



UNIVERSITY OF
TEXAS
ARLINGTON

COLLEGE PANHELLENIC
FRATERNITY & SORORITY LIFE

2020-2021 Recruitment Rules | UTA College Panhellenic

I. Statement of Positive Panhellenic Contact

We, the women of the University of Texas at Arlington, hereafter referred to as UTA, will promote Panhellenic-spirited contact with all potential new members and with each other throughout the year. Casual greetings with potential new members are encouraged throughout the year.

We, the College Panhellenic members of The University of Texas at Arlington (UTA), will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at [time of MRABA signing] and last until bid distribution [time of Bid Day]. No sorority member, including alumnae and new members, may communicate with potential new members 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 potential new members lives or interacts with sorority members, only casual greetings and contact are permitted.

II. Statement of Adherence to National Panhellenic Conference Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at The University of Texas at Arlington adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Value Based Recruitment

All NPC member organizations represented at [name of institution] will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – POLICY 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.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- 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 recruitment skits.

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

The UTA College Panhellenic Council 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. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted to median chapter size no later than 72 hours following bid distribution.

During the spring semester, total must be reset within one week (no more than 7 days) from the start of the academic term(s) and will be reset to total will be reset to largest chapter size plus 5-10%.

Vacancies in the chapter membership can be filled to total, only if the chapter is below total. A chapter may exceed total as a result of its participation in Primary CPH recruitment when quota-total and a preferential bidding system are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to Continuous Open Bidding (COB) to reach total again.

Members who are not present on campus for one academic term (i.e. participating in a study abroad program, student teaching, internship, etc.) are to be included in chapter total calculations unless inactive member status has been granted for the entire academic year.

All members, including alumnae and new members, are responsible for understanding and observing the following year-round CPH membership recruitment rules:

- Women should remain unbiased, encourage woman to participate in primary recruitment or COB processes, and women should refrain from talking negatively about other individuals or chapters.
- Members recruiting on behalf of the chapter must be enrolled at UTA. Women must be listed on the chapter's roster with the Office of F&SL and hold an active status.
- There should be no alcohol associated with membership recruitment throughout the year and during Bid Day activities.
- Chapter members cannot invite a PNM to any fraternity events and/or parties and, if a member encounters a PNM, the member must remain CPH friendly.
- The role of men participating in the Primary Recruitment process should be limited to preparing for the Primary Recruitment process, this could be: assistance with equipment load in/out, men are able to assist with conversation practice, etc... Men are not to participate in Bid Day activities.
- Men should not be recruiting for CPH through verbal, written, or electronic communication.
- No sorority members, including new members and alumnae, may visit a potential new member in her place of residence during membership recruitment. The exception to this policy is existing family relationships or chapter members living with PNMs, these relationships should be noted with the Vice President of External Recruitment.

- No favors, gifts or letters may be given to potential new members (PNMs). There will be no promising of bids directly or indirectly by any member or alumna of a sorority.
 - Members should not be scheduling to meet with any PNMs on or off campus unless the chapter is conducting COB.
 - Casual conversations in compliance with recruitment rules are acceptable and encouraged when a member sees a PNM on and off campus.
 - If a PNM friends, follows, a current CPH member on any type of social media the current member can accept the PNM's request. If the PNM reaches out to communicate with the chapter member the chapter member may communicate with the PNM in compliance with the recruitment rules.

Strict silence will begin at [time of MRABA signing] and last until bid distribution [time of Bid Day]. No sorority member, including alumnae and new members, may communicate with potential new members 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 potential new members lives or interacts with sorority members, only casual greetings and contact are permitted.

VII Recruitment Guidelines for Potential New Members (PNMs):

- To be eligible to participate in Panhellenic primary recruitment or during a Continuous Open Bidding period, a woman must meet UTA Fraternity and Sorority Life academic and procedural requirements.
- To be eligible to participate in CPH recruitment, a woman must not be simultaneously enrolled in high school and attending college.
- A woman must be an undergraduate student regularly matriculated in the institution to be eligible to participate in membership recruitment.
- A woman shall not be, or have ever been, an initiated member of an NPC organization and join another NPC organization.
- Any woman who signs an MRABA and receives a bid at the end of membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.
- A woman must contact her Rho Gamma or CPH Advisor if she desires to withdraw from the Primary Recruitment process.
- From the beginning of orientation through the end of Primary Recruitment, no PNM may visit CPH sorority members or a chapter facility unless for the Open House Day.
- No sorority member may buy anything for a PNM.
- A PNM will not give a promise, either verbal or written, inferred or plainly stated to join a sorority before bids are distributed by CPH.
- A woman will complete the membership recruitment acceptance binding agreement (MRABA) after the last event she attends. It is a binding contract and once it has been signed, no changes may be made.
- A woman will attend orientation and all events to which she has accepted invitations. In case of illness or an emergency, the woman will notify her Rho Gamma or the CPH Advisor.
- PNMs are not allowed to leave the room with any items associated with individual chapters. This includes gifts, flowers, favors, and drinks.

VIII Continuous Open Bidding:

Each NPC sorority chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar.

After Primary Recruitment, chapters who have met their total & quota and do not need to COB should refrain from recruitment style events as it create the impression to PNMs that they are able to extend bids, and thus withholds PNMs from chapters who still need to meet total/quota and creates the potential for bid promising and/or takes the focus from chapters recruiting. Until at which, point all chapters have express to CPH Exec and the CPH advisor, that the chapter has "finalized" COB process.

Chapters will follow the Fraternity and Sorority Life office policies to register recruitment events and check the academic records of potential members. Chapters wishing to participate in COB should meet with their FSL Chapter Coach before the start of the COB process to complete all F&SL recruitment policies. Once complete the chapter may issue bids to potential new members, the chapter will be responsible for having the COB MRABA completed and returning it to the CPH advisor in the time allotted by NPC.

IX Social Media, Websites, and Publicity:

- Chapter websites and all social media shall reflect all recruitment policies. Chapter websites and social media should reflect a "Go CPH" message instead of messaging that promotes only your chapter. Chapters should not use phrases like "GO XYZ". This policy does not regulate individual member pages, however, members of CPH should encourage "GO CPH" message.
- Chapters should direct PNMs to the CPH External VP of Recruitment (cph@uta.edu) for questions or concerns about the Primary Recruitment process if contacted through a chapter website or social media platform. All contact with PNMs through social media or electronically should reflect all policies outlined in this document.
- All publicity pertaining to Primary Recruitment shall be designed by the CPH Marketing Chair.
- To promote Primary Recruitment, chapters should participate in CPH hosted tabling, giveaways, and events; during these opportunities. Banners outside of the house promoting CPH Recruitment registration are encouraged to promote Primary Recruitment, banners should include the web-site (www.uta.edu/fsl) Banners should encourage a "GO CPH" type of message.
- Each sorority is encouraged to participate in the New Maverick Orientation Involvement Fair, and each sorority can have up to two (2) members. Communication regarding New Maverick Orientation will be corresponded from the Student Organizations office to chapter presidents. Members recruiting for their chapter should be dressed in casual clothing, preferably a letter shirt or t-shirt displaying their chapter name.

X Primary Recruitment Implementation:

Rho Gammas and CPH Executive Board:

CPH Executive Board officers and Rho Gammas are associated with their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the CPH community. CPH Executive Board officers and Rho Gammas will make up the CPH Recruitment Team.

All women selected to serve on the CPH Recruitment Team are to follow all agreements set forth. Failure to abide by the agreement can result in dismissal at any point.

UTA CPH Recruitment Team Agreements:

- As a CPH Recruitment Team member she must agree to remain unbiased and Panhellenic friendly in all dealings with the PNMs and chapters. It is her job and responsibility is to work for the greater good of College Panhellenic by being impartial and fair in her dealings with others.
- There should be no special information shared nor implication given to the PNM about her chapter or its membership selection process and decisions.
- If CPH Recruitment Team members are asked their chapter affiliation, she will acknowledge it, however indicating her role is one to be supportive of all chapters on the campus. It is agreed that CPH Recruitment Team members should work if at all possible at all times in pairs within their PNM groups as to alleviate any attempt by the PNMs to lead a Rho Gamma into specific chapter conversations.
- There should be no direct connections or communication between a CPH Recruitment Team member and her chapter. This includes but is not limited to the following:
 - a. No assistance with recruiting – prior to the start of Primary recruitment and during recruitment.
 - b. Cannot participate in chapter tabling during summer and pre-recruitment activities.
 - c. Attend all trainings (dates are subject to change or additional trainings added)
 - d. Recruit potential new members for CPH during, FSL hosted events, Welcome Week Events, through social media, Council hosted marketing events, or additional recruitment opportunities.
 - e. She cannot be in communication with members of your chapter, other students, alumnae and parents regarding the chapter's membership selection process and decisions regarding a PNM(s).

Beginning-on-the date of association:

- a. She cannot wear organizational letters, jewelry, sportswear, etc. She cannot attend chapter meetings, ritualistic functions, or scheduled social events during the required disassociation period. If a member of the Recruitment Team resides in a chapter house, she will move out of the house before the first day of Primary Recruitment.
- b. No socializing with members of my chapter beginning with the disassociation ceremony.

Visitors during Primary Recruitment:

Alumnae attending recruitment events may be introduced to PNMs, but they are not allowed to recruit the PNMs individually or in a group. They may only be silent participants and not have any contact with PNM's on social media sites, through email, or phone during the Primary Recruitment Period. A list of alumnae attending recruitment events should be provided during room checks on each day of the Primary recruitment process.

A maximum of 10 alumnae and/or non-UTA active chapter members may be present. Alumnae, national visitors, and non-UTA active chapter members must be clearly identified with name tags identifying them as alumnae. Alumnae cannot dress in similar clothing as active chapter members. except during preference round when the same color can be worn but not same dress-

If the chapter is hosting a national officer and/or headquarter staff member, the chapter must notify the CPH Advisor by Thursday, September 3, 2020 if the national officer/HQ staff member desires to attend other chapter's events.

Schedule and Logistics:

- The number of events held each night will be decided upon by the College Panhellenic Advisor and the External VP of Recruitment in advance. This number will be based on the number of PNMs.
- It is the responsibility of each CPH Executive Council Officer to ensure that each event begins and ends on time with strict adherence to the recruitment schedule. Parties' time will officially start when the last PNM walks in the door.
- Rho Gammas will escort PNMs to parties during Primary Recruitment and will be available to the chapters if questions or emergencies arise.
- Rho Gammas will remain outside the party, unless the chapter wants to extend an invitation to come inside the room or foyer area and offered a chair, where she will remain, unless her assistance is needed by a PNM.
- CPH will provide refreshments PNMs throughout the recruitment process. Chapter cannot serve any food or beverages, with the exception of the Preference Round. Chapters may serve water to PNMs during the Preference Round.
- A membership recruitment budget will be established by the College Panhellenic for membership recruitment purposes. The budget will be shared and approved community by July 23, 2020.
- CPH is responsible for following NPC's financial transparency initiative.
 - PNMs will be provided a fact sheet created by CPH Executive Board, including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter, this information will be available online, included in registration confirmation, and provided during recruitment orientation.
 - Chapters will be responsible for completing the Financial Form and returning it to the VP of Administration by May 22, 2020.
- Chapters must have had at least an initial meeting with the CPH Advisor, External VP of Recruitment, and UC Operations staff member to discuss room set up details.
 - Chapters should be prepared with diagrams, a list of equipment needed, and any additional details. Chapters will be notified by the CPH Advisor and/or External VP of Recruitment to schedule meetings.
 - All final set up plans must be submitted to the CPH Advisor, Vice President of Recruitment and UC staff member by July 31, 2020. Any changes to a Chapters plan made after August 1, 2020 will result in an infraction.
 - This section is subject to change for the summer of 2020 as the council awaits guidance from the institution.
- All PNMs will enter the chapter house in alphabetical order, to the best of the Rho Gamma's ability, in single file or pairs as determined by the chapter.
- The CPH Advisor will utilize the Microsoft Teams: CPH Recruitment Team to update chapters on any schedule and/or registration changes.

Budget:

- Primary Recruitment expenses are not to exceed \$3,000.
- Each chapter must submit a detailed list of expenses including donated item.
- Proposed budgets will be due August 14, 2020 and final expenses will be due the following Monday after Bid Day. Included in both the proposed budget and final budget should be any and all invoices and/or receipts. There should be a list of donated items as well with an estimated value.

Decorations:

Decorations for Primary Recruitment should be kept at a minimum, in support of Values Based Recruitment, the following policies are to be adhered:

- Chapters should not be highlighting CPH Recruitment Team members through decorations during the Primary Recruitment process.
- Only Mylar Balloons can be used, and at a maximum of 20 balloons.
- Table displays should be relative to chapter, events, and the values and/or sisterhood of the chapter.
- Small centerpieces table clothes, chapter composites, crafts pertaining to philanthropy are all admissible.
- Banners or signs referencing sorority philanthropy are allowed. The signs must be free standing or hung from the decoration table, or pipe and drape nothing is to be hung on the walls as per the University Center policies.
- A chapter cannot rent items (i.e. tables, chairs, etc.) from the University if the University Center does not have enough to provide for all chapters for a night. Example: If Zeta Zeta Zeta rents high top round tables, and there are not enough high top round tables for all other chapters on campus, Zeta Zeta Zeta shall not rent these tables from the University, and shall go through an outside vendor instead.

If the CPH Executive Officers find decorations or the room set up to be outside the limits of these parameters, they may ask the sorority to modify their decorations or set up. The CPH Executive Officers will then return to confirm that the sorority has complied with the directive given. If the sorority has not rectified the discrepancies, then a violation will be submitted in accordance with the Panhellenic Judicial Process.

Chapters will follow the University Center policies to best respect campus space.

House Tours (not intended to serve as a round):

- Each rotation will be 15 minutes maximum.
- Each chapter will be allowed a maximum of 8 women maximum to participate in house tours. Women who live in the house that are not serving as one of the 8 members hosting House Tours should not be present.
- During the allotted time for the House Tour, each chapter must present accurate financial, academic, and new member programming information. This presentation can be visual or verbal. The PNMs would have received this information in print and there is not a need for chapters to produce a handout of any sort.
- A visual presentation communicating the academic, financial, and time commitments for membership is allowed but will be approved by the Vice President of External Recruitment and CPH Advisor by the established deadline.

- A Rho Gamma will be outside the house at the front door. Her duty is to give a 2-minute warning before the start of the rotation and a 1-minute warning at the conclusion.
- Attire to be worn includes the chapter's stitched letter shirt and casual bottoms.
- There is no food or drink to be served.
- The chapter house should look as it would for a parent's weekend or consultant visit. There may not be any themed decorations in the house. No balloons, decorations must be permanent to house décor. Minimal flower arrangement may be present.
- No skits, chants, or songs are to be performed during House Tours.
- College Panhellenic Executive Officers will perform house checks before the start of house tours.

Recruitment Rounds

- Rho Gammas will check-in with the chapter 5 minutes before the party begins, and during this time, she will provide any party updates/changes. She will then provide a 1 minute knock before the party starts and a 2 minute knock before the party ends.
- Primary Recruitment will take place in the University Center. Rooms will be assigned to each chapter and rotated each year.
- Chapter members and alumnae guests must remain in the assigned recruitment location until the scheduled time established on the CPH Primary Recruitment schedule.
- Signage is allowed outside of the chapter's room or house but cannot exceed 36" by 32".
- Slideshows or videos must be approved by the VP of External Recruitment and Advisor by August 28, 2020.
- All PNMs will enter the chapter house in alphabetical order, to the best of the Rho Gamma's ability, in single file or pairs as determined by the chapter.

First Round Events (Values & Sisterhood)

- Each event will be 45 minutes long.
- Chapters should demonstrate their values through conversation, displays, speakers, a video slideshow, or combination of all.
- Clothing for chapter members for this day will be the CPH community shirt issued by the CPH Recruitment Team and casual bottoms of choice. Jewelry, etc. will be up to the discretion of the chapter.

Second Round Events (Philanthropy)

- Each event will be 45 minutes long.
- Philanthropy will be the theme for Second Invitational. Each chapter must explain their national or local philanthropic cause during this round through a speaker, video, or project.
- Clothing for chapter members for this day will be National Philanthropy Promoting attire including, but not limited to letters, outfits in sorority/philanthropy colors, etc. Footwear, jewelry, etc. will be up to the discretion of the chapter.

Third Round Events (Preference)

- Each event will be 60 minutes long.
- Appropriate cocktail attire or approved attire by the National Sorority to be worn for this night.
- Decorations relevant to the Preference Ceremony.

XI. Recruitment Violations

The College Panhellenic Executive Board will act only on those infractions and violations reported in writing on a completed "College Panhellenic Violation Report Form" found on the Fraternity and Sorority Life website or NPC Manual of Information. Chapter leaders are encouraged to communicate directly with each other to first settle any concerns before completing a Violation Form.

Proper procedures for filing a violation can be found in the NPC Manual of Information. If you find that someone has violated any of the NPC Unanimous Agreements or the UTA College Panhellenic Recruitment Rules, you are encouraged to report the violation in the proper manner.

Appendix:

Sanctions for a recruitment rule violation or Infraction, all chapters will be held to the same sanctions for the same violation of recruitment rules:

- During the time of Rho Gamma applications each chapter must submit five applicants as requested by CPH. Failure to submit the minimum amount yields to a \$50 fine per application vacancy.
- Chapters shall abide by the times agreed upon for turning in recruitment paperwork. Failure to turn in these forms will result in a \$25 fine per day.
- Chapters needing to change a submission on Campus Director after submission will result in a \$250 fine per change.
- If a chapter runs over during Open House and/or during a round, the chapter will be charged a \$10 per minute fine.
- The Vice Presidents of Recruitment and CPH Advisor must pre-approve any videos to be shown during Primary Recruitment prior to showing; failure to do so will result in a \$100 fine. Videos should be emailed to cph@uta.edu or uploaded to the chapter's Box folder for approval.
- If an individual member of a chapter is found responsible violating any CPH Recruitment Policy, that chapter will be fined \$50 per incident; this includes in person or on social media.
- There will be a \$100 fine per incident if chapter members contact Rho Gammas or Exec members seeking information about a PNM or recruitment information concerning another chapter.
- If a Rho Gamma or CPH Exec member shares recruitment information pertaining to a PNM or other chapters with a chapter without permission, there will be a \$100 fine if the chapter does not report within 24 hours.
- Chapters not following the apparel guidelines for a Primary Recruitment events will receive a \$250 fine.
- Any chapters found responsible for Bid Promising will receive a \$500 fine per incident. If there is an incident reported from a PNM there will be a follow up with the chapter members from the CPH Recruitment Team and CPH Advisor to establish if there was a bid promising occurrence, the NPC Violation Forms will be completed as well.