

RECRUITMENT RULES OF THE UNIVERSITY OF ALABAMA COLLEGE PANHELLENIC ASSOCIATION

I. Introduction

The University of Alabama Panhellenic Association Recruitment Guidelines are intended to help guide fraternity women and Potential New Members through the membership selection process. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC).

The purpose of these Panhellenic Recruitment Guidelines is two-fold: (1) to ensure that member organizations have equitable opportunities for membership recruitment within the Panhellenic system; and (2) to provide Potential New Members every opportunity to become acquainted with as many fraternities as possible in order that they may make informed decisions concerning membership. All sorority members and Potential New Members will be expected to conform to the highest standards of conduct.

All NPC UNANIMOUS AGREEMENTS AND POLICIES shall be followed in concurrence with these mutually agreed upon Recruitment rules, which are specific to all Panhellenic Recruitment activities at the University of Alabama.

All NPC fraternities and Alumnae groups are to promote Panhellenic-spirited contact with Potential New Members at all times.

II. Code of Ethics

We, the women of NPC fraternities at The University of Alabama, declare acceptance of the following standards of practice during any recruitment period and throughout the year: As Panhellenic women, we are obligated by the standards set forth from the National Panhellenic Conference to follow the University of Alabama's Recruitment Rules. We have the responsibility to incorporate those standards into our everyday behavior. Our purpose as Panhellenic women is to serve our community and act as representatives of our chapters and of Panhellenic. Panhellenic women who violate the Recruitment Rules for selfish or other unworthy motives violate a high trust and a mutual respect among the University of Alabama sororities.

We have a responsibility to Potential New Members, the University of Alabama community, our respective chapters, our Inter/National Organizations, to each other, and to ourselves to act in a respectful manner during Primary Recruitment. Trust is our ultimate goal. We have an obligation to improve and enhance the welfare of others, and our actions during Recruitment will not interfere with this. We have the right to demand trust and respect from each of our chapter members and among Panhellenic sororities. The University of Alabama Code of Ethics is intended to preserve, protect, and strengthen the bond of trust and respect among the University of Alabama sororities, Potential New Members and the community during any recruitment period and throughout the year.

This bond is essential to sustain the principles upon which every NPC fraternity and the Alabama Panhellenic Association were founded.

As members of The University of Alabama Panhellenic Association, we agree that our vision is of a safe, positive, enriching recruitment experience with the goal of providing opportunities for the greatest possible number of women to obtain membership in a women's sorority. Therefore, we promise to:

- Respect ourselves, our sisters, and the Greek community as a whole. We will work with other sororities to improve the Greek system and reverse the current stereotypes.
- Enable every Potential New Member an equal opportunity and act accordingly with true Panhellenic spirit as well as our own chapter values and moral judgments.
- Confront the concerns about alcohol and other illegal substances and promote the safety and protection of current and prospective members.
- Treat Potential New Members with the same respect before, during, and after recruitment.
- Abide by all official Panhellenic codes, including but not limited to:
 - The Panhellenic Creed
 - The Potential New Member Bill of Rights
 - The Alabama Panhellenic Association Recruitment Rules
 - The Alabama Panhellenic Association Bylaws
 - The National Panhellenic Conference Unanimous Agreements and Policies
- Leave the Potential New Member with a positive idea of what sisterhood could be.
- Encourage the Potential New Member to explore the freedom of thought in her decisions.
- Inform the Potential New Member about the recruitment process, membership requirements, and external and internal responsibilities.

III. Potential New Member Expectations

A. Potential New Members are defined as:

- i. High school students
- ii. Students who are matriculated to The University of Alabama and registered for Alabama Panhellenic Association Primary Recruitment.

B. Potential New Member (PNM) Eligibility:

- i. A woman is eligible to participate in Primary Recruitment and join a Panhellenic chapter if she is enrolled at The University of Alabama and not simultaneously enrolled in high school and attending college.
- ii. A woman is only eligible to participate in Primary Recruitment if she has not been an initiated member of any of the National Panhellenic Conference member organizations.
- iii. If a woman completes the Primary Recruitment process and signs a Membership Recruitment Acceptance Binding Agreement (MRABA), she must wait until the next Primary Recruitment process at the University of Alabama to be eligible to receive another bid from a Panhellenic organization.
- iv. Any woman that graduated from high school before the academic year prior to Fall Primary Recruitment will be eligible to participate in recruitment as an Upperclassman, unless she provides evidence to the Panhellenic Council that she has not attended any University during the year following her high school graduation- meaning she should not have received any sort of college credit during this time.

C. The NPC sororities do not discriminate in membership selection practices on any basis prohibited by law, except sex.

D. Primary Recruitment Participation

- i. Potential New Members are expected to abide by the Potential New Member Code of Conduct, which is attached to this document as an appendix.
- ii. Potential New Members must attend all events to which they have received an invitation.
- iii. Potential New Members are to maximize their options during Selections until they sign the MRABA.

- iv. A Potential New Member must register for Primary Recruitment with the Alabama Panhellenic Association and pay the recruitment fee in order to participate in Primary Recruitment.
 - v. During Primary Recruitment, no Potential New Members shall visit a sorority house except during designated Primary Recruitment events.
 - a. The only exception(s) would be: if rain occurs, Potential New Members may be allowed to enter the sorority houses even if the events have not yet begun, or if a Potential New Member has to use the restroom, in which case she may only enter the house if escorted by a Standards board member.
 - b. If a Potential New Member must leave an event for any reason, a Judicial board member must escort her. Active sorority members are responsible for notifying the Standards board if a Potential New Member must leave.
 - vi. Potential New Members found in violation of any of the recruitment rules and procedures will be subject to dismissal from the Primary Recruitment process.
- E. Continuous Open Bidding (COB) Participation
- i. Eligibility
 - a. COB begins immediately after bids are distributed in the designated primary recruitment period, and is open to all enrolled, unaffiliated, female students, without any requirement of prior participation in a primary recruitment period.
 - b. A Potential New Member who withdraws from the Primary Recruitment process before the signing of her Membership Recruitment Acceptance Binding Agreement (MRABA) shall be eligible for snap bidding and COB.
 - c. If through the Primary Recruitment process, a Potential New Member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's Primary Recruitment period.
 - d. A COB acceptance is a binding agreement. If a Potential New Member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next Primary Recruitment period.
 - e. Women who have ever been initiated into any NPC organization are not eligible for COB.
 - ii. Women who receive a Continuous Open Bid must report to the Office of Fraternity and Sorority Life within one (1) business day to complete the COB MRABA.
- F. **Reporting.** If a woman who is interested in Greek life at the University of Alabama (including high school seniors and women considered to be Upperclassmen) feels a bid has been promised by an individual and/or chapter, she may file a complaint with the University of Alabama Panhellenic Association Director of Judicial Affairs (apajudicial@gmail.com).

IV. Chapter Expectations

A. Statement of Positive Panhellenic Contact

We, the women of The University of Alabama will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at [time of MRABA signing] and last until bid distribution on Bid Day. No sorority member, including alumnae and new members, may communicate or live 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 with sorority members, only casual greetings and contact are permitted.

B. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

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

C. Statement of Values-Based Recruitment

All NPC member organizations represented at The University of Alabama 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.

NPC Policy on Values Based Recruitment states that all chapters and NPC member organizations will incorporate the following into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all recruitment skits.
- No chapters should bulk order any clothing items for recruitment purposes. No chapter should require their members to purchase a specific brand of clothing. T-shirts or sorority branded apparel will be the exception.

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

D. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The University of Alabama College Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

E. Contact Guidelines

The following policies are in place to protect PNMs, active members, and organizations. The only exceptions to these Contact Guidelines are immediate family members (i.e. grandmothers, mothers, sisters, step-siblings, step-mothers). College Panhellenic reserves the right to determine what constitutes a pre-existing relationship in individual situations.

i. Academic Year Guidelines

- a. In the period beginning with the culmination of Bid Day activities, defined as 24 hours after Panhellenic has distributed bids, and up until any time before the start of Primary Recruitment there will be no Recruitment activities (hometown events, teas, etc.). This period should be a time of friendly, positive Panhellenic Contact with no promotion of one individual sorority.
- b. A sorority function shall be defined as five (5) or more active members in the company of a Potential New Members isolated in a designated place, public or private. This rule applies to both Fall and Spring year-round. All sorority functions where Potential New Members are present must abide by the NPC UNANIMOUS AGREEMENTS.
- c. There will be no recruiting events or activities allowed with PNMs who are not matriculated and/or taking classes at the University of Alabama.
- d. Potential New Members may not participate in overnight stays with active sorority members at any time.
 1. Exceptions will be made for immediate relatives who may stay with their active sorority member sister. The active member must submit her sister's name to the Panhellenic Director of Judicial Affairs (APAjudicial@gmail.com). The sister's name, reason for staying, and for what period of time must be noted. The sister may not be accompanied by any friend or non-immediate family member while she is staying with her sister. No Potential New Member may stay in the sorority house for any reason.
 2. If a sorority (five or more women from the same chapter) is found to have violated this policy, they will be subject to disciplinary action by the Panhellenic Judicial Board.
 3. If the violation was a result of the actions of one to four sorority members, then the sorority's leadership will be responsible for disciplining the members violation of the policy and must turn in the results of the disciplinary action to the Alabama Panhellenic Association Director of Judicial Affairs.
- e. Normal visiting hours for women interested in Greek life at the University of Alabama (high school seniors and women considered to be Upperclassmen) in a sorority house and/or on sorority property will be between the hours of 10:00 AM CST and 7:00 PM CST, excluding home football game days in the Fall semester. Sorority house tours have to be scheduled through Greek Ambassadors, Office of Admissions, or Alumni Affairs.
- f. Active sorority members may not contribute to the failure of women interested in Greek life at the University of Alabama (high school seniors and women considered to be Upperclassmen) to abide by Tuscaloosa City Ordinance #7486. The contribution of active sorority members to the breaking of this ordinance by women interested in Greek life at the University of Alabama (high school seniors and women considered to be Upperclassmen) will be subject to disciplinary action by the Panhellenic Judicial Board.
 - a. (https://library.municode.com/al/tuscaloosa/codes/code_of_ordinances?no_deld=CO_CH170FMIPR_ARTIINLEIMOB_DIV1GE_SS17-21--17-29RE)

ii. Summer No-Contact Period

- a. During the summer no-contact period (beginning May 1st) preceding Primary Recruitment, sorority women and alumnae representing their own sorority may not contact Potential New Members or their parents for any reason unless they

know them personally and would have contact with them outside of reasons for Panhellenic Recruitment.

1. A maximum of 5 names of potential new members with whom an active sorority member has normal contact with must be turned in to the Panhellenic Association Director of Judicial Affairs prior to the date of no contact on May 1. The Director of Judicial Affairs will set the date that this list must be turned in by. Normal contact implies relatives, friends, neighbors, and coworkers.
 2. Contact that is prohibited during the Summer No-Contact Period includes, but is not limited to, telephone calls, text messages, internet contact/social media, letters, e-mails, flowers, gifts, contact through male friends and boyfriends, etc.
 - b. There will be no organized attempt by any sorority or sorority member to inform or influence a Potential New Member in regard to a particular chapter at any time over the summer. This includes but is not limited to internet contact/social media, phone calls, letters, cards, summer recruitment parties, alumnae teas, pool parties, beach retreats, gifts, text messages, e-mails, flowers, etc.
 - c. No sorority woman shall post photos of or with a PNM on social media, unless it is a blood or step sister.
 - d. No woman is eligible to join a sorority during the summer months. A chapter member, alumna member or anyone acting on a sorority's behalf shall not imply to a Potential New Member nor her family that she has an invitation to a party during the Formal Recruitment period, ask her to pledge, nor imply that she will receive a bid.
 - e. No active sorority member should ask any fraternity to invite Potential New Members to the fraternity's summer parties, nor should alumnae host parties for Potential New Members during the summer months.
 - f. Active sorority members may request or accept friendship of Potential New Members on any social networking site during the summer no contact period.
- ii. Fall Primary Recruitment Contact
- a. Communication between active sorority members and Potential New Members
 1. Beginning August 1, sorority members are expected to promote general sorority membership as opposed to promoting their own individual chapter.
 2. During the Primary Recruitment period, sorority members may wear letters, but may not converse with or contact any potential new members directly or indirectly through friends outside of designated Recruitment parties. This includes but is not limited to: conversations on and off campus; in town, residence halls, dining commons, the Ferg; at apartment and/or fraternity parties; through letters, phone calls, instant messenger, text messaging, or social networking sites such as but not limited to Facebook, Instagram, Snapchat, MySpace, and Twitter. Polite greetings and salutations are acceptable and judged on a case-by-case basis. An exception may be made for an active member to assist with moving her blood or step sister PNM into a residence hall.
 3. Beginning with the first day of work week and ending with the start of strict silence, active sorority members and Potential New Members are not allowed to make contact or communicate over Facebook or any other social networking site, excluding "likes" on Facebook, Instagram, Twitter, etc.

4. Strict Silence is the period beginning at the time that a PNM signs her MRABA and ending with Bid Day activities. During this time there will be no conversation or contact or social activity between Potential New Members and sorority members, alumnae, or chapter representatives except at specified Panhellenic recruitment events. Potential New Members may not discuss sorority members with other Potential New Members. Strict Silence allows Potential New Members to make decisions free from outside pressures and opinions of others.
- iii. Sorority Members may not promise bids or invitations or give the hint that a bid or invitation will be extended to the PNM. They may never suggest intentional single-preference or to list a preference of any sorority over another. No form of bidding may occur outside the prescribed Panhellenic procedure. No bids, oral or otherwise, may be directly or indirectly issued during events at any time, including any indication to a Potential New Member by a sorority member, new member, or alumna that the sorority intends to see the Potential New Member at a future recruitment event.
- iv. Sorority members may not slander other chapters and member organizations to a Potential New Member. Any violations will be sanctioned through the Panhellenic Judicial Board.
- v. Sorority members may not inquire if a potential new member is a legacy of another chapter. Any violations will be sanctioned through the Panhellenic Judicial Board.
- vi. Sorority members may not buy anything for Potential New Members (i.e. gifts, meals, etc.) or give a Potential New Member any cards, letters, envelopes, or any type of written correspondence, including preference letters, at any time during Primary Recruitment.
- vii. Sorority members may discuss social functions (swaps, formals, band parties, etc.), but will refrain from discussing the presence of alcohol at any such social events.
- viii. Any sorority members who have immediate relatives or roommates going through Recruitment and cannot avoid contact with them must follow all rules outlined for the recruitment process. When contact is absolutely inevitable, recruitment may not be discussed.
- ix. Chapter websites shall comply with all recruitment policies.
- x. At no time can photographs or videos be taken during recruitment events, parties, or functions, unless approved by the chapter or the Office of Fraternity and Sorority Life, including photographs or videos taken by Recruitment Counselors and Judicial Board members.
- xi. Disclosure
 1. Recruitment Counselors, Recruitment Team members, and the Panhellenic Executive Board members may not release any information concerning a Potential New Member to members of any sorority unless directed to do so by the OFSL Staff.
 2. Any sorority seeking information about a Potential New Member should direct their questions and concerns to the Greek Life Staff. All violations of disclosure will be sanctioned through the Panhellenic Judicial process.
- xii. Sorority members may not hold any events with PNMs present outside of the hours established for Primary Recruitment beginning on the first day students move into the residence halls and ending with the culmination of Bid Day, defined as 24 hours after the last Bid has been distributed. An event would be defined as

any time there are five (5) or more sorority members in the presence of a PNM. If it is reported that a chapter is in violation of this rule, the chapter will be placed on social probation for six (6) weeks. This social probation applies to swaps, date parties, pledge formals, off campus parties, etc.

F. Alumnae and Non-University Women

The sorority will be held responsible for informing and educating alumnae members of Recruitment rules, NPC Unanimous Agreements and policies, and the Code of Ethics and for the observance of these rules.

- i. Alumnae will not purposefully seek contact, or engage in conversation related to recruitment matters or pledging with Potential New Members during Fall Primary Recruitment. This includes local and out-of-town alumnae, with the exception of the mother-daughter or sister- sister relationship.
- ii. A maximum of fifteen (15) collegiate/alumnae members, visiting National officers/consultants, and mothers of active members may assist in recruitment and may be present at recruitment events at one time. They must wear nametags designating their alumnae status and they may not act as a hostess or have contact with any Potential New Members. "Assist in Recruitment" includes food preparation, serving, and cleanup, but excludes talking with Potential New Members or participating in door songs.
- iii. Collegiate/Alumnae members, visiting National officers/consultants, and mothers of active members may come to and leave the sorority house during the Recruitment round although this is to be kept to an absolute minimum. Alumnae and members of active members must enter and leave the sorority house through discrete locations in order to have the least amount contact with PNMs.

V. Forms of Recruitment

Recruiting is defined as any activity, planned or engaged in, by a sorority member, alumnae, or agent, which attempts to influence or persuade a PNM in favor of a particular sorority.

There are two types of recruitment that occur at The University of Alabama: Primary Recruitment and Continuous Open Bidding.

The collegiate chapter shall bear the penalty for any violation of the Panhellenic Recruitment Rules and Policies by initiated members, new members, alumnae, or organizational representatives. The University of Alabama chapter is responsible for informing these individuals of the Recruitment Rules and Policies. The Panhellenic Executive Board will provide chapters with a standard letter to alumnae stating this expectation in order for chapters to distribute to all alumnae. However, it is ultimately the chapter's responsibility to inform the alumnae of the recruitment rules and hold all members and alumnae accountable.

A. Primary Recruitment

For purposes of these rules, Primary Recruitment begins August 1 and ends after the completion of Bid Day activities. Calendars specifying the official dates set by The University of Alabama for recruitment will be distributed during the first Panhellenic Council meeting of the Spring semester. Beginning at the time the women move into the chapter houses prior to recruitment, up until the culmination of Bid day activities, defined as 24 hours after bids are distributed, there will be no events with alcohol, including, but not limited to sisterhood events. If a chapter is found to have had an event with alcohol during this time, it will be a fined infraction and/or social probation.

- i. All excessive noise must end one hour prior to and following the conclusion of recruitment events and between individual events.
- ii. No entertainment, including the use of a DJ, shall be done for Fall Primary Recruitment by any person other than the collegiate members of that sorority on this campus. Should a chapter feel that they have an exception to this rule, the Recruitment Judicial Board will evaluate their entertainment and make a determination.
- iii. No food of any kind may be served during the invitational rounds of Fall Primary Recruitment. This includes food in beverages. Only beverages may be served to Potential New Members.
- iv. One 4'x4' platform shall be allowed for purposes of speaker visibility to all PNMS.
- v. Each sorority's budget must not exceed \$25,000. This allows for only a maximum of \$4,000 to be spent on flowers for the entire recruitment week. Balloons will be prohibited, including Bid Day. The cost of fans, tents, etc., placed outside of the house as well as any expenses incurred for moving and storing furniture will not be added when counting the recruitment budget for each house. Within 6 weeks of the conclusion of Fall Primary Recruitment, all recruitment expenditures, including the value of all donated goods and services, are due to the Panhellenic Advisor. Detailed receipts must be turned in with expenses including a cost breakdown of the flowers. This will be reviewed at the individual recruitment review with the Panhellenic Advisor. Categories that will be reported will include, but are not limited to: drinks, cups, napkins, chair and/or other furniture rental, pipe and drape, flowers, decorations, videos, and audiovisual equipment.
- vi. All communication between sorority women and Potential New Members outside of the hours established for Primary Recruitment is to be prohibited. There shall be no purposeful seeking of contact with Potential New Members by sorority women during Fall Primary Recruitment except at official events. Normal friendly contact is the only type of contact allowed during the Primary Recruitment period.
 - a. Contact that is prohibited includes, but is not limited to, telephone calls, letters, e-mails, text messages, flowers, gifts, contact through male friends and boyfriends, social media (Facebook, Twitter, Instagram) etc.
 - b. According to the NPC Manual of Information (p. 84), "NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between sorority women and potential [members]. (Normal contact implies relatives, friends, neighbors, and coworkers.) However, each sorority is charged with the responsibility of seeing that unfair advantage is not taken of such contacts."
- vii. Sorority members may not sing outside their houses or continue singing inside after the Recruitment party time has elapsed.
- viii. There must be no exterior decoration during Primary Recruitment.
- ix. During the period of the Door Song, sorority members may not hit doors or windows. Once the door is shut, sorority members may not open it back up. There will be no Closing Door Stacks.
- x. Hotboxing and/or any inappropriate conversation are strictly prohibited. Hotboxing is defined as any situation in which 4 or more active members are participating in conversation with a Potential New Member during recruitment activities.
- xi. Sorority women are not allowed outside their houses at least 30 minutes prior to or following the time that the last PNM leaves an event. This includes weather delays and chapters who may not have a party scheduled for the last event. The Panhellenic Advisor must approve any exceptions, due to work, school, or illness. Alumnae may only enter and exit a chapter house during a recruitment party. All entrances and exits by alumnae must

be made through side and back doors and must be as discreet as possible. Any exceptions must be approved by the Panhellenic Advisor.

- xii. During Fall Primary Recruitment no Potential New Members shall visit a sorority house except during designated Fall Primary Recruitment events. The only exceptions would be: if rain occurs, Potential New Members may be allowed to enter the sorority houses even if the events have not yet begun, or a Potential New Member has to use the restroom, in which case she may only enter the house only if escorted by a Recruitment Counselor or Judicial Board member.
- xiii. If a Potential New Member must leave an event for any reason, a Recruitment Counselor must escort her. Active sorority members are responsible for notifying the Recruitment Counselors if a Potential New Member must leave.
- xiv. Sorority women must not discuss information in regard to Panhellenic Recruitment outside of the Primary Recruitment events.
- xv. Chapters shall turn in a plan for each round of recruitment to the Panhellenic Advisor and Director of Recruitment by July 15. A template shall be provided by Panhellenic. Any adjustments or edits after that date must be submitted to the Panhellenic Advisor and Director of Recruitment.
- xvi. Invitational Rounds
 - a. **Open House** This round lasts for 20 minutes and is intended to provide Potential New Members with an informative introduction to fraternity life and Greek membership. Potential New Members will visit all sororities. Chapters may only serve ice water during this round. No skits are allowed during recruitment. Skits shall be defined as a brief sketch including information on the individual sorority. This information should include activities such as Philanthropy and Scholarship. No pipe and drape will be used during this round, with the exception to swing houses and chapters recruiting out of the stadium.
 - b. **Philanthropy Day** This round lasts for 30 minutes. While the focus of this party should be on philanthropy and community service, chapters must not utilize a philanthropy craft and instead are encouraged to show a video highlighting their philanthropic efforts. This video may be made locally and/or by Inter/National Headquarters. Three songs sung by the individual chapters are permitted. These three songs include 1) a door song, 2) a song during the party, and 3) a leaving door song, but no Closing Door Stack. The use of a video is optional, but the Panhellenic Executive Board, OFSL Staff, and other UA Staff must approve it prior to the start of recruitment along with any extra programs. There are to be no entertainment pieces in the chapter's presentation to Potential New Members. Entertainment pieces are referring to skits, choreographed dances, stomps, etc.
 - 1. If a chapter chooses to use a video, the video must be submitted to the OFSL by July 15th, include closed captioning with the exception of music lyrics.
 - 2. Panhellenic will provide a financial template and script to each chapter to be included in Philanthropy round, publish chapter dues on UAPanhellenic & Greek Chic & email to parents.
 - c. **Sisterhood Day** This round lasts for 40 minutes. Each chapter will be allowed to create a sisterhood video highlighting campus involvement and values.
 - 1. Each sorority can show a video up to 5 minutes long that will showcase the sorority's sisterhood, values, campus involvement, personality, etc. and must comply with all recruitment guidelines. These videos must include closed captioning with the exception of music lyrics. Each chapter must submit their sisterhood video to a Panhellenic Advisor and the Office of Fraternity and Sorority Staff for approval by July 15th. If revisions must be made, a revision

deadline will be set. Chapters may not share their video on social media without prior approval by the Panhellenic Director of Recruitment.

2. Chapters will not have a separate budget for sisterhood videos. The funds will be used from each chapter's recruitment budget.
 3. Singing, organized dancing, choreographed dancing will not be allowed during the video and the round. Skits may not be performed at any time during the Primary Recruitment process. Skits include, but are not limited to, solo performances by chapter members (excluding Preference Round), scripts impersonating someone you are not, and anything resembling a theatrical production.
 4. One song may be sung outside of the video by the chapter members, not including door songs, may be performed but are to be approved by the Panhellenic Executive Board prior to the beginning of Primary Recruitment.
 5. Costuming (defined as dress that is evidently and purposefully distinct from the dress of other members) if also prohibited. A theme is allowed. A theme is defined as a particular subject where everyone dresses in like clothing and decorations fit the particular subject.
- d. **Preference Parties** This round lasts for 50 minutes. Potential New Members will sign Membership Recruitment Acceptance Binding Agreement (MRABA) cards immediately following their last Recruitment event. If a sorority invites a Potential New Member to their preference event, the Potential New Member must be listed on that chapter's bid list, even if she did not attend the event and was excused. Solo performances by active chapter members pertaining to chapter rituals shall be allowed.
- e. **Bid Day** The only outside decorations allowed during Bid Day shall be welcome signs. Also, all food and refreshments served on Bid Day must be served inside the sorority chapter facility and there shall be no live entertainment (i.e. DJ or band), inside or outside, on Sorority Row. There shall be no men or alcohol during Bid Day. Only new members, active members, their families, and alumnae may enter the sorority chapter facilities during Bid Day activities.

B. Continuous Open Bidding

- i. Chapters who do not match to quota through primary recruitment and snap-bidding or who have not reached the current campus chapter total are eligible to participate in COB.
- iv. COB Recruitment shall extend at all times throughout the school year from the time bids are distributed at the end of primary recruitment to the last day of spring semester classes.
- v. All Continuous Open Bidding events shall not involve men or alcohol at any time or under any circumstance.
- vi. Vacancies occurring in a new member class quota may be filled only if the vacancy occurs before the potential new member(s) participates in the chapter's formal pledging ceremony. If a chapter has received quota additions, the chapter may only offer additional bids/pledge women to the established primary or upperclassmen quota pool.
- vii. Bidding shall be by oral, written, or electronic invitation extended by the sorority as a whole to a non- sorority woman.
- viii. Following any extension process, chapters may not conduct recruitment activities or extend COB bids for membership within the agreed upon extension moratorium (not to exceed three weeks per NPC policy).

VI. Suspected Recruitment Violations and Infractions

- A. The University of Alabama will follow the NPC Judicial Procedures as outlines in the NPC Unanimous Agreements. A detailed, written report signed by the accusing party (specifying time, place and witnesses to the alleged infraction) must be turned in to the Panhellenic Director of Judicial Affairs. It is crucial that violation forms be thoroughly filled out and that witnesses give their names and contact information. Only PNMs are excused from the NPC policy of identifying themselves in front of the accused parties. Infractions must be filed within 30 calendar days from the date of the alleged infraction (including university/college breaks).
- i. The Panhellenic Council advisor reserves the right to contact the Inter/National Headquarters of any sorority with a Recruitment Code of Conduct violation.
 - ii. All National Panhellenic Conference Unanimous Agreements and Policies will be upheld; especially those pertaining to Primary Recruitment. All members are responsible for knowing and observing these rules.
 - iii. All University of Alabama rules, policies, procedures, and local, state and federal laws must be followed at all times.
- B. Fined Infractions

All fines are due within 30 days of each chapter's final receipt invoice for Recruitment infractions. For every day that they are late a \$50 fine will be added.

Mediation with the Director of Judicial Affairs can be requested from chapter advisors.

- i. PNMs leaving the party with any items including favors. - \$20/PNM
- ii. Initiating the hug of a PNM. -\$20/occurrence
- iii. Recruitment party going over time limit. - \$25/minute.
- iv. Turning in invitation and/or bid lists late to the Office of Fraternity and Sorority Life. - \$250/15 minutes
- v. Not turning in a flex minus list/recruitment round to the Office of Fraternity and Sorority Life. -\$500
- vi. Adding a PNM back to an invitation and/or bid list after list submission deadline. - \$500/PNM/round
- vii. Turning in recruitment receipts after the 6-week deadline. - \$25/day up to 30 days then mediation
- viii. Showing an unapproved video during recruitment - \$3,000/day
- ix. Video submission after set deadline (July 15th) - \$250/day/video
- x. A time-gap longer than 20 seconds between Potential New Members exiting the threshold of the house at the conclusion of a party. – \$50/ each additional 20 seconds
- xi. Anyone using the front door (other than Recruitment/Greek Life personnel) at any time prior to or after a party. – \$50/occurrence
- xii. Sorority women entering the house after 30 minutes prior to, during, or following a party. - \$50/member
- xiii. Chapters writing any written correspondence, including preference letters, to Potential New Members. -\$100/occurrence.
- xiv. Degradation of another sorority. - \$200/occurrence
- xv. Communication with Potential New Members outside of Primary Recruitment events using any form of social media commenting. This excludes likes on any form of social media (ie. Instagram, Facebook, Snapchat, etc.). -\$100/occurrence and/or referral for mediation and/or Judicial Board depending on the severity.
- xvi. Communication with Potential New Members outside of Primary Recruitment events using text messages, phone calls, and/or any direct form of communication privately. -

\$300/occurrence and/or referral for mediation and/or Judicial Board depending on the severity.

C. Community Service Violations and Violations Handled by Judicial Board

- i. Conversation with Potential New Members involving bid promising. – due to the severity of this infraction it will be handled through mediation and/or a Judicial Board hearing.
- ii. Intentional separation of a Potential New Member by conversation and/or position from typical recruitment activities in which all Potential New Members participate. - “Hotboxing” - 2 house hours/occurrence and or referral for mediation and/or Judicial Board depending on the severity.
- iii. Each chapter is required to submit a number of Recruitment Counselor applications equivalent to at least 5% of fall campus total. ~~the Spring semester chapter total.~~ If a chapter fails to comply, they shall be fined \$200 for each woman under the prescribed number of applicants and/or have a scheduled mediation with Judicial Affairs with sanctions upon mediation outcome.

Infractions that involve community service hours as a sanction shall be completed by 80% of the active sorority members, not including New Members, Panhellenic Executive Board, Recruitment Judicial Board or Recruitment Counselors. Community service hours may be specified by the Panhellenic Executive Board to include specific events.

Hours must be completed and turned in to the Director of Judicial Affairs by the Friday before Dead Week of Fall Semester. Failure to complete community service hours will result in a \$200 fine per chapter per hour not completed.

All sanctions are subject to change by Year-Round Judicial Board discretion or chapter appeal.

VII. Panhellenic Executive Officers

- A. No Panhellenic Officer shall sit in on chapter recruitment meetings or workshops.
- B. Panhellenic Officers and members of the recruitment committee will reside in the facilities designated for their use during primary recruitment. No sorority member may visit in these provided living areas.
- C. Panhellenic Officers and recruitment committee members shall not wear or carry any item indicating their sorority membership (i.e. t-shirts, insignia, car tags, etc.) beginning on the last day of the spring semester and ending at the conclusion of Primary Recruitment.
- D. No member of the Executive Board will visit her own house during the entire Primary Recruitment period unless they are hosting a national or university visitor and then only if accompanied by a member of the OFSL staff.
- E. Panhellenic Executive Board members are subject to all rules and guidelines set forth by the Alabama Panhellenic Association and National Panhellenic Conference. In addition, a Panhellenic Executive Board member may be immediately dismissed from her position and/or will receive other penalties to be sanctioned through the Panhellenic judicial process.

VIII. Recruitment Counselors and Judicial Board Members

- A. Recruitment Counselors and Judicial Board members are subject to all rules and guidelines set forth by the Alabama Panhellenic Association or National Panhellenic Conference. In addition, a Recruitment Counselor or Judicial Board member may be immediately dismissed from her position and/or will receive other penalties to be sanctioned through the Panhellenic judicial process.
- B. Recruitment Counselors/Judicial Board Members may not wear any Panhellenic apparel (including Recruitment Counselor t-shirts) at bars any time and are expected to conduct

themselves at all times in a mature, responsible, and unbiased manner.

- C. Recruitment Counselors and Judicial Board Members will show proper respect to all sororities; this includes making any comments, positive or negative. Violation may lead to removal from her position.
- D. No Recruitment Counselor or Judicial Board Member may sit in on chapter meetings or workshops to discuss Potential New Members.
- E. Recruitment Counselors and Judicial Board Members may not reside in their chapter house during Primary Recruitment and they must reside in the hotel provided by Panhellenic for the entire week. If any Recruitment Counselor or Judicial Board Member is found to be violating this rule, they may be removed from their position immediately.
- F. No Recruitment Counselor or Judicial Board Member may visit the inside of any sorority house or recruitment space during Primary Recruitment, unless she is going to the restroom.
- G. A Recruitment Counselor or Judicial Board Member cannot be stationed at her own chapter facility.
- H. For the duration of Primary Recruitment only, members of the Judicial Board shall be considered as Recruitment Counselors for the sole purpose of filing College Panhellenic Violation Report Forms. Judicial Board members will have the same authority to file these reports as Recruitment Counselors, according to NPC guidelines. All authority to file College Panhellenic Violation Report Forms will end 30 days following the conclusion of Fall Primary Recruitment, at which point, only Recruitment Counselors will be able to file College Panhellenic Violation Report Forms under the title of "Recruitment Counselors."
- I. Disaffiliation and Disassociation
 - i. Disassociation is effective beginning April 1st and will end at the conclusion of Primary Recruitment. Disassociation shall be defined as: no display of Greek letters, insignia, or any evidence of fraternity chapter on items including but not limited to the following: jewelry, vehicle, key chains, décor of my living quarters, Facebook profile/social networks. In addition, Recruitment Counselors and Judicial Board members shall keep their affiliation confidential and take all the necessary steps to prevent its disclosure in social and/or professional settings.
 - ii. Disaffiliation is effective 30 days before Primary Recruitment and will end at the conclusion of Primary Recruitment. Disaffiliation shall be defined as: no direct or indirect contact with members of their own fraternity, no verbal communication, written communication, or interaction of any kind with members of their own fraternity through a third party, and no discussion with members of other fraternity chapters regarding recruitment at any time.
 - iii. Beginning with the closing of Primary Recruitment Registration and ending with the distribution of bids on Bid Day, Recruitment Counselors and Recruitment Judicial Board Members and Potential New Members are not allowed to make contact or communicate over any social networking site. We strongly recommend the sorority members do what they can to conceal themselves on their social networking accounts.

IX. Membership Recruitment Administration

A. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the

academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be set to MCS or ACS or at a number mutually agreed upon and appropriately reflective of the Alabama Panhellenic community and NPC policy.

- B. Release Figure Methodology (RFM) will be used for all invitational rounds. A separate quota will be set for the upperclassmen pool.
- C. Every chapter is strongly advised to follow the carry figures given to them from the RFM specialist for all invitational rounds. This requires that every chapter turn in the required invitation and flex-minus lists to the Office of Fraternity and Sorority Life. Flex-plus lists are optional.
- D. All undergraduate active sorority members shall be counted as part of the sorority membership and shall be entitled to participate in recruitment. A woman whose new membership expires before recruitment may not recruit for her sorority, but a woman whose new membership shall expire after recruitment during the Fall semester may recruit if she is going to register for classes in the Fall. The latter may be counted as a part of the sorority members. Transfers do not count as part of a sorority's membership until they are officially affiliated.
- E. A revised chapter roster must be turned in to the Panhellenic Advisor by the Wednesday of Recruitment Workshop week.
- F. Snap bidding will begin as soon as bids are matched. Chapters may snap bid to fill unmatched quota spaces. Snap bidding is not intended to fill spaces in chapter total. Snap bidding is limited to any woman who registered and participated in at least one round in Primary Recruitment.

Appendix

Potential New Member Bill of Rights

1. The right to be treated as an individual.
2. The right to be fully informed about the recruitment process.
3. The right to ask questions and receive true and objective answers from recruitment counselors and members.
4. The right to be treated with respect.
5. The right to be treated as a capable and mature person without being patronized.
6. The right to ask how and why and receive straight answers.
7. The right to have and express opinions to Recruitment Counselors.
8. The right to expect confidentiality when sharing information with Recruitment Counselors.
9. The right to make informed choices without undue pressure from others.
10. The right to be fully informed about the binding agreements implicit in the preference card

signing.

11. The right to make one's own choice and decision and accept full responsibility for the results of that decision.
12. The right to have a positive, safe, and enriching recruitment and pledging experience.