

Logistical Recruitment Rules
Nation Panhellenic Council (NPC) Chapter Recruitment
University of California, Merced
Spring 2019

It is the understanding that these are the rules to be followed for National Panhellenic Council (NPC) 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 Feb 7, 2019 at 5:00pm. No exceptions will be made to this deadline, without extreme circumstances.
- ii. The PNM is encouraged to attend one of the 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 on the first day of spring recruitment, the student is not eligible for another social chapter on campus.
 - a. No student shall receive a bid 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 Spring Semester and Bid Day where PNM's are present may be considered a recruitment event. Tabling would be okay and/or an event preapproved by FSC.
3. Only students registered for recruitment through the FSL may participate in recruitment events. Informational sessions hosted by FSL are not included in this rule.
4. Primary Recruitment events will be defined as:
 - i. Sisterhood Night, Philanthropy Night, Preference Brunch and Bid Night

- ii. Organizations that do not follow the guidelines on these days may be subject to judicial consequences.
 5. Fall Continuous Open Bidding (COB) Recruitment Events will be defined by the chapters' national headquarters and will comply with dates set by FSL.
- 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 Bid Day.
 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. Tabling or approved by FSC
 4. No chapter may host or co-sponsor any open event outside of formal recruitment during both Go FSL Week and Formal Recruitment.
 5. Dry period will begin at the end of Sunday February 3rd at 11:59pm and will end at 11:59pm on Bid Day. 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. Primary Recruitment
1. All event times and rooms will be scheduled through Fraternity and Sorority Life and assigned to the sororities in a rotation based on the chapter's room from the previous year.
 - 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 primary recruitment.
 3. An attendance list of all PNMs will be recorded at the beginning of every event and reported to the Chapters both through ICS (Panhellenic only) and in written form at the debriefing meetings following each event.
 4. 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.
 5. Only active members, chapter advisors and staff, and PNMs may attend any event. Outside entertainment are not permitted to attend any event. All events are open to those who identify as a woman.
 6. 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.
 7. 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.
 8. Recruitment Videos: Are due to the EVP of Panhellenic for approval before the start of Spring semester. Males and Alcohol are not allowed in this video. The goal of the video is to be PG, only focusing on sisters, less props, promote recruitment as a whole and supporting FSL not just your chapter.

9. Philanthropy Day Shirt designs are due to the EVP of Panhellenic before the end of the Fall Semester for approval. The purpose for approval is to make sure each chapter's shirts are appropriate for recruitment and not of great cost for their members.
10. Bid Night Themes are due to the EVP of Panhellenic before the end of the Fall Semester for approval. The purpose of approval is make sure themes are appropriate and not the same as other chapters.
11. Alumnae at Recruitment
 - i. "Local alumnae and collegiate members from other chapters may only be involved in recruitment as allowed by the Panhellenic recruitment rules. Their participation/assistance should be reserved as a behind the scenes role to assist and never to actively participate in the recruitment process and have potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants." (NPC Manual of Information, 2015, pg. 98)

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 Panhellenic. They are also responsible for cleaning up the room and leaving it as they found it.
 - a. Organizations that damage rooms or requires additional cleaning will be responsible for paying fines to the University office that manages that facility.
2. Sisterhood Night
 - i. 25
 - ii. All chapters will host parties in accordance with the Recruitment Schedule provided to the chapters during the Fall semester.
 - iii. Sisterhood Night shall focus on the strong sisterhood of the organization. Decorations and themes should be coordinated with a basic introduction to the organization and be conversation starters.
 - a. This is the time in which Chapters are expected to present the cost of their membership dues to PNMs.
3. Philanthropy Day
 - i. All sororities will host a 45 minute events in an assigned location during the exact times specified on the schedule provided by the council.
 - ii. No individual or organization may ask a PNM which other event or events he or she will attend that night.
 - iii. Philanthropy Day must be geared toward promoting each individual organization's philanthropy. Craft projects, guest speakers (so long as they are members of the respective organization), or viewings of a philanthropy video are appropriate within the allotted time frame.
4. Preference Brunch
 - i. All sororities will host up to three 50-minute preference events. PNMs may attend up to two events each but in order to achieve more space for these events, three events per group will be scheduled.
 - ii. No member may ask a PNM which other organization's event she will attend that day.
 - iii. Preference Brunch is a semi-formal event and pin attire is required.

5. Bids/Invitation Distribution

- i. A formal bid is an official invitation to join a sorority, which is distinguished by the offer of a formal letter (bid card) delivered by a designated Rho Alpha on behalf of the NPC sorority.
- ii. A student must be registered for recruitment in order to receive a bid.
- iii. Bid Day shall be the only day during Spring Formal Recruitment that bids are to be handed out.
- iv. The FSC and Fraternity and Sorority Life coordinate this day and reserve the right to approve bid cards and Bid Day events hosted by the chapters after bids have been extended.
- v. Bids will be determined by formal bid matching executed by the FSC under supervision of the Coordinator of Fraternity and Sorority Life through the ICS management system.
- vi. A quota, defined as a limited number of bids allotted to each sorority, will be designated by Coordinator of Fraternity and Sorority Life using the ICS program used for recruitment registration.
 - a. Quota will be designated by the Coordinator of Fraternity and Sorority Life in conjunction with and Release figures method specialist (RFM); this is based on the total number of potential new members who sign MRABA bid acceptance forms and will be provided to all chapters at the conclusion of Preference Day.
 - b. Quota range may be provided to sororities prior to Preference Day but these are only estimates and not guaranteed.
- vii. Sororities must provide their bid preferences to the FSC by the designated time in the recruitment schedule or they may access a late fee.
- viii. 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 a bid from either organization listed, but does not accept that bid, she is ineligible to join any other NPC 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 Panhellenic, 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, nor affect quota, 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.
9. Most sanction practices are defined in the NPC Manual of Information.

G. Silence Period

1. The period between the start of the Spring 2019 semester and the beginning of the official Silence Period shall be considered a "Go FSL" Period. These weeks shall consist of Greek promotional activities; active members and potential new members may communicate regarding recruitment as a whole, but talk of any specific organization shall be prohibited. Tabling and Recruitment Videos as long as they comply with FSC's Tabling and Recruitment Video guidelines. (Refer to Section B2 and D9)
2. The period between the Friday of recruitment and bid day is considered "Silence" and no potential new members or active members may communicate with each other. Exceptions are granted to in-class contact only, which must be limited to academic discussion only.
3. Social Networking
 - i. PNMs may be added as "friends" on electronic social networking sites (such as Facebook, Instagram, Twitter, Tumblr, etc) if the PNM invites the sorority affiliated member as a friend before the beginning of the Formal Recruitment period.

H. Finances

1. Registration Fees
 - i. There will be a \$5 deposit for students to participate in the recruitment process.
 - ii. This deposit is to ensure the PNM will attend the first day of recruitment and after they enter their selections on Day 1 the PMN will able to receive those \$5 back from FSC.
 - iii. Money collected will be only cash and will be collected beginning of the Spring Semester through the FSC Council.
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 (10 min after the party is over) 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. Bid List Fines
 - i. If a chapter returns a bid list late, there will be a fine of \$15 plus the X amount of minutes after being 10 minutes late.
4. Recruitment Funding
 - i. Sororities are expected to fund their own recruitment expenses including facilities, food and soft drinks, decorations, etc.
 - ii. No sorority may spend more than the amount designated by a vote of the FSL Panhellenic Delegates, 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 spring formal recruitment to purchase long-term recruitment supplies.
- c. Proof of Expenses will be collected by the Executive Vice President of Panhellenic to verify expenses, which must include invoices of any donations for the purposes of recruitment. These receipts are due within two weeks after the end of recruitment.

I. Primary Recruitment Exemptions

1. Expansion chapters will not participate in formal recruitment beyond Sisterhood Night, but all recognized colonies and chapters are expected to participate with exceptions granted only by the Coordinator of Fraternity and Sorority Life.
2. 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.
3. If a chapter is granted exemption from primary recruitment on points one and two in this section, they are allowed to extend bids during the specified time under the direction of the Coordinator of Fraternity and Sorority Life.