

## **University of Denver College Panhellenic Association**

### **2023 Recruitment Policies, Procedures, and Ethical Conduct**

We, the members of women's sororities at the University of Denver, agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of the University of Denver, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization, and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open, and friendly to all potential new members (PNM) during all recruitment events.
- Respect the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of the University of Denver, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the University of Denver College Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community.



As Panhellenic women of the University of Denver, these are the tenets by which we strive to live.

## **University of Denver College Panhellenic Association**

### **Recruitment Rules**

#### **ARTICLE I. STATEMENT OF POSITIVE PANHELLENIC CONTACT**

- A. We, the women of the University of Denver, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of membership recruitment acceptance binding agreement (MRABA) signing and last until bid distribution. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text or electronic message, or communicating through a third party. If potential new members live with or in a residence hall with sorority members, only casual greetings and contact are permitted.
- B. **Promotion of the Sorority Experience (2020) and Resolved to Educate:** All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience

#### **ARTICLE II. STATEMENT OF ADHERENCE TO NPC UNANIMOUS AGREEMENTS AND POLICIES REGARDING RECRUITMENT**

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

#### **ARTICLE III. STATEMENT OF VALUES-BASED RECRUITMENT**

All NPC member organizations represented at the University of Denver will engage in the following practices that align with the NPC Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) policy during membership recruitment:

- 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 forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate recruitment skits.

### **Section 1. Practices**

We, the members of the University of Denver College Panhellenic, pledge to promote the following practices during membership recruitment:

- A. Engage in values-based conversations.
- B. Choose recruitment activities and behaviors that reflect the core values of our organizations.
- C. Make informed choices, based on shared values, about potential new members.
- D. Educate potential new members about each chapter's values, and connect to these values.

### **Section 2. Policies**

We, the members of the University of Denver College Panhellenic, agree to abide by the following policies during membership recruitment:

- A. Recruitment events shall consist of maximum conversation time.
- B. Chapters shall provide water in the Gatorade jugs provided by Panhellenic, outside their chapter facilities.
- C. No food or drink is allowed to be served during any round of recruitment.
- D. The only videos allowed are philanthropy videos shown during Philanthropy Round or those requested by Panhellenic to support digital recruitment. Photo slideshows are also permitted.
- E. Skits or costumes shall not be included in recruitment.
- F. No craft-making will occur as an activity for PNMs during any round of recruitment.
- G. The only acceptable decorations outside of the chapter facility must not be visible from the street and must be approved in the chapter's recruitment breakdown.

- H. No banners – interior or exterior – are allowed.
- I. Chapters may use tablecloths with a colored runner or square with a simple flower arrangement on the main tables in use. No decorations can be used in the chapter facility during Day 1 and Day 2 that are not outlined in this document except for decorations on Day 2 that pertain to chapters' philanthropies.
- J. Music may be played as PNMs enter and exit the chapter facility, but no chanting, singing, or choreographed dancing is allowed while PNMs enter and exit the facility. Natural improvisation to the music is acceptable.
- K. Choreographed dancing of any kind is not permitted. Clapping is permitted at the end of a party.
- L. Singing of ceremonial or preference-appropriate songs and the use of additional ceremonial items are permitted during the Preference round.
- M. The National Panhellenic Conference has a policy on no-frills recruitment and encourages College Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership should be on the values of each organization and the conversation with potential new members.

### **Section 3. Exceptions for Chapters Without Chapter Facilities**

Any chapter participating in primary membership recruitment that does not have a chapter facility may be exempt from one or more of the policies listed in Article V, Section 2 of these rules. The Membership Recruitment Committee must approve the exceptions.

### **Section 4. Chapter Expectations**

- A. Each chapter is expected to have 80% attendance at recruitment rules meetings that are duly called by the Fraternity and Sorority Life office, given that the FSL office provides seven calendar days' notice. Any chapter that does not meet the attendance requirement shall be deemed as noncompliant with these policies and subject to an infraction.
- B. All chapter members are expected to uphold and represent the highest standards of behavior. Therefore, all social activities should be limited to interactions with other chapter members during the entire pre-recruitment period except where allowed by the National Panhellenic Conference.
- C. The period of silence applies to all chapter members, new members, advisors, national volunteers and alumnae. Conversation with potential new members is strictly prohibited during the silence period.
- D. During pre-recruitment and primary recruitment, no chapter is allowed to host events open to the public. No chapter is to allow a potential new member into its house from commencement until primary recruitment begins.
- E. Chapters must treat all recruitment staff with respect. Concerns about anyone who is a member of the recruitment staff should be brought to the attention of the Panhellenic

Association assistant recruitment director, Panhellenic graduate advisor or the associate director of Fraternity and Sorority Life.

- F. A chapter member should not interact with a Rho Gamma (recruitment guide) during the primary recruitment period unless necessary. Any interactions with and about a Rho Gamma should be done through the Panhellenic or the FSL office.
- G. All members are expected to adhere to the alcohol and other drug-free policy during primary recruitment.

The week of work week and recruitment are dry weeks, and all members are expected to avoid the use of alcohol and other intoxicating substances. Members are also expected to avoid bars and adhere to NPC guidelines around interacting with men.

### **Section 5. Recruitment Guides/Rho Gammas**

- A. Each chapter must have at least 10% of its membership apply to serve as Rho Gammas. When a number falls between the whole numbers, Panhellenic will round up to the nearest whole number to determine the number of applicants.
- B. Each chapter must have at least two Rho Gammas chosen from its membership: one primary and one alternate, regardless of the percentage. Alternate Rho Gammas will participate in all training and other activities until primary recruitment begins. Failure to abide so by the application deadline will result in a \$75 fine per missing applicant, per chapter.
- C. Once members are selected to be Rho Gammas, they will not be returned to the chapter for any reason unless they are an alternate who is not needed.
- D. All Rho Gammas are required to attend all pre-recruitment events as outlined by the FSL office or the Panhellenic Association.
- E. All Rho Gammas must be in good standing with their chapter at the time of selection. If, at any point, a chapter places a Rho Gamma in poor standing, that member will be replaced by the alternate. If the member is reinstated prior to primary recruitment, she will be reinstated as a Rho Gamma. A chapter may not place a Rho Gamma in poor standing for her to participate in primary recruitment with the chapter.
- F. All chapters are required to know, understand, and abide by the rules set forth for Rho Gamma staff.
- G. Rho Gammas will be selected by ability, but selection will also consider parity in number from each chapter to the best of the Recruitment Team's ability.
- H. All Rho Gammas are required to abide by these rules in their entirety.
- I. Rho Gammas should expect to make calls to their group members who are released from recruitment to provide adequate support.

### **Section 6. Fraternity and Sorority Life Expectations**

- A. The FSL office will host two recruitment rules meetings prior to fall primary recruitment. The first meeting will occur at the end of spring quarter, and the second meeting will occur at the beginning of fall quarter.

- B. The FSL office will partner with other campus entities to provide proper opportunity for interested students to sign up for primary recruitment. This includes, but is not limited to, FSL Carnival, organization fairs and admissions events.

## **Section 7. Potential New Members**

- A. A potential new member is defined as “any woman who is eligible to participate in recruitment.” This is outlined in the NPC Manual of Information.
- B. Potential new members must agree to all registration requirements to participate in the primary recruitment process.
- C. A potential new member shall not visit a sorority house, except for designated recruitment times, at any time after Commencement in June until the beginning of the primary recruitment period. There are no exceptions to this policy.
- D. All Potential New Members must abide by the *Potential New Member Bill of Rights* and the *Potential New Member Code of Ethics* in their entirety.

## **ARTICLE VI. STATEMENT OF AUTOMATIC RESET OF TOTAL**

### **Quota, Bid Matching and Calculation of Total**

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. The University of Denver College Panhellenic will evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

- A. The Panhellenic Association will work with the NPC Release Figure Methodology specialist to determine a quota that best fits the needs of the Panhellenic community and that follows NPC guidelines.
- B. Chapter bid lists must be submitted on time and in rank order in the ICS system.
- C. Bid matching will occur using the Campus Director.
- D. All potential new members are considered in the primary pool.
- E. Total will be set to the average or median chapter size, whichever is larger.<sup>1</sup>
- F. For the University of Denver, total will be set no later 72 hours after bid distribution. All chapters must abide by the release figures given to them by the FSL office. This information is provided by the RFM specialist and is not provided by the FSL staff.

## **ARTICLE VI. STATEMENT OF MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT (MRABA)**

The University of Denver 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 primary or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

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<sup>1</sup> Within 72 hours of bid day chapters will report to FSL if they will be able to fill their houses for the coming year, if yes total moves to median/mean, if not total will be determined by LCS +whatever

## ARTICLE VII. PRIMARY RECRUITMENT

### Section 1. Recruitment Software

- A. A list of potential new members shall be published and distributed by the Panhellenic Association prior to recruitment using the Campus Director software. If a chapter wants a printed list, it is the chapter's responsibility to print that list.
- B. Access to the above list will be provided two weeks prior to the first night of primary recruitment.
- C. Party numbers will be available within 48 hours of registration closing.
- D. Enrollment for primary recruitment will open on the Monday closest to July 15 each year.
- E. Enrollment for primary recruitment will close 72 hours prior to the first night of primary recruitment.
- F. Although not every organization uses a "legacy" system, this information will be provided within the recruitment software as available. Members should not discuss legacies with a potential new member unless the potential new member mentions it.

### Section 2. Pre-Recruitment Policies and Procedures

- A. Pre-recruitment time is considered as existing from Commencement during spring quarter until the beginning of primary recruitment during fall quarter.
- B. Understanding that primary recruitment can be a stressful time for students, the FSL office will forward the list of potential new members to Housing and Residential Education and Student Outreach Support at the closure of recruitment registration.

### Section 3. Recruitment Policies and Procedures

- A. Panhellenic recruitment staff will give a two-minute warning knock/notification before the beginning of each round. Chapters will not be given extra time if a chapter runs late, and no chapter's time will be shortened. If time needs to be adjusted, it will be adjusted during the time between rounds.
- B. When it is time for the round to begin, recruitment staff will knock/give notification again, and it is the chapter's responsibility to open the door for the potential new members.
- C. At the end of each round, it is the chapter's responsibility to let potential new members out on time.
- D. The University of Denver College Panhellenic is committed to a comfortable experience for potential new members. To that end, the Panhellenic will inform potential new members about what they can expect throughout the recruitment process (i.e., clothing, events, etc.) and will make it clear that potential new members should participate in ways that make them feel comfortable.
- E. Rho Gammas will utilize an alphabetical by last name for line procedure. If PNMs are not present by the two-minute knock they will be placed at the end of the line and the chapter will be notified. Rho Gammas will do their best to comply with line procedures for each chapter. Chapter members should not, under any circumstances, speak to a Rho Gamma



in a negative or derogatory way about line procedures. Violations of this guideline should be brought to the attention of recruitment staff for handling.

#### Section 4. Snap Bidding

- A. Potential new members available for snap bids can be found in the recruitment software. Any qualifying chapter wishing to participate in snap bidding should submit the list of snap bids to the FSL Office.
- B. FSL and Panhellenic staff will call to offer snap bids and provide updates to the chapter(s) participating.

#### Section 5. Continuous Open Bidding (COB)

- A. No member will encourage a potential new member to withdraw from recruitment to participate in COB. **This is bid promising.** Similarly, no member should suggest to any potential new member that she refuse a bid from an organization to wait for a bid from another organization or participate in continuous open Bidding. No member shall discuss the COB process with any potential member at any time. If a PNM withdraws or is released from Primary Recruitment, a Rho Gamma will discuss COB with that PNM that time.
- B. COB begins immediately after total is set each term and will continue until the end of that academic term.

#### Section 6. Social Media

- A. Chapters must promote the FSL community by tagging @dupanhel in Instagram posts.
- B. If the Panhellenic director of public relations posts something that is relevant to the entire Panhellenic community, chapters must also post it.
- C. Chapters must have the recruitment sign-up link in any social media biography from the time the link goes out until the start of recruitment.
- D. Panhellenic will tag chapters in posts that chapters must re-post on Instagram within three days. This policy applies to the entire year.
- E. Social media posts made in the pre-recruitment period shall follow the *Positive Panhellenic Contact* guidelines as provided by NPC

#### Section 7. Winter and Spring Quarters

The Panhellenic will review total each term to ensure that the existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

### ARTICLE VIII. RECRUITMENT PERSONNEL

#### Recruitment Team

The Recruitment Team shall consist of the Panhellenic Association officers, Rho Gammas, and members of the University of Denver Student Engagement staff unless otherwise released. All members of the Recruitment Team must:



- A. Remain objective and impartial in their opinions and promote a positive image of sorority life.
- B. Prepare for and operate primary recruitment.

## ARTICLE IX. PRIMARY MEMBERSHIP RECRUITMENT

### Section 1. Recruitment Period

The recruitment period shall begin 48 hours prior to new student move-in and will end after new members are released to chapters on Bid Day.

### Section 2. Description of Rounds

Primary membership recruitment shall include three rounds and be followed by bid distribution. The primary membership recruitment schedule, including the number of events per round, is determined through consensus of the Panhellenic Recruitment Team and chapter recruitment officers. Removing an event during a round is permitted if it allows a chapter to avoid double-recruiting potential new members during the remaining events of the round. Further, adding an event is permitted if it significantly improves the potential new member experience for that round. Decisions to remove or add an event are made by the Panhellenic Recruitment Team.

- A. Round 1—Sisterhood Day: This round is intended to provide prospective members with an introduction to sorority life and the Panhellenic community at the University of Denver, including the values of the fraternity and sorority community and the values of the individual Panhellenic chapters. Chapter members can wear any shirt that represents their chapter. Chapter members do not have to all wear the same shirt. There is no limit to the number of different shirt designs a chapter can use. For this round, potential new members will wear a shirt provided to them by Panhellenic. Conversations will last the approved schedule time and events will emphasize our shared values of scholarship, leadership, member development and friendship, as well as each individual Panhellenic chapter's core values, open motto and/or creed. Round 1 will begin on the date determined by the College Panhellenic in the fall term.
- B. Round 2—Philanthropy Day and House Tours: This round is intended to further familiarize prospective members with sorority life with a focus on membership expectations. Conversations for the approved schedule time will emphasize the chapter's expectations of membership, including financial obligations, scholarship expectations, housing obligations, attendance expectations, and time commitment. Although presentations about chapter values, including philanthropic and service-oriented causes are encouraged, the chapter is required to take potential new members on a short tour of their chapter facility, if applicable.
- C. Round 3—Preference Night: This round is intended to provide an opportunity for prospective new members and sorority members to discuss life-long membership and sisterhood. Conversations for the approved schedule time will emphasize chapter values and lifelong membership opportunities. The amount of time between parties

during this round will be, at a minimum, 30 minutes. Decorative items required by the chapter's recommended preference ceremony are permitted. No food or drink is allowed at preference night.

- D. Bid Day: Bid Day features activities and programs associated with the distribution of membership invitations to potential new members. Each chapter should have activities planned for its new member class. Each chapter should provide the appropriate meals for new members on Bid Day. Bid Day begins at 6 p.m. Bid Day videos can be paid for. Chapter members are only permitted to bring items that new members can wear and signs with their new members' names to Campus Green on Bid Day. Bid Day bags cannot be brought to Campus Green on Bid Day.

### **Section 3. Chapter Primary Membership Recruitment Information and Expenses**

All chapter recruitment officers must submit the following requests for information by the assigned deadline:

- A. Primary recruitment chapter-specific information. All chapters must submit the requested chapter-specific information, including estimated chapter total, chapter facts, financial requirements, academic expectations, chapter facility live-in requirements, and other requirements of membership. The submission deadline is Friday of week 9 and is communicated by the Panhellenic director of recruitment at least one month prior.
- B. Primary recruitment round breakdown. All chapters must submit a full description of each round, including activities, entertainment, clothing, food/drink to be served, and all added decorations not present year-round.
  - a. Submission deadline is communicated by the Panhellenic director of recruitment at least one month prior.
  - b. Slight updates can be made if given in an email up to seven days before Day 1 of recruitment.
  - c. Approval deadline by the Recruitment Team of round breakdown is by the second Friday in August.
  - d. T-shirts are not included in the standardized budgets for any recruitment rounds.
  - e. There is a \$2,000 limit to each chapter's Sisterhood and Philanthropy combined budget. This total does not include the cost of T-shirts or items necessary for the function of recruitment.
  - f. There is a \$3,500 limit to each chapter's preference night budget, excluding high-profile items that have been pre-approved, as well as items necessary for preference night such as chairs and tables for ceremonies.
- C. Primary recruitment finalized expense breakdown. All chapters must submit a breakdown of finalized expenses related to each round of recruitment, not including Bid Day. The breakdown of finalized expenses must include all items purchased exclusively for

primary membership recruitment. Alumnae contributions and donated goods and services are to be included in this amount.

- D. Submission deadline is Friday of Week 5 of the fall term and is communicated by the Panhellenic director of recruitment at least two weeks prior.

#### **Section 4. Additional Primary Recruitment Rules**

All chapters and active members must abide by the following rules:

1. Chapter membership rosters must be updated and on file with the FSL office by the Monday of recruitment preparation week. Chapter membership totals should be accurate and reviewed in consultation with the chapter president, recruitment officer, assistant recruitment officer and alumnae advisor.
2. Potential new member information will be available to chapters via an online recruitment management program starting at the beginning of recruitment preparation week and closing at a determined time prior to the first round of primary recruitment.
3. Per the 2022 NPC Manual of Information (pg. 124 – 125) “There should be no special information shared or implication given to a PNM about one’s chapter or its membership selection process and decisions. If a recruitment counselor is asked about her sorority affiliation, she can acknowledge it; however, her role is to be Panhellenic and supportive of all chapters on campus, not to encourage or promote her affiliation.” Chapter requests for special treatment of or consideration for legacies will not be granted.
4. All chapters must supply their own membership invitation cards and provide them to the Recruitment Team upon request.
5. Chapters are responsible for informing their initiated members, new members and alumnae members of the University of Denver College Panhellenic Association code of ethics and recruitment rules, which are binding for all concerned. Each chapter is responsible for the actions of its members and alumnae.

### **ARTICLE X. JUDICIAL PROCEDURES**

#### **Section 1. Judicial Authority**

- A. The University of Denver College Panhellenic Association shall adjudicate all matters in accordance with the National Panhellenic Conference Unanimous Agreement VII and the University of Denver College Panhellenic Association bylaws, article XII.
- B. Infraction reports must be turned in using the proper forms as provided in the most current NPC Manual of Information. Verbal reports cannot be accepted. All evidence to support the alleged infraction should be turned in with the infraction report.
- C. Once an infraction form is submitted, the Panhellenic Judicial Board and the Panhellenic advisor will review for completion and processing.

#### **Section 2. Chapter Recruitment Infraction Sanctions**

A. Each 0-15 minutes party lists are late	\$25
B. Late inventory list	\$25
C. Late budget form and receipts	\$25
D. Late submission of cost of membership sheet	\$25
E. Any item given to a potential new member beyond those listed as acceptable in the recruitment rules.	\$50
F. Chapter going over budget	Amount of budget overage multiplied by two.
G. Any break of the silence period in any form by chapter members, recruitment guides, Panhellenic officers or anyone recruiting from any chapter during the silence period	\$200 per instance
H. Inappropriate social media posting by individuals or chapters	\$25 per instance
I. Any form of derogatory or slanderous speech directed toward sororities in an attempt to draw a potential new member away from a particular sorority	\$250
J. Extending an unauthorized bid	\$100 per instance
K. Encouraging a potential new member to not accept a bid from another organization	\$200
L. Encouraging a new member from another organization to not get initiated	\$200
M. Each 2-4 minutes over the party round ending time	\$10
N. Each time a bid is promised to a potential new member	\$50
O. Each instance of a sorority woman wearing any sort of interfraternity council promotions from the first day of school to the conclusion of interfraternity council recruitment	\$25
P. Any instance of sorority women or alumnae/advisors speaking to a potential new member about "single intentional preference"	\$50 per instance

Any other instance of an inappropriate issue can be identified as an infraction and will be handled in accordance with the most current version of the NPC Manual of Information.

The Panhellenic president and Panhellenic advisor shall have the authority to grant exemptions to these rules under extenuating circumstances.

All sororities shall abide by all recruitment rules. Failures to do so will result in disciplinary action by Panhellenic. These rules are standing rules and any rules prior to these are obsolete. All chapter membership chairs, presidents and recruitment advisors are required to sign this form



stating that the recruitment rules are understood and will be abided by their chapter, thereby accepting responsibility to ensure that infractions are not committed.

We agree to abide by the above rules, and we affirm that all members will be informed of these rules and will abide by them.

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Chapter recruitment advisor/date

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Chapter membership chair/date

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Chapter president/date

**Due to the FSL office by September 8, 2023 at 5:00 p.m.**