

**ARKANSAS TECH UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION
RECRUITMENT CODE OF ETHICS**

We, the members of women's sororities at Arkansas Tech University 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 Arkansas Tech University, 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 during all recruitment events.
- Be respectful of 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 Arkansas Tech University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Arkansas Tech 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 a whole.

As Panhellenic women of Arkansas Tech these are the tenets by which we strive to live.

Date adopted: _____

RECRUITMENT RULES OF ARKANSAS TECH PANHELLENIC ASSOCIATION

I. Statement of Positive Panhellenic Contact

NOTE: All College Panhellenics should promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution.

Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference events and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.

We, the women of Arkansas Tech University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin September 8th, 2019 and last until bid distribution September 9th, 2019. 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 message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

A. Pre-Recruitment

- a. Communication with PNMs
 - a. Arkansas Tech College Panhellenic Association promotes informative, Panhellenic-spirited contact with PNMs prior to formal recruitment. The following restrictions apply:

- i. Greek women should be aware that PNMs are not allowed in attendance at any sorority function, including sorority functions with fraternities.
 - ii. Sorority members must promote Panhellenic as a whole.
 - iii. Bid promising is against the spirit of Panhellenic. Sorority members should promote Greek life with the intent of helping PNMs understand the benefits of lifelong membership.
 - iv. No slanderous or derogatory comments shall be made about other chapters.
 - b. Summer Recruitment Rules
 - a. Normal social contact with PNMs is acceptable. See the statement of Positive Contact (Section I)
 - i. In the case of long-standing friendships or if a sorority member is living with a PNM, the sorority member is responsible for registering the PNM with Panhellenic before Dead Day (May 1). This is to protect chapters from false accusations and to avoid infractions.
 - ii. The list that is submitted only applies for the summer. Once school starts, only normal social contact with any PNM is acceptable.
 - b. Personal visitation and/ or deliberately seeking out PNMs is prohibited. These activities include, but are not limited to:
 - i. Requesting resumes, activity sheets, pictures, creating group me or other social media groups.
 - c. Sorority members and alumnae are not permitted to invite or take PNMs to any parties or events.
 - c. Chapter Education
 - a. Chapters are responsible for educating their members on the membership recruitment rules. Chapters may request a member of the Panhellenic Executive Council to assist in this education.
 - d. PNMs are not allowed in the sorority living spaces from the beginning of summer (May 7th) prior to recruitment until Bid Day (September 9th).

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

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

III. Statement of Values-Based Recruitment

NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

All NPC member organizations represented at Arkansas Tech University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Arkansas Tech University recruitment events do not include skits, elaborate decorations and costumes.

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

NOTE: NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenics must use the MRABA script immediately prior to a potential new member's signing the MRABA.

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

V. Statement of Automatic Reset of Total

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

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by average chapter size.

VI. Potential New Members

- A. Eligibility:

- a. Any female that is enrolled as a full time student (12-hours) at Arkansas Tech University. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member a woman must:
 - (a) Not be simultaneously enrolled in high school and attending college.
 - (b) A non-affiliated woman already attending Arkansas Tech University.
- b. A woman who is or has ever been an affiliated member of an existing National Panhellenic Conference (NPC) member fraternity shall not be eligible for membership in another NPC fraternity.
- c. Transfer students enrolling or enrolled as a full time student at Arkansas Tech University.

VII. Gamma Chi's

A. Eligibility:

- a. Any current sorority member who is in good standing and has participated in formal recruitment on the chapter side.
- b. A current sorority woman who is willing to disaffiliate and be a non-biased resource for the PNM's
- c. Are members of sororities holding regular membership in the College Panhellenic Association
- d. Are dependable, responsible and available to the potential new members.
- e. Are enthusiastic and have a positive attitude toward sorority experiences.
- f. Are objective and impartial in opinions.
- g. Have good listening skills and the ability and willingness to keep confidences.
- h. Are sensitive and perceptive to another's feelings while remaining objective.
- i. Are representative of the best qualities of a Panhellenic woman.
- j. Are willing to refrain from contacting or having contact with their own chapter members to reveal confidential information obtained from potential new members and/or the Panhellenic office.

B. Job Description:

Once selected as a Gamma Chi, it is the member's responsibility to become disaffiliated from their chapter. This is done so the Gamma Chi can better promote the entire university and all chapters that make up the Panhellenic Council. They will gain knowledge during training about every chapter and about recruitment rules and procedures so that they can be a knowledgeable resource to all potential new members. Gamma Chis aid PNMs throughout the recruitment process as well as give these women their first impressions of Arkansas Tech and our entire fraternity and sorority community.

VIII. Formal Recruitment

A. General Rules

- a. The Panhellenic Council is responsible for coordinating communications and publications about formal recruitment.
- b. Each chapter will follow the schedule of events as published.
- c. The Panhellenic Council will be responsible for providing and distributing invitations for all rounds through the end of Bid Day.

- d. Invite lists must be submitted by the time published in the schedule.
 - e. All bids must be issued through Panhellenic, in accordance with the schedule set by the Panhellenic Office.
- B. Active Members
- a. Only members on the official chapter roster submitted to the Office of Greek Life are eligible to participate in Formal Fall Recruitment and will be allowed in the rooms while recruitment rounds are taking place.
 - b. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
 - c. A sorority member should wear shirts with ONLY her chapter's name or letters on them beginning move-in day for fall semester. (No other sorority or fraternity letters can be on any attire as a part of positive Panhellenic Contact. You are permitted to wear Panhellenic attire so long as every chapter is represented.)
- C. Decorations
- a. All decorations and plans must be listed on the Event Planning Guide. Plans will be approved by Panhellenic Executive Council. Any changes after submission should be submitted formally via email and are subject to approval by CPC two weeks before formal recruitment starts.
 - i. The Event Planning Guide will be due on April 12, 2019.
- D. Attire
- a. In agreement with NPC, chapters are prohibited from requiring members individually to buy the same or a specific outfit. It is suggested that certain colors or types of outfits be worn rather than using a specifically made or purchased outfit.
 - i. Any t-shirt design must be submitted and approved by CPC.
 - ii. Attire will be on a first-come-first-serve basis. If one chapter wants to wear pink dresses on Philanthropy night, the other chapters will have to choose a color besides pink, unless agreed upon by other chapters.
- E. Entertainment/ Conversation
- a. No gifts, favors, preference letters/notes, etc. may be given to PNMs until after they have accepted bids.
 - b. Welcoming/exiting songs or chants are permitted but must be approved by CPC prior to recruitment.
 - c. Recruitment videos will be permitted. See Social Media rules.
 - d. No more than two members may talk to a PNM at one time; this includes before recruitment and during formal recruitment. This action is referred to as "hot boxing."
 - e. During recruitment events, sorority members will refrain from discussing other sororities.
 - i. Members will not inquire about other chapters PNMs have visited. This information is to remain confidential to the PNM and her Gamma Chi.
 - ii. There should be no communication of any sort between chapter members and potential new members after each recruitment round.

- f. Any object given to the PNM during rounds must be taken up before the PNM exits the room.
 - i. Any statement indicating a sorority's intentions of inviting a PNM to return or become a member is also considered oral bidding.
 - ii. Also known as "Bid Promising". This is defined as the promise of a bid or specific invitation to visit a sorority and is strictly prohibited at all times.
 - g. No sorority members, alumnae, or agents may visit a PNM in her place of residence during formal recruitment.
- F. Volunteer Involvement
- a. All alumnae planning on attending any round of formal recruitment, must register with Panhellenic before August 30, 2019. They must check-in and wear a nametag provided by CPC upon arrival.
 - b. Registered alumnae may assist with only functional needs of the chapter. They are not permitted to assist in recruiting PNM's.
 - c. Only 3 alumnae are allowed in the recruitment room during each round.
 - i. If an alumna has a family member participating in formal recruitment, they are not allowed in the recruitment room during the round their relative is present.
 - d. Any visiting sorority members from other campuses must follow the same rules as alumnae.
 - e. Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
 - i. Chapters may submit a request for men to help move a certain item, but the College Panhellenic Council may decline the request. All requests are to be submitted by August 30, 2019.

IX. Bid Day

- A. Each chapter will be provided a list of all PNM's who have been matched to their chapter at a time agreed by CPC. Chapters also will be provided with a list of PNM's who are eligible for COB recruitment.
- B. Chapters must inform CPC of where all Bid Day events will be held. The address and phone number of this location(s) must be provided on the Event Planning Guide that is due April 12th.

X. Snap Bidding

- A. Chapters should have a prepared list of women they would bid should they not be match to quota during bid matching.
- B. The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor. ^[17]_[SEP]
- C. The procedure is used only to fill quota spaces.
- D. All potential new members who attended at least one event during primary recruitment are eligible for snap bidding.
- E. Women listing intentional single preferences on their membership recruitment acceptance binding agreement (MRABA) are eligible for snap bidding.
- F. A potential new member may be offered more than one snap bid. For this reason it is advisable for the fraternity/ sorority advisor or a Panhellenic officer to contact the

- potential new member, and it is important for the potential new member to understand that she is receiving more than one opportunity to pledge if that should be the case. [1]
[SEP]
- G. During this time the Panhellenic monitors who has accepted the snap bids and presents the MRABA for the potential new member to sign.

XI. Continuous Open Bidding (COB)

- A. A chapter not meeting quota during formal recruitment may participate in Continuous Open Bidding. The procedures outlined in the NPC Manual of Information will be reviewed with chapter officers and advisors prior to recruitment during the last recruitment meeting on August 22nd. Reference page 133 in the 22nd edition of the Manual of Information.
- B. Any chapter extending an open bid must notify the Panhellenic Advisor within 24 hours from the time the bid is accepted. The chapter must schedule a meeting time for the PNM to meet with the Panhellenic Advisor to sign a Continuous Open Bidding Acceptance Binding Agreement. *Either the President, Recruitment Chair, or New Member Educator must accompany the PNM to witness the signature.*

XII. Infractions

- A. All recruitment infractions must follow the procedures as outlined in the most current edition of the NPC Manual of Information Judicial Procedure section.
- B. A recruitment infraction filed against a Gamma Chi will be filed against her sorority.
- C. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction.

XIII. Budgeting

- A. The ATU Panhellenic Recruitment Event Planning Guide must be first submitted by April 12th; Panhellenic Executive Council will review plans and respond back to the recruitment chairs.
- B. The budget for formal recruitment will be based off of the number of PNMs signed up for the first round of recruitment from the previous year. \$10.00 will be added for every PNM signed up with a maximum of \$3000 and a minimum of \$1000. This year's budget= \$1,250.
- a. Everything that the PNMs see or interact with during formal recruitment must be included in the budget. This includes recruitment videos, craft items, decorations etc.
- C. Items previously owned by the chapter or chapter members can be used for recruitment but must be listed on the list of expenditures as "previously owned."
- D. Donated services and/or materials must be listed at fair market value and included in the recruitment budget. This rule is to prevent the solicitation of outside gifts in order to exceed the recruitment budget.
- E. Each chapter is permitted to have one t-shirt that is supplied by the chapter for Formal Recruitment. The price should not exceed \$18 per shirt. The total price of t-shirts will not be included in your recruitment budget.

XIV. Fines

- A. A late submission in Recruitment Event Planning Guide will result in a \$50.00 fine and \$10.00 each additional day until the document is submitted.
- B. All invitations and bid lists must be turned in at a scheduled time each night of recruitment. Failure to turn in the lists on time will result in a fine.
 - a. A chapter will receive a \$20.00 fine for the first 10 minutes late and \$10.00 for every additional minute until the document is received.
- C. Each sorority must submit an itemized list of expenditures along with receipts of all purchases to the Panhellenic Treasurer by the date of August 30th. A late submission will result in a \$50.00 fine and \$10.00 each additional day until the document is submitted.
- D. For each dollar spent over the recruitment budget determined by CPC, \$2.00 will be fined to your chapter. This is to ensure a values based recruitment.
- E. Fines are due within 30 days from the date of issue and are to be collected by the Panhellenic Treasurer. A late fee of \$25.00 will be added each week the fines are late.
- F. Chapters will be fined \$10 per picture of each Gamma Chi and/or College Panhellenic Council Executive Member that is not archived.

XV. Social Media Rules

- A. Sorority members shall not follow PNMs on any social media platform starting on May 1st (Reading Day).
- B. PNMs will be allowed to follow individual sorority members on various social media platforms, so long as the follow is “one-way”. Sorority members are not permitted to follow back.
- C. Sorority members shall not communicate with PNMs through social media. If a PNM contacts a sorority member, she shall direct them to a member of the Panhellenic Executive Council, the coordinator of Greek Life, or the Greek Life Graduate Assistant.
- D. Sorority members shall promote Greek Life and Sorority Life as a whole instead of individual chapter life in all social media captions and posts.
- E. If you include any hash tags you must include #GoGreek.
- F. All chapter hashtags must be submitted on the Event Planning Guide and approved prior to use.
- G. The use of sorority recruitment videos will be permitted only for those videos previously listed/submitted on the Event Planning Guide. Videos must be submitted to the Director of Public Relations by:
 - May 1, 2019- For videos being used over summer
 - August 1, 2019- For videos being used during recruitment week on social media and for videos being used during recruitment rounds.
- H. Chapters must archive ALL posts with any Gamma Chi or College Panhellenic Council Executive member. This must be done by May 1, 2019 (Dead Day). There will be a \$10 fine per picture of a Gamma Chi and/ or CPC Executive member that is not archived.

College Panhellenic Council
Formal Recruitment Schedule 2019

September 5: Formal Recruitment Orientation

- 4:30 PM Gamma Chi's arrive, Caraway
- 5:30 PM PNM's arrive for check-in, Young Ballroom
- 6:00 PM Formal Recruitment Orientation begins
- 7:00 PM Caraway Tours

September 6: Round 1: Open House

- 12:00 PM Party lists available via Campus Director
- 3:00 PM Chapters begin setup in designated rooms, Rothwell
 - 306-307 – Phi Mu (308)
 - 206-207 – Alpha Sigma Tau (208)
 - 211-212 – Delta Zeta (214)
 - 321A-321B – Zeta Tau Alpha(317)
- 5:00 PM Gamma Chi's arrive, Doc Bryan Lecture Hall
- 5:30 PM PNM/Gamma Chi Small Group meeting, Doc Bryan Lecture Hall
- 6:15 PM PNM's meet in front of first room
- 6:30 PM Open House Parties (duration: 30 mins)
 - 1. 6:30 – 7:00
 - 2. 7:15 – 7:45
 - 3. 8:00 – 8:30
 - 4. 8:45 – 9:15
 - 5. 9:30 – 10:00
- 9:15 PM PNM's meet to make selections
- 11:00 PM Gamma Chi's dismissed
- 12:00 AM Chapters out of Rothwell

September 7: Round 2: Philanthropy

- 6:00 AM Philanthropy invitations due via CampusDirector
2:00 PM Party lists available via Campus Director
Chapters begin setup in designated room, Rothwell
306-307 – Phi Mu (308)
206-207 – Alpha Sigma Tau (208)
211-212 – Delta Zeta (214)
321A-321B –Zeta Tau Alpha(317)
4:30 PM Gamma Chi's arrive, Doc Bryan Lecture Hall
5:00 PM PNM/Gamma Chi Small Group meeting, Doc Bryan Lecture Hall
5:45 PM PNMs meet in front of first room
6:00 PM Philanthropy Parties (duration 35 mins)
1. 6:00 – 6:35
2. 6:55 – 7:00
3. 7:50 – 8:25
4. 8:45 – 9:20
8:25 PM PNMs make selections
11:00 PM Gamma Chi's dismissed
12:00 AM Chapters out of Rothwell

September 8: Round 3: Preference

- 6:00 AM Preference invitations due via Campus Director
8:00 AM Chapters begin setup in designated room, Rothwell
306-307 – Phi Mu (308)
206-207 – Alpha Sigma Tau (208)
211-212 – Delta Zeta (214)
321A-321B –Zeta Tau Alpha (317)
10:00 AM Party lists available via Campus Director
3:30 PM Gamma Chi's arrive, Doc Bryan Lecture Hall
4:00 PM PNM/Gamma Chi Small Group meeting, Doc Bryan Lecture Hall
4:45 PM PNMs meet in front of first room
5:00 PM Preference Parties (duration 60 mins)
1. 5:00 – 6:00
2. 6:20 – 7:20
3. 7:40 – 8:40
7:20 PM PNMs meet to make selections
10:00 PM Gamma Chi's dismissed
12:00 AM Chapters out of Rothwell

September 9: Bid Day

- 6:00 AM Bid list due via CampusDirector
1:00 PM Meet with chapters to distribute bid lists, Senate Room
4:15 PM Gamma Chi's arrive, Caraway Hall
4:45 PM PNMs arrive, Caraway Hall

5:00 PM Chapters on Caraway Lawn
5:30 PM Bid Day Celebration, Caraway Lawn

Dates & Deadlines

March 26	Recruitment meeting with Presidents and Recruitment chairs
April 12	ATU Event Planning Guide Draft, Draft of Projected Budget, and Recruitment Shirt Designs Due.
May 1	All videos that are going to be used over the summer are due.
May 7	Summer Recruitment Rules begin at 12:00 AM.
August 1	All Recruitment Videos and/or Slideshows due (includes Philanthropy)
August 16	Gamma Chi Move in Day, Recruitment Training Begins/ Complete Membership Rosters due
August 17	Freshman Move in Day
August 18	University move in Day and Recruitment Meeting
August 19	Involvement Fair
August 21	First Day of Class
August 22	Meet the Greeks: Caraway Lawn
August 26-30	CPC/ Gamma Chi's will table in the caf for recruitment
August 29	Possible Recruitment Event?
August 30	Recruitment Registration Ends at 5:00 PM
August 30	Finalized itemized budget with receipts/invoices due to Treasurer
August 30	Alumni List due, Bid Day celebration location due
September 5	Panhellenic Formal Recruitment Kickoff
September 5	Caraway Tours @ 6:30 pm
September 6	Formal Recruitment begins
September 9	Bid Day: Caraway Hall