

## Panhellenic Formal Recruitment Rules

Fall 2009

### A. Recruitment Overview

1. Chapter members, participating alumnae, Pi Chis and Panhellenic Executive Board are responsible for knowing and abiding by the Constitution and Bylaws of the College Panhellenic at UTD, Panhellenic Formal Recruitment Rules, and Panhellenic at UTD's "No Frills Policy."
2. All potential new members will receive a copy of the Potential New Member Guidelines at the Orientation on August 27, 2009.
3. Formal Recruitment will be held during the first full week of classes during the fall 2009 semester, beginning on Thursday, August 27, 2009, Orientation, and ending on Monday, August 31, 2009, Bid Day.
4. Limited Interaction Period will begin on the day following the conclusion of the 2009 spring semester final exams on May 14, 2009.
5. Strict Silence rules begin the first day of Formal Recruitment, August 27, 2009, and ends on Bid Day, August 31, 2009.
6. Unless otherwise specifically noted, all Recruitment Rules apply to the whole Recruitment Process: May 14, 2009 through August 31, 2009.

### B. Infractions

1. NPC Unanimous Agreements will be followed. See Unanimous Agreements, Section VII. College Panhellenic Association Judicial Procedure.

### C. General Recruitment Conduct

1. All NPC Unanimous Agreements shall be upheld.
2. Chapter members, participating alumnae, Pi Chis and Panhellenic Executive Board are responsible for reporting violations of the UTD Recruitment rules to the Assistant Coordinator of Greek Life or the Panhellenic Recruitment Team.
3. Recruitment Counselors and the Panhellenic Executive Board Officers will be collectively known as Pi Chis. Pi Chis will disaffiliate from their respective chapters. All Panhellenic chapter members shall exhaust all efforts to keep Pi Chi affiliations concealed.
4. All material that is posted on personal internet sites that links a Pi Chi to a particular chapter must be removed to provide that confidentiality is secured for the affiliation of the recruitment team members. This includes Facebook, MySpace, and any other online social networking site.
5. No potential new members may be added as friends on online sites like Facebook, MySpace, and any other online social networking site by chapter members or Pi Chis. No chapter members or Pi Chis may be added as friends on online sites by potential new members. If a potential new member requests any member as a friend, the member must deny the approval with no message of explanation. Potential new members will then be notified on why they were not added when they register online with ICS and at Recruitment Orientation.
6. All chapter members and Pi Chis will set their privacy settings to 'My Friends Only' on online programs like Facebook, MySpace, and any other online social networking site for the duration of the Recruitment Period (May 14 - August 31). Any groups that suggest affiliation will need to be adjusted to conceal the membership of the Pi Chi.

7. No chapter member may provide transportation for any potential new member. No potential new member may provide transportation for a chapter member. Pi Chis will not provide transportation for any potential new members requiring transportation to a recruitment event.
8. No chapter member, including Pi Chis, may buy (or give) anything for a potential new member (mean, soft drink, etc.). No potential new member may buy anything for a chapter member or Pi Chi. No favors or gifts may be given by the chapter and/or by individual members to a potential new member.
9. From the beginning of the Limited Interaction Period through the acceptance of bids, no potential new member shall visit a woman's chapter house, suite, lodge, or chapter room, except for the designated formal recruitment parties. The restriction includes the apartments or houses of all individual chapter members, alumnae, potential new members, and Pi Chis.
10. Panhellenic spirited contact and conversation and normal contact and conversation shall be allowed between potential new members and chapter members during the Limited Interaction Period. Panhellenic spirited contact conversation portraying the "Go Greek" attitude must be used at all times. Panhellenic spirited contact includes all reference to chapters-verbal, written, printed, or typed. Panhellenic spirited contact is designed to allow chapter members to converse with potential new members while promoting Greek Life.
11. No chapter member or alumnae, including Pi Chis, may issue an invitation of any sort to meet a potential new member or contact them via any method to obtain information (i.e. letters of recommendation, resume, telephone calls, email, Facebook, MySpace, or any other online social networking site) for any reason.
12. During the period of strict silence, there shall be no contact or conversation between a potential new member and chapter member/alumnae or between Pi Chis and chapter members except at UTD Recruitment events. An exception will be made only in a UTD classroom setting (i.e. instructor mandated interaction).
13. The participation of men in all recruitment functions shall be prohibited. Men will not be allowed to be involved until 9:00 a.m. September 1, 2009, the day after Bid Day. Men are also prohibited from helping with set-up and cleanup.
14. No one is allowed to consume alcohol from 9:00 a.m., FIRST DAY OF RECRUITMENT, August 27, 2009 until 9:00 a.m. THE DAY AFTER BID DAY, September 1, 2009. This includes potential new members registered for Recruitment, chapter members and Pi Chis.

D. Potential New Member Guidelines

1. A potential new member is defined as any female who is regularly matriculated student (registered for a minimum of 6 hours at The University of Texas at Dallas.)
2. A potential new member shall not be, or ever have been, an initiated member of a National Panhellenic Conference (NPC) group. A potential new member shall never have been a new member of any NPC group at UTD within this calendar year.
3. A potential new member shall register for formal Recruitment by registering online on the ICS website and paying a \$25.00 registration fee.
4. A potential new member is responsible for reporting any violation of the Panhellenic Recruitment Rules at UTD to her Pi Chi, the Panhellenic Recruitment Team or the Assistant Director of Greek Life.
5. Potential new members must attend up to the maximum number of events allowed each round, which will be included in orientation material. Failure to do so will result in the

- potential new member being withdrawn from the Recruitment process. In the event of illness, emergency or class, she shall notify her Pi Chi and/or the Panhellenic Recruitment Team or the Assistant Director of Greek Life, who will then notify the chapters of her absence.
6. If a potential new member wishes to withdraw from Formal Recruitment, she must notify her Pi Chi, the Panhellenic Recruitment Team or the Assistant Director of Greek Life and sign an Official Recruitment Withdrawal Form with the Assistant Director of Greek Life.
  7. In accordance with the CPC Recommendation, a potential new member who withdraws from the formal recruitment process before signing a preference card shall be eligible for Snap Bidding and Continuous Open Recruitment. Any woman released by all chapters will be eligible for C.O.R. and snap bidding.
  8. Potential new members shall complete a Formal Membership Recruitment Acceptance card immediately following the last event she attends. Potential new members signing a Formal Membership Recruitment Acceptance card and receiving a bid at the end of Formal Recruitment shall be bound by the agreement for a calendar year if she is at the same university, according to NPC Unanimous Agreements.
- E. Chapter Member Guidelines
1. Potential new members shall not be encouraged to withdraw from Fall Formal Recruitment by any member of a chapter or alumnae group with the intention of offering the potential new member a bid after Fall Recruitment. In accordance with the NPC Manual of Information, a chapter woman (collegiate or alumnae) shall not give a promise, verbal or written, to join a certain chapter before formal bids are issued through the College Panhellenic Council at UTD.
  2. All publicity posted at this time will contain statements about "Go Greek", not with the intent to promote joining a specific chapter.
  3. Each chapter recruitment chairman will be responsible for completing and returning a Chapter Obligation Sheet two weeks after it has been distributed by the Panhellenic Recruitment Coordinator. It shall include a factual list of financial, scholastic, time obligations, and other membership obligations. Though this information will be presented to the potential new members by the Pi Chis during Orientation, it is each chapter's responsibility to further educate and expand on membership obligations.
  4. Each chapter shall submit a typed list of members of the current chapter roll (including Pi Chis) to the Panhellenic Executive Council, noting who will be participating in your Recruitment process by 5:00 p.m. on Thursday, August 27, 2009.
  5. All Panhellenic chapters are responsible for providing their own Bid Cards.
  6. It is the Chapter's responsibility to do everything necessary to keep Pi Chi identities anonymous during Recruitment. Photographs of them in all composites, videos, and other photos shall be completely covered during the recruitment period of May 14-August 31. Pi Chis are not allowed to appear in any slide shows, pictures, or other media used during any recruitment processes in association to a specific chapter. The Panhellenic Recruitment Team must pre-approve any pictures or videos prior to showing. Failure to completely cover Pi Chis will result in denial of using the photo or video until proper coverage is achieved.
  7. Videos and pictures should reflect the chapter and Greek Life in a positive manner and should not contain cups, glasses, bottles, etc. that could suggest alcohol consumption.

8. Each chapter is responsible for their Pi Chis' attendance at events. The Panhellenic Recruitment Team will notify the chapter recruitment chair and advisor about any Pi Chi's absence. Three unexcused absences will result in the removal of the Pi Chi. If a Pi Chi is removed, the chapter with which she is affiliated will be expected to provide a replacement Pi Chi. The Panhellenic Recruitment Team will evaluate all extenuating circumstances on a case-by-case basis.
9. Pi Chis that are removed from office for violating Recruitment Rules may not participate in Formal Recruitment.
10. Chapter Recruitment Chairs shall abide by the times agreed upon for turning in party lists and ending events on time.
11. Chapters will be required to be present at all summer organization fairs with two representatives. Chapters may not pass out any information or paraphernalia pertaining to their specific chapter only. Also, chapters may not pass out candy unless distributed by the Panhellenic Executive Council. Panhellenic will provide Greek Life Interest Cards for each chapter and brochures to hand out.
12. Chapters must submit a Preliminary Recruitment Week plan that includes a full description of each event. Each event must detail the conversation focus (theme), activities/interactions/presentations, clothing, backdrops, and decorations. Panhellenic should be notified as soon as possible of facilities that need to be reserved to allow for a guarantee of usage. The plan must be submitted by April 10, 2009, and will be reviewed by the Assistant Director of Greek Life by May 13, 2009. Chapters that do not submit the Preliminary Recruitment Week plan by April 30, 2009 will not be guaranteed facilities on the specific dates needed.
13. Chapter members may not have discussions with Pi Chis about potential new members following the Pi Chi's acceptance of the position until the end of formal recruitment.
14. Pi Chis must be removed from chapter websites, Student Union Boards, Orientation Boards and any other chapter pictures publicly displayed either on the Internet or out in any public place by May 14, 2009. Websites will be taken down at the expense of the chapters if Pi Chis are still present on the site and/or recruitment information is incorrect. A fine will be assessed at \$10 a week for chapters choosing to have their websites up or any pictures publicly displayed containing incorrect information, pictures, or mention Pi Chis after the set disaffiliation date.
15. All emails sent by potential new members to each of the individual chapter websites must be set up to forward directly to the CPC Recruitment Coordinator at <cpcutdallas@gmail.com> on May 14, 2009. Failure to do so will result in an immediate infraction on the chapter in violation. All chapter contact information, including individual officer email addresses, and webmasters' contacts should be removed until the end of Fall Formal Recruitment.

F. Alumnae Guidelines

1. Alumnae that do not abide by Recruitment Rules will not be allowed to participate in any official recruitment activities; this includes party rounds, barbeques, orientations, etc.
2. Alumnae participating in any part of the formal recruitment process must dress differently than collegiate involved.
3. Alumnae participating in any part of the formal recruitment process must wear a nametag that distinguishes their alumna status.

4. Alumnae assisting in the formal recruitment process shall have no part in conversation during party rounds. They should only serve in a capacity that abides by this restriction; i.e. serving refreshments, clean-up, set-up, facilitating membership selection, etc.
5. A maximum of 7 alumnae may be present during recruitment parties, with the exception of national representatives.

#### G. Budget

1. Each chapter is allowed a maximum budget of \$800.00 for all of Formal Recruitment.
2. Each chapter will be provided with detailed budget forms outlining the costs associated with a recruitment event by category. The budget forms will be divided into two tiers.
  - a. Tier 1: Every item for which a chapter, chapter member, or alumnae has expended chapter or personal funds during this fiscal year for the purpose of Fall Formal Recruitment. It includes the cost of decorations, tables, and chairs (if rented, purchased, donated, or borrowed), other set up needs, tablecloths, refreshments, etc. In addition, all items borrowed or donated from members, friends, family, and alumnae for recruitment this year will be included in this category.
  - b. Tier 2: All items used during recruitment that are current property of the chapter and have been purchased or donated specifically for recruitment in previous years. This includes items such as tables, chairs, tablecloths, glassware, etc, but they will not be accounted for in the \$800.00 budget.
3. All chapter paraphernalia used for displays or preference ceremonies, including pictures, awards, wooden decorations, silver and the like will not be listed or accounted for in the budget documentation.
4. All budget forms and all itemized receipts MUST be turned into the Assistant Director of Greek Life no later than September 15, 2009, 2 weeks following Fall Formal Recruitment. If late, a fine of \$20.00 per day will be charged to the respective chapter.
5. No chapter should go over the \$800.00 budget. For ANY amount of money a chapter goes over budget, a \$250.00 (minimum) fee will be assessed to that chapter.

#### H. Pi Chis

1. Disaffiliation for Pi Chis will begin on May 18, 2009, and will end at the conclusion of the formal recruitment period on August 31, 2009. The goal of Panhellenic is to ensure that potential new members can rely on non biased guidance from Pi Chis.
2. Each chapter will be required to submit a minimum of five (5) applicants for Pi Chis.
3. Pi Chis must attend all training sessions, regular meetings, and be available during the summer months. Pi Chis will be placed on a three strike program similar to the one which the Panhellenic Executive Council officers follow to promote attendance and active participation in all of the events and tasks hosted and performed by Panhellenic.
4. Any Pi Chi who exceeds their three strikes will face a review by the Panhellenic Recruitment Team and may be removed from their position. All Pi Chis will be given a contract prior to their appointment which will clearly define the rules in association to their position, and each subsequent violation will result in a strike depending on the severity consistent with the said violation.
5. Each Pi Chi is responsible for:
  - a. Attending all recruitment events (including, but not limited to, summer orientations, mixers with the potential new members, training sessions, etc.) for the entirety of the

planned event. Unapproved tardiness or having to leave early from an event without notifying the Panhellenic Recruitment Team will qualify as a flagrant absence and may result in a minimum punishment of a strike.

- b. Aiding in any Panhellenic fundraising events held during their term as a Pi Chi.
  - c. Be available throughout the week of Fall Formal Recruitment (i.e. ALL recruitment events, orientations, meetings with potential new members, etc.)
  - d. Disaffiliating the Monday following the conclusion of the 2009 spring semester final exams on May 18, 2009. To do so, Pi Chis must:
    - (1) Avoid disparaging remarks about any chapter or college women.
    - (2) Not wear ANY chapter letters or symbols on their clothing or possessions during the disaffiliation period. This includes shirts, athletic wear, flip flops, cars, etc.
    - (3) Foster friendly relations between Greek and non-Greek women at all times.
  - e. Keep all Panhellenic matters confidential. Failure to do so will result in their removal from the position.
6. Pi Chis may not have discussions with any chapter members about potential new members following the Pi Chi's acceptance of the position until the end of formal recruitment.
  7. If a Pi Chi has to miss an event during her term, she must report her absences to either the Panhellenic Recruitment Coordinator or the Assistant Director of Greek Life two weeks prior to the event. To be considered an excused absence it must fall into the following categories:
    - a. Doctor's appointment
    - b. Pre-planned family trips
    - c. Family emergency
  8. All Pi Chis must hide pictures that reveal their affiliation on all websites and remove their "walls" or comments sections until the end of Formal Recruitment. All Pi Chis must friend request every chapter member of any NPC group at UTD. All chapter members must accept friend requests from Pi Chis.
  9. Pi Chis may have only casual contact with potential new members during the Limited Interaction Period. Only Panhellenic at UTD sponsored events will be allowed. There will be no "group or individual" outings of any sort with potential new members unless approved by the Panhellenic Recruitment Team. Any contact information given or received by a Pi Chi must be turned over to the Assistant Director of Greek Life or Panhellenic Recruitment Coordinator within twenty-four (24) hours. Pi Chis may not call, e-mail, personally visit, write, etc. any potential new member unless specifically asked to do so by the Assistant Director of Greek Life or Panhellenic Recruitment Team. No potential new members' information, other than their application, may be disclosed to any chapter member. Violation of this requirement may result in the Pi Chi being asked to step down or removed from their position of Pi Chi.
  10. Panhellenic events take precedence over chapter events for Pi Chis.
  11. Any Pi Chi that is removed from her position for violating the Recruitment Rules is not allowed to participate in Formal Recruitment in any capacity.