

STANDING RULES FOR MEMBERSHIP RECRUITMENT

Panhellenic Association
University of California, Irvine

ARTICLE I

Fall Formal Recruitment

Formal Recruitment shall be held by Panhellenic during the fall quarter of the academic year.

A. Positive Panhellenic Contact

1. There shall be Positive Panhellenic Contact between the potential new members and chapter members beginning the last day of spring quarter through the end of bid day.
 - a. Positive Panhellenic Contact shall be defined as unbiased communication between chapter members and potential new members.
 - b. Chapter-specific information shall not be discussed during this time
 - c. Chapter members shall promote the benefits of “Going Greek,” and refrain from promoting individual chapters.
2. Positive Panhellenic Contact shall be observed in all interactions with potential new members.
 - a. This includes written, verbal, printed, or typed forms of contact.

B. The Use of the Internet

1. The use of Internet tools with potential new members from the last day of spring quarter through the end of Bid Day is only acceptable when marketing for the Panhellenic Association.
2. Individual collegiate chapter members and alumni affiliates shall refrain from any forms of contact with potential new members through any online methods especially online student networking services, including but not limited to, Facebook.com, Myspace.com, AIM, Twitter, Instagram, etc., unless in the form of marketing for the Panhellenic Association.
 - a. These accounts may not be used to communicate with potential new members.
 - b. The time frame for this shall begin from the last day of Spring Quarter through the end of Bid Day.
3. Any active online groups shall not be accessible to Potential New Members; any inactive groups shall not be updated or utilized during this period.
4. Any direct electronic communications between individual chapter members and potential new members regarding recruitment should be sent to the Panhellenic Recruitment Team immediately.
5. All active chapter members who are participating in Formal Recruitment are strongly encouraged to privatize all online accounts and student networking services, including, but not limited to Facebook.com, Myspace.com, Twitter, etc. by the last day of Spring Quarter, June 15 at 11:59pm.
 - a. Privatized is defined as completely inaccessible to any individual not already linked to their account.

6. Chapters shall be responsible for regulation of all online materials, pictures, and information that is not privatized. This includes but is not limited to visible profile pictures and all cover photos, which must reflect the chapter's values and positive Panhellenic contact.
 - a. This includes photos and visible information with explicit or inferences to drugs, underage alcohol use, or disrespect to other Panhellenic chapters.

C. Disaffiliation

1. All Panhellenic Association Executive Board Members, the Assistant Recruitment, Recruitment Counselor Coordinator, and all Recruitment Counselors must disaffiliate all online accounts including, but not limited to Facebook, MySpace, Twitter, Instagram, etc. by the last day of Spring Quarter through the end of Bid Day.
2. The listed members shall refrain from partaking in all recruitment activities associated with their individual chapters during the aforementioned period.
3. Individual chapters will be held responsible to make sure they do not expose the disaffiliated chapter members listed above. (See Article X: Section B)
4. Any exposed disaffiliated members should be reported to the Recruitment Team immediately.

D. Silence Period

1. There shall be no communication between chapter members (including alumnae) and potential new members outside of recruitment events from the beginning of Preference Night until Bid Day events.
 - a. This includes but not limited to, written, verbal, printed, typed, or electronic forms of contact including Facebook, Twitter, Instagram, and MySpace from collegiate members, non-initiated members, or alumnae.
2. Members, non-initiated members, and alumnae shall have no contact whatsoever with recruitment counselors from the Sunday before the start of Formal Recruitment until the Recruitment Counselor revealing on Bid Day.

E. Orientation Programs and Orientation Staff Members

1. Orientation Staff Members for all orientation programs shall not share their affiliation at any time during their orientation program duties, but are encouraged to promote Panhellenic sororities and the formal recruitment process.
2. Orientation Staff Members in Greek Life shall not attend any unofficial events, including but not limited to reunions, where Potential New Members may be present from the first day of undergraduate student housing move-in until the conclusion of Bid Day.

ARTICLE II
Continuous Open Bidding

Continuous Open Bidding is permitted after the completion of Bid Day. Continuous Open Bidding shall extend throughout the academic year, except during Fall Formal Recruitment or during chapter colonization and reorganization activities. Continuous Open Bidding must adhere to the Panhellenic Association Recruitment Code of Ethics.

ARTICLE III

Recruitment Personnel

A. Chapter Members

1. Only the sorority members and affiliated or unaffiliated transfers whose names are on the chapter membership list for the current recruitment sessions are eligible to participate in Formal Recruitment.
 - a. Revised lists are due to the Panhellenic Vice President of Recruitment by the first day of the fall quarter per the UCI Academic and Administrative Calendar.

B. Alumnae

1. Alumnae may not recruit.
2. They may attend events to observe, help set up, or prepare refreshments.
3. Alumnae must wear nametags that clearly indicate their status.
4. A maximum of eight alumnae; including national members, may be visible in the actual recruitment room unless otherwise approved by the Panhellenic Recruitment Team.

C. National Officers

1. National officers shall remain in an advisory capacity only; unless otherwise approved by the Panhellenic Recruitment Team.

D. Other members

1. Chapters that wish to invite members from other campuses must request prior approval from the Panhellenic Advisor and the Panhellenic Vice President of Recruitment at least one week before the start of the fall quarter.
 - a. Requests must include the campus name and the number of women desired.
 - b. Should the request be approved, the invited member's nametags must clearly state their status as "Visitor from X school."
 - c. These members are not allowed to recruit. They may attend recruitment events observe, help set up, or prepare refreshments.

E. Panhellenic Members

1. The Panhellenic Association Recruitment Team shall administer Formal Recruitment
2. The Recruitment Team is made up of all Panhellenic Executive Board Officers, the Panhellenic Assistant Recruitment, the Panhellenic Recruitment Counselor Coordinator, the Recruitment Counselors, and the Panhellenic Advisor.

ARTICLE IV

Potential New Member Eligibility

A. Eligible

- B.** A potential new member must be a registered full-time student (minimum of 12 units) at UC Irvine in order to participate in recruitment. Students in the extension division are ineligible for recruitment.
 1. A potential new member must be registered with the UC Irvine Panhellenic Association to partake in Formal Recruitment.
 - a. They must also have paid the registration fee by the preset deadline.

C. Ineligible

1. Students in the extension division are ineligible for recruitment

**ARTICLE V
Recruitment Ethics**

A. Oral Bidding

1. There shall be no promising of bids to potential new members.
2. Chapter members and alumnae must be careful in conversations with potential new members not to give the idea to a potential new member that she will receive an invitation to the sorority's next recruitment event or will receive an invitation to membership.
3. There shall be no comments about seeing a potential new member in the future.
4. Potential new members may not be told directly or indirectly that they are on a chapter's bid list.
5. There shall be no mentioning of Continuous Open Bidding (COB), Snap Bidding, or Informal Recruitment.

B. Panhellenic Spirit

1. Chapters shall abide by the Panhellenic Association Bylaws.
2. Chapters shall uphold the Panhellenic Association Recruitment Code of Ethics.
3. During all Formal Recruitment events, including events such as boothing held during Welcome Week, chapter members should only be speaking about their individual chapters and the Panhellenic Association, there shall be no derogatory comments made about other chapters.
4. Sororities may not mention any other sorority name in their songs.

**ARTICLE VI
General Rules for Formal Recruitment**

- A. All members of the Panhellenic Association will adhere to these rules and regulations, which are based on NPC Unanimous Agreements, resolutions, and guidelines.
- B. Chapters must publicize Panhellenic Formal Recruitment prior to formal recruitment.
- C. No alcoholic beverages may be served by anyone during Formal Recruitment or Bid Day events.
- D. A sorority event constitutes five new members or actives together during the Formal Recruitment Period.
- E. Sororities may not hold events outside of Formal Recruitment.
- F. All Chapter recruitment events including entry and exit songs shall take place within the chapter house.
 - a. Chapter members may not go outside the house to greet or to follow the potential new members out with the exception of opening and closing doors.
- G. Outdoor patio space may be used in accordance with the same rules as any other space within the house or recruitment room.

- a. Functional lighting is permitted.
 - b. Outdoor lighting plans for patio spaces and walkways for all days of Formal Recruitment must be pre-approved by the Panhellenic Recruitment Team at least 30 days prior to Round One of Formal Recruitment.
 - c. The approval of plans will be subject to the discretion of the current Panhellenic Association Executive Board based on all plans submitted by all participating Panhellenic Chapters.
- H. Potential New Members may not enter chapter houses starting the last day of Spring Quarter until the start of Formal Recruitment.
- a. Undergraduate sorority members and alumnae may not visit potential new members at their place of residence.
- I. Potential new members may not leave any recruitment event with notes, gifts, or any materials that belong to the chapter.
- a. Disposable serviettes do not constitute gifts.
 - b. Any personalized item that is given to the PNM will constitute a gift.
- J. Memorabilia or photos of Panhellenic Recruitment Team or Recruitment Counselors must not be displayed.
- a. Panhellenic will not provide photograph cover.
- K. Calling cards for use by Potential New Members will be furnished by Panhellenic for Rounds One, Two, and Three of Formal Recruitment.
- L. No chapter shall send individual information packets to Potential New Members.
- M. No individual chapter may hand out anything at their booth but fliers that may be provided by Panhellenic.
- N. No chapter may have its own sign-up sheets.
- a. All Potential New Members interested in formal recruitment shall be directed to the Panhellenic Recruitment Team and Recruitment Counselors.
- O. Chapters shall have no more booths than those provided by Panhellenic, and on any other days set by the Panhellenic Recruitment Team.
- a. There may be no more than four members behind a booth.
- P. All posters must be of Panhellenic Spirit. (See Article V. Section B.)
- a. Individual chapter names may be used, however they also must promote Panhellenic Recruitment with the dates of Formal Recruitment.
 - b. Panhellenic Recruitment must be in the same size, font, and color as your chapter name.
 - c. Continuous Open Bidding posters may be posted immediately following bid distribution.
- Q. No chapter may use the term "Rush" on any of their chapter recruitment materials.
- a. This includes but is not limited to t-shirts or any other item that can be seen by potential new members.
- R. No sorority member may consume alcohol in the presence of potential new members.
- a. This includes but is not limited to Recruitment Counselors, Panhellenic Executive Board, chapter leaders, and all undergraduate sorority members.
- S. No sorority member shall attend any fraternity event (including but not limited to parties or engagements where five or more fraternity men are present) from the first day of undergraduate

student housing move-in day until the conclusion of Bid Day (See Article VII Section F Subsection 7).

- T. The use of men is prohibited. No men may be present at any recruitment events or sorority events, including Bid Day. Sororities may not display fraternity paraphernalia or “Sweetheart” paraphernalia.
 - a. Fraternity names can be used when displayed for songfest or philanthropy involvements only. Displaying a social involvement with a fraternity (i.e. an exchange shirt) is prohibited. Displaying a songfest involvement (i.e. a songfest shirt) or a philanthropy involvement (i.e. a trophy for the winner of that philanthropy) is acceptable.
- U. College males are not permitted in the sorority houses past move-in day on Sunday before Welcome Week past midnight through the completion of Formal Recruitment.
- V. Chapter members may not participate in boothing for any fraternal organization.
 - a. College males may not participate in sorority chapter boothing.
- W. Chapters are encouraged to trust the Panhellenic Executive Board and the Recruitment Counselors to regulate general rules D, G, H, and N. All chapter members are encouraged to approach the Panhellenic Executive Board and Recruitment counselors with inquiries concerning these general rules.

ARTICLE VII

Specified Rules for Each Round of Recruitment

- A. Orientation.
 - 1. Panhellenic Association will sponsor a Recruitment Orientation program for all interested and registered women for Formal Recruitment.
- B. Round One
 - 1. PNM visits all nine chapters.
 - a. Theme: No Theme.
 - b. Decorations: No decorations, no extra items (i.e. tables)
 - c. Dress: Chapter apparel not specifically tied to one fraternity (please refer to Article VI. Section T, subsection a.)
 - a. Examples include but are not limited to: prior bid day shirts and philanthropy shirts with all fraternities listed.
 - b. An example that is unacceptable would be an Exchange shirt or a chapter’s songfest shirt unless approved by the Panhellenic Executive Board.
 - c. No completely matching outfits allowed.
 - d. Entertainment: One song or chant—no visual entertainment or choreography.
 - 1. Choreography is defined as rehearsed body and hand movements. This does not include snapping, clapping, or head movements.
 - 2. Any preplanned actions out of the guidelines need to be brought to recruitment team one week in advance.
 - e. Refreshments: Only water may be served at every event. No garnish.
 - 2. Each event will last 25 minutes with a 10 minute walking time in between. If needed, a break will be scheduled.
 - 3. Potential new members will be divided into groups. Each group will begin at a different chapter and proceed in a designated order.

4. Chapter lists will be due online by 6:00 am on the date set by the Panhellenic Recruitment Team prior to Formal Recruitment. Chapters will turn in their lists via the internet-based ICS recruitment system.

C. Round Two

1. PNM visits a maximum of six chapters.
 - a. Theme: Philanthropy and community service contributions
 - b. Decorations: One required involvement display table
 - c. Dress: Business casual attire; no completely matching outfits allowed.
 - d. Entertainment: Two songs maximum—no visual entertainment or choreography.
 - e. Refreshments: Chapters will have a choice between simple beverages only with no garnish OR water without garnish. The chapter can only serve a simple beverage without garnish on either Day 2 or Day 3, not both.
2. Each event will last 35 minutes with a 10 minute walking break in between; if needed a break will be scheduled.
3. Each chapter must do a 3-5 minute presentation on their individual chapter's signature philanthropy event, hands on service projects, and Greek community philanthropy participation.
 - a. See Article VIII: regarding video presentations.
4. Chapter lists will be due online by 6:00 am on the date set by the Panhellenic Recruitment Team prior to formal recruitment. Chapters will turn in their lists via the internet-based ICS recruitment system.

D. Round Three

1. PNM visits a maximum of four chapters.
 - a. Theme: Sisterhood Day
 - b. Decorations: One required sisterhood display table
 - c. Dress: (please refer to Article VII. Section B, subsection 1, part c.)
 - d. Entertainment: Two songs maximum—no visual entertainment or choreography.
 - e. Refreshments: Chapters will have a choice between simple beverages only with no garnish OR water without garnish. The chapter can only serve a simple beverage without garnish on either Day 2 or Day 3, not both.
2. Each event will last 45 minutes with a 15 minute walking break in between; if needed a break will be scheduled.
3. Chapter house tours may only be conducted on this day.
4. Each chapter must do a sisterhood presentation (5-7 minutes in length) on their individual chapter's sisterhood including but not limited to the values/principles of the organization.
 - a. See section VIII: regarding video presentations.

E. Round Four / Preference

1. PNM visits a maximum of two chapters.
 - a. Theme: Formal Event
 - b. Decorations: Keeping within the total recruitment budget choice (as set forth in Article X) of decorations is at the chapter's option.
 - c. Dress: Formal Attire; no completely matching pieces allowed.
 - d. Entertainment: Ceremonies and songs are permitted. No visual entertainment or choreography.
 - e. Refreshments: Beverage and dessert chosen by individual chapters.
2. Each event will last 60 minutes. Between each event there will be a 30-minute break.

3. Chapters will provide their own dessert in an individual serving.
 4. Chapter lists will be due online by 6:00 am on the date set by the Panhellenic Recruitment Team prior to formal recruitment. Chapters will turn in their lists via the internet-based ICS recruitment system.
 5. On Bid Day, final lists will be made available by 12pm via ICS.
- F. Formal Invitation Day / Bid Day
1. Bid cards are to be turned in by 1:00pm. Bid cards are to be in plain white envelopes.
 2. Potential new members will meet with their Recruitment Counselors and receive their bids.
 3. After potential new members receive their bid they will meet their new chapter.
 4. No items are to be brought onto the field during Bid Day. This includes gifts given to potential new members. (i.e.: balloons, flowers etc.).
 5. Recruitment Counselor and Panhellenic Executive Board revealing will take place after chapters receive their new members.
 6. The new members may be taken back to the chapter after the revealing of Recruitment Counselors and the Panhellenic Executive Board.
 7. Bid Day officially concludes at 9:00 am the following day.
 - a. Adding new members to Facebook is the only exception allowed following the end of reveal (See Article VI Sections C, Q-V).

ARTICLE VIII

Videos

- A. Chapters may show one video presentation during round two or round three, not both rounds. The video must be promoted by the individual chapter's National Organization.
 1. Round two videos will highlight the sisterhood and values of the organization.
 2. Round three videos will highlight the Sorority's National Philanthropy.
- B. The video must be pre-approved by the Panhellenic Recruitment Team at least 30 days prior to Round One of Formal Recruitment.
 1. See Section VIII.B.
- C. No University of California, Irvine active chapter members shall be featured in the video.
- D. Slideshows
 1. Additional slideshows may play through electronic devices.
 2. No music will be allowed.
 3. Slideshows can be used on Day 1, 2 and 3.
 4. Values based materials such as mission statements, open mottos, symbols, and history must be included in the slideshows.
 5. All slideshows must be approved by the Panhellenic Recruitment Team at least 30 days prior to Round One of Formal Recruitment.

ARTICLE IX

Membership Selection

A. Total

1. Total will be automatically adjusted each academic term and will be determined by calculating the median chapter size of all NPC sororities.
 - a. A term adjustment will not decrease more than 8% of the total set after primary recruitment.
 - b. To adjust total outside of primary recruitment all NPC chapters must accurately submit roster changes to the Greek Life Office by the 5th week of the academic term.
2. During primary recruitment total will be determined 72 hours following bid distribution.
 - a. During primary recruitment total will be the median chapter size of NPC sororities participating in bid matching.
3. Chapters are not permitted to grant early alumnae status to members to create additional space in total.

B. Release Figures

1. Release Figures for each chapter for each round of recruitment events shall be determined. All chapters must adhere to release figures for each round.

C. Formal Membership Recruitment Acceptances and Bid Lists

1. After the last preference event, each potential new member has the opportunity to sign a formal membership recruitment acceptance form indicating from which chapter, in order of her preference, she is willing to accept an invitation to membership.
 - a. Each potential new member may list up to two preferences.
 - b. All potential new members must sign the Membership Recruitment Acceptance Binding Agreement (MRABA) before submitting their final selections.
2. Every potential new member that attends a chapter's preference event must appear somewhere on the chapter's bid list.

D. Quota, Bid Matching, Snap Bidding, and COB

1. Panhellenic will use a quota range during bid matching.
 - a. Chapters will prepare their bid list using the low number of the range.
 - b. Bid matching will be processed several times using all numbers of quota range.
 - c. The Panhellenic Advisor, in conjunction with the NPC release figure specialist, will determine the final quota value, which yields the best possible outcome for all Panhellenic chapters.
2. A secondary quota will be used for seniors and International students staying for one year and will be graduating or returning to their home University at the end of the academic year.
3. Bid matching will be processed using NPC approved web based software.
4. Any chapter not at quota or total shall be permitted to continue to offer bids to any full-time matriculated UCI student.
5. COB shall continue throughout the academic year, except during formal recruitment or during chapter colonization or reorganization activities.

ARTICLE X

Finances

A. Chapter Budgets

1. The Panhellenic recruitment budget is defined as the money spent solely on all Formal Recruitment events beginning with the first event of Round One through the last event on Preference Night. Bid day is not included in the recruitment budget.
 - a. This budget does not reflect expenses on pre-owned items, or items that will be used by chapter members and facilities year around.
2. Recruitment Expenses.
 - a. The Panhellenic recruitment budget for each chapter shall not exceed \$2,000 including rentals, and excluding donations.
 - b. Budgets may only be exceeded with the approval of the Panhellenic Recruitment team.
3. The rentals are defined as the money spent on items needed explicitly for formal recruitment.
 - a. This includes and is limited to the renting of tables, chairs, linens, heat lamps, and simple lighting,
4. Donated goods and services must be appraised and included in the chapter's final expense report form.
 - a. The Panhellenic Recruitment Team will check events and may request a receipt if something appears to not coincide with the above provisions.
5. The total value of donated goods may not exceed \$500.
6. Each chapter is required to purchase the designated All-Greek t-shirt for each member participating in Formal Recruitment and will be billed individually for the amount ordered.
7. Chapters are to provide the Panhellenic Recruitment Team with every recruitment receipt accompanied by an expense report provided by the Vice President of Recruitment.
 - a. These are due to the Panhellenic Vice President of Recruitment by 12pm the Monday after the completion of Formal Recruitment.

B. Fines

1. Chapters submitting event invitations and bid lists past the designated times will be charged the following.
 - a. \$100.00 for first five minutes late
 - b. \$5.00 for each minute thereafter
2. Posters not meeting Panhellenic regulations will be fined \$20 per poster.
3. Chapters submitting recruitment receipts and expense reports past the designated date will be charged \$100 per week.
4. Chapters who exceed the recruitment budget will be fined \$100 plus 50% of the amount exceeded (Example: If a chapter spent \$2,500 the fine would be \$350).
5. Chapters will be fined \$20 for each instance of a disaffiliated member present in an individual chapter member's social media account or in a chapter's website and social media sites (See Article I Section C: regarding disaffiliation).
6. Videos submitted past 30 days prior to day one of Formal Recruitment will be fined \$50 per week it is late.

7. Chapters will be fined \$50 per every active member or alumnae who adds a Potential New Member on social media sites.
8. Dress Code Violations will be result in a \$100 fine for the chapter per day of violations.

ARTICLE XI
Recruitment Infractions

A. Handling Infractions

1. All recruitment infractions will be handled according to procedures outlined in the NPC Manual of Information, current edition.

B. Discretion

1. All the Standing Rules for Membership Recruitment are subject to the discretion of the current Panhellenic Association Executive Board.

Approved June 2016