

**STANDING RULES FOR MEMBERSHIP RECRUITMENT
PANHELLENIC ASSOCIATION
UNIVERSITY OF CALIFORNIA, IRVINE**

I. SORORITY RECRUITMENT DATES

A. Formal Recruitment

Panhellenic shall hold formal recruitment during the fall quarter of the academic year.

1. Positive Panhellenic Contact

- a.** 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.
- b.** Positive Panhellenic Contact shall be defined as unbiased communication between chapter members and potential new members. Chapter-specific information shall not be discussed during this time. Chapter members shall promote the benefits of “Going Greek,” and refrain from promoting individual chapters.
- c.** Positive Panhellenic Contact must be observed in all interactions with potential new members. This includes written, verbal, printed or typed forms of contact. The use of internet tools with potential new members from the last day of spring quarter through the end of Bid Day is strictly prohibited. Chapter members shall refrain from any contact with potential new members through any online methods, especially online student networking services, including, but not limited to, facebook.com, Friendster, MySpace.com, AIM, etc. Any active online groups should not be accessible to Potential New Members; any inactive groups should not be updated or utilized during this period. Any electronic communications between chapter members and potential new members regarding recruitment should be sent to the Panhellenic Recruitment Team.
- d.** All active chapter members who are participating in Formal Recruitment must privatize all online accounts and student networking services, including, but not limited to facebook.com, Friendster, MySpace.com etc. by the last day of spring quarter. Privatized is defined as completely private to any individuals not already linked to their account. Chapter members must not add any potential new members as friends after this deadline. These accounts must remain privatized through the end of Bid Day.
- e.** Potential new members may not enter chapter houses during this period. Active members may not visit potential new members at their place of residence.

2. Silence Period

- a.** There shall be no communication between chapter members and potential new members outside of recruitment events from the beginning of Preference Night until Bid Day events. This includes written, verbal,

printed or typed forms of contact from collegiate members, non-initiated members, or alumnae.

b. Members, non-initiated members, and alumnae shall have no contact whatsoever with recruitment counselors from the time of the disaffiliation ceremony until the Recruitment Counselor revealing on Bid Day.

3. Orientation Programs

a. Staffers for all orientation programs shall not share their affiliation at any time during their duties with orientation programs, but are encouraged to promote Panhellenic sororities and the formal recruitment process.

b. Staffers 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.

B. Continuous Open Bidding (COB)

Panhellenic shall permit continuous open bidding after the completion of Bid Day. Continuous Open Bidding shall extend throughout the academic year, except during Formal Recruitment or during chapter colonization or reorganization activities.

II. 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. 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.

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

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

4. Chapters that wish to invite members from other campuses must request prior approval from the Greek Advisor and the Panhellenic Vice President of Recruitment. Requests must include the campus name and the number of women desired. Requests must be submitted to the Panhellenic Vice President of Recruitment one week prior to the start of the fall quarter. Should the request be approved, their nametags must clearly state their status as "Visitor from X

school.” These members are not allowed to recruit. They may attend recruitment events to observe, help set up, or prepare refreshments.

B. Panhellenic Members

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

III. POTENTIAL NEW MEMBER ELIGIBILITY

A. 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.

B. A potential new member must be registered with the UC Irvine Panhellenic Association for Formal Recruitment. They must also have paid the registration fee by preset deadline.

IV. RECRUITMENT ETHICS

A. Oral Bidding

1. There shall be no promising of bids to potential new members. 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. There shall be no comments about seeing a potential new member in the future.

2. Potential new members may not be told directly or indirectly that they are on a chapter’s bid list.

3. There shall be no mentioning of Continuous Open Bidding (COB) 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. There shall be no derogatory statements made about another sorority.

4. Sororities may not mention any sorority name other than their own in their songs.

V. 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 may 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. Sororities may not hold events outside of Formal Recruitment events.
- E.** 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.
- F.** No sorority member shall attend any fraternity events where potential new members are present from the first day of undergraduate student housing move-in day until the conclusion of Bid Day.
- G.** All Chapter recruitment events including entry and exit songs shall take place within the chapter house. Sorority members may not go outside the house to greet or to follow the potential new members out.
- H.** Potential new members may not leave any recruitment event with notes, gifts or any materials that belong to the chapter.
- I.** Memorabilia or photos of the Panhellenic Recruitment Team or Recruitment Counselors must not be displayed. Panhellenic will no longer provide photograph covers.
- J.** Calling cards for use by potential new members will be furnished by Panhellenic for Rounds One, Two and Three of formal recruitment.
- K.** No chapter shall send individual information packets to potential new members.
- L.** Outdoor patio space may be used in accordance with the same rules as any other space within the house or recruitment room. Simple lighting is permitted.
- M.** No individual chapter may hand out anything at their booth but fliers that may be provided by Panhellenic. No chapter may have its own sign-up sheets. All students

interested in formal recruitment shall be directed to Panhellenic Recruitment Team and Recruitment Counselors.

N. Chapters shall have no more booths than those provided by Panhellenic, and on any other days as set by the Panhellenic Recruitment Team. There may be no more than four members behind a booth.

O. All posters must be of Panhellenic spirit. Individual chapter names may be used, however they also must promote Panhellenic Recruitment with the dates of Formal Recruitment. Panhellenic Recruitment must be in the same size, font, and color as your chapter name.

P. 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. 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. This includes but is not limited to Recruitment Counselors, Panhellenic Executive Board, chapter leaders and active sorority members.

VI. 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

PNM visits all ten chapters.

Theme: No theme.

Decorations: No decorations, no extra items (i.e. tables)

Dress: Chapter Bid Day Shirt

Entertainment: One song or chant—no visual entertainment or choreography.

Refreshments: Only water may be served at every event. No garnish.

1. Each event will last 25 minutes with a 10 minute walking time in between. If needed, a break will be scheduled.

2. Potential new members will be divided into groups. Each group will begin at a different chapter and proceed in a designated order.

3. 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

PNM visits a maximum of seven chapters.

Theme: Sisterhood Day

Decorations: One required involvement display table

Dress: Pre-existing chapter apparel as of spring quarter before Formal Recruitment. This may include plain colored shirts with individual chapter letters across the chest.

Entertainment: Two songs maximum—no visual entertainment or choreography.

Refreshments: Only water may be served at every event. No garnish.

1. Each event will last 35 minutes with a 10 walking break in between; if needed a break will be scheduled.
2. Each chapter must do a 3-5 minute presentation on their individual chapter's sisterhood including but not limited to the values/principles of the organization.
3. See section VI.G: 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

PNM visits a maximum of five chapters.

Theme: Philanthropy and community service contributions

Decorations: One required philanthropy display table

Dress: Business casual attire; no completely matching pieces allowed.

Entertainment: Two songs maximum—no visual entertainment or choreography.

Refreshments: Simple beverage only. No garnish.

1. Each event will last 45 minutes with a 15 minute walking break in between; if needed a break will be scheduled.
2. Chapter house tours may only be conducted on this day.
3. Each chapter must do a philanthropic presentation (5-7 minutes in length) on their individual chapter's signature philanthropy event, hands on service projects, and Greek community philanthropy participation.
 - a. See section VI.G: 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.

E. Round Four / Preference Night

PNM visits a maximum of three chapters.

Theme: Formal Event

Decorations: Keeping within the total recruitment budget as set forth in section VIII.A.1a-c, choice of decorations is at the chapter's option.

Dress: Formal Attire

Entertainment: Ceremonies and songs are permitted. No visual entertainment or choreography.

Refreshments: Beverage and dessert chosen by individual chapters.

1. Each event will last 60 minutes. Between each event there will be a 30 minute break.
2. Chapters will provide their own dessert in an individual serving.
3. 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.
4. 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 2:00pm. 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.

G. Videos

1. Chapters must show one video presentation during round two or round three, not both rounds. The video must be paid, promoted and produced by the individual chapter's National Organization.
 - a. Round two videos will highlight the sisterhood and values of the organization.
 - b. Round three videos will highlight the Sorority's National Philanthropy.
2. The video must be pre-approved by the Panhellenic Recruitment Team at least 30 days prior to Round One of Formal Recruitment.
3. No University of California, Irvine active chapter members shall be featured in the video.

VII. MEMBERSHIP SELECTION

A. Total

1. Chapter limitation (total) will be determined after bid matching is completed.
2. Total will be determined by calculating the median chapter size of all NPC sororities after Bid Day.
3. Total will be determined on an annual basis.

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. Each potential new member may list up to three preferences. 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. Chapters will prepare their bid list using the low number of the range. Bid matching will be processed several times using all numbers of quota range. The Director of Greek Life, 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. Bids will be matched using the internet-based ICS computer system.
3. Snap bidding is the process by which only those chapters not meeting quota during the bid matching process are given the opportunity to offer invitations to any potential new member who participated in the formal recruitment process, but did not receive invitations. Chapters may snap bid only to fill quota. The time period during which snap bidding may occur is from the time bid matching is completed until the time potential new members pick up invitations.
4. Any chapter not at quota or total shall be permitted to continue to offer bids to any full-time matriculated UCI student. COB shall continue throughout the academic year, except during formal recruitment or during chapter colonization or reorganization activities.

VIII. FINANCES

A. Chapter Budgets

1. Recruitment Expenses. The recruitment budget for each chapter shall not exceed \$1,500. Additionally, chapters may not exceed a rental budget of \$1,000. Budgets may only be exceeded with the approval of the Panhellenic Recruitment team.
 - a. The recruitment budget is defined as the money spent on the first event of Round One through the last event on Preference Night. Bid day is not included in the recruitment budget.
 - b. The rental budget is defined as the money spent on items needed explicitly for formal recruitment. This includes and is limited to the renting of tables, chairs, linens, heat lamps, and simple lighting.
 - c. Donated goods and services must be appraised and included in the chapter's budget. The Panhellenic Recruitment Team will check events and may request a receipt if something appears to not coincide with the above provisions.
2. 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.
3. Chapters are to provide the Panhellenic Recruitment Team with every recruitment receipt accompanied by an expense report provided by the Vice

President of Recruitment. These are due to the Vice President of Recruitment one week after the completion of Formal Recruitment in Panhellenic meeting.

B. Fines

1. Chapters submitting event invitations and bid lists past the designated times will be charged the following.
\$100.00 for first five minutes late
\$5.00 for each minute thereafter
2. Posters not meeting Panhellenic regulations will be charged \$20 per poster.
3. Chapters submitting recruitment receipts and expense reports past the designated date will be charged \$100 per week.
4. Chapters will be fined \$20 for each member who does not privatize any online account by the designated date.

IX. RECRUITMENT INFRACTIONS

A. Handling of Infractions

1. All recruitment infractions will be handled according to procedures outlined in the NPC Manual of Information, 14th edition.

Updated April 13, 2009