

The University of Tennessee Panhellenic Council



Sorority Recruitment Policies and Procedures

Introduction

All recruitment rules have been established by the members of the University of Tennessee, Knoxville Panhellenic Recruitment Team and Recruitment Task Force members to help sorority women and prospective members better understand the recruitment process. It is the role of the Panhellenic Council to aid in organizing, executing, communicating, and establishing guidelines and schedules for informal spring recruitment, summer events, and formal recruitment. Panhellenic shall also establish registration deadlines and registration fees for formal recruitment.

This document will address spring recruitment, Pre-Formal recruitment, and Formal recruitment at the University of Tennessee, Knoxville. Spring recruitment will be held on an individual chapter basis and will be discussed with the Sorority and Fraternity Life Advisor and Vice President of Recruitment. Pre-formal recruitment begins the first day of the spring semester. All pre-formal rules will apply to those chapters participating in spring recruitment. Formal recruitment is a period of time set aside by the Panhellenic Council at the University of Tennessee, Knoxville and participating organizations to introduce Potential New Members (PNMs) to Sorority Life and the respective organizations. The Recruitment process on the University of Tennessee, Knoxville campus has a two-fold purpose:

1. To give the prospective member every opportunity to become acquainted with as many organizations as possible so that she can make a wise, unbiased opinion, and
2. To ensure that organizations have equal opportunities in recruiting and member selection under the Panhellenic community.

All sorority members, alumnae representatives, or ANYONE acting on the sorority's behalf will be expected to abide by the highest standards of conduct. The discussion of subjects such as sorority reputations, stereotypes, prospective member reputations, or promising bids is unacceptable and does not uphold these standards.

Each chapter is responsible for informing their chapter members and alumnae of all Recruitment rules and policies and making sure they are followed. Each Chapter President, Chapter Advisor, and Recruitment Chairperson must sign the Recruitment agreement stating they have read the rules, shared them with chapter members and alumnae and will follow all policies.

ARTICLE I – POSITIVE PANHELLENIC CONTACT

Section 1 – Promoting the Sorority Experience

- A. Sorority women are encouraged to talk to women about sorority life in general, before the formal recruitment period begins.

- B. 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.
- C. Members can accept and request friend requests from PNMs, like/comment on posts and answer questions about the sorority experience over social media.
- D. If a Guest or PNM contacts a chapter regarding Recruitment (by phone, mail, e-mail, personal visit, Facebook/Twitter, text message, etc.), the chapter may politely respond with information regarding recruitment and is also to refer the guest or PNM to the Panhellenic Recruitment Team or the Sorority and Fraternity Life office. The chapter must provide documentation of each contact that occurs and their response.

Section 2 – Contact during Recruitment

- A. If a PNM has questions regarding the Recruitment process, chapter members should refer her to have an in-person conversation with her Recruitment Counselor or the Panhellenic Recruitment team.
- B. If a chapter member is approached by a Guest or PNM at a party or any other social setting about anything pertaining to Recruitment, the chapter member is to politely answer the questions, but the chapter member must try to limit the length of the conversation.
- C. Social gatherings hosted by sorority women from the first day of the first house party/work week until the day after Bid Night may not include any PNMs.
- D. No sorority woman may buy anything for a PNM (meal, soda, etc.). No favors or gifts may be given to PNM by or on behalf of any sorority member.
- E. No contact shall exist from the day the first chapter leaves from recruitment retreat until roll call on Bid Day between Individuals representing the chapter and PNMs
 - a. This contact includes speaking to a PNM to discuss recruitment activities.

Section 3 - Contact Periods for Recruitment Counselors

- A. Limited Contact:
 - a. The purpose of Limited Contact is to promote Panhellenic Recruitment and Sorority and Fraternity life in general. Individuals are prohibited from promoting or recruiting for their individual chapters.
 - b. Limited Contact shall exist from the last day of exams until the beginning of No Contact Period.
- B. No Contact:
 - a. No Contact shall exist from the day the first chapter leaves for recruitment retreat until roll call on Bid Day.
- C. Sorority women who are not disaffiliated may wear chapter letters and reveal affiliation.

- a. No PNMs may visit a chapter facility except during Recruitment events as determined by Panhellenic.

Section 4 - Strict Silence:

- A. A period of Strict Silence shall exist from the beginning of Preference Round until bids are distributed on Bid Day. NO sorority member, unless she is a Recruitment Counselor, a member of Panhellenic Recruitment team, or any other disaffiliated member shall have written or verbal contact with PNMs outside of the Panhellenic scheduled recruitment events.
- B. The Strict Silence policy extends to ALL PNMs, no matter which chapters' Preference rounds the PNM attends. Every active chapter member will observe the strict silence policy with every PNM. If a woman withdraws from Recruitment, Strict Silence no longer needs to be observed.
- C. The Strict Silence policy also extends to ALL people representing a chapter. This includes alumnae, etc.

ARTICLE II – ROLES AND EXPECTATIONS

Section 1: Potential New Members

A potential new member is defined as any woman who meets the following criteria:

- 1. High school students enrolled in their senior year or high school graduates attending the University of Tennessee, Knoxville in the Fall.
- 2. Students planning to enroll at the University of Tennessee Knoxville, transfer students, provisionally enrolled students and current students at the University of Tennessee Knoxville.
- B. There should be no recruitment of high school students during the school year or summer by chapter members or alumnae.
- C. High school students with a prior relationship with sorority members may attend chapter philanthropy events when the event is open to the public. Chapter members may not send formal invitations to high school students.
- D. A potential new member must be an enrolled, full time student (12 or more credit hours) at the University of Tennessee, Knoxville to participate in Formal Recruitment.
- E. A potential new member must pay registration fee set by Panhellenic Recruitment Team before registration closes. No refunds are given for recruitment fees. An explanation of what is covered in the fees will be given to each potential new member at recruitment orientation, also known as convocation, unless there are extenuating circumstances.
- F. Shall not be, or previously been an initiated member of an NPC group. If in doubt, consult Panhellenic immediately.
- G. Must attend all Recruitment rounds to which she has been extended invitations. In the event of illness, emergency, or class, she should notify Panhellenic and/or her Recruitment Counselor if she cannot attend.

- H. Must attend all University Orientation, Welcome Week, and Academic activities. If this conflicts with any scheduled recruitment events, consult immediately with Recruitment Counselor or a member of the Panhellenic Recruitment Team.
- I. Must attend PNM Orientation.
- J. Shall contact her Recruitment Counselor or member of the Panhellenic Recruitment Team if she desires to withdraw from the membership recruitment events and shall sign a withdraw form.
- K. Shall be advised to maximize her options by accepting invitations to attend the maximum amount of chapters for each round through preference rounds.
- L. Must wear a Panhellenic name tag during events.
- M. Shall be prohibited from the use of cell phones during Preference round of recruitment. Recruitment Counselors shall collect cell phones at the start of the round and will return to the PNM after she completes her preferential selection card.
- N. May not visit a sorority woman's room, the homes of alumnae, or a chapter facility from the beginning of formal recruitment through the accepting of bids. A sorority woman may not enter a residence hall that she does not live in during formal recruitment without permission from the Panhellenic Recruitment Team. This permission will only be given to help family members move in.
- O. Must not accept any gifts before or during the recruitment process from individual sororities, sorority member or persons acting on the sorority's behalf.
- P. Shall not to leave the chapter houses with anything they did not enter with. This includes napkins, name tags, letters, etc.
- Q. After signing a Membership Recruitment Acceptance Binding Agreement (MRABA) and receiving a bid at the end of the membership recruitment, she will be bound by the agreement for one calendar year at the same college or university. She will be unable to accept a bid from a chapter until the next formal recruitment.
 - R. Must proceed to preference card (MRABA) signing immediately after attending her last event. She must do so without talking to anyone with the exception of her Recruitment Counselor.

Section 2 – Chapter Members and Alumnae

- A. Sorority women must abide by the appropriate policies for entering and exiting a chapter facility during Recruitment rounds and breaks.
- B. Sorority women may not speak negatively about another sorority in front of or with a PNM.
- C. Sororities shall not promote their chapter by representing themselves as a fraternity member or associating themselves socially with a fraternity during the week of Formal Recruitment.
- D. No verbal bids are to be made during Recruitment. A sorority woman is not permitted to offer a PNM a bid, tell her where she is on the bid list, or discuss her chances of receiving a bid. Additionally, when speaking to a PNM, a sorority member may not give her false hope by referencing the future or stating her chapter's wishes for the PNM to return to or join her chapter. These types of interactions are considered to be verbal bids.

Section 3 – Recruitment Counselors

- A. Recruitment Counselors will be referred to as a Gamma Chi on the University of Tennessee, Knoxville campus.
- B. Recruitment Counselors have a duty to look out for the best interests of the PNM. Recruitment Counselors serve as disaffiliated representatives of the chapters. While acting as a disaffiliated member, Recruitment Counselors are bound by established Panhellenic Recruitment regulations. Any departure from the recruitment regulations will result in an immediate dismissal from the Recruitment Counselor position. The Recruitment Counselor's chapter may be held responsible for her actions and may be charged with a recruitment infraction.
- C. Recruitment Counselors are to disaffiliate from their chapter from the final date of Spring Commencement until Gamma Chi roll call on Bid Day unless specified otherwise by the Panhellenic Recruitment Team.
- D. Disaffiliation requires Recruitment Counselors to refrain from displaying any identifying insignia in both attire and belongings including car decals, key chains, tote bags, flip-flops, etc.
- E. Recruitment Counselors may speak to sorority women until Recruitment Counselor retreat or the day on which the first chapter retreat begins, whichever happens first. At this time, a period of no contact begins between Gamma Chis and chapter members and lasts until the end of disaffiliation on Bid Day. This period of time is otherwise referred to as "No Contact".
- F. Recruitment Counselors are never to reveal their affiliation or any other Recruitment Counselor's affiliation to a PNM.
- G. Recruitment Counselors are never to use their position to relay chapter opinions to a PNM or to influence a PNM's decision about which chapter to join. They also will not relay an opinion about a PNM to a chapter.
- H. Recruitment Counselors may not make any derogatory remark to a PNM about Panhellenic, a sorority, any sorority member or another PNM.
- I. Recruitment Counselors must live in housing approved by Panhellenic during the formal recruitment week.
- J. Recruitment Counselors must abide by the Panhellenic Constitution and bylaws.
- K. Recruitment Counselors are not allowed to enter chapter facilities during the Formal Recruiting period outside of the designated party times. Recruitment Counselors will be able to move into residence halls or their sorority house at the time designated by Panhellenic.

Section 4 – Panhellenic Recruitment Team

- A. The Panhellenic Recruitment Team will be comprised of the Vice President of Recruitment, Assistant Vice President of Recruitment, Panhellenic President, Vice President of Recruitment Counselors, Assistant Vice President of Recruitment Counselors, Panhellenic Graduate Assistant, and Panhellenic Advisor.

- a. The Panhellenic Council Executive Board will serve as an extension of the Panhellenic Recruitment Team and will aid in the planning and execution of the recruitment process.
- B. The Panhellenic Recruitment Team will be employed by the Office of Sorority and Fraternity Life during the summer of their term.
 - a. Panhellenic President, Vice President of Recruitment, and Vice President of Recruitment Counselors will be paid \$7.50/hr and can log up to 200 working hours.
 - b. Assistant Vice President of Recruitment and Assistant Vice President of Recruitment Counselors will be paid \$7.50/hr and can log up to 167 working hours.
- C. Must completely disaffiliate from their organization from spring commencement until bids are opened on Bid Day.
- D. Serve as the liaison between Recruitment Counselors and individual sororities.
- E. Must conduct themselves in a positive and professional manner at all times.

ARTICLE III – GENERAL POLICIES

Section 1 - Spring Recruitment/Continuous Open Bidding

- A. Panhellenic supports and encourages the efforts of eligible member groups below chapter total to conduct Continuous Open Bidding for the long-term health of the organization and the Panhellenic community.
 - a. Continuous Open Bidding shall begin immediately after formal recruitment bids have been distributed by PNMs who have participated in formal recruitment. COB shall continue all year round for those chapters under chapter total.
- B. Member groups participating in Continuous Open Bidding are encouraged to meet with the Sorority and Fraternity Life Advisor to verify numbers and learn of names on the interest list and other resources prior to extension of bids.
- C. Spring recruitment guidelines are determined by the Panhellenic Council in consultation with the Vice President of Recruitment, chapter recruitment chairpersons, recruitment advisors, and the Sorority and Fraternity Life Advisor.
- D. All pre-formal recruitment rules apply to spring recruitment.
- E. As in all other recruitment activities, men and alcohol will not be present.
- F. Gifts, flowers, etc. shall not be purchased for PNMs.
- G. Chapters must turn in Continuous Open Bidding forms for any new members to the Sorority Village Center office within 24 hours after extending a bid.
- H. The Panhellenic Council will support the efforts of Continuous Open Bidding through marketing and events as needed.
- I. Chapters must clarify the eligibility of a PNM before extending a bid.

Section 2 - Pre-Formal Recruitment:

- A. Pre-formal recruitment begins the first day of the spring semester.

- B. High school students may not be invited to chapter-sponsored events where alcohol is present. They may be invited to attend overall Greek events only by Panhellenic (ex. All Sing, Carnicus, Greek Beat, etc.).
- C. A PNM is not to stay with any sorority woman in a chapter facility, during ACE events or during functions. If there is a relative, PNMs may stay with chapter members outside of the chapter facility during these functions. Positive Panhellenic Contact will be in effect at all times.
- D. Inappropriate contact with PNMs shall be prohibited. Inappropriate contact shall be defined as but not limited to:
 - a. Transportation to and from bars,
 - b. Providing and/or purchasing alcohol,
 - c. The contacting of PNMs by members who don't have a prior relationship with that PNM,
 - d. Specifically promoting a member's own sorority or speaking negatively about other sororities at the University of Tennessee Knoxville,
 - e. Organizing gatherings and/or events for the purpose of chapter members to meet PNMs.
 - f. Revealing a Gamma Chi's affiliation to a PNM in any way including on social media.
- E. Only Panhellenic publications and/or invitations can be mailed to PNM's. Individual organization publications may not be sent to Potential New Members.
- F. Recruitment Counselors may not participate in any phase of chapter recruitment; including spring training, planning, summer recruitment events, recommendations, workshops and meetings. This begins immediately upon selection as a Gamma Chi.
- G. Pictures that contain party cups or are obviously taken in a bar are prohibited from chapter websites, Facebook pages, Instagrams, etc. Pictures focusing on sisterhood, philanthropy, scholarship, and campus involvement are encouraged.

Section 3 – Summer Contact

- A. Communication related to the broader sorority experience must be at the forefront of all messaging to PNMs and parents/caregivers. All communications should be in support of a PNM and her parents/caregivers learning more about the sorority experience and should direct her to the College Panhellenic's recruitment process.
- B. Members should not be asked to remove their affiliations from social media accounts, shut down any profiles or not communicate with PNMs on campus or in any normal circumstances.
- C. The summer period consists of the time between the end of the spring semester until Recruitment Counselor Retreat or the first chapter Recruitment Retreat begins, whichever happens first.
- D. It is strictly prohibited to actively recruit PNMs to one organization. All conversations must promote the Panhellenic experience and be focused on encouraging PNMs to register for recruitment .

- E. It is strictly prohibited to bid promise, give gifts or in any way lead a PNM to believe she will automatically become a member of an organization. This also includes talking poorly of other chapters, telling PNMs to think singularly about one organization and not keep an open mind and saying anything that could be misconstrued as offering a bid or guaranteeing her membership in a chapter.
- F. It is strictly prohibited to have/do any activity that might single out a PNM, making her feel uncomfortable or overwhelmed. The PNM experience should continue to be at the forefront. Always consider how a PNM might feel when receiving communication.
- G. No sorority women are to invite or accompany any PNM to any summer fraternity or recruitment events.
- A. No Orientation Leaders, Ignite Team Leaders, or anyone else who will be representing the University will be permitted to reveal their affiliation with any summer orientation participants.

Section 4 - Formal Recruitment:

- A. Fall Formal Recruitment begins when Sorority women convene on campus for the sole purpose of conducting recruitment workshops and ends after Bid Day.
- B. All pre-formal recruitment rules apply to formal recruitment.
- C. Chapters may not promote specific designers or brand names during any party. (ie. Vera Bradley, Lilly Pulitzer, etc.)
- D. Chapters may not require that members purchase identical outfits or clothing from a particular store or brand.
- E. If a woman is invited to a chapter's preference party, then that woman must be on that chapter's bid list.
- F. Chapters are to submit lists into the computer Recruitment systems by the designated times stated at Recruitment Task Force or they must pay the appropriate fines.
- G. Men shall be excluded from all recruitment activities. This includes chapters discussing their relationships with various fraternities, excluding the fraternity they will be participating with in Homecoming.
- H. Drugs and alcohol shall be forbidden in any recruitment activity.
- I. A woman is not to be recruited outside of the chapter facility.
- J. All chapters and their members are bound by the policies and procedures outlined in *Hilltopics*, the Panhellenic Constitution and by-laws, NPC unanimous agreements, the University of Tennessee, Knoxville Recruitment Policies and Procedures and the Code of Ethics.
- K. With the exception of Bid Day, no decorations outside the chapter facility will be allowed other than the fixed chapter names and other permanent house decorations such as wreaths or flower pots that are out year round. Large wooden letters cannot be placed outside of the chapter facility.

- L. Chapter facilities will need to cover from the inside each ground floor level window so that PNMs cannot see inside houses. Chapter members and/or volunteers will not be allowed to look outside windows in between rounds of recruitment.
- M. Chapter facilities with doors that open out, will allow for the chapter President and Recruitment Chair to step outside, only for the purpose of holding open doors so that PNMs can enter or exit the chapter facility.
- N. House tours are permitted through a social marketing video, but will not be given at any time during a formal recruitment round.
- O. Chapters must stay within the approved recruitment budget. This includes all donations, but excludes chapter recruitment retreats, food for chapter members, Bid Day, and chapter correspondence costs. An outlined budget must be presented to the Recruitment Team by end of spring semester. Panhellenic requires an itemized expense report with all receipts to be submitted to the Sorority and Fraternity Life Advisor/VP of Recruitment within 5 business days after Bid Day.
 - 1. Chapters will be allowed to spend a maximum of \$3,000 on all rental equipment for recruitment. Rentals may include but are not limited to tables, chairs, linens, A/V equipment, glassware, and silverware.
 - 2. Chapters will be allowed to spend a maximum of \$4,000 on all other recruitment expenses. Expenses may include but are not limited to supplies, beverages for sisterhood round, beverages and food for preference, and decorations.
 - 3. Gifts for Recruitment Counselors cannot exceed \$50 per Recruitment Counselor.
 - 4. Exceptions may be made for those chapters who traditionally have a large number of PNM's attending their parties or for chapters purchasing for the first time items that will be owned rather than rented (i.e. folding chairs, tables, etc.). Those requesting exceptions should submit written documentation to the Sorority and Fraternity Advisor and Vice President of Recruitment by August 1.
 - 5. After written documentation is received by the Sorority and Fraternity Advisor and Vice President of Recruitment, they will determine if an exception will be granted. Chapter must provide estimated additional expenditures.
 - 6. Any donations made by chapter members, alumnae, parents, etc. must have a monetary value attached to them that is deducted from the recruitment budget.
- P. The Panhellenic Recruitment team will be conducting room walk-throughs a minimum of 45 minutes prior to the start of each round in order to ensure compliance with recruitment policies.
- Q. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not make derogatory remarks to a PNM, a sorority, or a particular sorority member. Any concerns about a recruitment infraction must be directed to Panhellenic and never to a PNM.

- R. Chapter members will be allowed to leave the village after each PNM has left the village that day. This time will be communicated by the VP of Recruitment.
- S. House directors/house mothers may not have a role in formal sorority recruitment.
- T. New Members and initiated members of the sorority may assist the chapter with recruiting during the formal recruitment period. Mothers of members, national sorority members, and alumnae may assist with food preparation, serving and cleanup, but may not participate in the actual recruiting of a PNM. If a chapter will receive help from members at other universities, they must first obtain permission from the Panhellenic Recruitment Team and Sorority and Fraternity Life Advisor. Anyone who is not an active member of the UTK chapter and is representing them during recruitment must make this fact known on their nametag and in conversation.
- U. Chapters are not to disturb other chapters during recruitment. This includes any act that Panhellenic deems as disturbing. If a chapter is asked to stop a disturbing action, it must do so.
- V. Chapters will be required to cover any and all pictures and names of disaffiliated members and are not to reveal to the PNMs the affiliation of any disaffiliated member. Members are not to mention names of Recruitment Counselors, including Recruitment Team or reference them in anyway (i.e. positions on campus).
- W. Bid Day will be defined as the time between bid extensions and 8 a.m. the following morning.
- X. A factual current financial expense sheet for each chapter shall be in the Panhellenic Preview Publication which will be available in the summer before formal recruitment to each PNM. A copy of this financial expense sheet will be turned into the Panhellenic Executive Council by the date set.

ARTICLE IV – GUIDELINES FOR EACH ROUND

Section 1 - Go Greek Round

- B. The purpose of Go Greek Round is to provide prospective members with an informative introduction to sorority life and Greek membership
- C. No skits, favors, food or entertainment whatsoever will be allowed. The President and Recruitment Chairman may give a Welcome that does not exceed three (3) minutes. Music may be played. There will be no cheering or stomping before, during, between or after parties.
- D. There shall be few decorations; the purpose being the PNM can see the recruiting space as it usually is. Excessive decorations may include, but are not limited to large flower arrangements, large wooden letters, balloons, candles, tulle, etc.
- E. Each chapter can have a display of their chapter's paraphernalia. These should not be elaborate in any way. Paraphernalia may include chapter t-shirts (max of 5), slideshows, items that symbolize the chapter, trophy/award displays, housing boards, and pictures of chapter members.
 - F. There shall be no more than 100 members in the room at a time. This shall include the President and recruitment chairman. This excludes non-members that might be in other areas of the chapter facility as well as the Recruitment Counselors, member(s) of the Panhellenic recruitment team and/or University official(s).

- G. All chapter members must wear block letters or a t-shirt with only the name of the chapter written across the front. These outfits must be approved by the date set by the Panhellenic Recruitment Team.
- H. Panhellenic will provide water and refreshments for the PNMs this round.
- I. No videos will be allowed to be shown during Go Greek Round.
- J. Panhellenic reserves the right to ask any chapters to remove decorations from their suite they deem excessive and not conducive to the recruitment process.
- K. PNMs will wear a t-shirt provided to them by Panhellenic.

Section 2 – Philanthropy Round

- A. The purpose of Philanthropy Round is to familiarize PNM's with the philanthropic and community service activities in which our chapters participate.
- B. Chapters will provide water for the PNMs this round. They must be served in clear, plastic cups. No stickers or chapter letters/pictures should be placed on the cup.
- C. Each chapter is allowed to give a presentation to explain their National/Local Philanthropy.
- D. Each chapter may include a virtual house tour/housing video at the end of the philanthropy presentation that does not exceed 3 minutes.
- E. Each Chapter is required to mention Circle of Sisterhood during this round.
- F. Chapter members must wear either philanthropy t-shirts or clothing related to the chapter's philanthropy (i.e. scrubs, football jerseys, etc.) that has been approved by the Panhellenic Recruitment Team. Presidents and Recruitment Chairs must be in the same attire as the regular chapter member.
- G. No skits, favors, food or entertainment whatsoever will be allowed. Cheering and singing will be permitted in this round and in the rounds following, but is not required. There will be no stomping before, during, between or after parties.
- H. The number of chapter members allowed in the room during Philanthropy round is limited to 100 members including the Chapter President, Philanthropy Chairman, and Recruitment Chairman. This excludes non-members that might be in other areas of the chapter facility as well as the Recruitment Counselors, member(s) of the Panhellenic recruitment team and/or University official(s).
- I. All outfits must be turned in and approved at a date set by the Panhellenic Recruitment Team.
- J. There shall be few decorations in the recruiting space. Chapters are encouraged to decorate according to their philanthropic organization. Excessive decorations may include, but are not limited to large flower arrangements, large wooden letters, balloons, candles, tulle, etc.
- K. Panhellenic reserves the right to ask any chapters to remove decorations from their suite they deem excessive and not conducive to the recruitment process.

Section 3 – Sisterhood Round

- A. The purpose of Sisterhood Round is to further familiarize the PNM with sorority life and all of the responsibilities that go with it. This round will inform PNMs of the benefits and obligations of being in a sorority and have a glimpse into the daily life of a sorority woman.

- B. Emphasis should be placed on financial obligations, time commitments, academics, sisterhood, and the new member process. These 5 topics must be covered and discussed to the **fullest extent** before PNMs leave the round.
1. **Financial Obligations:** What exactly dues cover, the amount of dues depending on membership status (i.e. new member), housing/meal plan requirements, various purchasing items/donations/etc. that may be charged (i.e. t-shirts, philanthropies, socials), what kind of resources can a chapter offer if people are concerned with dues (scholarships, payment plans)
 2. **Time Commitments:** Weekly meetings, New Member meetings, Homecoming week, Philanthropy weeks, Community service hours, Study hours, Sisterhood events, if they have to be on committees/positions within chapter, if you have to be in an outside organization, ACE events
 3. **Academics:** GPA requirements (if you're allowed to discuss it), study hours, resources to help women with grades, expectations and rewards for maintaining a certain GPA, what happens if you don't meet requirements
 4. **Sisterhood:** what sisterhood means to the respective chapter, retreats, sisterhood events, sisterhood on a daily basis, emphasis on the lifelong commitment and benefits of alumnae membership. These should be more lighthearted as you're leading up to more serious conversations in preference round.
 5. **New Member Process:** Expectations for first semester, new member retreat, learning about the organization, initiation, non-hazing policies.
- C. Each chapter may select up to 5 chapter members of their choice to present on these topics.
- D. These topics can be covered all in one segment or can be spread out throughout the round and must have a visual component with them. This can be in the form of a PowerPoint, Prezi, poster board, video, etc. This section will be separate from the optional video or slideshows.
- E. A maximum of 12 minutes of this round should be reserved for speaking parts.
- F. Videos or slideshows are optional and may not exceed 5 minutes. The time used for this presentation will not be factored into the 12 minute maximum for speaking parts. This presentation can include pictures, video clips, and/or music. They cannot be staged and must be a realistic portrayal of the respective chapter at The University of Tennessee, Knoxville. Chapters may add visual representation of their chapter events, philanthropy events, etc. No cups, bars, designer names, or negative interactions with men should be referenced. Chapters are encouraged to document their events throughout the year to share with PNMs. **Reminder:** the purpose of this round is to be as transparent and realistic with the PNMs as possible.
- G. The rest of the round will be dedicated to talking with the PNMs.
- H. This round will be 45 minutes in length with 20 minutes in between each round.
- I. In Round 3, a non-alcoholic beverage may be served. This consists of anything that can be put in a glass and can be consumed through a straw.

- J. Cheering and singing will be permitted in this round. There will be no stomping or door jams/stacks before, during, between or after parties.
- K. Chapter members are allowed to wear an outfit that they feel appropriately fits their sisterhood.
- L. The number of chapter members allowed in the house during this round is limited to 100 people including the Chapter President and Recruitment chairman. This excludes non-members that might be in other areas of the chapter facility as well as the Recruitment Counselors, member(s) of the Panhellenic recruitment team and University official(s).
- M. All speaking parts, videos, and outfits must be turned in and approved by the Panhellenic Advisor and the Panhellenic Recruitment Team by a date set by Panhellenic. The video/slideshow and speaking parts will (also be checked in person)
- N. Panhellenic reserves the right to ask any chapters to remove decorations from their recruiting space not conducive to the recruitment process.

Section 4 – Preference Round

- B. The purpose of Preference Round is to showcase the core ideals and values of a chapter through meaningful conversation and activities.
- C. A beverage and a simple dessert may be served during this round.
- D. Chapters may provide PNMs with a name tag, however PNMs are not to leave with this name tag.
- E. PNMs are not to leave the house with anything they did not walk in with.
- F. Strict silence begins the morning of these parties until bids are accepted. s
- G. There is to be no conversation or cell phone usage when the PNM's are filling out their bid cards.
- H. Individual single stemmed flowers used for preference ceremonies will be allowed.
- I. Panhellenic reserves the right to ask any chapters to remove decorations from their suite they deem excessive and not conducive to the recruitment process.
- J. The number of chapter members allowed in the suite or house during preference round is limited to 100 members including the Chapter President and Recruitment chairman. This excludes non-members that might be in other areas of the chapter facility as well as the Recruitment Counselors, member(s) of the Panhellenic recruitment team and/or University official(s).
- K. Chapter members may not give PNMs letters at any point during this round, as emphasis shall be placed on the conversations held.
- L. Emphasis to be placed on *I* not *We* when speaking to a PNM. A chapter member should speak on behalf of themselves, not the chapter.
 - 1. Examples:
 - i. *I am happy to see you back in the house tonight.*
 - ii. *I have enjoyed getting to know you this week.*
 - iii. *I think you have all the qualities that would make a great sister.*
 - 2. Not:
 - i. *We are so glad to have you back tonight.*
 - ii. *We really hope we get to see you tomorrow.*
 - iii. *We think you would make a great sister.*

- M. Chapters and chapter members may not discuss the future in any way (i.e. Bid Day).
- N. Panhellenic reserves the right to ask any chapters to remove decorations from their recruiting space not conducive to the recruitment process.
- P. Gamma Chis who are entering their senior year can “sit in” on their Preference Round by serving as a House Captain for their chapter.

Section 5 - Bid Day

- A. Bid Day will be defined as the time between bid extensions and 8 a.m. the following morning.
- B. Bid Day banners must follow the rules of the Sorority Village Association.
- C. Chapters may have the following decorations placed outside of the chapter facility on this day: (1) large wooden letters, (2) Bid Day banner, (3) Year-Round Decorations defined in Article III, Section 4, clause K.
- D. Chapters must turn in their Bid Day plans to the Panhellenic Vice President of Recruitment and the Vice President of New Member Development by a date set by the Panhellenic Recruitment Team.
- E. Chapters Bid Day activities can last no longer than 3 hours.

ARTICLE V – QUOTA SETTING AND RELEASE FIGURES

Section 1 – Release Figure Methodology

- A. The NPC alternative methodology of release figures and quota will be determined using the quota range method. Panhellenic will provide a quota range to chapters for planning purposes at each round during formal recruitment.
 - 1. Quota will be set after the final round of formal recruitment by mutual agreement of the Sorority and Fraternity Advisor and either the Release Figure Specialist or the NPC Area Advisor.
 - 2. Upperclassman quota will be set after the final round of formal recruitment by mutual agreement of the Sorority and Fraternity Advisor and either the Release Figure Specialist or the NPC Area Advisor.
 - 3. Flex lists will be required to be submitted each night of recruitment if the Sorority and Fraternity Advisor requests them.
 - 4. Continuous Open Bidding shall begin immediately after formal recruitment bids have been distributed by PNMs. COB shall continue all year round for those chapters under chapter total.
 - 5. The women whose bids do not match in the normal course of bid matching and did not single intentionally preference will be placed in sorority chapters who have already reached quota through quota additions.
 - 6. In placing Quota Additions, the RFM Specialist and the Sorority and Fraternity Advisor shall consider and balance preference for chapters with smaller total membership, for placing potential new members with chapters with lower relative recruiting strength, for potential new

members' first choice, for even distribution of potential new members, and for potential new member position on a chapter's bid list.

7. This procedure shall never include a PNM who lists a single intentional preference on the preference card or one who has failed to accept or attend (without excuse) any recruitment party for which there was room in her schedule.

ARTICLE VI – INFRACTIONS AND JUDICIAL PROCEDURE

All judicial procedures have been taken from the NPC Manual of Information, 17th Edition. Refer to the Panhellenic Judicial Handbook for a judicial process overview, all CPH Forms, Judicial Board Policies and Procedures, mediation, hearings, penalties and sanctions.

ARTICLE VII – STATEMENT OF ADHERENCE TO NPC UNANIMOUS AGREEMENTS AND POLICIES REGARDING RECRUITMENT

All NPC member organizations represented at The University of Tennessee, Knoxville believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all organizations during the recruitment process

ARTICLE VIII – STATEMENT OF MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT

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

ARTICLE IX – STATEMENT OF AUTOMATIC RESET OF TOTAL

To allow chapters to achieve parity as quickly as possible, chapter total will be automatically adjusted every regular academic term by the University of Tennessee, Knoxville Panhellenic Council. This will be completed no later than 72 hours following bid distribution of fall formal recruitment and within seven days from the start of the spring semester for Continuous Open Bidding. The adjustment will be to average or median chapter size, whichever is larger.

ARTICLE X - FINES

Section 1 – Deadlines

- A. When the schedule says there is a list due in the computer Recruitment system, there is a late turn in fee of \$350.00. If chapters are having problems with submitting their list, they are encouraged to come to contact Recruitment Team know so that fines might be waived.

B. If a chapter misses a due date for materials outlined by Panhellenic, a \$25 fee will be in place for each 24 hours that the document is late. Panhellenic must notify chapters three weeks before the due date for the fees to be put into place.

Section 2 – Social Media

- A. A \$25 fine per post will be assessed to a chapter for every social media offense (i.e. revealing Gamma Chi affiliation, contacting PNMs, etc.)
 - 1. Social Media offense regarding Gamma Chi affiliation includes commenting on a Gamma Chi's instagram photo or social media post. It does NOT include liking a Gamma Chi's instagram photo or other social media post.

Section 3 - Fine Allocation

- A. All fines collected for recruitment-related infractions will be split 50/50 between the recruitment account and the Circle of Sisterhood donation.

APPENDIX

In accordance with Article IV of the Recruitment Rules & Regulations, decorations during Go Greek Round and Philanthropy Round of Formal Recruitment are to be limited in order for the potential new members to see the recruiting space as it normally is. In the following section, the Panhellenic Council clarifies its definition of an “excessive decoration” via picture examples. The purpose of this section is to save time, money, and remove the focus from frills during the formal recruitment process. Each chapter will submit potential decorations to the Panhellenic Recruitment Team for approval if there is a concern.

Photo examples of acceptable decorations.





Photo examples of excessive decorations.





