



UNIVERSITY OF RICHMOND COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

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

II. Membership Recruitment Acceptance Binding Agreement (MRABA)

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

III. Strict Silence

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

IV. Promotion of the Sorority Experience

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

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

V. Values-Based Recruitment

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

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.



- Establish guidelines for membership recruitment budgets and cap 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.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

VI. Primary Recruitment Logistics

The primary recruitment term is the spring semester. Rounds will be from January 11th - January 18th, 2025. The RFM format is 5-4-2.

Decor limits for all rounds:

- Limit of one door may be decorated. If the case of a double door in the space provided, a blank, not decorated cloth or sheet may be used to cover the second door if glass
- Free standing decorations may be used

Building requirements for all rounds:

- No feathers, glitter, or confetti
- No tacks or push pins on door frames
- No decorations hung from the ceiling
- No playing the pianos or using them as display tables
- All AV/Technology requests are coordinated through Panhellenic. However chapters are responsible for bringing their own extension cords, dongles, and adapters
- The Vice President of Recruitment along with other members of Panhellenic will visit each chapter prior to rounds to ensure all decoration policies have been followed.
- Chapters are responsible for cleaning up their space by: taking out chapter trash to the dumpsters on the weekends, and bagging and stacking it by the trashcans during the week; stacking chairs after membership selection; additional clean-up to restore the room to its original condition.
 - Rooms will be checked after each night of Recruitment by Panhellenic Executive Council, inclusive of advisor rooms, bathrooms, and membership selection rooms.



Lining up and knocking for rounds:

- Each sorority is responsible for assigning a chapter member to the door for the purpose of timekeeping and should be outside the door before each event.
- The Recruitment Guides and Rho Gammas will line up the PNMs in alphabetical order **5 minutes** before the event starts.
- The Recruitment Guides, and Rho Gammas or Panhellenic Executive Council Member will knock twice, **1 minute** before the event starts.
- A chapter member inside the event will knock once in return to acknowledge she has heard the knocks.
- When the 1 minute is up (at the event start time), a *chapter member* will open the door at designated start time.

New Member Orientation: Panhellenic 101, Sunday, November 16th

- Financial Transparency Plan (FTP)
 - Chapters will be asked to present their financial transparency plan
 - Chapter media presentations can take the form of a Prezi, video, PowerPoint, etc. It should be no longer than 5 minutes.

Round 1: Our Values Round, Sunday, January 11

45 Minute Rounds, 20 Minute Breaks

Guidelines:

- Budget limit: \$400
- Songs: one entrance song, one exit song
- Video: 6 minute limit
 - Include chapter's values and information on philanthropies and service.
 - Videos must be submitted for approval by January 4th at Midnight for Panhellenic review.

Invitation list deadline: 12:00 PM of January 12

Round 2: Sisterhood Round, Friday January 16

45 Minute Rounds, 20 Minute Breaks

Guidelines:

- Budget limit: \$400
- Songs: one entrance song, one exit song
- Video: 6 minute limit
 - Include chapter's values and information on philanthropies and service.
 - Videos must be submitted for approval by January 4th for Panhellenic review.

Invitation list deadline: 7:00 AM of January 17th



Round 3: Preference Round, Saturday, January 17th

1 Hour Rounds, 20 Minute Breaks

Guidelines:

- The budget limit is \$400
- Decor limits:
 - Permitted: wooden sorority letters **OR** large balloon letters,
 - Sorority flowers, twinkle lights
- Songs:
- Video: 8-minute limit
 - Videos must be submitted for approval by January 4th for Panhellenic review.

Bid list deadline: 7:00 AM on January 18th.

Bid Day:

- The budget for bid day is \$3,000
- Bid Day shirts must be pre-approved by the Panhellenic Executive Council through the approval process.
- Bid Day themes will be approved by the Panhellenic Executive Council and Recruitment Advisor.
- Bid day locations will be looked at all at once to ensure chapters are getting one of their options. If a chapter has the same location, we will look at chapter GPA. Women in charge of bid day should include 3 venues they are interested in.

VII. Rho Gammas/Recruitment Guides

- Rho Gammas or the Recruitment Team are responsible for explaining all procedures and answering questions concerning the mechanics of Recruitment and Potential New Member requirements and expectations.
 - *In all cases, each recruitment counselor should continue to execute her role with a Panhellenic mindset to carry out her duties. Recruitment counselors should be educated and appropriately trained by the College Panhellenic.*
- *A detailed list of Rho Gamma's responsibilities and obligations can be found in the Rho Gamma Contract that is signed by each Rho Gamma and the VP Of Recruitment Education*
- Excused absence forms must be processed throughout recruitment and must be brought to the Panhellenic VP Recruitment Education. PNMs will be asked to disclose conflicts by Sunday, January 4th, at Midnight.
- Rho Gammas, or the Recruitment Team must accompany their respective group to all Panhellenic functions and Recruitment activities.



- Rho Gammas or the Recruitment Team will promote a positive attitude toward sororities through their behavior and build the morale of all PNMs.
- If a problem is considered too large to handle, whether procedural or emotional, Rho Gammas should contact the VP Recruitment, VP Recruitment Education, Panhellenic President or Assistant Director for Fraternity and Sorority Life immediately.

IX. Continuous Open Bidding (COB)

Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:

- A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
- A chapter is below the established total at any point in the term.

Primary recruitment term: COB can begin once total is set, and all bids through the primary recruitment process have been distributed.

Non-primary term: COB may begin once total is set within 24 hours of the first day of the non-primary term.

PNMs must meet the academic standards of the organization where they are being offered a bid for membership. Panhellenic can support the COB of all chapters with marketing and promotion.

X. Alumnae Involvement

- *Ideally, alumnae involvement is a behind-the-scenes role, not one that actively participates in the recruitment process, except when executing the function of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.*
- Under no circumstances is a potential new member allowed to be alone or in a closed-off area with one or several active chapter members, alumni or representatives.

XI. Fineable Violations & Fines Assessed

Violation	When Applicable	Amount	Assessed
<i>What action would have to occur?</i>	<i>The timeframe in which the action occurs would make it a violation (e.g., 30 days before primary recruitment begins)</i>	<i>The monetary amount of the fine.</i>	<i>How frequently is this fine assessed? (e.g., each occurrence, each day late, compounding)</i>
Every video that a chapter shows that goes over the allotted time.	During recruitment round	<ul style="list-style-type: none"> ● 15-19 sec (\$5) ● 20-29 sec (\$10) ● 30-39 sec (\$15) ● 40-49 sec (\$20) ● 50-59 sec (\$25) ● 60+ sec (\$30) 	Every time the video is shown
Late lists in ICS	For each list submission during recruitment including Snap Bid lists.	<ul style="list-style-type: none"> ● 1-14 min (\$50) ● 15-29 min (\$100) ● 30-44 min (\$150) ● 45-59 min (\$200) ● An hour to an hour and a half (\$250) ● An hour and a half to two hours (\$300) 	Based on scale

		<ul style="list-style-type: none"> • Any time over 2 hours (\$350) 	
Chapter does not end round on time	After each round	<ul style="list-style-type: none"> • 35-59 sec (\$25) • 60-89 sec (\$50) • 90 -119 sec (\$75) • 120+ sec (\$100) 	Based on scale



Potential New Member (PNM) Code of Ethics and Agreement of Mutual Respect at the University of Richmond College Panhellenic

“We, as Undergraduate Members of women’s fraternities, stand ... for maintenance of fine **standards**...for service through the development of character inspired by the close contact and deep **friendship** of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through **mutual respect and helpfulness**, is the tenet by which we strive to live.”

This is accomplished by abiding by the following agreements:

- A PNM shall attend recruitment orientation and all membership recruitment events for which she receives invitations.
- Respect for the membership recruitment process is expected at all times. This includes respect toward chapter members, recruitment counselors, Panhellenic officers, faculty, staff and other PNMs. PNMs should refrain from sexist, homophobic, racist or otherwise abhorrent conversations.
- I understand my rights under the PNM Bill of Rights, and if I experience discrimination, I know how to report it to the College Panhellenic.
- Membership recruitment is a substance-free process. Women may not use or be in the presence of drugs and alcohol during the membership recruitment period. Violating this rule will result in immediate removal from the membership recruitment process.
- PNMs should be fully aware of the financial obligations of membership before accepting a bid. It is to the PNM’s advantage to ask questions during recruitment events if there are questions about finances.
- PNMs agree to treat the chapter recruitment parties as confidential. PNMs will not record or share any content from recruitment events, whether in person or virtual. A breach of this agreement could result in disciplinary action.
- PNMs understand that if they sign a Membership Recruitment Acceptance Binding Agreement (MRABA) after the preference round, they are bound to that document and the chapter that extends them a bid. This means the PNM is ineligible for an invitation to membership from another NPC organization until the next primary recruitment on that campus.

Failure to abide by the abovementioned expectations will result in reviewing your status as a PNM. The first offense will result in a warning from Panhellenic recruitment staff. The second



offense will result in being released from the Panhellenic recruitment process. If the Panhellenic recruitment staff determines the first offense to be severe enough, a PNM could be subject to an immediate release from the Panhellenic recruitment process.