

# **University of Florida Panhellenic Recruitment Rules**

**Purpose:** The Panhellenic Council Recruitment Compact is a document that outlines the agreed upon procedures and guidelines shaping Panhellenic Recruitment at the University of Florida. Each Chapter President and Recruitment Chair is responsible for familiarizing themselves and the rest of their members with and understanding the content of this document. A chapter will be notified no later than one week if in violation of the compact.

## **I. Statement of Positive Panhellenic Contact**

We, the women of the University of Florida, will promote Panhellenic-spirited contact with all Potential New Members throughout the year. Strict silence will begin with the signing of Membership Recruitment Acceptance Binding Agreements and last until bid distribution. No sorority member, including alumnae and new members, may communicate with Potential New Members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party. If Potential New Members live in a residence hall or apartment with sorority members, only casual greetings and contact are permitted.

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

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

## **III. Statement of Values-Based Recruitment**

All NPC member organizations represented at the University of Florida will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about Potential New Members.
4. Educate Potential New Members about the values, benefits and obligations of sorority membership.
5. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.

In accordance with NPC policy, the University of Florida recruitment events do not include skits, elaborate decorations and costumes.

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

The University of Florida Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each Potential New Member interested in joining a sorority, whether during Primary or Non-Primary recruitment. We agree to all policies and steps pertaining to the MRABA.

## **V. Statement of Automatic Reset of Total**

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. Chapters must submit rosters to Panhellenic prior to recruitment and update them with new members. This is to be done no later than 72 hours following bid distribution in the Fall semester (Primary Recruitment) and within one week from the start of the Spring semester (Non-Primary Recruitment). Total will be determined by using average or median chapter size (whichever is larger).

# University of Florida Panhellenic Recruitment Compact 2022

## **I. Requirements of Potential New Members (PNM)**

- A.** All women interested in participating in Panhellenic Recruitment must submit an application fee before they will be eligible to participate in Panhellenic Recruitment. The fees are as follows:

Date	Application fee
April 24, 2022 – August 3, 2022 at 11:59 p.m.	\$150.00

- B.** Sorority and Fraternity Affairs staff will determine the Panhellenic Recruitment Schedule during the Spring semester.

- C.** Potential New Members are required to attend the following Panhellenic Recruitment Events.

1. Potential New Member Orientation
2. New Member Induction Ceremony
3. The first round of Panhellenic Recruitment parties
4. All subsequent parties to which she has been extended an invitation.
  - a) If the Potential New Member receives less than the required invitations for any particular round of Panhellenic Recruitment, she must attend all parties to which she has been invited and go to the Potential New Member lounge for the remaining parties.

- D.** Absences

1. If a Potential New Member does not attend all the above listed functions, she will be automatically removed from Panhellenic Recruitment, unless excused by the Panhellenic Head and Assistant Computer Pi Chi.

- E.** Student Hour Requirement

1. A Potential New Member must be a degree-seeking student at the University of Florida enrolled in at least one credit hour to be eligible to participate in Recruitment.
2. She may not be on any type of disciplinary probation.
3. A Potential New Member who previously accepted a bid from a Panhellenic chapter during Primary Recruitment 2021 or Non-Primary Recruitment 2022 but was not initiated is eligible to participate in Primary Recruitment 2022.
4. Any person who has been initiated in an NPC sorority or international sorority is not eligible for participation as a Potential New Member in Panhellenic Recruitment.

- F.** A Potential New Member shall act respectfully to all Panhellenic Counselors, chapter women, and fellow Potential New Members. Inappropriate behavior could result in removal from Panhellenic Recruitment.

- G.** A Potential New Member who breaks her new member agreement with an NPC sorority on this campus shall not be eligible to join another sorority until the next Primary Panhellenic Recruitment.

- H.** A Potential New Member who withdraws from the Primary Recruitment process before the signing of her Membership Recruitment Acceptance Binding Agreement or MRABA (see Appendix B) shall be eligible for snap bidding and Continuous Open Bidding (COB).

## **II. Sorority Chapter Leadership Requirements**

- A. Recruitment Chairs must attend all Panhellenic Recruitment meetings and roundtables.
  - 1. One absence with a substitute will be permitted. Any subsequent absence will result in a \$30.00 fine per occurrence.
  - 2. The Panhellenic MVP should be notified of any absences 24 hours in advance.
  - 3. Should the Recruitment chair not be in attendance, the chapter must send a replacement to participate in the meeting and take notes on behalf of the chapter.
- B. Recruitment chairs must submit paperwork by the deadlines outlined by the Panhellenic MVP.
  - 1. Any late Recruitment-related paperwork, unless otherwise mentioned in the Recruitment Compact, is subject to an initial fine of \$50.00, with an additional fine of \$25.00 for every subsequent late 48 hours and is subject to mediation resulting in an additional educational sanction.
  - 2. All violation sanctions are not eligible to be used towards any Florida Greek Standard requirements or points.
- C. Each chapter must provide the Panhellenic MVP with three primary contact phone numbers, these numbers can be either a landline or a cell phone.
  - 1. Each of these contacts should have access to their phones and should answer any phone calls or text messages made by the Panhellenic MVP immediately.
  - 2. If there is no answer from the Recruitment Chair or second/third contact within three minutes, then a \$25 fine will be assessed.
- D. Recruitment Chairs or substitutes are responsible for “liking” GroupMe messages that are identified as important by the symbol set by the Panhellenic MVP prior to the start of Recruitment.
  - 1. If no like/comment from the Recruitment Chair or secondary/third contact within three minutes, then a \$25 fine will be assessed.
- E. The chapter will be held responsible for informing and educating members of the Recruitment Compact, NPC Unanimous Agreements and policies, and the Code of Ethics and for the observance of these rules.
- F. Chapter Computer Chairs should be selected by February 11, 2022 by sending their contact information to the Head and Assistant Computer Pi Chi.
- G. All Chapter Computer Chairs are required to attend all computer-related meetings prior to Recruitment.
  - 1. The Head and Assistant Computer Pi Chi should be notified of any absences 24 hours in advance.
  - 2. Should the Computer Chair not be in attendance, the chapter must send a replacement to participate in the meeting and take notes on behalf of the chapter.
  - 3. One absence with a substitute will be permitted. Any subsequent absence will result in a \$30.00 fine per occurrence.
- H. Chapter Social Media Chairs and those who manage chapter social media accounts are required to attend one of the two Panhellenic Recruitment Marketing Meetings hosted by the Panhellenic CVP in the Spring semester. Recruitment Chairs and Presidents encouraged to attend, but not required.
  - 1. Absences are not permitted as there will be two meeting options to attend.
- I. Advertisements and Promotions
  - 1. The only web presence permitted is chapter-controlled (such as chapter web pages, Facebook, Twitter, Instagram, Tumblr, VSCO, and etc.) The social media must be set so

that comments and posts from people visiting the site are monitored for appropriateness by the chapter Executive Board.

- a) If a comment/post from another account is found inappropriate by the Panhellenic Recruitment Executive Board, the chapter will be notified and will then have 24 hours to remove the inappropriate comment/post before resulting in a \$25 fine per instance, subject to mediation.
2. There shall be no posts of males or Fraternity letters.
  - a) Special case: men/Fraternity men at philanthropy event, must also include members of the chapter. Fraternity letters are still not permitted.
3. There shall be no reference to alcohol in any way (including clothing.) No posts shall take place in a bar setting.
4. There will be no coordinating and/or distribution of Recruitment printing of shirts or buttons to people outside of the chapter, including males and family members, as this is a direct violation of the NPC policy.
5. All web presence including posts and comments must use proper Panhellenic language. This includes, but is not limited to, the following:
  - a) "Recruitment" instead of "Rush"
  - b) "Member class" instead of "Pledge class"
6. All of the above rules take effect beginning April 24, 2022 and will last until Bid Day once Potential New Members have reached their chapters.
  - a) Any post or comment violating the above rules will result in a \$25 fine per instance per day, subject to mediation.

#### J. Budget

1. Chapter budgets may not exceed \$14,000 for Primary Recruitment.
2. Inclusive of any donations and all costs of Primary Recruitment, which includes but is not limited to Round 3 video, decorations, tables, chairs, tablecloths, and drapes.
  - a) Work week, member meals/snacks, and Bid Day costs will not be considered in the chapter Recruitment budget.
3. Under the special circumstance that a chapter may need to recruit out of a facility other than its chapter house, the cost of the facility and extra transportation, if necessary, will not be included in the budget.
4. Round 3 video costs shall not exceed 1/3 of the overall chapter Recruitment budget.
5. Chapters must provide a Budget approved and signed by a chapter advisor to the Panhellenic FVP by June 1, 2022 for Panhellenic approval.
6. Failure to stay within the budget will result in a fine of 50% of expenditures that exceed the allotted budget of \$14,000 which in turn will be donated by Panhellenic to Circle of Sisterhood
7. Completed budget reports and all related receipts will be due to the Panhellenic FVP by the first Panhellenic meeting following recruitment.
  - a) All reports must be signed by a chapter advisor ensuring that all reported financial details are accurate.

#### K. Panhellenic Promotional Correspondence

1. Any Panhellenic summer Recruitment promotional materials must be submitted to the Panhellenic CVP by May 1, 2022.

### III. Member Guidelines for Primary Recruitment

#### A. Panhellenic Counselors

1. Contact between a Panhellenic Counselor and chapter members is strictly prohibited from 10AM the morning of Orientation until Bid Day once Potential New Members have reached their chapters. If this is broken it will result in a \$25 fine, per incidence and possible removal.
2. A Panhellenic Counselor may live and/or eat at a chapter house during Spirit Week.
  - a) Panhellenic Counselors living in chapter houses will have minimal contact with chapter members and MAY NOT participate in discussions concerning recruitment.
  - b) Panhellenic Counselors MAY NOT have any contact with chapter women outside their chapter house starting August 8, 2022 until they have reached their chapter on Bid Day.
3. Pi Chis may not have a web presence in association with their respective chapters. This includes but is not limited to any of the chapters' websites or social media outlets. An initial warning will be given to chapters by April 9, 2022 in the form of a document with links found by the Panhellenic Recruitment Executive Board. These links only serve as a supplemental tool to the chapter social media team's primary social media search. The chapter will have two weeks to remove any posts found prior to the initial warning; any posts found after April 23, 2022 at 11:59PM will be assessed a fine of \$50 per Pi Chi per picture per day.
4. Recruitment Counselors shall be in good standing in their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.

#### B. Residence Halls

1. Sorority women who do not reside in residence halls are NOT permitted to enter the residence halls until the completion of Panhellenic Recruitment.
2. While allowed to participate in Recruitment, any woman employed by the Division of Housing (i.e. an RA) must disassociate from her chapter during Pre-Recruitment and Recruitment week in the same manner as a Panhellenic Counselor.

#### C. Sorority Women

1. All sorority members are responsible for knowing and observing the Recruitment Rules and the Panhellenic Code of Ethics.
2. Each chapter is responsible for the action of its members.
3. All NPC Unanimous Agreements shall be upheld.
4. There shall be no contact between sorority members and Potential New Members besides a cordial greeting promoting Positive Panhellenic contact, including a wave or a polite hello, from the beginning of the Panhellenic Spirit Week until bid cards are distributed. Conversations are prohibited. Breaking this regulation will result in a \$25 fine per incident (i.e. per text message, Facebook message, etc.)
  - a) If this occurs more than three times, mediation will take place resulting in an educational sanction.
5. Sorority members may not slander other chapters and member organizations to a Potential New Member, nor may they inquire about or discuss another sorority's recruitment parties or procedures at any time during Primary Recruitment. In addition, a sorority member may not inquire about a Potential New Members party schedule at any time during the recruitment period. Any violations are subject to mediation.

6. In reference to NPC Resolved to Educate – Positive Panhellenic Contact and Promotion of the Sorority Experience [policy](#): “All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.”
7. Sorority women may not accept or extend “friend requests” on all social media platforms from/to Potential New Members from the beginning of the Panhellenic Spirit Week until after Bid Day.
  - a) Any violation of these social media rules will result in \$100 fine, subject to mediation.
8. There should be no discussion on the following topics:
  - a) Alcohol
  - b) Drugs
  - c) Fake ID’s
  - d) Bars
  - e) Specific or implied discussion of men, Fraternity men, and/or their chapters
  - f) Negative conversation of other chapters
  - g) Ensure or hint at a Potential New Member being invited back to the next round or being extended a bid
9. Strict silence is observed between the end of all Preferentials events and will be held until the commencement of Bid Day celebrations.

#### **IV. Recruitment Event Parameters**

- A. There must be no exterior decoration during Primary Recruitment.
  1. Exterior decorations are subject to a \$50 fine per decoration, subject to mediation.
- B. Chapters are required to have a 20x20 tent if the space is available, up to the discretion of the Chapter Relations Pi Chi.
  1. Chapters are responsible for all of the chairs placed under the tent. The chapter will be billed for any lost or damaged chairs.
  2. Failure to provide space for the tent will result in \$100 fine, subject to mediation.
- C. All Round-specific decoration limitations are specifically outlined below. In addition:
  1. Pipe and drape should only be used in the following scenarios:
    - a) During Preferentials in the room in which a chapter’s ceremony takes place
    - b) To serve a functional purpose in the facility, in which case it may not surround the entire perimeter of a room and must be located on the ground floor
  2. Additional lighting is only permitted if it is approved by the Panhellenic MVP prior to the round starting in order to serve a functional purpose.
  3. Balloons are not permitted except for Bid Day.
  4. Any signs and banners inside the chapter facilities must reflect positive messages about sororities and sorority membership and may not disparage other organizations.
  5. Decorations may follow a theme but must be within the boundaries set by University of Florida Department of Housing, which ensures that décor meets fire and safety codes.

6. Failure to follow any decor guidelines will result in a fine of \$25-\$200 per instance, subject to mediation.
- D. No food or drink shall be served to Potential New Members during any round of Primary Recruitment.
  - E. The use of alcohol/drugs is prohibited during Recruitment and Bid Day activities.
    1. This will result in a fine up to \$350 per instance, subject to mediation, and an educational sanction.
  - F. The participation of someone who identifies as a man is prohibited in Recruitment and Bid Day activities.
    1. Men working at the bid day facility to serve food or provide entertainment such as DJ, band, etc. will not be considered participants.
    2. This will result in a \$50-\$250 fine per instance, subject to mediation, and an educational sanction.
  - G. Affiliates and visiting members may participate in Recruitment.
    1. All affiliates from other chapters assisting in recruitment must be clearly identified by a name tag stating the school they are from.
    2. Alumnae may only say a brief cordial greeting such as “hello.”
    3. Violation of this rule will result in sanctions subject to judicial review.
  - H. The décor must have been present in the facility in the past year
    1. Photos of all décor that is present in the facility year-round must be submitted to the Panhellenic MVP no later than May 1, 2022
    2. Recruitment chairs will communicate with the Panhellenic MVP should any permanent changes or renovations be made to the facility after May 1, 2022.
  - I. Round One: Values
    1. Each chapter is required to submit a Round 1 video to the MVP by July 1, 2022 at 11:59PM. The video must comply with the rules outlined below:
      - a) Video budget: \$2,500 (your overall budget of \$14,000 will remain the same)
      - b) Video must not exceed 5 minutes
        - (1) At least 1 and a half minutes of the video must be dedicated to the housing facility or future plans/pictures of a housing facility
      - c) The following information must be addressed in the video:
        - (1) Chapter name
        - (2) Chapter philanthropy
        - (3) Chapter motto
        - (4) Chapter accomplishments
        - (5) The chapter’s core values and what they mean to you
        - (6) What your chapter and/or Panhellenic means to you
      - d) Video must take place in the chapter facility (unless another location has been approved by the MVP)
      - e) A maximum of 12 chapter women may be featured in the video (not inclusive of your House Mom)
        - (1) All chapter women featured in the video must be wearing the Round 1 shirts provided by Panhellenic
        - (2) House Moms may be present in the video
        - (3) Fraternities may not be mentioned in the video; men/Fraternity men/Fraternity letters may not be pictured in the video

- f) B-roll video footage is only permitted for use in the video if the footage is of the housing facility/future plans of a housing facility
    - (1) Chapter women may be present in the B-roll footage (must be one of the 10 chapter women allowed in the video and must be wearing the round 1 shirt)
    - (2) Voice-overs during this footage are allowed
    - (3) Pictures of chapter women may be used in the video during voice-overs (women in these pictures do not be of the 12 women in the footage)
  - g) Only instrumental music may be played during the video
  - h) Editing
    - (1) Text titles are permitted if they add to the video but keep in mind all videos will have closed captioning on the bottom for accessibility
    - (2) Please keep editing more natural and focus on conversation within the video not unnatural transitions and effects
2. PNMs will be required to watch all 18 videos.
  3. Videos containing any of the above restrictions must be edited within 72 hours of being notified by the Recruitment Executive Board or will be subject to the above fines.
    - a) Complications with videographers must be communicated to the Panhellenic MVP within 72 hours after being notified by the Recruitment Executive Board that edits are required in order to receive an extension.
    - b) Chapters will be given any necessary edits within six days (144 hours) of the submission deadline.
  4. PNMs are also required to submit their own 90-second introduction video to the Panhellenic Council.
    - a) Chapters will be provided the submissions on a rolling basis
  5. Before Round 2, Potential New Members will be required to attend a tour of Sorority Row. These tours will be hosted by each Pi Chi group and will be conducted as an opportunity for Potential New Members to familiarize themselves with the locations of chapter facilities, bus stops, and preferencing locations.
    - a) During this time, chapter women will not be permitted outside of their chapter facility or on Sorority Row. Chapter women should wait for the Panhellenic “all clear” before exiting chapter houses following the tours. All chapter women should be inside their chapter facilities at least thirty (30) minutes prior to the start of PNM tours.
    - b) Potential New Members will report to Norman hall where they will submit their preferences with their Pi Chi Group and/or Computer Pi Chi, and then they will participate in the tours.

#### J. Round Two: Philanthropy

1. Parties: There will be 16 30-minute Round 2 parties with a 25-minute break between each party.
2. Event: A video pertaining to the chapter’s philanthropy, a single piano playing or soft background music is the only entertainment permitted. The video must be made by the national sorority or philanthropic organization and approved by the Panhellenic Executive Board.
  - a) National organization/philanthropy videos must be sent to the Panhellenic MVP for approval by July 1, 2022.

- b) An informational speech, no longer than three minutes, may be utilized
- 3. Décor: Décor is limited to the following items:
  - a) Tables with plain white tablecloths
    - (1) Chairs may be covered with a single-colored slip
  - b) Five unframed photographs per table displaying chapter women participating in chapter Philanthropy
  - c) Any décor present in the facility year-round
    - (1) No flowers are permitted unless present in the facility year-round
- 4. Attire: Sorority women are instructed to wear dressy casual outfits such as sundresses, pants outfits, or skirts.
- 5. Miscellaneous: The University of Florida Panhellenic community will fully participate in the NPC Financial Transparency program during Round Two of the 2022 Primary Recruitment. Chapters are responsible for having a brief verbal and group presentation of their finances to the Potential New Members as well as physical presentation of financial sheet, from chapter women to Potential New Members. Financial sheets must be a single quarter sheet sized piece of paper mirroring the Panhellenic template, containing the chapter's dues and fees information.
  - a) Financial sheet information must be submitted by the President and/or chapter advisor by August 1, 2022.
  - b) All financial sheets must be approved by the Sorority and Fraternity Life staff.
  - c) Panhellenic Council will print and distribute sheets to chapters prior to recruitment.
  - d) Failure to provide an accurate financial presentation to Potential New Members will result in a fine and sanction as determined by the Panhellenic MVP during mediations.
  - e) A maximum of two (2) chapter women may be present in the holding location with Panhellenic Counselors.
    - (1) Pi Chis must be escorted out of the chapter facility prior to potential new members leaving. On round reports, Recruitment Chairs must include an indicator of where Pi Chis should stand while PNMs are exiting the facility.

K. Round Three: Sisterhood

- 1. Parties: There will be 12 40-minute Round 3 parties with a 30-minute break between each party.
- 2. Event: Presentations should not exceed 8 minutes and are limited to two chapter members speaking in-person and a slide show/video. Background music is permitted.
- 3. Décor: Décor is limited to the following items:
  - a) Tables with plain white tablecloths
    - (1) Chairs may be covered with a single-colored slip
  - b) Five unframed photographs per table displaying chapter Big/Little, Philanthropy, or Campus Involvement activities
  - c) One flameless plain white candle per table
  - d) Chapters may use a clear, cylindrical Panhellenic-approved vase to house the candle
  - e) Rows of chairs for viewing the video
  - f) Any décor present in the facility year-round

- (1) No flowers are permitted unless present in the facility year-round
4. Attire: Sorority women are instructed to wear dressy casual outfits such as sundresses, pants outfits, or skirts.
5. Miscellaneous: Videos should portray the chapter the way the chapter members would like but should be tasteful.
  - a) Videos should be no longer than three minutes.
  - b) There should be NO Panhellenic Counselors or alcohol/cups.
    - (1) \$150 fine per incidence, subject to mediation.
  - c) Males promoting chapter in video - \$150 fine per incidence, subject to mediation.
    - (1) Any active or intentional promotion of a chapter by males is strictly prohibited.
    - (2) Promotion: activity that supports or provides active encouragement for the furtherance of a cause, venture, or aim.
    - (3) Any shots containing solely males, not in relation to a chapter event, should not be included in the video.
    - (4) Chapter events must display males actively participating in chapter philanthropy, ex. playing flag football. It does not include such action as merely observing chapter event. Males shall not display Fraternity letters during participation footage.
    - (5) There should be no Fraternity letters present in the video.
  - d) Videos should not display women in an attempt to showcase a member(s) body. Shots of members in bathing suits/sports bras should be limited to 1/4 of the overall video. The extent to which a shot is considered excessive will be determined at the discretion of the Panhellenic Recruitment Board.
  - e) Videos containing any of the above restrictions must be edited within 72 hours of being notified by the Recruitment Executive Board or will be subject to the above fines.
    - (1) Complications with videographers must be communicated to the Panhellenic MVP within 72 hours after being notified by the Recruitment Executive Board that edits are required in order to receive an extension.
    - (2) Chapters will be given any necessary edits within four days (96 hours) six days (144 hours) of the submission deadline.
  - f) All final videos must be sent to the Panhellenic MVP for approval by July 1, 2022.
    - (1) All videos must be approved by the Panhellenic MVP.
    - (2) Any late videos are subject to an initial fine of \$75.00, with an additional fine of \$25.00 for every subsequent late 48-hour period, subject to mediation.
    - (3) Additional edits are allowed only if the National Organization requests edits be made to the video.
    - (4) Further edits are not permitted after the approval has been made by the Panhellenic MVP.
  - g) A maximum of two (2) chapter women may be present in the holding location with Panhellenic Counselors.
    - (1) Pi Chis must be escorted out of the chapter facility prior to potential new members leaving. On round reports, Recruitment Chairs must

include an indicator of where Pi Chis should stand while PNMs are exiting the facility.

L. Preferential Round: “Chapter Tradition”

1. Parties: There will be 5-6 50-minute parties, with a 30-minute break between each party.
2. Event: Background music is acceptable.
3. Décor: Decorations are expected to be minimal to include only those items needed for ceremony.
4. Décor is limited to the following items:
  - a) Pipe and drape may only be present in the room in which a chapter’s ceremony takes place
    - (1) String lights may be used with the pipe and drape for illumination purposes
  - b) Tables with plain white tablecloths
    - (1) Chairs may be covered with a single-colored slip
  - c) Chapter creed may be printed on plain white paper in black ink and displayed on each table
  - d) One flameless plain white candle per table
    - (1) Chapters may use a clear, cylindrical Panhellenic-approved vase to house the candle
  - e) Bouquets of flowers may be displayed in the ceremony room
    - (1) Only the chapter’s flower may be used
    - (2) Flowers may not be used as centerpieces on tables
  - f) Any décor present in the facility year-round
  - g) Each item used in the ceremony is expected to have a direct purpose, including flowers.
  - h) Ceremonies are expected to be prepared three hours prior to Home Base for inspection by the Panhellenic Executive Board/Recruitment Committee.
  - i) Only what is listed above will be permitted in this round.
5. Attire: Chapter members are instructed to wear formal attire.
6. Miscellaneous: Panhellenic Counselors shall not be permitted to attend preferential ceremonies and should be escorted to a discrete location outside the room where the ceremony is being held.
  - a) A maximum of two (2) chapter women may be present in the holding location with Panhellenic Counselors.
    - (1) Pi Chis must be escorted out of the chapter facility prior to potential new members leaving. On round reports, Recruitment Chairs must include an indicator of where Pi Chis should stand while PNMs are exiting the facility.

V. **Recruitment Timing and Party Guidelines**

A. Party Manner and Attendance

1. Rounds Two and Three:
  - a) There should be no formal walkouts.
  - b) Chapter women may not cross the threshold of the entryway of their household when greeting a Potential New Member. The threshold will be determined by the Panhellenic MVP and communicated to the chapter’s Recruitment Chair.

- c) There should be no choreographed pauses between the time the door(s) open and the time chapter women greet the Potential New Members, all Potential New Members should be moving in a constant flow to be greeted by a chapter woman.
  - d) Chapter member(s) holding the door(s) and one greeter are allowed outside.
  - e) Pi Chis will line-up the Potential New Members in alphabetical order by last name in the manner communicated to them by the chapter representative at the door. Chapters should instruct Pi Chis of the manner in which Potential New Members should be lined-up, ex. lined-up on steps, lined-up in driveway, etc.
2. Preferentials Rounds:
- a) There should be no formal walkouts.
  - b) Chapter women may not cross the threshold of the entryway of their household when greeting a Potential New Member. The threshold will be determined by the Panhellenic MVP and communicated to the chapter's Recruitment Chair.
  - c) There should be no choreographed pauses between the time the door(s) open and the time chapter women greet the Potential New Members, all Potential New Members should be moving in a constant flow to be greeted by a chapter woman.
  - d) Chapter member(s) holding the door(s) and one greeter are allowed outside.
  - e) Pi Chis will line-up Potential New Members in the printed order given to them by the chapter. Chapters should instruct Pi Chis of the manner in which Potential New Members should be lined-up, ex. lined-up on steps, lined-up in driveway, etc.
3. If a Potential New Member is absent before the one-minute knock, Pi Chis will communicate this absence to the chapter prior to the one-minute knock. If the Potential New Member arrives after the one-minute knock, she will be put in the back of the line.
- a) In the event that this occurs with multiple Potential New Members, the Potential New Members will be lined up in the back of the line in alphabetical order by last name, then first name.
  - b) In the event that multiple Potential New Members are absent at the one-minute knock, and a Potential New Member who is not first alphabetically arrives, Pi Chis will step in the spaces separating the back of the line and the appropriate spot for the Potential New Member.
  - c) If a Potential New Member already in line must leave after the one-minute knock, a Pi Chi will stand in her place and inform the chapter woman that greets her of the situation. The Pi Chi will then be escorted into the Pi Chi holding room to wait for the rest of her group members.

#### B. Inside Start/Finish Procedures

- 1. Refer to Appendix D: Weather and Emergency Preparedness Plan
- 2. The Panhellenic Advisor and MVP will determine if an inside start/finish is necessary for a party and will notify chapter Advisors, Recruitment Chairs, and President via GroupMe.
- 3. If an inside start is called during a break the Pi Chis will knock to notify chapters.
  - a) Recruitment Chairs should move all members to a room away from the Potential New Members and Pi Chis.
  - b) Chapters are responsible for showing the attendance Pi Chi how to correctly line up Potential New Members inside the facility.

- c) Recruitment Chairs should instruct Time Pi Chis which door to use during their knocks.
  - d) Should chapters need to get the attention of a Pi Chi they shall knock on the inside of the door and not open the door until a Pi Chi comes to the door.
4. If an inside finish is during a party the chapter is responsible for notifying members to drop-off Potential New Members inside.
    - a) The drop-off area for Potential New Members should be the same area in which they will wait should there be a delay. Chapter members should not be present in the same area.
    - b) The party will end after the last chapter member is seen and all doors to the member areas are closed.
  5. Inside starts/finishes without a delay.
    - a) Pi Chis will show all Potential New Members outside and then notify the chapter once the facility is clear by knocking on the door inside the facility.
    - b) During this time chapters should prepare their facility for the next party
    - c) Once the next group of Pi Chis has arrived they will knock on the main door entrance to begin letting Potential New Members inside, thus beginning the inside start procedures (see above.)

#### C. Party Timing

1. Parties begin when chapter members are visible to Pi Chis, or when the party is scheduled to begin by the Panhellenic MVP, whichever comes first.
  - a) Shutters, shades, blinds, and windows on the front of the house and around the doors on the first floor must be closed and all excessive noise must end one hour prior to and following the conclusion of recruitment events and between individual events.
  - b) The presence of shadows prior to parties starting may be considered. The discretion of the violation will be determined by Pi Chis and the Panhellenic MVP during mediations.
2. Timer Pi Chis will be responsible for syncing both the chapter and the Pi Chi timers.
3. Chapters will be asked to continue to sign timing violation sheets for recording purposes and violations will be reviewed by the Panhellenic MVP and EVP before fines are assessed. Fines are as follows:
  - a) Parties exceeding allotted party time by up to 5 seconds: \$25
  - b) Parties exceeding allotted party time by 5-20 seconds: \$50
  - c) Parties exceeding allotted party time by 20-45 seconds: \$75
  - d) Parties exceeding allotted party time by 45 seconds -1 minute: \$100
  - e) Parties exceeding allotted party time by 1-2 minutes: \$125
  - f) Parties exceeding allotted party time by over two minutes: \$150
  - g) Parties beginning before the scheduled event time will also be subject to fines assessed by the same time increments as above, subject to mediation.

#### D. Computer Timing

1. Panhellenic will assess a \$100.00 fine for every five-minute increment that bid lists are posted late (including lists after Rounds 1, 2, and 3). If a Chapter has computer problems, the Chapter is to turn in a hard copy (print out) of their bid list to the Panhellenic Head Computer Pi Chi by the posted time.

2. Late attendance will result in assessments of five-minute increments. The first five minutes late will result in a fine of \$50.00, with each additional incremental fine of \$75.00. Any late attendance will also result in an educational sanction, to be determined during mediation.
3. Should a chapter leave a Potential New Member off their invite list, the fine for adding her to the list after the deadline has passed for that event round will be \$200 per incidence.
4. If bids lists are late, there will be a fine of \$250.00, plus \$100.00 for every five minute increment the list is posted late.

## **VI. Recruitment Infractions**

- A. Adjudication of all violations will follow the NPC Judicial Process as stated in the current MOI.
- B. A list of committed violations will be provided to each chapter by the Panhellenic EVP at the end of every day. Exact fines and sanctions for each violation will be administered post-recruitment.
  1. All fines will be discussed in a mediation process post-recruitment.
- C. Mediations are a peer-to-peer process designed to allow each chapter to explain and discuss the violations at hand, and to reach a resolution fair to both Panhellenic and the chapter. All violations and mediations will be processed according to the most up-to-date NPC Manual of Information.
  1. Violations brought to mediation will be discussed only during a chapter's scheduled mediation session.
    - a) The allotted time of the mediation will be predetermined and consistent for all chapters at the discretion of the Panhellenic EVP.
  2. Any violations unresolved during this mediation session may be turned over to the judicial board to deliver sanctions beyond those outlined in this document.
    - (1) The decision to move to the judicial process will be determined by the third-party mediator.
  3. The chapter may bring any documentation (paper or digital copies) to help support their arguments/defense for the committed violation.
  4. Mediation is closed to the public and all participants are expected to keep strict confidentiality.
  5. Chapters may have a maximum of 3 participants (including a chapter advisor) to represent their chapter.
    - a) While chapter advisors may be one of the 3 participants for support, mediations are designed as a peer-to-peer resolution process, and the advisor may not contribute to the discussion of the violations at hand.
  6. Panhellenic will also have 3 participating representatives from the Panhellenic Executive Board.
  7. A third-party individual will be present to serve as a mediator. The mediator is a neutral person with a clear understanding of the mediation process. Examples of mediators may include: campus-based professionals such as staff members from residence life or the counseling center, professionals trained in conflict resolution, or graduate assistants.
- D. Pictures of Pi Chis may not be present in any way at any time during the Recruitment rounds. This includes, but is not limited to, composites or any other sorority paraphernalia. Failure to abide by this will result in a \$50 fine per Pi Chi per picture.

- E. No trinket or personalized letters shall be given to PNM's. This is a direct violation of the NPC policy. The resulting fines will be \$25 per trinket, per incidence and \$200 per personalized letter per incidence. Any trinkets or personal letters will also result in an educational sanction, to be determined during mediation.
  - 1. No personalized letters, notes, or gifts may be read or given to a potential new member, even if the individual does not leave with a physical object. Items used directly in a ritual ceremony are not included in this restriction.
- F. Hot boxing is prohibited during the Recruitment process. Hot boxing is defined as two or more chapter women speaking to a Potential New Member at the same time; including but not limited to transitions/introductions as well as group conversations. Transitions from one recruiter to another and/or group conversations should not last longer than 30 seconds. Fine is \$100 per incidence.
- G. No Potential New Member shall ever be separated from her group. A Potential New Member shall always be able to see another Potential New Member. Separation fine = \$50 for first offense and \$100 each time after.
- H. Physical contact is not allowed between a chapter woman and a Potential New Member. If excessive/deliberate contact is initiated by a chapter woman, the fine will be \$50 per contact. If contact is initiated by a Potential New Member, chapters will not be fined.
- I. A sorority woman will not offer a Potential New Member a verbal bid.
  - 1. Verbal Bids are defined as a sorority member stating or implying that she or her particular chapter is interested in recruiting a particular woman. Examples include, but are not limited to:
    - a) "See you tomorrow"
    - b) "Can't wait to see you on the lawn"
    - c) "Wear shorts on bid day"
    - d) "If you want to be here, you will be here"
  - 2. This includes, but is not limited to, in person conversation, messaging, and written communication.
  - 3. This will result in a fine of \$100-250 per offense and a significant educational sanction as it is a violation of the NPC Unanimous Agreements.
- J. Appendix B: Recruitment Code of Ethics violations
  - 1. All chapter women are expected to uphold the Recruitment Code of Ethics. This includes but is not limited to refraining from inappropriate conversations with a PNM such as disparaging remarks about any sorority or collegiate woman.
  - 2. This will result in a fine of \$100-250 per offense and a significant educational sanction.
- K. House parents may speak during one round of parties.
  - 1. They may not speak during Preferentials.
- L. Chapter members are not allowed to wear uniform outfits for recruitment purposes, with the exception of Round 1 pant/skirt color coordination, color-coordinating for Rounds 2 and 3, Panhellenic t-shirts for Round 1 videos, and Preferentials. (No bulk ordering, excluding Panhellenic t-shirts for Round 1).
  - 1. A color scheme is permitted. However, women should not be wearing the exact same dress, skirt, shirt, shorts, shoes, etc. (excluding Panhellenic t-shirts for Round 1).
  - 2. This includes, but is not limited to, similar designers and prints. (ex: coordinating Lily Pulitzer patterns).

3. If found in violation of the bulk order/coordination rule, as defined in the compact, with 40% of women in a chapter during a round, the sanction will be determined during mediation.
- M. Chapter women may not be outside when Potential New Members are under the tent. Failure to abide by this rule will result in a fine of \$75 per chapter woman.
1. Chapter women should wait for the Panhellenic “all clear” before exiting chapter houses after the last party of the day and during lunch breaks. Chapter women should be inside chapter houses at least 1 hour prior to the time that Potential New Members are under the tent for Home Base.
  2. If a chapter woman must leave during Recruitment for a suitable reason this must be done mid-party (once every Potential New Member is inside every chapter house).
- N. No recruitment activities will take place outside of the chapter house.
- O. Any measurable action which violates a section of the Compact where no direct fine/sanction is specified is subject to fines and mediation.
1. The fine for any action as outlined above will be \$25-\$350, plus a possible education sanction and is subject to mediation.

## **VII. Post Recruitment Rules**

- A. A Potential New Member has 24 hours to accept her bid.
- B. Any chapter wishing to COB must contact the Panhellenic Advisor.
  1. COBs must not be extended until after all bids have been released, each early COB will result in a \$50 fine per instance, subject to mediation.
- C. Campus total will be re-evaluated within 72 hours of Bid Day using median chapter size.

## **VIII. Procedures and Bids**

- A. Sororities must have their typed bid list posted to Campus Director by the time stated at the Computer Chair meeting.
- B. Recruitment Advisors must attend a meeting to check the bid list against the computer-generated list at the assigned time on Bid Day.
- C. The location and plans for Bid Day must be turned into the Panhellenic EVP by August 1, 2022 at 5 p.m.

## **IX. Summer Guidelines**

- A. There shall be no UF collegiate chapter-organized gatherings consisting of, but not limited to, Potential New Members and Chapter women with the intent to recruit Potential New Members starting May 1, 2022 until Bid Day once Potential New Members have reached their chapters. This includes Fraternity houses.
  1. An example would be summer BBQs.
  2. The definition of a gathering and the fine/sanction assessed is up to the discretion of the Recruitment Executive Board.
  3. Chapter women should be aware of events that include many Potential New Members and should avoid these gatherings, aside from meetings, practices or class.
- B. Chapters can post pre- recruitment videos as long as they follow the NPC guidelines in the Resolve to Educate - Positive Panhellenic Contact and Promoting the Sorority Experience. [Linked here](#) as a reminder of how chapter promotion should be handled per NPC.
  1. The "Go Greek" theme should run throughout the videos.
    - a) Examples: "Alpha Alpha Alpha is the best" or "go Alpha Alpha Alpha" is not appropriate !

2. Videos sent out by the chapter to be posted by all members must follow the same guidelines
3. Should a video violate the outlined guidelines the chapter will be notified to remove the post and a \$50 fine per video per day will be assessed. Violations will result in mediation.

## Appendix A: Membership Recruitment Acceptance Binding Agreement

NPC member organizations want every Potential New Member (PNM) to be informed about her options for joining a sorority. At the completion of the primary recruitment period, all women are given the option to sign a membership recruitment acceptance binding agreement (MRABA). In order to receive a bid from a sorority on campus, the MRABA must be signed. The MRABA is used on every campus that has NPC member organizations. All MRABA signatures will be processed in accordance with the most up-to-date MRABA per the NPC Manual of Information.

All Potential New Members are given instruction by a member of the fraternity and sorority life staff and/or the fraternity/sorority advisor about the MRABA and what they are agreeing to abide by. If a printed copy of the MRABA is used, PNMs should complete the form and initial each statement as appropriate. If an electronic copy is used, PNMs should review the language of the MRABA found on their screen while the script is read aloud. A PNM should only sign the MRABA when she fully understands the contract she is signing. By submitting the MRABA, the PNM acknowledges and understands the terms of the MRABA. The MRABA consists of six sections which are initiated by the Potential New Member as acknowledgment that she has read and understands each point. The following is an explanation of these six sections:

Introduction: Agree to binding electronic contract and electronic signature.

*Initial each statement.*

\_\_\_\_\_ This form is called the Membership Recruitment Acceptance Binding Agreement, or “MRABA.” I understand that it is a contract with the National Panhellenic Conference (“NPC”).

I choose to complete this MRABA because I participated in the primary membership recruitment process (“Recruitment”) at \_\_\_\_\_.

[Campus Name]

\_\_\_\_\_ *I consent to this electronic contract. I agree to electronically sign the MRABA. These terms are defined by the Electronic Signatures and Global and National Commerce Act (“E-Sign”) and the Uniform Electronic Transactions Act (“UETA”).*

\_\_\_\_\_ *I agree that this MRABA and my electronic signature is valid, enforceable, and binding under E-Sign and UETA.*

*Next Step: Continue to Part 1.*

Part 1: Withdrawing or Continuing in Recruitment.

*Initial one of the following options:*

\_\_\_\_\_ **I want to withdraw from Recruitment.**

I will not join a sorority now. I could join a sorority in the future by participating in the continuous open bidding (“COB”) process. I will not complete this contract.

*Next Step: Continue to Part 5.*

\_\_\_\_\_ **I am continuing in Recruitment.**

*Next Step: Continue to Part 2.*

Part 2: Show that you understand the ranking process.

*Initial each statement.*

**By signing the MRABA, I understand and agree that each of these statements is true:**

\_\_\_\_\_ I am willing to accept an invitation to membership (“bid”) from any sorority I list in Part 4.

\_\_\_\_\_ I will rank each sorority in the order of my preference for receiving a bid.

\_\_\_\_\_ If I attended a sorority’s preference event, and I would not accept a bid from that sorority, I do not have to rank that sorority.

\_\_\_\_\_ I understand that if I choose to rank fewer sororities, I might not receive a bid through Recruitment.

Part 3: Show that you understand the effect of submitting the MRABA.

*Initial each statement below.*

**By signing the MRABA, I understand and agree that each of these statements is true:**

\_\_\_\_\_ After I submit this form, I cannot change my rankings. I cannot add or delete any sororities to my rankings.

\_\_\_\_\_ **If I do not** receive a bid from any sorority I ranked, I understand **I am eligible** to join any sorority later, through the COB process. I understand that not all sororities will recruit through COB.

\_\_\_\_\_ **If I do** receive a bid from a sorority I ranked, but **I choose not to accept that bid**, I understand that **I am not eligible** to join any other sorority on this campus until the start of the next Recruitment.

Part 4: Rank your preferences.

*Rank in order of your preference for receiving a bid.*

1st Preference: \_\_\_\_\_

2nd Preference (if applicable): \_\_\_\_\_

3rd Preference (if applicable): \_\_\_\_\_

Part 5: Sign the contract.

I have read and understand this MRABA. By signing or submitting this MRABA, I agree to be bound by its terms. *I agree that completing this form electronically has the same legal effect of completing a paper version.*

I have never been initiated into an NPC sorority. I understand that if I join an NPC sorority and choose to become an initiated member of that sorority, I cannot join another NPC member organization, regardless of any circumstances.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix B: Recruitment Code of Ethics**

We, the members of women's sororities at the University of Florida, agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters, and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of the University of Florida, agree on and commit to:

- I. Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- II. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic each inter/national organization and our institution.
- III. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- IV. Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- V. Provide an equitable and inclusive sorority experience for all women who are interested at the institution.
- VI. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- VII. Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- VIII. Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by the mutual selection.
- IX. Strive to be truthful, honorable, open, and friendly to all Potential New Members during all recruitment events.
- X. Be respectful of the rights of every Potential New Member to make her own choices, including the right not to join the women's sorority community.
- XI. Refrain from limiting a Potential New Members chances of becoming a member of the Panhellenic community by encouraging her to make an intentional single preference or to limit her choices.

We, as College Panhellenic members of the University of Florida, also agree on and commit to:

- I. Respectfully adhere to the bylaws and recruitment rules of the College Panhellenic Association.

- II. Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies and best practices.
- III. Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of the University of Florida, these are the tenets to which we strive to live.

Date adopted:

## **Appendix C: Potential New Member Bill of Rights**

We, the members of women's sororities at the University of Florida, agree to the fundamental right of free people to form voluntary associations, such as sorority membership arrived at by mutual choice and selection.

We, as Panhellenic women of the University of Florida, agree on and commit to:

- I. The right to be treated as an individual.
- II. The right to be fully informed about the recruitment process.
- III. The right to ask questions and receive true and objective answers from recruitment counselors and members.
- IV. The right to be treated with respect.
- V. The right to be treated as a capable and mature person without being patronized.
- VI. The right to ask how and why and receive straight answers.
- VII. The right to have and express opinions to recruitment counselors.
- VIII. The right to have inviolable confidentiality when sharing information with recruitment counselors.
- IX. The right to make informed choices without undue pressure from others.
- X. The right to be fully informed about the NPC Unanimous Agreements implicit in the Membership Recruitment Acceptance Binding Agreement (MRABA) signing process.
- XI. The right to make one's own choice and decision and accept full responsibility for the results of that decision.
- XII. The right to have a positive, safe, and enriching recruitment and new member experience.

As Panhellenic women of the University of Florida, these are the tenets to which we strive to live.

## **Appendix D: Weather and Emergency Preparedness Plan**

I. In preparation for Panhellenic Sorority Recruitment at the University of Florida, this Weather and Emergency Preparedness Plan will be used in the event of inclement or dangerous weather conditions during the week of recruitment.

A. If there is oncoming inclement weather, the Associate Director (Panhellenic Advisor) will communicate instructions to all Advisors via GroupMe. The same instructions will be provided to Recruitment Chairs, Presidents, and Recruitment Counselors by the MVP. This plan will provide detailed instructions to the messages communicated to Advisors, Presidents, and Recruitment Chairs.

B. Should the Associate Director (Panhellenic Advisor) not be available, the Director or one of the Assistant Directors of Sorority and Fraternity Affairs will provide notification.

### **II. WEATHER PROTOCOL FOR RECRUITMENT**

A. Weather will be assessed 24 hours in advance and an update will be provided to chapters prior to the beginning of each day

1. Weather threats will be assessed 4 hours prior, 1 hour prior, and periodically throughout the rounds.

2. When there is a threat of inclement weather within a 15 mile radius, communication of any actions such as postponement will be communicated to Recruitment Exec, Recruitment Counselors, Chapters, and Advisors.

3. If lightning or serious weather threat is within an 8 mile radius, all event activity will be suspended. All participants are encouraged to follow weather protocols listed in this document and seek the nearest shelter.

4. All activities will begin once the weather is outside of 15 mile radius of campus.

III. **LIGHT RAIN:** Light rain, with no accompanying lightning, thunder, or high winds, will not result in a delay of the recruitment process. The Panhellenic Advisor, in conjunction with the Panhellenic Recruitment Executive Team, may choose to implement an inside start for which Potential New Members will line up in the lobby of their assigned chapter facility before a party begins, with no changes to the recruitment schedule.

A. If the rain is light enough to have an outside start, Pi Chis will organize the women in the appropriate order before the party begins.

B. Recruitment groups or students at tented or covered break stations should remain at those stations unless otherwise directed to move to an alternate rain location.

IV. **HEAVY RAIN, LIGHTNING, & HIGH WINDS:** Storm systems producing heavy rain, lightning, thunder, high winds or tornado activity will result in a delay of the recruitment process and an implementation of the emergency inclement weather plan. The Panhellenic Advisor or his/her designee will make the determination of when to suspend recruitment activities and implement the inclement weather plan.

A. If the suspension of recruitment activities occurs during a break or between parties, Recruitment Counselors will be asked to take their groups to the nearest available shelter according to their area. This may include houses on sorority row, as well as the Levin College of Law, Norman Hall, Little Hall, and the Carleton Auditorium.

1. If the suspension of recruitment activities occurs during a scheduled party, those parties will continue through their completion, ending with an inside finish and the Potential New Members staying in those houses until instructed that it is safe to leave. That determination will be made by the Panhellenic Advisor or SFA designee.

2. Once a party has finished inside, chapter women should go upstairs, or other areas of the house not occupied by Potential New Members. Best options for Potential New Members and Recruitment Counselors would be dining rooms or another area of the house with the capability to hold up to 80 Potential New Members and Recruitment Counselors.
  3. Should there be a major storm that makes a significant impact on recruitment activities, there will be alterations made to the schedule. Any alterations to the schedule will be announced to the Recruitment Exec and Recruitment Counselors as well as chapters and the recruitment events will proceed according to the revised schedule.
- B. Potential New Members on a break or not in a chapter facility when the suspension of recruitment activities commences should make their way to the emergency shelter corresponding to their location at the time that the suspension is announced. Students in Zone 1 (Sorority Row) should move to Norman Hall or Norman Parking Garage. Students in Zone 2 (Fraternity Row) should move to the Levin College of Law hallways. Any Potential New Members in Zone 3 (Off Row Houses) should seek immediate shelter at the nearest location of refuge. Students will remain in these emergency evacuation areas until instructed by a University Official or their designee.
- C. Chapters will need to develop alternate exit plan should there be flooding in the chapter's front entrance.
- V. **TORNADO WARNING:** In the event of a Tornado Warning, all recruitment activities will be ceased and Recruitment Counselors will be asked to take their groups to the nearest available shelter. A parking garage is not considered shelter and shall not be used. Participants will stay away from windows, doors, and outside walls. The Panhellenic Advisor or his/her designee will monitor the weather with assistance from a University Official and will make a determination regarding the restarting of recruitment activities. At that point, alterations to the schedule will be announced to the recruitment staff, recruitment counselors as well as chapters and the recruitment events will proceed according to the revised schedule. UFPD personnel will also seek appropriate shelter.
- VI. **FIRE ALARM:** In the event that a fire alarm in a structure is activated, all occupants will calmly exit the house and wait outside. Once out of the building, participants must move at least 100 feet from the structure or as instructed by public safety officials. Recruitment Counselors and chapter leadership must account for all occupants of the building upon an evacuation. At this point all recruitment activities will cease. Any alterations to the schedule will be announced to the recruitment staff, UFPD personnel, Recruitment Counselors, and chapters. If the alarm is in a residential building, Gainesville Fire Rescue must be dispatched and will inspect the structure. The recruitment events will proceed according to the revised schedule.
- VII. **SUSPICIOUS ACTIVITY:** In the event that there is suspicious activity, participants will call UFPD at 352-392-1111 or 911. The Panhellenic Advisor and MVP should be alerted once law enforcement has been requested to respond to the scene. Callers should expect to provide their name, phone number, and a detailed description of the incident.

## **Appendix E: Recruitment Executive Board Contract**

As a member of the Recruitment Executive Board, I \_\_\_\_\_ have an ethical responsibility to ensure that the Panhellenic Council does the best work possible in pursuit of its goals. I support the purpose and mission of the Panhellenic Council and pledge my commitment to assist in carrying out its work.

- I. I will be present in Gainesville, Florida to assist with the planning of Recruitment 2022 by August 1, 2022 at the latest.
  - A. Shall I not reside in Gainesville, Florida during this time I will travel to town for all Recruitment related meetings and events as deemed by the Membership Vice President.
- II. I will fully disassociate from my chapter beginning 30 days prior to Bid Day.
  - A. Includes but is not limited to, any social media presence, wearing letters, having any chapter paraphernalia of any kind (ie, water bottles, laptop stickers).
  - B. Including seeing members of any chapter in private, or without another Pi Chi present while in public during Spirit Week.
  - C. Including verbal or message contact with members of any chapters during the week of Recruitment.
- III. I will refrain from wearing any fraternity letters for the duration of the Summer B term.
- IV. I will treat my fellow Pi Chi's, Recruitment Executive Board, staff of Sorority and Fraternity affairs, and of the University of Florida with respect.
- V. I will attend all weekly Recruitment Executive Board meetings to the best of my ability.
- VI. I will attend all Information Sessions hosted by the Recruitment Executive Board to the best of my ability.
- VII. I will attend every Pi Chi class meeting unless excused beforehand.
- VIII. I will send any appropriate excuses as necessary for meetings or other required attendances at least 48 hours in advance.
- IX. I will stay in the Reitz Union Hotel for the duration of Recruitment. There is a zero-tolerance policy for women who leave the premises during Recruitment.
- X. I will complete all of my assigned tasks within the month of their due date and report my status to the Membership Vice President on a monthly basis.
- XI. I will set up bi-weekly meetings with our Advisor (as necessary) to stay on schedule with my monthly tasks.
- XII. I will ask for assistance or opinions of the other members of the Recruitment Executive Board if behind on my individual responsibilities.
- XIII. I will assist the Membership Vice President, Assistant Membership Vice President, and President with all deemed tasks related or unrelated to Recruitment.
- XIV. I will operate by the three-strike system; meaning after three strikes I will be rightfully removed from my position.
  - A. In a case of one strike I will attend a meeting with the Membership Vice President, Advisor, and President to discuss how to better fulfill my role and review my position.
  - B. In a case of two strikes I will attend a meeting with the Membership Vice President, Advisor, and President to discuss how to delegate tasks and fulfill my role to the best of my ability and review my position.
  - C. In a case of three strikes I will attend a meeting with the Membership Vice President, Advisor, and President for the reviewal and potential removal of my position on the Recruitment Executive Board and discuss the distribution of my previously assigned tasks.
- XV. I will uphold myself to a higher standard, and respect and honor the Panhellenic community through the four pillars of scholarship, leadership, community, and service.

Any breach of this contract can result in removal of such position on the Recruitment Executive Board and/or Panhellenic Counselor.

## **Appendix F: Recruitment Panhellenic Counselor Contract**

As a Recruitment Panhellenic Counselor, I \_\_\_\_\_ have an ethical responsibility to ensure that the Panhellenic Council does the best work possible in pursuit of its goals. I support the purpose and mission of the Panhellenic Council and pledge my commitment to assist in carrying out its work.

- I. I will be in Gainesville, Florida to assist with the preparation of Recruitment 2022 by August 9, 2022 at the latest.
- II. I will fully disassociate from my chapter beginning 30 days prior to Bid Day.
  - A. Includes but is not limited to, any social media presence, wearing letters, having any chapter paraphernalia of any kind (ie, water bottles, laptop stickers).
  - B. Including seeing members of any chapter in private, or without another Pi Chi present while in public during Spirit Week.
  - C. Including verbal or message contact with members of any chapters during the week of Recruitment.
- III. I will refrain from wearing any fraternity letters for the duration of the Summer B term.
- IV. I will treat my fellow Pi Chi's, Recruitment Executive Board, staff of Sorority and Fraternity affairs, and of the University of Florida with respect.
- V. I will attend every Pi Chi class meeting unless excused beforehand.
- VI. I will send any appropriate excuses as necessary for class meetings or other required attendances at least 48 hours in advance.
- VII. I will send any appropriate excuses as necessary for Spirit Week and Recruitment Week to the Head Pi Chi by April 1, 2021 at the latest.
- VIII. I will send any summer Social Media excuses as necessary to the Head Pi Chi by April 1, 2022 at the latest.
- IX. I will obtain a grade of at least a B in Pi Chi class, or my position as a Recruitment Counselor will be reevaluated at the end of the spring semester.
  - A. As a Second Year Pi Chi I am not required to enroll in the Pi Chi class during the spring semester. Instead, I will attend all Second Year Seminars and obtain a "score" of at least a B or my position as a Recruitment Counselor will be reevaluated.
- X. I will attend one Panhellenic Chapter philanthropy with my designated Pi Chi Group.
- XI. I will attend all Pi Chi Pals group meetings to the best of my ability.
- XII. I will complete the required Launchpoint online training by April 21, 2022 at the latest.
- XIII. I will complete all requested forms in a timely manner.
- XIV. I will stay in the Reitz Union Hotel for the duration of Recruitment. There is a zero-tolerance policy for women who leave the premises during Recruitment.
- XV. I will complete all Pi Chi class assignments given to me to the best of my ability.
- XVI. I will follow all counseling rules specified in the Recruitment Guide.
- XVII. I will treat all Potential New Members equally, as adults, and as I would ask to be treated.
- XVIII. Violation of any of the above may result in immediate removal.
- XIX. I will operate by the three-strike system; meaning after three strikes I will be rightfully removed.
  - A. In a case of one strike I will attend a meeting with the Membership Vice President, President, and Head Pi Chi to discuss how to better fulfill my role as a Recruitment Counselor and review my position.
  - B. In a case of two strikes I will attend a meeting with the Membership Vice President, President, and Head Pi Chi to discuss how to improve upon my responsibility as a Recruitment Counselor and review my position.
  - C. In a case of three strikes I will attend a meeting with the Membership Vice President, President, Head Pi Chi, and Advisor for the reviewal and potential removal of my position as a Recruitment Counselor.
- XX. I will uphold myself to a higher standard, and respect and honor the Panhellenic community through the four pillars of scholarship, leadership, community, and service.
- XXI. Additionally, all Panhellenic Counselors will be expected to sign NPC's [Recruitment Counselor Ethics Contract](#).

Any breach of this contract can result in removal of such a position as a Panhellenic Counselor.

## 2022 Panhellenic Recruitment Violation Cheat Sheet

Chapters are expected to uphold every aspect of the campus Panhellenic Bylaws, the Code of Ethics and the NPC Unanimous Agreements. This means that anything not explicitly listed in the cheat sheet below will be subject to mediation. Behavioral sanctions for any violation without a specific fine associated with it or an accumulation of fines can and will be utilized. Each chapter is responsible for the actions of its members.

**If you have any questions, please contact the Panhellenic EVP at [evp@ufpanhellenic.org](mailto:evp@ufpanhellenic.org).**

### During Recruitment:

<b>Violation Type</b>	<b>Fine or Sanction</b>
Timing: early start or party exceeding time (1) 0-5 seconds over party time (2) 5-20 seconds over party time (3) 21-45 seconds over party time (4) 46-60 seconds over party time (5) 61-120 seconds over party time (6) >121 seconds over party time	(1) \$25 (2) \$50 (3) \$75 (4) \$100 (5) \$125 (6) \$150
Personalized gifts (per object per PNM) (1) trinket (2) letter/poem	(1) \$25 AND educational sanction (2) \$200 AND educational sanction
Hot boxing (2+ chapter women speaking to a PNM for more than 30 seconds) - virtual: first chapter woman must mute herself and turn off her video if longer than 30 seconds	\$100
Verbal Bid	\$100-\$250 (subject to mediation)
Recruitment contact(s) do not "like" GroupMe message/answer calls/texts within 3 minutes	\$25 per incidence
Chapter woman accepts/extends "friend requests" on social media platform from/to a PNM	\$100
Contact between a Pi Chi and a chapter member	\$25 per offense
Contact between a chapter woman and a PNM	\$25 per offense
Chapter woman enters residence hall and does not live there	(subject to mediation)
Shirts worn by people outside of the chapter (including family members) used to promote during recruitment	(subject to mediation)
Recruitment budget exceeding \$14,000 **all receipts and budget reports are due at the first Panhellenic meeting ALL signed by chapter advisor	(subject to mediation)
Lack of verbal and/or physical presentation of financial sheets, as approved by SFA, from chapter women to PNM	(subject to mediation)
Late bid list (including lists after R1, R2, R3) **computer problems are not a valid excuse as hard copies are accepted	\$250 (plus \$100 every five minutes thereafter)
Late attendance (for computer timing)	\$50 (plus \$75 every five minutes thereafter) + educational sanction
Adding a PNM to your invite list after the deadline has passed	\$200 per incidence
Picture of a Pi Chi during any round	\$50 per Pi Chi per picture
Bulk ordering (defined as >40% of chapter women during a round)	(subject to mediation)
Chapter women outside of the house when PNM's are under the tent - virtual: PNM's in the party prior to the scheduled party start time	\$75 per chapter woman
Inappropriate content during recruitment - See full list in compact	(subject to mediation)
Recruitment-related paperwork, unless otherwise mentioned in the Recruitment Compact	\$50.00 per instance, with an additional fine of \$25.00 for every subsequent late 48 hours.
Miscellaneous: Any measurable action which violates a section of the Compact where no direct fine/sanction is specified	\$25-\$350 and possible educational sanction