University of Wisconsin- Eau Claire

Recruitment Rules and Regulations

Panhellenic Council

2019

1. General Recruitment Information
	1. Unless otherwise stated, all NPC unanimous agreements regarding the recruitment process shall be followed.
	2. Fall Recruitment shall be held beginning on Saturday, September 14h, 2019 and conclude with bid day on Saturday, September 21st, 2019.
	3. A potential member must be a regularly matriculated full-time student at the University of Wisconsin-Eau Claire to be eligible to participate.
2. General Recruitment Regulations
	1. The participation of men in recruitment functions (except for the University advisor or the chapter faculty advisor) shall be prohibited.
		1. No men shall be present 1 hour prior to the start of formal recruitment rounds or 1 hour after the conclusion of the last round. This excludes delivery men, campus workers, etc.
		2. Men shall not be present during any pre-recruitment event. No sorority women participating in or near a pre-recruitment event may be conversing or interacting with a male.
	2. From June 1st until the conclusion of bid day, no potential members may visit an alumnae place of residence or a member’s chapter house or place of residence, excluding family and roommates. No sorority member may visit a potential member’s place of residence during this time frame excluding family members.
	3. No negative comments towards any other organization including non-fraternity or sorority organizations are allowed at any time.
		1. For example, “the Zeta Beta Zeta chapter is the party chapter,” “that chapter don’t tend to hangout with any other chapter,” “they recruit a different type of woman,” “they tend to be stuck up”, etc.
	4. Discussing policies of another fraternity or sorority organization at any time is prohibited.
		1. For example, “the Zeta Beta Zetas tend to bend their GPA rules”
	5. All forms of active, subtle recruiting for a single sorority, including posting flyers with one’s organizations letters, colors, mascot, or any other symbol on campus is prohibited from the first freshman/transfer orientation session through bid day. Exceptions are limited to Panhellenic advertising. The Fraternity and Sorority Advisor must be notified of and approve of any sorority-sponsored program prior to any publicity for the event occurring.
		1. For example, letters in dorm windows/doors,
		2. Active, subtle recruiting includes intentionally putting up subtle recruiting tools. Excludes laptop stickers, car decals, keychains, etc.
		3. Between June 1st and Bid Day at 12:45pm, chapter pages can remain public but must forward any and all messages from PNM’s to the Panhellenic recruitment team and work closely with the Panhellenic Marketing Chair to ensure panhellenic posts.
	6. The function of active members of other schools, advisors, or alumnae in UW-Eau Claire’s recruitment events is limited to greeting, introducing, and serving potential members, and does not include any other aspect of recruitment that involves one-on-one contact with a potential member. Members of different chapters and alumnae must be clearly designated as such by name tag and title (e.g. “Chapter Advisor” or “Chapter Alumna”) and are expected to adhere to the recruitment regulations of UW-Eau Claire’s Panhellenic Council.
	7. Only three active members of other schools, advisors, or alumnae are allowed to assist the chapter per recruitment event. These helpers do not have to be the same for every recruitment event.
		1. (For the week of formal recruitment only three active members of other schools, advisors, or alumnae are allowed to physically assist/attend on the days of recruitment events. This includes the four days of rounds and preference night. These helpers do not have to be the same every day.)
		2. “Physically assisting/attending” includes being present on campus or in chapter homes throughout recruitment process.
	8. All recruitment violations will be handled as stipulated as outlined in the NPC Judicial Procedures Manual.
3. Silence
	1. Silence is established so that each Potential New member may decide for herself which group she wishes to join.
		1. Seven days prior to Formal Recruitment Rounds until after bids are picked up, it is a violation for there to be any communication, apart from simple greetings and PanHellenic Recruiting efforts, outside of Formal Recruitment events between a Potential New Member and Chapter members, new members, alumnae, and agents of a sorority, or any mediator between a potential member and an affiliate sorority, except those permitted by PanHellenic.
			1. Simple greeting examples include waving hello, saying “hello, nice to see you, have a good day”. No further communication permitted.
			2. PanHellenic Recruiting efforts are when any member of a sorority is actively recruiting a PNM to sign up for Formal Recruitment with unbiased efforts. If the PNM is interested they should be immediately referred to the PanHellenic Recruitment Chair or the PanHellenic President. (This means current member may not engage in any response through any medium. Notify Panhellenic President or Recruitment chair of the attempted contact.)
		2. If during this time it becomes necessary for a potential member to contact a sorority member or for a sorority member to contact a PNM, all communication will be channeled through PanHellenic.
	2. During the summer and Fall Formal Recruitment, letter writing, phone calls, Skyping, text messages, meetings, and emails to all high school senior women and any other PNM is strictly prohibited. No member or new member may use any online social networking tool to contact a PNM in any way, including but not limited to messaging, comments, wall posts, Facebook friend requesting or accepting, following on Twitter, Instagram, Snapchat, Linked In, or other platform. This period of silence is to be observed from June 1st until the conclusion of Bid Day (12:45pm). The PanHellenic Recruitment Team reserves the right to review online networking sites during the summer and if it is found that members are having any contact with a PNM an infraction will be filed.
		1. For this reason, members and new members who have online social networking accounts may not “block” the PanHellenic Recruitment Team or the Greek Life Advisor. No change, just moved.
	3. Actives May:
		1. Speak to Potential New Members (PNM) only during formal recruitment events, apart from simple “hello’s”.
		2. Speak about their own chapters to PNMs.
		3. Actively recruit PNMs for Panhellenic Recruitment.
		4. Hand out Panhellenic sponsored promotion and literature.
		5. Wear their letters on campus to promote their chapter.
	4. Actives May Not:
		1. Speak about other chapters in a negative way.
		2. Speak to PNMs between Preference Night and Bid Day.
		3. Create or distribute any literature or promotional materials about their chapter.
		4. Speak about inappropriate subjects or topics with PNMs.
			1. Topics/subjects include but not limited to, relationships/sexual contact, drugs/illegal substances, alcohol, religion, politics,
		5. Promise a bid (aka “Dirty Rush”)
			1. Oral bids, promises of pledging, and speaking of definite or indefinite meetings are prohibited during the summer, Formal Fall Recruitment and Spring Recruitment. No sorority member, new member, alumna, member from another collegiate chapter, or agent may advise any potential member or individual of chapter intent. Some examples include but are not limited to: “I want you for my little sister, You belong here, see you tomorrow, I will save this for you until bid day, Can’t wait to see you in our letters, we love you, you have nothing to worry about when it comes to us”. Expressions of welcome, “We’re glad you’re back, it’s nice to see you again” are not oral bids.
		6. Recruit in inappropriate places, including any place where alcohol is present
		7. Hold events on campus outside of Panhellenic recruitment during the specified Panhellenic recruitment dates
			1. Including philanthropies, fundraisers, etc.
			2. Excluding educational programs.
		8. Communicate with PNMs beyond the chapters’ recruitment efforts.
			1. Including collecting phone numbers or email addresses
		9. Display their letters excessively on anything but their bodies.
		10. Purchase anything or give anything to a PNM.
	5. Please see NPC Manual of Information, 14th Edition, 2008 for anything not specifically stated (available on npcwomen.org for $45.00)
4. Recruitment Procedures
	1. The recruitment schedule will be determined by the Panhellenic Council with a formal vote for acceptance by all member chapters.
	2. The Panhellenic Executive Board shall reserve the right to make adjustment to the time, length, and/or scheduling of events as needed, and will consult with chapter presidents and recruitment chairs upon doing so.
	3. The use of alcoholic beverages at any recruitment event is prohibited
	4. Panhellenic name tags will be provided to potential members.
	5. Each chapter may have no more than two active women speaking to a potential member at any given time (hot boxing).
		1. Hotboxing commonly is unintentional, yet common at Pre-Recruitment events and Preference night.
		2. Hotboxing also includes potential members being in a situation they can not leave (i.e. a corner)
	6. All recruiting must take place in rooms with doors open on Preference.
	7. At no time during recruitment may any member make any type of offer or promise of membership to a potential member (bid promising)
		1. Bid promising includes promises to have participation in future events
			1. Examples include, “I can’t wait to see you in our letters,” “I hope to see you soon,” “I can’t wait to see you on pref/bid day,” “You belong here.”
			2. “I” or “we” statements are prohibited. These constitute as bid promising.
		2. No favors may be given to potential members by any chapter or individual members. (only moved to sub-bullet)
	8. All chapters must abide by and follow all Davies Center and UW-Eau Claire policies.
		1. Chapters will be fined if Davies Student Center policies are broken, up to the discretion of the Event Services Staff.
	9. All chapter rooms are to be check by either the PanHellenic Recruitment Chair, Panhellenic President, Greek Life Advisor or Greek Graduate Assistant prior to the start of rounds.
		1. Under no circumstances shall the chapter prohibit the Panhellenic Recruitment Chair, Panhellenic President, Greek Life Advisor, or Greek Graduate Assistant from entering the chapter room .
		2. No PNM will be allowed into the room until it is checked. If the room has not been checked due to admittance of the aforementioned persons by the start of rounds, other chapters rounds will continue as scheduled and PNMs will be held back from the unchecked room.
5. Alcohol
	1. Day of Events ( Includes all Pre-Recruitment, Recruitment events, Recruitment Rounds, Preference night and Bid day)
		1. Potential members, Chapter members, Chapter Advisors/Alum, Recruitment Counselors, and Panhellenic Recruitment team shall not consume alcohol or illegal substances on day of event from 3am until end of event.
	2. Week of Recruitment
		1. On the individual day of recruitment, preference night and bid day, from 3am to the conclusion of the round, no active chapter members shall consume alcohol publicly or privately. (The conclusion of the day of recruitment shall be determined as immediately following the dismissal of Potential New Members)
		2. This includes bars, restaurants, breweries, on campus (spaces such as The Cabin), private residencies, private living spaces, etc.
	3. Wet Recruiting will not be tolerated.
		1. Wet Recruiting is defined as using alcohol or recruiting in a place where alcohol is present.
			1. Examples may include, while at any place with alcohol present (private or public), “Hey Sally, you seem super fun, you should come down to recruitment this week.”, etc.
	4. Social Media
		1. No social media platforms should include any public reference or public photo of alcohol and illegal substances in any posts, comments, photos, likes, groups, events, etc.
			1. Facebook, Instagram, Snapchat,Twitter, Pinterest, LinkedIn, etc.
				1. No reference to alcohol or illegal substances shall be posted on public profiles. Actives may not be tagged in their own or other’s public profile content.
6. Recruitment Event Regulations
	1. Decorations
		1. Decorations are defined as sets, flowers, props, centerpieces, or other materials used to change the appearance of a recruitment space.
		2. All decorations must be approved by Panhellenic Council prior to the first pre-recruitment event
			1. Can be presented in-person or electronically.
		3. All decorations and rooms must follow Davies Center policies.
		4. Chapters must abide by the decoration and theme guidelines provided by Panhellenic.
	2. Singing/Chants
		1. Chapters may sing or chant while potential new members are entering or exiting recruitment rooms during recruitment events.
	3. Food
		1. Chapters are not allowed to provide food and beverage (exception: ice water) for pre-preference events.
		2. Chapters are allowed to provide food and beverage during Preference Night.
7. Recruitment Participant Responsibilities
	1. PNM responsibilities:
		1. Pay a fee to participate in recruitment.
		2. Visit each chapter during the recruitment process a minimum of two times.
		3. Wear a nametag provided by Panhellenic Council at all times.
		4. Attend at least one, pre-round information session.
		5. Fill out exit survey for Panhellenic Council upon withdrawal.
		6. Fill out a recruitment survey for Panhellenic Council prior to signing a bid acceptance agreement.
	2. Chapter responsibilities:
		1. Attend workshop training.
		2. Review electronic Campus Director handbook
		3. Hold the designated number of events during recruitment period.
		4. Wear a nametag provided by their chapter at all times member will not be recruiting if name tag is not present at room-check.
		5. Provide advisors and alumnae with name tags that state their position.
		6. Make a list of women they would like to invite to Preference Night
		7. Make a Bid Day list
		8. Hold a Bid Day event in the designated hours following FIPG guidelines (available at FIPG.com or from the Fraternity and Sorority Advisor)
		9. Provide bid cards to Panhellenic for new members matched to the chapter during the bid matching process.
	3. Panhellenic President & Recruitment Chair Responsibilities
		1. Promote Panhellenic Recruitment
		2. Organize Recruitment Counselors
		3. Attend Recruitment Counselor training and the workshop
		4. Review electronic Campus Director handbook
		5. Attend all of the weekly recruitment activities
		6. Attend Preference Night
		7. Attend Bid Day
		8. Handle all infractions
		9. Assist in mediations
		10. Remain Unbiased
		11. Respect Confidentiality
	4. Recruitment Counselor Committee responsibilities:
		1. Collect Recruitment Counselor applications.
		2. Select Recruitment Counselors.
			1. Recruitment counselors will be selected by the Panhellenic President, the Panhellenic Recruitment Chair and the Fraternity and Sorority Advisor, Greek Graduate Assistant
		3. Train and supervise Recruitment Counselors.
8. Recruitment Counselors
	1. Recruitment Counselors will be active or 5th year members that will be returning for fall semester, chosen by the Panhellenic President, the Panhellenic Recruitment Chair and the Fraternity and Sorority Advisor.
		1. Applications will be submitted to the Panhellenic Recruitment Chair during the spring semester.
		2. The Panhellenic President, Panhellenic Recruitment Chair and the Fraternity and Sorority Advisor will interview potential Recruitment Counselors, if interviews are deemed necessary.
	2. The main responsibility of the Recruitment Counselor will be to support the potential members throughout the entire recruitment process. This will entail the explanation of the recruitment procedures and the answering of the questions of the potential members. In addition, they will perform any other duties as requested by Panhellenic Council.
	3. Recruitment Counselor responsibilities:
		1. Promote Panhellenic Recruitment
		2. Attend the workshop and all training sessions
		3. Review electronic Campus Director handbook
		4. Attend all of the weekly recruitment activities
		5. Attend Preference Night
		6. Attend Bid Day
		7. Remain unbiased during recruitment
		8. Contact PNMs
		9. Keep track of PNM event attendance and follow-up with PNM no-shows.
		10. Conduct an exit interview with any woman who withdraws from recruitment.
		11. Disaffiliate from their chapters from the first day of summer orientation through Bid Day.
	4. Recruitment Counselor shall not participate in the planning of their own chapter’s Recruitment events
9. Budget
	1. Each chapter shall maintain a recruitment budget of no more than $450.00 (including donations). Chapters are encouraged to keep decorations and other recruitment expenses to a minimum.
		1. Chapter who go over budget on recruitment materials, will be fined $50.
	2. Budget forms must be filled out and turned in to Panhellenic Council one week prior to recruitment beginning.
		1. Chapter will be fined $10 per day for each day late after the one week time frame.
	3. An itemized budget, including donations, and all receipts for all items purchased for recruitment must be turned into Panhellenic Council within one week after the conclusion of recruitment.
		1. Chapter will be fined $10 per day for each day late after the one week time frame.
	4. Donations must be documented with appropriate retail value to the public.
	5. All chapters that have not turned in their receipts two weeks after the conclusion of formal recruitment will be fined.
		1. Chapter will be fined $10 per day for each day late after the one week time frame.
10. Publicity
	1. All recruitment publicity and information sessions will be developed and conducted by the Panhellenic Council
	2. There will be a quiz following the rules session to ensure all members fully understand why rules are present.
11. Electronic Communication
	1. Websites
		1. Active Women
			1. All pictures with inappropriate content must be removed with men or women.
				1. Inappropriate content include sexually explicit, alcohol, vulgar gestures, illegal substances
	2. Email
		1. Active Women
			1. At no time should an Active provide her email address to a PNM or contact a PNM via email.
			2. If a PNM reaches out to an individual chapter member, refer their information directly to the PanHellenic Recruitment Chair, PanHellenic President or Greek Life Advisor. Members are not to converse with the PNM.
	3. Any Messaging systems (Facebook, AOL, Instagram, etc.)
		1. Active Women
			1. At no time should an active give out her screen name to a PNM or contact a PNM via a Messenger program
	4. Facebook, Twitter, Snapchat, Instagram, LinkedIn etc.
		1. Active women
			1. Profiles should be free of any inappropriate content, including but not limited to:
* Pictures containing any alcoholic beverages, signs with names of alcohol companies, kegs, empty bottles, wine glasses, shot glasses, general alcohol paraphernalia
* Groups making reference to or centered around alcohol or the use thereof
* Wall comments referring to alcohol or the use thereof
* Profiles containing any reference to alcohol or the use thereof
* Sexually explicit or suggestive photos, comments, or references to the use thereof.
* Comments including vulgar or inappropriate language.
* Comments degrading or disparaging another individual or group
* Excessive photo likes from specific chapter women
	+ - 1. At no time should you request to be a PNMs friend, from the June 1st through Bid Day at 12:45pm. This does not include family members and roommates.
				1. If you are already friends, you must block or remove the PNM as a friend from June 1st to Bid Day.
			2. PNM friend requests must be left pending until after Bid Day.
			3. All profiles must be set to private.
			4. All chapter members are expected to abide by the policies of their inter/national organizations regarding the use and content of an online social networking site.
			5. No PNM should be a follower of an active or new member on any social media site and no active member or new member should be a follower of a PNM.
			6. No PNM can be friends on Snapchat with an active member or new member. PNM’s must be deleted from Snapchat from the 1st of June until the conclusion of Bid Day.
			7. No member should be tagged or in a photo posted on any form of social media with a PNM, after the period of silence has begun.
	1. No active members, alumni, or sorority agents may block any member of the recruitment team from any form of social media.
1. Bidding and Membership Information
	1. Bid Matching
		1. Preferential Bid Matching shall occur the day after Preference Night. Bid matching will be conducted via the Campus Director computer program. Bid lists will be available at 10:45 a.m. on Bid Day. Bid cards will be due to the Fraternity and Sorority advisor by 12:45 p.m. on Bid Day.
		2. Membership Recruitment Acceptance Binding Agreement (MRABA) cards will be used. Potential members will be encouraged to preference a minimum of one chapter and preferably two chapters. By signing an MRABA card, the PNM agrees to accept the results of bid matching or wait one year to join another group.
		3. Prior to Preference Night, release figures will be provided to each chapter and the chapter must follow their release figures, unless granted an exception by the Fraternity and Sorority Advisor. Potential new members may attend up to two Preference Night events.
		4. After final events, each chapter will submit their invitation list via the Campus Director computer program by the time specified by the Panhellenic Council. Every woman who is invited to attend a chapter’s Preference Night event and who accepts the invitation must appear on the chapter’s bid list.
		5. Quota range shall be determined after each round of recruitment events based on real-time data. Quota will be determined following Preference Night by the Fraternity and Sorority Advisor and the NPC Release Figure Specialist.
		6. Potential members will be notified of their invitations on Bid Day. Each chapter shall have a designated site in which to receive its new members.
	2. Quota Additions, Snap Bidding and Continuous Open Bidding
		1. Quota Additions – If, at the end of bid matching, a woman who has maximized her options has not matched to a chapter, she is eligible to be a Quota Addition.
		2. Chapters that do not make Quota are eligible to “snap bid” any women who is not bound by the Panhellenic Recruitment agreement and who participated in the formal recruitment process at any point. “Snap bids” may occur between 10:45 a.m. and 12:44 p.m. on Bid Day and will be conducted by the Fraternity and Sorority Advisor on behalf of the chapter. At 12:45 p.m., snap bidding ends.
		3. Total is currently 53. Continuous Open Bidding shall commence beginning at 12:01 a.m. on Sunday, September 18th. Chapters not reaching Quota or who have reached Quota but are not at campus Total may offer bids to any woman who is not bound by the Panhellenic Recruitment agreement until they reach Quota and/or Total.
2. Total
	1. For Fall Recruitment, total will be set within 72 hours of Bid Day to the average chapter size.
	2. For Spring Recruitment, total will be set within 10 days of the beginning of the semester, to the largest chapter size.

B. Spring Recruitment

I. General Recruitment Information

a. Unless otherwise stated, all NPC unanimous agreements regarding the recruitment process shall be followed.

b. Spring Recruitment will be from the first day of spring semester until each chapter’s total is met, or until there is not adequate time for a new member period and initiation.

c. A potential member must be a regularly matriculated full-time student at the University of Wisconsin-Eau Claire to be eligible to participate.

II. General Recruitment Regulations

1. The participation of men in recruitment functions (except for the University advisor or the chapter faculty advisor) shall be prohibited.
2. No negative comments towards any other organization including non-fraternity or sorority organizations are allowed at any time.
3. All recruitment violations will be handled as stipulated as outlined in the NPC Judicial Procedures Manual.
4. The use of alcoholic beverages at any recruitment event is prohibited.
5. At no time after total has been reached may any member make any type of offer or promise of membership to a potential member (bid promising).
6. No gifts or monetary amounts shall be given to any potential member.
7. When a woman pledges a sorority, she shall be considered ineligible until the next formal recruitment period to accept a bid from any other NPC fraternity on the same campus.
8. After total has been reached or if a chapter chooses to not participate in continuous open-bidding, chapter may not hold recruitment events at private properties or chapter houses with potential members where the chapter is aware that their primary goal is to extend a bid in the future where there is not an exclusion of any Greek chapters.