

UCF Panhellenic Recruitment Rules

Updated 8-9-2021

Section 1: General

1. Above all, the Panhellenic Council abides by the Constitution of the University of Central Florida Panhellenic Council.
 - a. All rules and guidelines found within the Constitution must be abided by during all Recruitment activities.
 - b. Failure to do so will result in further judicial actions as mandated by the NPC Manual of Information.
2. The Panhellenic Executive Board and Advisor(s) stand as the elected governing board during Recruitment. Any ambiguities in any rules, guidelines, or sanctions (i.e. rules which use the word excessive, flagrant, uniform, etc.) are subject to the discretion of the Executive Board with the assistance of the Panhellenic Advisor(s).
3. All chapter members (including actives, alumnae, new members, and new initiates), all Potential New Members (PNMs), and all of the Panhellenic Executive Board are responsible for knowing and abiding by the UCF Panhellenic Recruitment Rules.
 - a. Each chapter will be held responsible for the actions of its members, its alumnae, its recruitment team members, and its orientation team members.
4. The University of Central Florida will strictly adhere to NPC Unanimous Agreement and recruitment guidelines as stated in the NPC Manual of Information, 25th Edition, Updated January 2021.
5. Chapters will be expected to follow NPC guidelines for release figures as determined by NPC/RFM specialist.
6. Formal Recruitment activities as defined by the Panhellenic Council will begin on the first Sunday of Spirit Week at 11:59 pm and end at noon the day after Bid Day.
7. Chapter members must be dry beginning at 11:59 pm on the day before the start of Spirit Week until 12 pm the day after Bid Day.
8. With the exception of house checks, Potential New Members and Rho Gammas shall not enter any sorority house before a party has begun or after a party has ended, unless the chapter's recruitment team is in accordance with it.
9. PNMs will be lined up in alphabetical order. In addition, Panhellenic will be prepared with attendance sheets that correlate to the line-up order.

Section 2: Potential New Member (PNM)

1. A PNM must be a regularly matriculated, full-time undergraduate student at the University of Central Florida.
2. A PNM shall not be, or ever have been, an initiated member of a National Panhellenic Conference group.

- a. If in doubt, please contact the Panhellenic Advisor and/or Panhellenic Vice President of External Recruitment.
3. A PNM shall not have been a new member to an NPC group within one calendar year at the same school where she is a PNM.
 - a. If a PNM has signed a Continuous Open Bidding Acceptance, she is eligible to participate in the next primary recruitment.
 - b. If a PNM has signed a Membership Recruitment Acceptance Binding Agreement (MRABA) she is ineligible to participate in primary Recruitment for one calendar year.
 - i. A woman who has her pledge broken by an NPC chapter or who has broken her pledge to an NPC chapter may be repledged by the same NPC chapter at any time within one calendar year.
4. From the beginning of Formal Recruitment activities through the accepting of Formal Recruitment bids, no PNM shall visit a sorority house except for designated Formal Recruitment events.
5. From the beginning of Formal Recruitment activities through the accepting of Formal Recruitment bids, no PNM or UCF Panhellenic woman shall directly or indirectly contact each other outside of structured Recruitment events.
 - a. Including, but not limited to: phone calls, emails, text messages, and any form of social media.
 - b. Communication between sorority members and chapter alumnae within three (3) years of undergraduate member is limited and restricted to brief normal greetings from the dissociation *date as stated by Panhellenic* until noon on Bid Day.
6. PNMs must attend orientation, all meetings with Recruitment Guides, all UCF day parties, and the maximum number of invitational parties throughout Formal Recruitment week.
 - a. Failure to attend will result in the removal of the PNM from further Formal Recruitment activities.
 - b. In the event of illness or other emergency, the PNM shall notify her Recruitment Guide before being removed from further Formal Recruitment activities.
7. No PNM may buy anything for a sorority member or sorority chapter during the Recruitment process.
8. Membership Recruitment Acceptance Binding Agreement (MRABA)
 - a. A PNM must fill out the MRABA immediately following her last Formal Recruitment event.
 - b. Once an MRABA has been signed, no changes may be made.
 - c. By signing:
 - i. The PNM is willing to accept an invitation to membership from any women's fraternity that the PNM lists on the agreement.
 - ii. The PNM may only list chapter(s) whose preference she attended.
 - iii. The PNM cannot change the order of her preferences or add or delete a preference once the Agreement has been submitted to the Panhellenic

Council.

- iv. Once the PNM signs the Agreement, she is bound by the National Panhellenic Conference calendar year rule. This rule states that if she receives an invitation to membership from any group she has listed and she chooses not to accept it, she is ineligible to be pledged to any other inter/national fraternity on this campus for one calendar year.
 - v. If the PNM does not receive an invitation to membership from a group she has listed, she is eligible for Snap Bidding and Continuous Open Bidding.
9. During Formal Recruitment, if the PNM feels she must withdraw, she must complete the official withdrawal form by contacting her Recruitment Guide or a member of the Panhellenic Executive Council.

Section 3: Chapter

1. At no time may a chapter host an event of any sort for PNMs (i.e. high school seniors) outside of the Formal Recruitment or Continuous Open Bidding processes.
 - a. Exceptions must be approved by the Panhellenic Vice President of Internal Recruitment.
2. Active sorority members and alumnae are not allowed to visit Greek houses that are being used by a chapter other than their own for the entirety of Formal Recruitment activities.
 - a. This includes but is not limited to parking at another chapter house, sleeping at a chapter house other than your own, or spending any amount of time on the premises of another chapter house.
 - b. There will be a \$100.00 fine per chapter member/ alumnae present.
 - c. PNMs are discouraged from residing at chapter houses being used for recruiting activities.
3. No chapter member (active, new, alumnae) may visit a PNM at her place of residence during Formal Recruitment activities.
4. During Formal Recruitment, no chapter member may accept a gift from PNMs.
5. Any items given to PNMs during any recruitment party must be given in equal quantities.
 - a. PNMs will only be allowed to leave a party with the items they have entered with, with the exception of water bottles.
6. There will be no promising of bids or verbal bids either directly or indirectly by any active member, new member, new initiate, or alumnae of a chapter to a PNM.
 - a. 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 “See you tomorrow” or “I could see you fitting in here”.
7. Chapters are not permitted to “Dirty Recruit”
 - a. “Dirty Recruiting” refers to any activity not complying with NPC or Panhellenic Council rules and guidelines. The following examples include but are not limited to: hot boxing, slander, giving preferential treatment to a specific prospective member, etc. “Dirty Recruiting” will be adjudicated on a case-by-case basis.
 - i. Dirty recruiting will be regulated from the first day of Summer B until noon on

Bid Day.

ii. “Hot boxing” is defined as three (3) chapter members recruiting one (1) PNM and/or a PNM being recruited alone in a room.

iii. “Slander” is defined as talking negatively about another chapter or your own.

8. Panhellenic women may only distribute media promoting “Go Greek” or UCF Panhellenic Recruitment sentiments from the last day of finals during the spring semester preceding Formal Recruitment until Bid Day at noon.

a. All Publications prior to Recruitment will be done by the Panhellenic Council.

9. All Formal Recruitment parties must be held in the chapter houses.

a. If a house is not available, a place must be agreed upon by both the chapter and the Panhellenic Council.

b. Chapters without houses should refer to the Recruitment Guidelines for Chapter’s Without Houses appendix.

10. During Formal Recruitment, chapters are responsible for having all PNMs out of the houses at the time the party is over. Chapter members should ensure that PNMs are exiting at a reasonable pace to ensure the women have enough time to make their next party.

11. Strict silence is the period of time from the end of a PNM’s last event, (Preference) until the issuance of bids.

a. Strict silence is defined as, including but not limited to, verbal, written, printed, or text message communication between the PNMs and chapter members, new members, or alumnae.

b. Including, but not limited to: phone calls, emails, text messages, and any form of social media.

12. No outdoor decorations are allowed during Formal Recruitment.

a. Exceptions include permanent improvements to the chapter property (ex. landscaping) and one banner for all of Recruitment week until Bid Day.

13. Initiated collegiate members, new members, alumnae, national fraternity representatives and house directors may assist the chapter with membership recruitment preparations.

a. Only active collegiate members may recruit PNMs. No alumnae or house directors may recruit a PNM.

i. Conversation between alumnae/house directors of chapter members and a PNM is limited to simple greeting. House Directors and alumnae should practice *positive panhellenic contact* with PNMs. (see page MR-118 of 21st Edition of the Manual Of Information)

14. Chapters are responsible for concealing all pictures and/or any other identifying items of members representing the Panhellenic Council during Formal Recruitment.

a. Panhellenic Executive Board

b. Panhellenic Recruitment Executive Board

15. Recruitment Guides (Rho Gammas)

a. Chapters may not question Panhellenic Counselors about PNMs

b. Chapters must provide Panhellenic Counselors with at LEAST a comfortable room,

snacks, and water during all parties of Formal Recruitment. (Restrooms need to be accessible at all times even during preference ceremonies)

16. Chapter Lists

- a. Must be submitted online by the designated time after each round of Formal Recruitment. A fine of \$50.00 will be assessed for every 30 minutes the lists are not submitted.
- b. Exceptions will be made at the discretion of the Panhellenic Advisor.
- c. Chapter lists are due exactly four hours after the last party of that specific chapter. (Example: your organization's last party is at eight, your list is due at twelve)

17. Recruitment Contracts

- a. All videos and slideshows used during Formal Recruitment must be submitted to the Panhellenic Vice President of Internal Recruitment by the designated time for review.
- b. Chapters will turn in contracts electronically via email at a specific time as agreed upon by the Panhellenic Vice President of Internal Recruitment and subsequent chapter recruitment officers. The contracts will be reviewed in time-stamped order for approval and revisions.
- c. Revisions to contracts will be turned in at a later date and time set by the Panhellenic Vice President of Internal Recruitment.
- d. All specificities determined in the contracts must be abided by during Recruitment week.
- e. The Panhellenic Vice President of Internal Recruitment reserves the right to make any changes to a chapters' contract, with the consent of the chapter recruitment officers, up until August 1st.

18. Chapter Website and Online Communities

- a. All recruitment information on individual sorority websites must include Panhellenic contact information in reference to recruitment rather than sorority Recruitment Chair information or individual chapter information. ****AT START OF SUMMER A**
 - i. Exceptions will only be made for information for alumnae to contact the chapter regarding recommendation letters, starting Summer B.
 - ii. Chapters in violation of this rule will be fined \$50.00 per week.

19. Financial

- a. The recruitment budget will not exceed \$6,500.00 total, not including the cost of the outdoor tent and chair rental for PNMs, UCF Day shirts, Recruitment Guide Refreshments, PNM water bottles, chair and table rentals, and Bid Day costs. This budget does include the cost of the Video Day chapter video.
- b. A budget audit must be completed and turned in within 2 weeks of Bid Day to the Panhellenic Vice President of Administration. There will be a \$50.00 fine for the first week it is late and an additional \$10.00 for every week thereafter.
- c. All chapters must submit documentation and receipts for all recruitment related expenses to the Panhellenic Vice President of Internal Recruitment by the Friday following Bid Day at 5:00 pm.
- d. Donated items need to be appraised and included in the budget based on their value.

- e. For every \$100.00 exceeded over the stated budget, \$150.00 will be fined to the chapter.
 - g. All decorations for recruitment for each day must be checked and approved of by the Vice President of Internal Recruitment
20. National headquarter representatives may attend other chapter recruitment activities if the request is submitted to the UCF Panhellenic Council on or before the date set by the Panhellenic Vice President of Internal Recruitment.

Section 4: Recruitment Guides (Rho Gamma)

1. For any chapter participating in formal recruitment, a minimum 6% chapter members that meet eligibility requirements must apply to be recruitment guides.
 - a. Eligibility Requirements Include:
 - i. Have a GPA at or above 2.75.
 - ii. Have recruited in a previous semester internally for their own chapter during the primary recruitment process.
 - iii. Be a currently enrolled full time student at their time of application till their completion of the program, if selected.
 - iv. Have a letter of good standing from their respective chapter.
2. Strict confidentiality
 - a. No information regarding a PNM will be relayed to ANY chapter member, non-Greek, or alumna.
 - i. If necessary, consultation with other Recruitment Guides, the Panhellenic Council Executive Board, and/or the Panhellenic Advisor is encouraged.
 - b. Recruitment Guides may not seek or accept contact with any Panhellenic organization during Spirit Week or Recruitment Week.
 - c. Chapters may not seek or accept contact with any Recruitment Guide during Spirit Week or Recruitment Week with the exception of video preview during Spirit Week.
3. Disassociation
 - a. Beginning at selection, Recruitment Guides must remain impartial to their own affiliation when discussing the Recruitment process with PNMs.
 - b. Recruitment Guides may not participate in any phase of chapter Recruitment.
 - i. This includes but is not limited to: Recruitment training, Recruitment planning, summer Recruitment events, helping with recommendations, actual parties, attending any “membership” sessions or discussions.
 - ii. Recruitment Guides are allowed to stay in their chapter houses or personal residences during only Spirit Week. The Panhellenic Council will provide adequate housing for Recruitment Guides during Recruitment week. However, Recruitment Guides will be permitted to re-enter their house on bid day at noon.
4. Violations
 - a. Recruitment Guides who violate any Recruitment rule will be immediately dismissed.
 - b. If a Recruitment Guide is removed from her position, she is not allowed to participate

in any chapter activity throughout Formal Recruitment including all Bid Day activities.

- i. Any Recruitment guide who removes themselves before the disassociation date will be allowed to participate in their chapter's recruitment activities at the discretion of the VP of Recruitment Guides.

5. Financial

- a. Chapters will be responsible for paying Recruitment Guide dues to the Panhellenic Vice President of Administration prior to the end of the spring semester preceding Formal Recruitment.
- b. Recruitment Guide dues will be determined annually at the discretion of the Panhellenic Executive Board to ensure that the cost of food and lodging for Spirit Week and Recruitment Week for Recruitment Guides is completely covered.
- c. Each chapter will pay the same amount in Recruitment Guide dues annually regardless of how many of their members are Recruitment Guides.

Section 5: Formal Recruitment Structure

1. Round 1 – UCF Days (Day 1 and 2 of Formal Recruitment)

- a. This round is designated as UCF Day.
- b. Attire for this round will be as follows:
 - i. Panhellenic women will be instructed to wear a t-shirt designed by the Panhellenic Vice President of Internal Recruitment. T-shirt colors will be based on a numbered lottery system. Chapters will draw a number which will determine the order in which their t-shirt color will be selected from a list of available colors.
 - ii. The front of the shirt will display the fully written sorority name.
 - iii. The t-shirts must be worn by the chapter members in the same condition that the t-shirt was delivered.
 - iiii. All shoes that are non-elevated are acceptable (i.e. no heels, lifts, etc)
- c. Water is the only beverage that may be served during this Round.
- d. No food of any kind is allowed during this Round.
- e. No house tours will be allowed during this Round.
- f. Decorations will be limited to:
 - i. Two banners and two tables

2. Round 2 – Philanthropy Day

- a. This round is designated as Philanthropy Day.
- b. Attire for this round will be as follows:
 - i. Chapters' discretion in terms of clothes and shoes they wear.
 - ii. Chapters may not require their members to wear identical outfits.
- c. Beverages for this round are open to anything non-alcoholic
 - i. Bottled water, or water in plain plastic cups, must be served upon the Potential New Member's request.
- d. No food of any kind is allowed during this Round.
- e. House tours are allowed during this Round.
- f. Decorations will be limited to:

- i. Two banners and two tables
- ii. Decorations should focus on the philanthropy that the chapter supports.

3. Round 3 – Video Day

- a. This round is designated as Video Day
- b. Attire for this round will be as follows:
 - i. Chapters' discretion in terms of clothes and shoes they wear.
 - ii. Chapters may not require their members to wear identical outfits.
- c. Beverages for this round are open to anything non-alcoholic.
 - i. Bottled water, or water in plain plastic cups, must be served upon the Potential New Member's request.
- d. No food of any kind is allowed during this Round.
- e. House tours are allowed during this Round.
- f. Decorations will be limited to:
 - i. Video screen décor, one unique aspect of organization
 - ii. If wall décor is chosen as the unique aspect, wall decorations may only cover one wall.
 - iii. If centerpieces are chosen, centerpieces must be consistent throughout the room being used.

4. Round 4 – Preference Day

- a. This round is designated as Preference Day.
- b. Attire for this round will be as follows:
 - i. Chapters' discretion in terms of clothes and shoes they wear.
 - ii. Chapters may not require their members to wear identical outfits.
- c. Beverages for this round are open to anything non-alcoholic.
 - i. Bottled water, or water in plain plastic cups, must be served upon the Potential New Member's request.
- d. No food of any kind is allowed during this Round.
- e. Decorations will be limited to:
 - i. Only what is needed for the chapters' preference ceremony. This will be approved by the Vice President of Internal Recruitment.
- f. Preferencing will be allowed only in common areas. No bedrooms are permitted.

5. Bid Day

- a. Bid Day takes place on the 7th day of Recruitment week.
- b. Once a PNM joins a chapter on Bid Day she is no longer considered a PNM and may participate in chapter activities.

Section 6: Informal Recruitment (Continuous Open Bidding)

- 1. Chapter Total
 - a. Chapter total is a number that is determined by the Panhellenic Council.
 - b. Chapters who do not reach Total after Formal Recruitment may participate in COB until Total has been achieved.
 - c. If a chapter is at or over total, but did not meet quota during Formal Recruitment, they

are allowed to utilize COB until they meet that Total.

d. 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 in which primary recruitment is not held. The adjustment will be to median chapter size.

e. In an effort to provide the best COB experience for PNMs and ensure parity among the chapters, the UCF College Panhellenic and its chapters will refrain from requesting a commitment from PNMs and from hosting Bid Day festivities prior to a determined date set by the Vice President of Internal Recruitment.

2. Recruitment Forms

a. If an eligible chapter chooses to participate in COB, they must fill out the proper paperwork with the Panhellenic Advisor and Office of Fraternity & Sorority Life before they are allowed to begin contacting Potential New Members.

3. New Member Registration

a. Either the President or Recruitment officer from the chapter must register all New Members acquired through the COB process with the Office of Fraternity and Sorority Life.

b. Registration must be completed within 2 days of a New Member accepting their bid.

4. Rules

a. All rules in Sections 1, 2, & 3 must be adhered to during the COB process by both chapters and Potential New Members.

Section 7: Infractions

1. When a sorority member believes that there has been an infraction of the recruitment rules they are to follow the NPC procedures as outlined in the Judicial Procedures section of the NPC Manual of Information, 23rd Edition, Updated July 2018

2. Monetary fines will be sanctioned to chapters who have been found in violation of the following: dirty recruiting, bid promising, "hot boxing", slander, the recruitment party ends late, and if a chapter member physically touches a PNM.

a. Valid proof must be provided in order for an infraction to be admissible. This includes witnesses, documentation, and tangible items.

b. An infraction can be reported by any Potential New Member, Recruitment Guide, Panhellenic Recruitment Executive Board member, and Office of Fraternity and Sorority Life Staff.

c. If a chapter is found in violation for any of the reasons stated in the section above, it will be fined \$50.00. For every offense following this, the chapter will be fined an additional \$100.00.

d. No social events will be approved by the Office of Fraternity and Sorority Life Staff until all fines acquired due to infractions during Formal Recruitment have been paid.

Section 8: Chapters Without Houses Guidelines

1. Budget

- a. An additional \$2,500.00 will be allotted for chapters that will be recruiting out of fraternity houses.
 - i. This additional allocation must ONLY be used to clean, stock, repair, landscape, or refurbish the house and may not be used for general recruitment items that chapters with houses will have to incur as well.
 - ii. This \$2,500.00 may not roll over into the \$6,500.00 budget that all chapters are allotted.
 - iii. All receipts for items that are to be deducted out of this budget must be turned in to the Panhellenic Vice President of Internal Recruitment along with the regular budget.

2. Additional Items

- a. Some additional “decoration” items may be added to the interior of the house to increase its aesthetic value. These items include but are not limited to plaques, symbols characteristic to the organization, trophies, and pictures.
 - i. The presence of any and all of these items is subject to the discretion of the Panhellenic Vice President of Internal Recruitment.
 - ii. The chapters without houses must agree to remove any of these items upon request of the Panhellenic Vice President of Internal Recruitment.

3. Tables

- a. One extra table is permitted for use on Philanthropy Day only.
- b. The table “décor” as well as the items on and displayed on the table must follow the regular guidelines found in the Recruitment Rules.

UCF Recruitment Contingency Plans Fall 2021 Primary Recruitment

In the event UCF Panhellenic **does** receive notification of official university guidelines by June 14th, 2021, that allow UCF PAN Chapters to host in-person events in their chapter houses or rented facilities at a reasonable cost, the following Hybrid Modality of Fall Primary Recruitment shall be followed:

- 1) Chapters are to recruit partially virtual and partially in person.
- 2) Round 1 UCF DAY will eliminate conversation-based recruiting, and substitute informational videos about each chapter in its place. The PNM’s shall also submit one (1) minute informational videos for the chapters to review.
- 3) Philanthropy Day, Video Day, Preference Day, and Bid Day shall be held in-person.

- 4) UCF PAN chapters in good and regular standing must have a previously approved location to host recruitment events. If chapters who have a house are unable to use their house, all chapters will go virtual.
- 5) Campus, local and state health and safety guidelines must be met at all times throughout recruitment.
- 6) All of UCF PAN's Recruitment Rules, Bylaws, and the National Panhellenic Conference's Unanimous Agreements are to be implemented and adhered to.

In the event that the UCF PAN **does not** receive notification of official university guidelines by June 14th, 2021 as it pertains to registered student organizations including, move-in dates for potential new members, greek lettered facilities, non-member visitor policies for UCF owned facilities, on-campus room reservation availability, then the following Virtual Modality of Fall Primary Recruitment shall be followed:

- 1) Chapters are to recruit in a completely virtual setting
- 2) It is up to the current UCF PAN Executive Board's discretion to choose the virtual platform to be implemented in the virtual recruitment process. Once the virtual platform has been chosen, UCF Panhellenic will provide training on the chosen virtual platform.
- 3) All of UCF PAN's Recruitment Rules, Bylaws, and the National Panhellenic Conference's Unanimous Agreements are to be implemented and adhered to.
- 4) In accordance with UCF Covid guidelines as published with the university, Bid day will be in person.

Mask Requirement for Fall 2021 Recruitment

1. Mask Requirement
 - a. Applies to all UCF Panhellenic Executive Board, Recruitment Team, Rho Gammas and Chapter Members from August 10th through August 21st.
 - b. Applies to Potential New Members from August 18th to August 21st.
 - c. Masks should be properly worn covering the nose, mouth, and chin.
 - d. Masks should be worn at all times inside the chapter houses and in all UCF buildings on campus.

- e. Masks should be worn at all times outside on campus for PNMs.
- f. The only time masks should be removed would be in the case of eating, drinking, or a case of overheating/medical emergency.
- g. If a PNM refuses to wear a mask, accommodations will be made for them in terms of going through recruitment.
- i. Those who need accommodations will be able to attend Pan Knight Line Up and participate in Continuous Open Bidding in accordance with NPC.