pm on September 15, 2018. All active members shall refrain from consuming alcohol or being present where alcohol is being served. Resources for addiction will be sent out to the community prior to the beginning of the Dry Period.

D. Formal Recruitment

1. All event times and rooms will be scheduled through Fraternity and Sorority Life and assigned to the sororities in a lottery process.
 - i. This includes a room to hold the event, as well as an additional room assignment for technical support, storage, etc.
2. The recruitment schedule will designate all times and a final copy will be provided to all sororities by the close of the fall semester prior to formal recruitment.
3. For safety reasons and logistics all individuals (actives, alumni and potential members) present at a recruitment event shall not be under the influence of alcohol and or other controlled substances. Any member who appears impaired will be asked to leave the event and may face judicial consequences.
4. Only active members, chapter advisors and staff, and PNMs may attend any event. Outside entertainment is not permitted to attend any event. All events are single-sex events.
5. Only non-alcoholic beverages may be served at events. No alcohol is ever permitted at a recruitment event. Prepackaged light snacks may be served only by organizations that have completed the Food Handling Training. No food may be cooked or prepared by the organization or brought from home.
6. Sororities are not permitted to provide potential new members with gifts or party favors. Any new item with which a potential new member exits an event will be considered a gift.
7. Alumnae at Recruitment
 - i. Local alumnae and collegiate members from other chapters may be involved in recruitment and must follow Logistical Recruitment Rules.

E. Formal Event Logistics

1. Rooms
 - i. Organizations are responsible for reporting problems with their assigned event room upon arrival to the Executive Vice President of NALFO. They are also responsible for cleaning up the room and leaving it as they found it.
 - a. Organizations that damage rooms will be responsible for paying fines to the University office that manages that facility.
2. Invitation Distribution
 - i. An official invitation to join a sorority, which is distinguished by the offer of a formal letter must be delivered by member of the organization on behalf of the sorority.
 - ii. A student must be registered for recruitment in order to receive an invitation.

- iii. September 15, 2018 shall be the only day during Spring Formal Recruitment that invitations are to be handed out.
- iv. The FSC and Fraternity and Sorority Life coordinate this day and reserve the right to approve invitations and events hosted by the chapters after invitations have been extended.
- v. vi. Sororities must provide their invitation requests to the FSC by the designated time in the recruitment schedule or they may face a late fee assessment.
- vii. All students who complete the recruitment process will be asked to sign a Membership Recruitment Acceptance Binding Agreement.
 - a. If a potential new member signs this acceptance form and receives an invitation from either organization listed, she is ineligible to join any other Social Greek organization for one calendar year.

F. Sanctions

1. Any person involved in recruitment including members, Rho Alphas, and potential new members are honor bound to report any violation of the rules described in this document in writing to the EVP of NALFO, the FSC President, or the Coordinator of Fraternity and Sorority Life utilizing the supplementary documents and procedure.
2. Fines may only be assessed for measurable violations as described in this document under Section H. All fine money may only be used to cover recruitment expenses as approved by the Coordinator of Fraternity and Sorority Life in collaboration with the FSC Vice President Administration.
3. The Coordinator of Fraternity and Sorority Life will hear either by mediation or by formal hearing all violations to the rules.
4. Individual(s) or chapter(s) filing a grievance(s) should submit that to the Coordinator of Fraternity and Sorority Life.
5. Chapters will be allowed to continue in the recruitment process while a trial is pending.
6. Sanctions may not restrict a chapter from recruiting new members and should aim to fit the violation committed and be educational in nature when possible.
7. Judicial consequences will be referred to the Fraternity and Sorority Life Coordinator and the Administrative Review Process.
8. No penalty may exceed the duration of one calendar year.

G. Outreach Period

1. Social Networking

- i. Chapters will be allowed to create event pages/flyers for social media sites (Facebook, Instagram, Twitter, etc.)
- 2. E-mails
 - i. E-mails are allowed to be sent out the week of recruitment only with prior approval of the Executive Vice President of NALFO.
 - ii. E-mails must be sent to the EVP of NALFO for approval 24 hours prior to the time they will be sent out to potential new members.
 - iii. E-mails must be approved/declined by the EVP of NALFO 12 hours prior to the scheduled time requested by the chapter.
 - iv. Chapters must CC the Executive Vice President of NALFO in each e-mail sent throughout the duration of recruitment week.
 - v. Failure to complete this will result in a consequence determined by the EVP of NALFO.
- 3. Chapter members are not allowed to text potential new members during recruitment week except for academic purposes.
- 4. Tabling is allowed the week before and during recruitment week.
 - i. Chapters must register to Catlife in order to be allowed to table.
 - ii. Failure to register in Catlife will result in removal from tabling during recruitment week.
 - iii. Chapter members must refrain from speaking poorly about any other organization on campus.

H. Finances

- 1. Registration Fees
 - i. There will be no registration fees for students to participate in the recruitment process.
- 2. Recruitment Event Fines
 - i. Events that end late may be assessed a fine of \$15 flat rate, after a 5 min grace period.
 - ii. 5 minutes after the grace period there will be a \$1 fine per minute late.
 - iii. If an event begins late no fine will be assessed but the organization will lose those minutes from the event and the event must maintain the same end time
- 3. Invitation List Fines
 - i. If a chapter returns an invitation list late, there will be a fine of \$15 plus the X amount of minutes after being 10 minutes late.
- 4. Recruitment Funding
 - 1. Sororities are expected to fund their own recruitment expenses including facilities, food and soft drinks, decorations, etc.

2. No sorority may spend more than the amount designated by a vote of the Recruitment Committee, including the value of any gifts from advisors, alumnae, or community partners per year on recruitment.
 - a. The budget for all organizations may amount to, but cannot exceed \$1,500. This includes a \$300 limit to any gifts to the chapter from active members, advisors, alumnae, or community partners for the purposes of recruitment.
 - b. Extension chapters will be able to allocate a maximum of \$250 during their first fall formal recruitment to purchase long-term recruitment supplies.
 - c. Receipts will be collected by the Executive Vice President of NALFO to verify expenses, which must include invoices of any donations for the purposes of recruitment. These receipts are due from all organizations two weeks after the end of recruitment.

I. Formal Recruitment Exemptions

1. Expansion chapters may be exempt from the recruitment process, but all recognized colonies and chapters are expected to participate with exceptions granted only by the Coordinator of Fraternity and Sorority Life.
 - a. If exemption is granted, those chapters are still expected to follow all of the rules and guidelines within this document and any additional to be set forth by the Recruitment Committee.
 - b. If a chapter is granted exemption from formal recruitment on points one and two in this section, they are allowed to extend invitations during the specified time under the direction of the Coordinator of Fraternity and Sorority Life.