



# *Recruitment Rules*

The Recruitment Rules of the Panhellenic Association at the University of Colorado Boulder are intended to help guide sorority women and potential new members (PNMs) through the membership selection and the primary recruitment week. This document incorporates procedures recommended and/or required by the National Panhellenic Conference (NPC). The purpose of primary recruitment is to ensure that member organizations have equitable opportunities during recruitment and to provide PNMs every opportunity to become acquainted with as many sororities as possible so that they may make informed decisions concerning membership. These rules help to see that the recruitment purpose is fulfilled.

## **I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations at the University of Colorado, Boulder adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

## **II. Membership Recruitment Acceptance Binding Agreement (MRABA)**

The College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

## **III. Strict Silence**

Strict silence is observed only between the end of preference events and bid distribution.

## **IV. Promotion of the Sorority Experience**

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current, and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts or be penalized for talking about their membership.

## **V. Values-Based Recruitment**

All NPC member organizations represented at the University of Colorado Boulder will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

1. Focus on conversations between chapter members and PNMs about organizational values and member organizations.
2. Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
3. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
4. Eliminate the required purchasing of recruitment event attire for chapter members.
5. Eliminate gifts, favors, letters and notes for PNMs.

6. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
7. Eliminate extraneous and costly performances. This includes but is not limited to recruitment skits and door stacks.

## **VI. Primary Recruitment Logistics**

### **A. Datebook 1: Open House – August 28**

- a. Virtual Round
- b. Invitational Lists are due 2 hours after PNM selection is complete.
- c. Guidelines:
  - i. The chapters provide a 2 to 5-minute video that provides a holistic look into membership of the chapter, educating new members on the chapter's purpose and values – promoting a values-based recruitment. Videos should be "Home Video" style and meant to showcase the overarching experience of membership. Video must be filmed, created, edited, and produced by a member of the chapter, student, or a professional. If a professional is hired, the chapter is allowed to allocate costs towards the videographer. Alternatively, a chapter may show a video produced by its national organization.
  - ii. For the first datebook, the PNM will be responsible for creating one video or voice recording, two to three minutes in length. The purpose of this video is for chapter members to learn more about the PNM. No money may be spent on the production of this video. The PNM cannot have professional assistance in the making of this video, including but not limited to the assistance of a professional videographer or producer. In this video, they will share some basic information about themselves, and they will respond to a maximum of three questions provided by Panhellenic. Questions will be decided on at the April recruitment roundtable.
  - ii. Panhellenic will provide the Financial Transparency document with chapter dues and fees per the NPC template to PNMs during Datebook 1.

### **B. Datebook 2: Philanthropy – August 31 & September 1**

- a. In-person round, 30-minute parties with 20 minutes of travel between rounds.
- b. Invitational Lists are due 6 hours after PNM selection is complete.
- c. Guidelines:
  - i. This round should focus on the philanthropy, service, and values of the chapter.
  - ii. Decorations should be kept to a minimum and be confined to the interior space used for recruitment rounds including a courtyard, sundeck, backyard, or balcony. Additionally, if a chapter wishes to use an exterior location, for recruitment rounds, they must seek prior approval from the Vice President of Recruitment.
  - iii. Commercial photography is not allowed during the first four rounds of recruitment.
  - iv. Chapters may only serve water-based drinks at each party. No food or snacks should be served during this round.
  - v. All primary recruitment participants must wear a name tag during recruitment events, excluding bid day. PNMs will be provided nametags by the College Panhellenic. Chapter name tags must designate the membership status of an individual if she is not a current member of the chapter at the University of Colorado Boulder.
  - vi. Actively recruiting members are expected to stay at the chapter facility until formally released by Panhellenic. Chapters may be released after their final party, but must disperse from the facility after the start of a party and cover their Recruitment Outfits.

### **C. Datebook 3: Sisterhood & House Tours – September 6**

- a. In- Person Round, 35 Minute parties with 20 minutes of travel between rounds.
- b. Invitational Lists are due 6 hours after PNM selection is complete.
- c. Guidelines:
  - i. This round should focus on the sisterhood, values, and experiences of the chapter women. This round is also where house tours of the chapter facility occur. Each chapter must share detailed financial information (member dues, chapter fees and assessments, and in and out of house costs, etc.) with potential new members through means that that chapter deems appropriate.

- ii. In the event a PNM is not physically able to complete a tour, chapters must provide an alternative which may include pictures or real-time of the chapter house. The main point of the tour should be to experience sisterhood.
- iii. Decorations should be kept to a minimum and be confined to the interior space used for recruitment rounds including a courtyard, sundeck, backyard, or balcony. Additionally, if a chapter wishes to use an exterior location, for recruitment rounds, they must seek prior approval from the Vice President of Recruitment.
- iv. Commercial photography is not allowed during the first four rounds of recruitment.
- v. Chapters may only serve water-based drinks at each party. No food or snacks should be served during this round.
- vi. All primary recruitment participants must wear a name tag during recruitment events, excluding bid day. PNMs will be provided nametags by the College Panhellenic. Chapter name tags must designate the membership status of an individual if she is not a current member of the chapter at the University of Colorado Boulder.
- vii. Actively recruiting members are expected to stay at the chapter facility until formally released by Panhellenic. Chapters may be released after their final party but must disperse from the facility after the start of a party and cover their Recruitment Outfits.

**D. Datebook 4: Preference Round – September 7**

- a. In Person round, 55 minutes long with 20-minute travel time between rounds.
- b. Bid Lists are due 6 hours after PNM selection is complete.
- c. Guidelines:
  - i. Decorations should be kept to a minimum and be confined to the interior space used for recruitment rounds including a courtyard, sundeck, backyard, or balcony. Additionally, if a chapter wishes to use an exterior location, for recruitment rounds, they must seek prior approval from the Vice President of Recruitment.
  - ii. Commercial photography is not allowed during the first four rounds of recruitment.
  - iii. Chapters may only serve water-based drinks at each party.
  - iv. Food and snacks of any kind may be served during the Preference round.
  - v. Singing of ceremonial or preference-appropriate songs and the use of additional ceremonial items are permitted at the Preference round.
  - vi. All primary recruitment participants must wear a name tag during recruitment events, excluding bid day. PNMs will be provided nametags by the College Panhellenic. Chapter name tags must designate the membership status of an individual if she is not a current member of the chapter at the University of Colorado Boulder.
  - vii. Actively recruiting members are expected to stay at the chapter facility until formally released by Panhellenic. Chapters may be released after their final party but must disperse from the facility after the start of a party and cover their Recruitment Outfits.

**E. Bid Day**

- a. The final round of recruitment is bid day and will begin officially with Panhellenic Bid Distribution followed by individual chapter activities.
- b. Bids are due to the Fraternity and Sorority Life Office (UMC 416) no later than 3:00 PM on Bid Day (September 8).
  - i. Bid Envelopes should have ONLY the following writing: PNM Number and Group Number in the top right corner, and PNM name in the center. No other markings or seals should be on the envelope.
- c. Primary Recruitment bids shall only be issued to PNMs by members of Panhellenic Exec and/or Recruitment Counselors.
- d. Bids will not be distributed to PNMs prior to the scheduled start time of Bid Day.
- e. Chapters are allowed a maximum of 30 current members to greet their new members at the location of bid distribution. Chapters are encouraged to arrive shortly after the start of bid distribution.
- f. Snap Bidding is permitted, and outreach will be managed by the Panhellenic Council and Advisor. The process is detailed in the Manual of Information.
  - i. Snap bidding ends when bids are distributed. Continuous open bidding (COB) begins as soon as total is reset.

- g. The College Panhellenic reserves the right to change these specifications with consent from delegates as necessary with ample communication. Any and all changes must be communicated and finalized before the start of formal recruitment.

## **VII. Recruitment Counselors**

- A. Recruitment Counselors are affiliated with their chapters unless they choose otherwise.
  - a. Recruitment Counselors are encouraged to discuss their sorority and recruitment experience but are not permitted to influence PNMs to join a certain chapter or their own chapter (See Dirty Rushing).
- B. Recruitment Counselors will sign a behavioral expectations contract during pre-recruitment training.
  - a. If the conditions of the contract are broken at any point during the recruitment process, recruitment counselors will risk being terminated from their position.
  - b. Recruitment Counselors are expected to treat all participants of the recruitment process with respect.
  - c. Prior to the Potential New Member orientation, all Recruitment Counselors are required to attend educational training by the College Panhellenic.
  - d. Recruitment Counselors are expected to report infractions and prioritize the safety and well-being of Potential New Members.
- C. Sorority affiliation is allowed on social media.
  - a. All posts of sorority involvement are allowed to be kept up during recruitment, as well as the Recruitment Counselor's sorority affiliation in their bio. Any posting during the recruitment period must be limited to Panhellenic promotional content (no chapter-specific posts).
- D. Recruitment Counselors are allowed to have regular contact with their chapters.
  - a. Discussion about any Potential New Member with an active member of an organization is not permitted.
- E. Letters or sorority-specific clothing, jewelry, and accessories are not to be worn during recruitment rounds. Outside of active recruitment rounds, Recruitment Counselors can wear membership identifiers regularly.

## **VIII. Marketing**

- A. The College Panhellenic will act in the best interest of potential new members by providing programming, a schedule that is sensitive to the academic calendar and religious holidays, and communication leading up to and during Primary Recruitment.
- B. The College Panhellenic will organize recruitment orientation, education, and all programming for recruitment.
- C. The College Panhellenic will incorporate marketing and advertising strategies for Primary Recruitment by promoting the sorority experience, engage PNMs in conversations to sign up for the recruitment process and answer any questions PNMs and parents/caregivers may have about the sorority experience, the process of recruitment, and registration.
- D. Interaction via social media (for individuals, chapters, and the College Panhellenic) is permitted to promote the overall sorority experience (not one chapter over another), encourage participation in Panhellenic recruitment, and answer specific questions about joining sororities on campus. There are no restrictions on positive Panhellenic contact. Posts on social media should focus on chapter values, leadership, philanthropy, and sisterhood. Members of sororities are not required to privatize or remove their accounts.
- E. Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process are not allowed.

## **IX. Recruitment Finances**

- A. Individual chapter expenditures for primary recruitment shall be limited to \$15,000. This limit is inclusive of all supplies, food, drink, and decorations. All expenditure reports will be submitted to Panhellenic with accompanying receipts from spending.

## **X. Continuous Open Bidding (COB)**

- A. Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:
  - a. A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
  - b. A chapter is below the established total at any point in the term.

**B. Timing of COB:**

- a. Primary recruitment term: COB begins once total is set.
- b. Non-primary term: COB begins once total is set within 24 hours of the first day of the non-primary term.

**C. Panhellenic Support of COB:**

- a. Panhellenic can support the COB of all chapters with marketing and promotion. Panhellenic will also collect all COB MRABAs once completed by chapters.

**XI. Alumnae Involvement**

Alumnae and house directors are limited to a behind the scenes role. Alumnae, other than family members, may not communicate with PNMs during the entire primary recruitment process.

**XII. Fineable Violations & Fines Assessed**

Violation	When Applicable	Amount	Assessed
A. Late Invitation Lists	During recruitment – after rounds	\$10	Every 15 minutes late
B. Late Bids Delivered	Bid Day	\$10	Every 15 minutes late
C. Late COB MRABAs	During COB periods (after Primary recruitment and during non-primary recruitment period)	\$5/MRABA/day	MRABAs need to be turned into panhellenic within 3 days; fine will be assessed every day late.
D. All fine money will be collected into a recruitment specific budget and used for recruitment only activities			

**XIII. Prohibited Conduct**

- A. Alcohol is strictly prohibited during all recruitment and new member activities.
- B. Choreographed dancing, including clapping and snapping, is not permitted.
  - a. However, clapping only, no chanting, is allowed at the end of a party.
- C. Males may not participate in any recruitment event including but not limited to mock recruitment practices and events. Male employees of the fraternity (hashers, cooks, etc.) may be in the chapter house during recruitment week but may not be seen or have verbal contact with the PNMs.
- D. A chapter member, alumnae, or anyone acting on the fraternity's behalf shall not make derogatory remarks to a potential member about a sorority or sorority member.
- E. Dirty Rushing:
  - a. Dirty Rushing includes activities or tactics used by a member of an organization to recruit or influence PNMs outside of the official recruitment process. This can include offering special privileges, gifts, exclusive access to events, or early promising them a bid of membership to secure their interest and dissuade them from pursuing other organizations.
    - i. Any attempt to intentionally separate a PNM from typical recruitment activities, whether through conversation or by isolating them in a different location, is prohibited.
    - ii. Recruitment outfits should not be worn outside of the chapter house before, during, or after official recruitment events to avoid recruitment interactions outside of designated party times. Photos outside chapter facilities before recruitment rounds begin are permitted.
    - iii. Chapter members who do not live in residence halls may not enter residence halls during primary recruitment to prevent unnecessary interactions.
    - iv. Personal contact with PNMs via social media, with the intent to recruit them to a specific chapter, is prohibited before and during the primary recruitment period.

- v. Drinking or partying with PNMs is not allowed.
- vi. Breaking strict silence is prohibited.
- b. One specific form of Dirty Rushing is Bid Promising. PNMs should have recruitment experience that is informed by the conversations and values of each chapter and not influenced by misleading promises. Bid promising, the intentional or unintentional actions that lead a PNM to perceive she will be receiving a bid to a particular chapter, can set up a PNM for unrealistic expectations, lead to disappointment and may result in the PNM removing herself from the recruitment process.
  - i. No chapter or member of a chapter may promise or imply the promise of a bid to a potential new member during the formal recruitment period. Examples include but are not limited to:
    - 1. Language that implies they will be returning the next day or will be given a bid.
      - a. “See you tomorrow” or “I hope to see you tomorrow”
      - b. “I want you to be my little”
- F. If a football game or other sporting event takes place during the formal Recruitment period, chapters may not host game day events/tailgates that involve any alcohol consumption or illicit drug use. All rules regarding Positive Panhellenic Contact and Promotion of the Sorority Experience apply on game day, as it does outside of the formal Recruitment rounds. Active members may not discuss past or possible future Recruitment rounds with PNMs, any such conversation will be considered Bid Promising.

#### **XIV. Diversity, Equity, and Inclusion**

- A. All individuals participating in the recruitment process will be treated equitably and with respect through the entirety of the recruitment and new member period. Discrimination of any form will not be tolerated and will be considered a violation and referred to appropriate reporting parties.
- B. Physical Accessibility: Chapters must provide ways for each duly registered PNM invited to the round to access the chapter facility regardless of physical ability.
- C. DEI Training: Panhellenic will share a form with scenarios and tips to think about during work week. We do require two questions be addressed – if you have DEI training, what does it cover and what your chapter’s accessibility plan is.

#### **XV. How to Report Violations**

Violations of these rules and MOI regulations pertaining to recruitment can be reported by the Chapter Presidents, Panhellenic Officer in charge of recruitment, Recruitment Counselors, potential new members, or the fraternity and sorority advisor. At the discretion of the Vice President Accountability and Panhellenic advisor, an infraction and/or repeated infractions may be referred to the Peer Accountability Process.