Brown University Panhellenic Council
Primary Membership Recruitment Rules and Procedures:
2019-2020 Academic Year

The Panhellenic Creed

Brown Panhellenic Code of Ethics

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The Panhellenic Creed

*NPC Manual of Information (most recent edition)*

We, as Undergraduate Members of women’s fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Brown Panhellenic Code of Ethics

*Brown Panhellenic Code of Ethics meets the guidelines stated on NPC Manual of Information (most recent edition)*

We, the members of women’s sororities at Brown 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 Brown 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 non-members, 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 Brown University, also agree on and commit to:
• Respectfully adhere to the bylaws and recruitment rules of the Brown University 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.
• Acknowledge that the strength of our Panhellenic community depends on keeping each chapter strong. We will assist and support other chapters in any way possible when requested.
• Acknowledge that any Brown woman can be happy in more than one of our sororities.
• Recognize each woman’s right to make her own membership choice based upon accurate information. We agree to support her choice once made.
• Promote the benefits of going Greek rather than joining a specific chapter.
• Will be knowledgeable about other chapters’ achievements and activities and share this information readily.
• Will not promote negative stereotypes of any Greek organizations or allow others to do so.
• Will not haze or allow anyone to be hazed.
• As Panhellenic women of Brown University these are the tenets by which we strive to live.
• Respect the traditions, policies, property and members of all other Greek organizations at all times.
• Encourage expansion of our sorority community and participate in selecting new groups as appropriate.
• Support individuality and diversity within our organizations rather than conformity, and value and learn from those who are different than we are.
• Act in a way that reflects our founding values and the best aspects of sisterhood, and model true sisterhood to others.
• Are open, accepting and hospitable to all women on campus.
• Educate all new members to know, value, and uphold this code of ethics.
I. Introduction

I. Certain rules governing membership recruitment are necessary to ensure orderly procedures. These Recruitment Rules are established in order to provide the best possible experience for both potential new members and initiated sorority members.

II. These rules shall be effective immediately upon their passage and shall remain in effect until replaced by the 2020-2021 Recruitment Rules. All NPC Unanimous Agreements, according to the NPC Manual of Information shall be upheld in addition to the Recruitment Rules.

III. The recruitment timeline and all relevant dates can be found in the Recruitment Date Document.

IV. Deferred primary membership recruitment (PMR) shall be held beginning with Panhellenic Kick-Off and concluding with Bid Day

V. All members, including alumnae and new members, are responsible for understanding and observing the Recruitment Rules. PHC President and VP Recruitment shall hold one workshop with each sorority to review Recruitment Rules prior to PMR.

VI. Chapters will be held responsible for the actions of their initiated members, alumnae, Pi Rho Chis and additional recruitment staff, and others representing the chapter.

VII. Recruitment infractions must be filed in accordance with the NPC Manual of Information. Please see Section V Judicial Process.

II. Primary Recruitment Guidelines

Potential New Member Eligibility

I. A woman must be a full-time student to be eligible for participation in PMR. This requirement shall not be construed to restrict participation of those students who have received administrative approval through the University to take less than the minimum course load requirement.

II. The Brown Panhellenic Council defines "a woman" in the PMR rules as any student who self-identifies as female. This definition is allowed in accordance with NPC Unanimous Agreement X (Protecting the Right of NPC Members to Remain Women-Only Organizations), which defends the right of Panhellenic sororities to continue to exist as single-gender organizations, but also with the values of the Brown University and Brown Panhellenic communities. Students whose sex/gender as listed with the university may not reflect a female gender identity but who wish to participate in PMR are encouraged to sign up for primary recruitment and contact the Brown Panhellenic Council with questions.
A. In accordance with the Potential New Member’s bill of rights, every PNM has the right to complete confidentiality, and as such disclosed biological sex will not be revealed to chapters. In addition, a PNM is entitled to maintain their gender identity, which includes but is not limited to using non gender-specific pronouns.

III. The Brown University Panhellenic Council does not and will not have a minimum grade point average for participation in membership recruitment activities. However, a PNM must be in good academic standing.

IV. A woman’s eligibility to participate in PMR will also be determined by the Panhellenic Compact. Please see Appendix B.

V. PNM Attendance
   A. PNMs must attend all chapters in Round One to be eligible for a membership invitation.
   B. In subsequent rounds, PNMs must attend all PMR events to which she is invited to in order to be eligible for a membership invitation.
   C. In the case of academic conflict, emergency, or illness, a PNM shall notify Panhellenic via email within 24 hours when applicable. Emergencies will be exempt from this deadline. Panhellenic will notify the appropriate chapter.
   D. Measures will be taken to insure flexibility in this process.
   E. Any woman who does not attend all required activities will be withdrawn from Primary Recruitment and will be notified by the appropriate Panhellenic official.
   F. A PNM is encouraged to consult with her Pi Rho Chi before withdrawing from Recruitment and is required to email Panhellenic. She will be guided through and is expected to complete the official withdrawal process.

VI. MRABA
   A. A PNM shall fill out a Membership Recruitment Acceptance Binding Agreement (MRABA) immediately after the last party she attends on preference night.
   B. Once a MRABA has been signed, no changes may be made, and no discussion of the decision may be made with anyone other than the recruitment staff.
   C. Any woman signing a MRABA and receiving a bid at the end of the membership recruitment period shall be bound by MRABA for one calendar year if she is at the same college or university.
   D. Signing an MRABA means that the PNM is willing to accept an invitation to membership from any chapter that the PNM lists on the MRABA.

VII. No PNM shall give a promise, verbal or written, to join a certain Panhellenic group before formal bids are extended through Panhellenic.

_Panhellenic Spirited Contact Guidelines:_

I. _Personal and informative Panhellenic spirit _is encouraged at all times. It includes being friendly and responding to questions the PNMs may ask of Panhellenic members. This includes promoting women’s sorority membership in general, not a particular sorority. Questions regarding the recruitment process should be directed to Pi Rho Chis.

II. _Social contact and conversation between sorority members and PNMs _shall be restricted to casual contact and conversation during PMR. Social contact is defined as normal
day-to-day contact with PNMs. This may include, but is not limited to, working with a PNM during class, saying hello on campus, and encouraging involvement in Panhellenic. No member of a Panhellenic group shall promote her chapter in any way outside of the designated Recruitment events.

A. No sorority members should seek out contact with a PNM outside of PMR events unless it is for the purpose of academics, athletics, or extracurricular groups. This includes contact by phone, text, email, instant message, social media, or in person.

B. With respect to social networking (e.g. Facebook), this includes:
   1. Adding a PNM as friends
   2. Commenting on or liking any pages or photos associated with a PNM
   3. Sending invitations of any kind
   4. A sorority member is not required to remove established friends. However, a sorority member may not respond to any new requests, invitations, or messages originating from a PNM until bids are extended.

C. Normal social contact between relatives, roommates, and longstanding friends should not be disrupted outside of the Strict Silence period. Each sorority is charged with the responsibility of ensuring that unfair advantage is not taken of such situations.

D. Strict Silence is designated as the period of time from the conclusion of a chapter’s Preference Party to the presentation of bids. There will be absolutely no contact or communication between sorority members and PNMs during this time. Strict Silence must be observed by all sorority members and potential new members, including relatives, roommates, and longstanding friends.

Chapters

I. No sorority member shall visit a PNM in her place of residence at any time, nor shall any PNM visit a sorority member at her place of residence. This does not include sorority members and PNMs who are relatives, roommates, or long standing friends.

II. No sorority member may buy anything (meal, beverage, gift, etc.) for a PNM, nor may a PNM buy anything for a sorority member.

III. There will be no promising of bids directly or indirectly to a PNM by any member, new member, alumna, or other chapter official of a sorority. No chapter member may promise or imply the promise of a bid. Report of promising of bids may only occur between a PNM to recruitment staff; the staff member should try to obtain as much information about the alleged bid promising as possible. The College Panhellenic Violation Report should be filled out in as much detail as possible so it can be referenced later.

IV. Sorority members shall not:
   A. Give individual invitations, either verbal or written, to individual Recruitment events or to membership in any sorority (e.g. promise a bid).
   B. Attempt to obtain from the PNM a commitment to accept membership into that sorority or influence the PNM as to the PNM’s preference.
C. Make statements to the PNMs regarding opinions or rumors about sorority ranking, rating, or status, including social probation and other sanctions.

V. All chapters must encourage PNMs to participate fully in the PMR process. There will be no discussion of single intentional preference, or any form of preference limitations.

VI. There will be no discussion of Continuous Open Bidding/Recruitment during PMR.

Recruitment Counselors and Recruitment Staff

I. Each chapter must provide the required number of sorority members to serve as Recruitment Counselors (Pi Rho Chis) for PMR. Pi Rho Chis will be selected through a full chapter vote prior to November 1st.
   A. The required number of Pi Rho Chis for PMR is 4 sorority members.
   B. Pi Rho Chis will not be allowed to hold an e-board position in their chapter during the primary recruitment period.

II. Pi Rho Chis shall abide by all NPC rules and shall perform their duties as unbiased counselors, acting always in the spirit of the Panhellenic.

III. All Panhellenic Council Officers and Pi Rho Chis will serve as recruitment staff. Any additional recruitment staff will be determined no later than the final Panhellenic Council meeting of the fall semester.

IV. Recruitment staff will be provided with guidelines outlining their responsibilities prior to PMR. Copies of the guidelines must be signed no later than 72 hours prior to the Kickoff Party.

V. Recruitment staff will attend educational sessions prior to Kickoff in preparation for PMR.

VI. The affiliation of recruitment staff is to be made externally confidential as of the first day of the spring semester, until the formal “reveal” at Bid Day
   A. The identity of recruitment staff must be removed from all chapter websites, social networking groups, and other publicly available sources. Pictures of recruitment staff must not be visible in scrapbooks and composites, and they may not be included in slideshows or other recruitment materials
      1. Any social media or physical images that include 10 or more sorority women do not need to be removed. This exception does not apply to any easily or publicly accessible photos (cover photos, profile pictures, recent chapter specific social media photos posted after the previous primary recruitment cycle, etc.).
   B. They may attend chapter meetings and chapter events that are not open to PNMs.
   C. They may not attend recruitment workshops or otherwise participate in membership selection in anyway.
   D. They may not wear letters, chapter symbols, or chapter paraphernalia.
   E. They must adhere to the following online social networking policies:
      1. Change profile picture and cover photo to something that does not contain any other Panhellenic Sorority members.
      2. Set all photos and posts on profile to be seen by only friends
      3. Remove all Greek affiliation information from profile page
VII. The affiliation of all recruitment staff is to be made fully confidential as of the beginning of PMR, until the formal “reveal” at Bid Day.
   A. They may not attend any chapter-related events or meetings
   B. They may not participate in informal discussions regarding the PMR process
   C. They are not permitted to attend any social function where their respective chapter may be present as a group
      1. Recruitment staff who are living in house may remain in the facility throughout PMR, but must be discreet in their interactions with their chapter during PMR
      2. Recruitment staff cannot exchange information about PNMs with the chapter members in any form
      3. Recruitment staff must always display behavior that is in the best interest of the prospective members and that promotes mutual respect and trust between all members of the women’s Greek community

Logistical Regulations

PMR Public Relations and Distribution of Information

I. Only Panhellenic Council may advertise PMR events in print prior to PMR beginning on the first day of spring semester and concluding with Panhellenic Recruitment Kick-Off.
   A. Panhellenic Council will be responsible for campus-wide electronic methods of communication.
   B. PMR advertising on a chapter’s individually controlled electronic channels is at the chapter’s discretion, and should be guided by the Panhellenic spirit and encourage the widest participation in recruitment.

II. Each chapter is permitted one tabling event from the first day of the spring semester and up to the day before Recruitment Kick-Off, excluding the spring Activities Fair, which will be the responsibility of the Panhellenic Council.

III. Each chapter may advertise a “recruitment video”, so long as they meet the following criteria
   A. The video must respect all recruitment staff affiliation rules
   B. The video may promote an individual’s chapter, but may not reference or compare other chapters on campus
   C. The video must reflect Panhellenic Spirit
   D. The video must be approved by Panhellenic President, Vice President and VP Recruitment. The approval process is as follows:
      1. The video must be submitted to Panhellenic Council by emailing the final version to panhel.brown@gmail.com, as well as contacting an individual council member.
      2. Upon submission, Panhellenic President, Vice President and VP Recruitment and Panhellenic Publicity Chair have 14 days to review video and approve
         a) If the council fails to meet this deadline, the video will automatically be viewed as approved
3. It is up to the Panhellenic Council’s discretion to not approve videos and ask for revisions to be made, revised videos should also seek approval
   a) Recruitment videos may be disapproved for - but not exclusively for - the following reasons: inclusion of male identifying persons, featuring illicit substances or alcohol, inclusion of disaffiliated members, and anything against Panhellenic spirit.
   b) Grounds for disapproval must be provided, acting always in the spirit of the Panhellenic.

   E. Timing
   1. Submissions for approval will start the day after the Panhellenic Info Session in the Fall Semester
   2. Submissions for approval will end the first day of the Spring Semester

IV. All advertising is banned beginning at 6:00 PM on the day of Recruitment Kick-Off, exceptions are at the discretion of the Panhellenic Council. The advertising ban includes sharing and posting primary recruitment related content for both chapters and individuals. Further, chapter social media pages and websites must remove or hide all recruitment related advertisement that is not created by Panhellenic (including, but not limited to, recruitment videos). Individual chapter members are not expected to remove previously posted content,

V. A factual, current financial expense sheet shall be distributed in some form by the Panhellenic to each PNM at Kickoff. These sheets shall give the financial information of each chapter as collected and confirmed by the chapters.
   A. Updated information regarding financial obligations for new members for the first two semesters of membership, as well as an example of the recent (fall semester) financial obligation of a third-year sister, must be submitted to the Vice President of Recruitment by the last day of the fall semester.

Chapter Member Recruiting Eligibility
VI. Only undergraduate chapter members and affiliated transfers whose names appear on the chapter membership lists are eligible to participate in recruitment activities. December graduates are permitted to participate in PMR in a capacity determined by the chapter according to their need and national policy.

VII. Updated chapter lists (roster) must be submitted to the Assistant Director of Greek & Program House Engagement by 5pm on the first day of classes of the spring semester.

VIII. Recruitment assistants, including alumnae, advisors, and national officers are permitted to assist with PMR activities and be present in the chapter facility during PMR events. Panhellenic encourages that contact with PNMs is limited to passing greetings and that recruitment assistants encourage PNMs to converse with active collegiate members.

Regulation of Recruitment Spaces
IX. PMR events are to be held in the women’s sorority chapter or a facility approved by the Panhellenic Council.
X. No decorations or items of any kind will be permitted outside of chapter facilities.
XI. All chapters are responsible for adhering to the times for the beginnings and endings of events as well as deadlines for attendance lists and invitations. A recruitment staff person must be present for PNMs to be admitted into the event.

XII. Recruitment staff will not be permitted on the recruiting floor. Chapters must provide a comfortable space for recruitment staff to wait for the duration of the party. Panhellenic requests that some beverage be provided for recruitment staff every round, and food be provided during preference round.

XIII. Recruitment staff must be treated with the utmost respect at all times – as if they were one of your sisters.

XIV. There are to be no cards, gifts, or favors given to a PNM at any time. A PNM may not leave any PMR event with any items the PNM did not enter with.

MRABA, and Bid Matching Selection

XV. All PNMs attending a chapter’s preference party must appear on that chapter’s final bid list.

XVI. Each chapter’s bid list must be submitted electronically and no later than three hours after the conclusion of the preference party.

XVII. MRABA signing must occur in a private location approved by Panhellenic. No active collegiate members, may be present at the bid signing location. Recruitment staff shall be stationed outside of the location to ensure this. There are three or more NPC chapters on campus:

Electronic RFM software will be used. When using the RFM, a quota range is given as an indication of where the actual quota number will be determined.

During bid matching, each of these numbers is processed on the computer so the RFM specialist and sorority/sorority advisor may determine the most appropriate number for the Panhellenic

Miscellaneous

XVIII. In accordance with NPC Unanimous Agreements, no men or alcohol shall be involved in any aspect of PMR, including Bid Day activities.

XIX. After each round, a chapter’s invitation list must be submitted electronically no later than three hours after the conclusion of the chapter’s last party for that round.

Budget

I. The Panhellenic President, Vice President, VP Recruitment, and Treasurer in combination with the sorority recruitment chairs will set the Primary Recruitment budget for each chapter.

II. Each chapter is allowed a total budget of $1,200.00 for all Primary Recruitment events, which applies to the following:

1. All decorations shall undergo a semi-formal approval process by the Panhellenic President, Vice President, Vice President Recruitment and Vice President Standards and Relations
a) New Items:
   (1) Before purchase, a link or image must be sent by Chapter Recruitment Chairs to the Panhellenic Council using the “decor approval sheet” before the first round of recruitment.
   (2) Last minute purchases for Round 2 and Preference Night (any purchase after the first round of recruitment) must be submitted for approval. Even though the initial deadline is passed Panhellenic E-board will still consider the items for approval.
   (3) The purpose of “decor approval sheet” is not to be an itemized budget.

b) Borrowed or Donated Items
   (1) Items that are used in recruitment that your chapter does not currently own, but are borrowed or donated by alumnae, individual members, third parties, etc.
   (2) A list of these items, including estimated value, must be submitted and approved by Panhellenic President, Vice President, Vice President Recruitment and Vice President of Standards and Relations using the decor approval sheet before Kickoff.
      (a) Value may reflect reasonable depreciation
      (b) These values are incurred under the $1200.00 budget

c) Existing Items
   (1) Items that your chapter has previously purchased and has used in past recruitment events.
   (2) A list of these items, as well as photos of the items, must be submitted and approved by Panhellenic President, Vice President, Vice President Recruitment and Vice President of Standards and Relations using the decor approval sheet before the end of the Fall Semester.
      (a) These values are not incurred under the $1200.00 budget

d) If they so choose, chapters are responsible for providing beverages and cups for all rounds of recruitment. These items are incurred under the $1200.00 budget, and as such must be approved with all other purchases.

e) If they so choose, chapters are responsible, for providing food and serveware for PNMs during preference round. These items are incurred under the $1200.00 budget, and as such must be approved with all other purchases.

f) Approvals are at the discretion of the Panhellenic Council but must adhere to the following:
(1) Reasonable timeliness in response, after notification via email
   (a) Before the start of spring semester: within 5 days
   (b) After the start of spring semester and until Kickoff: within 48 hours
   (c) After Kickoff and until the end of PMR: within 24 hours
   (d) These timelines are only binding if Panhellenic receives proper notification (defined as notification via email). Otherwise, Panhellenic has 2 weeks to respond.

(2) Abide Panhellenic Spirit.

(3) Decorations may be considered unsuitable by Panhellenic Council under the guidance that they either strongly perpetuate a specific theme or distract from the purposes of recruitment. Examples of unreasonable decorations includes, but are not excluded to the following:
   (a) Explicit posters or advertising of “themes”
   (b) Banners
   (c) Clothing or costumes that reflect themes

2. Upon approval, purchases may be made and receipt of purchase should be immediately submitted to the Panhellenic Treasurer.

B. This budget also does not include the following:
   1. Nametags, which will be provided by the Panhellenic Council.
   2. Recruitment shirts
   3. Bid Day shirts

III. Actual Expenditures for Primary Recruitment, including an itemized budget and receipts must be submitted to Panhellenic President, Vice President, Vice President Recruitment and Vice President Standards and Relations no later than 5pm, 14 days after Bid Day
   A. Panhellenic strongly recommends and urges each sorority to use good judgment, discretion, common sense, and maturity in planning and maintaining a realistic and sound financial budget for Primary Recruitment.

IV. While performing pre-round walkthroughs, Panhellenic E-board will be permitted to take photos of the chapter spaces being utilized during Primary Recruitment for reference when reviewing Primary Recruitment expenditures in the 14 day period after Bid Day.

V. Panhellenic Council will provide PNMs with food during primary recruitment for Round 1 and Round 2.
   A. All food provided to a PNM will account for her individual allergies and dietary restrictions as submitted in her recruitment registration.
   B. PNMs will receive three snack food items per round.
      1. An example of foods to be received each round are: a granola bar, a piece of fruit, and fruit snacks (substitutions will be made as needed).
C. Food costs should be approximately $2 per PNM, final cost to be approved in the yearly budget.

III. Pre-Recruitment Events

Panhellenic Council will host an information session on primary recruitment during the second half of the fall semester. All Panhellenic Executive Board officers must be disaffiliated from their respective chapter by the fall information session. Chapters are encouraged to host open houses after the information session that should last no longer than one hour after the Panhellenic Information Session finishes.

Chapters will not hold any events open to non-sorority members during the time period beginning with the day residential halls open for the Spring Semester and ending on Panhellenic Recruitment Kick-Off.

IV. Primary Recruitment Events

Intended decorations for PMR parties must be submitted to the Panhellenic Council Executive Board under the following time table:

- **Existing (or already owned) Items**: The last day of the Fall Semester
- **New, Borrowed, or Donated Items**: Before the start of Kickoff. There will be an additional grace period for any last-minute decoration plans and purchases up until the first round of recruitment, however, these purchases still must undergo the already discussed approval process.

On the day of each round - approximately 1 hour before start time - there will be walkthroughs performed by Panhellenic Council in each Recruitment Space to ensure compliance.

Panhellenic Council will perform a preliminary walkthrough at the beginning of the spring semester, at a time agreed upon by the chapter and council, in order to establish the day-to-day lounge appearance. Panhellenic Council may also perform random walkthroughs in between, but not during, parties.

**Recruitment Format**

Recruitment format is 4-3-2. The maximum number of chapters a PNM may attend each round is 4-3-2.

- **Round 1 (Open House)** - Parties are 30 minutes
- **Round 2 (Philanthropy)** - Parties are 45 minutes
- **Round 3 (Preference)** - Parties are 60 minutes
- All days will have 15 minute breaks between all parties.
- The number of parties per round will be based on the number of PNMs registered for recruitment. The goal will be approximately 30-35 PNMs per party.
- The dates for formal recruitment will be decided upon by September 15th each year.
V. Judicial Process for Recruitment Infractions

Infractions are serious transgressions of the recruitment rules or the NPC Unanimous Agreements. They are not to be taken lightly, and the penalties imposed will be enforced. To protect the harmonious and cooperative relationship between sororities, chapters are asked to carefully consider prior to filing an infraction. Minor transgressions can usually be addressed with a warning and generally are the result of rumor or misunderstanding. In such cases, infractions should not be filed. If a major, willful infraction of the rules occurs, however, the process below will be followed.

Judicial Process Overview

A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.

B. 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. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the College Panhellenic.

C. Timing

   a. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).

   b. If the College Panhellenic president is unavailable or the violation is against her sorority, the report shall be presented to the fraternity/sorority advisor.

   c. The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.

D. Proper Reporting Authority

   a. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:

      i. Chapter president on behalf of her chapter
      ii. Chapter executive officer/board member on behalf of her chapter
      iii. College Panhellenic officer
      iv. Fraternity/sorority advisor

   b. Recruitment infractions may only be reported and signed by one of these people:

      i. Chapter president on behalf of her chapter
      ii. College Panhellenic officer in charge of recruitment or a recruitment counselor
      iii. Potential new member
iv. Fraternity/sorority advisor

E. Receipt of Infraction
   a. The following steps should be taken to make certain an infraction is properly
      received by the College Panhellenic:
      i. The College Panhellenic Violation Report is retained by the College
         Panhellenic president or fraternity/sorority advisor and is available upon
         request by the accused sorority.
      ii. The College Panhellenic president or fraternity/sorority advisor shall send
          a copy of the College Panhellenic Violation Report to the NPC area
          advisor within seven days. Unanimous Agreements 2018 | Manual of
          Information | 37

F. Notification of Chapter
   a. The College Panhellenic president shall notify the accused sorority in writing by
      delivering the College Panhellenic Infraction Notice to that chapter president
      within seven days of receiving the College Panhellenic Violation Report.
   b. If the president of the accused sorority is unavailable, delivery may be made to
      another appropriate chapter sorority officer or advisor. The record of delivery
      shall be documented on the report.
   c. A copy of the College Panhellenic Infraction Notice shall be given to the
      fraternity/sorority advisor and sent to the NPC area advisor within the same time
      period.

G. Response to Receipt of Infraction
   a. Upon receipt of the College Panhellenic Infraction Notice, the accused sorority
      shall contact the College Panhellenic president within seven days to schedule
      mediation.
   b. Mediation shall be held unless the accused sorority chooses to proceed directly
      to a judicial hearing.
   c. If the College Panhellenic Infraction Notice is delivered during a college/university
      break, the mediation/judicial hearing may be scheduled after classes resume or
      held during the break if all parties are available.

H. Mediation and Judicial Board Hearings
   a. Refer to the guidelines enumerated in the NPC Manual of Information, 23rd
      Edition

I. Sanctions (for consideration of the Judicial Board or in a Mediation conversation)
   a. Level 1 Infraction
      i. Bid Promising
      ii. Positive Panhellenic Contact /Strict Silence
      iii. Alcohol, drugs, or men at a recruitment event or Bid night
      iv. PNM invited to or present at sorority chapter/chapter event outside of
          Panhellenic-sanctioned PMR event
      v. Encouraging a PNM to refuse a bid
      vi. Suggesting in any way that a PNM should Single Intentionally Preference
vii. Recruitment Counselors disclosing information regarding PNMs to chapter members

b. Level 1 Sanction Possibilities
   i. Chapter fine
   ii. Educational programming
   iii. Formal written apology to Panhellenic council and community

c. Level 2 Infraction
   i. Exceeding the PHC PMR budget
   ii. Violation of PMR Public Relations and Distribution of Information

d. Level 2 Sanction Possibilities
   i. Educational programming
   ii. Chapter fine
   iii. Formal apology to Panhellenic community

e. Level 3 Infraction
   i. Late Lists or Budgetary Information
   ii. Not observing event times
   iii. Breaking decoration and food approval processes (e.g. use of unapproved decorations or serving unapproved food items)

f. Level 3 Sanction Possibilities
   i. Formal Warning
   ii. Chapter fine
   iii. Formal Apology to Panhellenic community

g. Fines
   i. For exceeding the PMR budget:
      1. $250 base fee
      2. any amount in excess of $250 will be fined the base fee + the amount spent
   ii. For all late lists (after 5-minute grace period):
      1. $100 base fee
      2. $2/minute for the first hour
      3. $3/minute for the second hour
      4. $5/minute for the third hour thereafter.
   iii. For releasing late or letting in early (for each event):
      1. First offense will receive warning
      2. $100 base fee for Second offense of PMR
      3. $5 a minute on top of the base fine
   iv. Fines may also be used for minor infractions at the discretion of the Judicial Board
      1. Where a minor infraction is the breaking of any PMR rule not enumerated in the above infraction levels (levels 1-3).
      2. Fines are only appropriate for multiple minor infractions, or the same minor infraction multiple times.
VI. Calculating Total and Continuous Open Bidding

Chapter Totals shall be calculated using the following method:

❖ Median: when the total number of NPC chapters on campus exceeds 3

Each NPC sorority chapter has the right to COB to reach Total during the regular school year, as defined by the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB period for a period not to exceed three weeks.

Appendix A

The Panhellenic Compact

NPC Manual (23rd), page 32

1. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
2. 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. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.
4. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.
5. If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year’s primary membership recruitment period.
6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.
7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.

8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year’s primary membership recruitment period.

9. A continuous open bidding membership recruitment acceptance binding agreement is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization’s official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period.

10. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year’s primary membership recruitment period, even if the chapter is overtotaled.

11. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity.

12. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or women of a colony that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

Appendix B

Standards of Ethical Conduct

NPC Manual of Information (most recent edition)

1. NPC sororities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.

2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both on the campus and in the community.

3. NPC denounces the arbitrary priority rating of women’s sororities.

4. NPC denounces the ranking or categorization of chapters determined by administrative personnel, according to a chapter’s compliance with college/university standards or guidelines.

5. NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA).
6. It is in accord with the dignity and good manners of sorority women to:
   A. Avoid disparaging remarks about any sorority or college/university woman.
   B. Create friendly relations between sorority and non-sorority women.
   C. Avoid negative publicity on Panhellenic matters.
7. NPC discourages the use of Greek-letter sorority names and insignia in inappropriate or distasteful commercial advertising.
8. NPC has no affiliation or connection with any high school sorority.
9. NPC supports all efforts to eliminate hazing.