

RECRUITMENT RULES OF THE UNIVERSITY OF WEST ALABAMA PANHELLENIC ASSOCIATION

We, the women of the Panhellenic Council at The University of West Alabama, in order to promote harmony and goodwill between member sororities and to maintain friendly relations between fraternity women and non-fraternity women, adopt this Code of Ethics to be respected, and adhered to by each member of the Panhellenic Council at all times and in all situations. Panhellenic Council members will not speak or act in any way that influences or biases a woman, positively or negatively, toward any particular sorority. Council members are fully expected to encourage women to participate in the recruitment process, but only in a manner that benefits the entire sorority community. Panhellenic Council members will not promise membership, nor make statements that may be perceived as a promise of membership, to any woman.

This code is the foundation for a successful and positive Panhellenic community, and only through respect for it will each sorority benefit. Please exercise good judgment in every representation of sorority life.

I. Statement of Positive Panhellenic Contact

We, the women of The University of West Alabama, will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at 9:00pm on Thursday, September 8th and last until bid distribution at 6:00pm on Friday, September 9th. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted. Sororities may set-up a table at Get On Board Day, following the guidelines established by Panhellenic. They may also pass out an approved pamphlet of information about their chapter. Each chapter may have a chapter website. The website must have Formal Recruitment dates and a reference to the Panhellenic website.

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

All NPC member organizations represented at The University of West Alabama believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at The University of West Alabama will engage in the following practices that align with the Values-Based Recruitment during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment attire for chapter members.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

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

The University of West Alabama Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority,

whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

V. 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, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment after primary recruitment will be largest chapter size (LCS) rounded down to the nearest whole number. The adjustment in the academic term in which primary recruitment is not held, will also be largest chapter size (LCS).

VI. General Rules for Panhellenic Recruitment

- I. Formal recruitment is defined as the time beginning at the General Recruitment Meeting through the end of Bid Day.
- II. All members, new members, and alumnae who are currently enrolled in the University are responsible for knowing and observing the recruitment rules.
- III. A potential new member is considered any woman who has registered for recruitment through Campus Director.
- IV. Panhellenic Recruitment Team is comprised of the Panhellenic President, Panhellenic Vice President of Membership Recruitment, and Panhellenic Vice President of Philanthropy from each sorority.
- V. Local alumnae and collegiate members from other chapters 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.
- VI. Panhellenic shall reserve all recruitment facilities. All recruitment activities must be confined to these buildings. Sororities must clean up the facilities they utilize. All three sororities will agree upon any time specifications.
- VII. The General Recruitment Meeting is held for PNMs to meet the Panhellenic Recruitment Team and the Panhellenic Advisor to learn about Recruitment. This meeting shall be held the Thursday prior to recruitment beginning.
- VIII. In accordance with NPC Unanimous Agreements, no membership recruitment activity shall include men or alcohol. This policy shall be in effect from the beginning of FMR until 24 hours after the acceptance of bids to membership. There is one exception; men are allowed to assist sorority members for event set-up (moving furniture) and may do so after PNMs have exited the location.
- IX. In accordance with NPC Unanimous Agreements, NPC members shall not suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance.
- X. In accordance with NPC Unanimous Agreements, NPC members will not participate in men's formal recruitment. This rule shall be enforced from sorority convocation until the day after fraternity bid day and shall include all fraternity bid day parties. NPC members also should not appear in advertisements or videos for any fraternity.

VII. Recruitment Counselors

- I. Recruitment counselors model the way for PNMs. They serve as a confidant and sounding board as PNMs search for organizations that meet their needs and match their values.
- II. Responsibilities to PNMs:
 - a. Provide thorough knowledge of the Panhellenic community.

- b. Promote the positive benefits of sorority membership and the impact the Panhellenic community has on campus.
 - c. Engage them in discussions of their personal values and how those values will better inform their decision-making.
 - d. Advise them through the recruitment process by finding effective ways to help them reason how their values connect with each chapter.
 - e. Encourage them to keep an open mind throughout the process and to approach each chapter as a group that could develop them personally.
 - f. Stay in contact with each PNM to provide support and guidance that will contribute to her retention throughout the recruitment process.
 - g. Serve as a positive contact and sorority role model during and after recruitment.
- III. Members of the Panhellenic Executive Council are responsible for knowing and understanding all rules listed in the Manual of Information and Recruitment Counselor Guide provided by National Panhellenic Conference.

VIII. General protocol for sorority members

- I. From the end of Spring semester through the end of Bid Day, no Panhellenic member shall give anything to a PNM or accept anything from any PNM. Examples are, but are not limited to, car rides, trips, written notes, letters, gifts, meals, or soft drinks.
- II. From Move in Day through the end of Bid Day, no PNM shall visit a Panhellenic member on a woman's fraternity hall except during designated recruitment parties.
- III. There will be no promising of any bids, directly or indirectly, by any Panhellenic member, new member, alumnae, or national fraternity representative.
- IV. All advertisements and social media posts should say "Go Greek," and the word RUSH should not be used.
- V. No sorority members may visit PNMs in her place of residence.
- VI. Sorority women living with a PNM are not to discuss anything pertaining to Panhellenic Recruitment. Violations will result in a judicial hearing and possible loss of recruitment rights.
- VII. A sorority member living with a PNM shall not invite other sorority members to the PNMs place of residence, nor shall she organize any social meeting between PNMs and sorority members.

IX. Round Specifics

- I. Chapter Events
 - Length- 1 hour
 - PNMs are allowed to attend as many events as they choose, but must attend 1 of each sorority to be eligible for a bid
 - Light refreshments/ finger foods will be allowed
 - Each sorority can hold 3 chapter events
 - All event dates/ times must be approved by the Office of Student Life
 - Songs may be performed, but no skits are allowed.
- I. Preference
 - Length- 60 minutes
 - Break- 15 minutes
 - PNMs may attend up to two parties
 - Sororities may provide water or lemonade.
 - Songs may be performed, but no skits are allowed.
- II. Bid Signing
 - Signed Selden Hall immediately after the last Preference Party that each PNM attends.

- The Director of Student Life will select UWA staff to assist with MRABA signing. Recruitment counselors and/ or Panhellenic Officers may not be present.

X. Computer Based –Matching System and Release Figure Methodology

- I. The University Of West Alabama has contracted the use of a computer based matching system, Campus Director, for Recruitment.
- II. Round and bid matching will be conducted using this computer database system. The Director of Student Life or his/her designee will complete the matching and quota addition process with the NPC Release Figure Methodologist.
- III. Potential New members must be registered via the computer database system.
- IV. All Potential New Members shall fill out a Preference/Membership Recruitment Acceptance, through the computer database and/or on paper, immediately after the last party she attends. This should be done in the presence of the Director of Student Life or his/her designee.
- V. The Director of Student Life or his/her designee shall have sole access to the computer database system and will oversee the use of the system by the Panhellenic Council. No member of the Recruitment Team shall use the computer database system in an inappropriate manner or share the information accessed through the program.
- VI. All chapter invitation lists should be submitted using this program.
- VII. Invitations and Invitation lists, bids and bid lists must be delivered on time via the computer matching system.
- VIII. Each chapter is urged to follow the numbers suggested by the Recruitment Figure Methodology system in terms of number of names to put on invitation lists, flex lists, and final bid lists.
- IX. Women invited to a chapter's preference party must be on that chapter's bid list in ranked order.

XI. Recruitment Infractions

The following people are allowed to submit an infraction report form:

- a) Chapter Presidents
- b) Panhellenic Executive Members
- c) Recruitment Counselors
- d) Any Potential New Member.

When a member group of Panhellenic believes there has been an infraction, a written report, signed by the accusing Chapter President (or appropriate person, see #1) and those who witnessed the alleged infraction to the Panhellenic Executive Council.

Reports must be turned into the Panhellenic Executive Council within seven calendar days of the occurrence of the alleged infraction.

The College Panhellenic (CP) President has the responsibility of notifying the accused sorority President and their Advisor, and delivering a copy of the infraction report within one week of receiving it.

A mediation between the representatives of the groups involved shall be called by the CP President within the next 48 hours after the accused sorority has received a copy of the accusation. All possible attempts to reach an amicable solution within 60 minutes must be made.

If the representatives of the group involved cannot reach an amicable solution, the case must be referred within 24 hours to the Judiciary Committee chaired by the College Panhellenic President for a decision.