General Guidelines

I. No Frills Recruitment

In accordance with NPC guidelines and recommendations, the UT Tyler Panhellenic Association shall adopt a “No Frills” approach to recruitment to ensure that recruitment events are values-based and reflective of the women’s fraternal experience. In effort to reduce “frills” an approach is outlined below:

1. All recruitment chairs shall complete the Recruitment Approval Form and submit to the Panhellenic VP Recruitment for approval no later than August 27, 2012 by 5:00 p.m. Changes can be made to the form through September 1, 2012 at 5:00 p.m. Failure to submit this form is a violation to these guidelines and will result in a fine (see attached list for amount).

2. The chapter women participating in Formal Recruitment in Fall 2012 must be in good standing as of the spring semester of 2012. Good standing is defined as being a student taking 12 hours and active member. A roster of women participating must be submitted to the Panhellenic VP Recruitment by August 29, 2012 at 12:00pm. Failure to turn in the roster is a violation to these guidelines and will result in a fine (see attached list for amount).

3. The budget for each chapter is set at $1,000. Up to $500 must come from the chapter’s budget, and up to $500 more from donations (acceptable donations are defined under Section 1.4). Anything in excess of $1,000 will be a violation to these guidelines and will result in a fine (see attached list for amount).

4. Donations from alumnae, parents, businesses, or members to supplement or enhance sororities’ events may be allowed at any point during recruitment. Monetary donations, pictures, sorority paraphernalia, etc. are allowed. A limit of $500 is applied to monetary donations only. A chapter also has the option to borrow ritual based items only from other chapters. Each chapter also has the option to purchase any type of decorations for their room, but must not exceed their recruitment budget of $1000 (any collected items from previous recruitments will not be counted towards the total budget). Decorations include but are not limited to, balloons, posters, streamers, etc. All decorations must be pre-approved by the Panhellenic VP Recruitment via the Recruitment Approval Form (see Section 1.1). Documentation of spending must be submitted to the Panhellenic VP Recruitment by September 14, 2012 at 5:00pm in the form of copies of receipts from purchases. Original receipts will not be acceptable. Failure to submit these forms is a violation to these guidelines and will result in a fine (see attached list for amount).

5. There shall be no decorations (decorations are defined in Section 1.4) outside of the chapter’s given space for recruitment (i.e. on the outside door, hallway, etc.) All decorations shall remain inside the room at all times, no exceptions. Failure to comply with this is a violation of these guidelines and will result in a fine (see attached list for amount).

6. All entertainment associated with recruitment is confined within the assigned room.
7. Skits on any day of recruitment may be presented to Potential New Members. If a chapter chooses to perform a skit the script must be submitted to the Panhellenic VP Recruitment with the Recruitment Approval Form.

8. Although members are allowed to have similar attire, chapters shall limit elaborate costumes or requiring members to purchase attire specifically for recruitment purposes.

9. There shall be appropriate conversations between chapter members and Potential New Members at all times. There shall be no promises of bids by any chapter member at any time.

10. Sorority members’ “good-byes” should be appropriate and should not indicate or promise a bid in accordance with NPC’s Unanimous Agreement.

11. There shall be no gifts, favors, preference round letters, or notes promising bids given to Potential New Members until they have formally accepted a bid. Any items that are given to Potential New Members during a recruitment party are not allowed to leave the room with the Potential New Member. Any item that the Potential New Member carries away from a party that they did not have in their possession prior to the party will be considered a gift.

12. A craft may be part of the second round but must follow the following rules: must be donated to the chapter’s philanthropy, and must provide proof of the donation to the Panhellenic VP Recruitment along with receipts on September 14, 2012. Proof of the donation must come in the form of either a receipt or a letter on official letterhead with signature and contact information for verification. Failure to turn in proof of the craft donation is a violation of these guidelines and will result in a fine (see attached fines list for amount).

13. Potential New Members must be let out on time and according to the warnings given by the Rho Gammas’, this includes letting Potential New Members out early and late. Failure to abide by this rule is a violation of these guidelines and will result in a fine (see attached fines list for amount).

14. No sorority should supply food or drink during the recruitment events with the exception of the Preference Round. All snacks and beverages will be provided by the Panhellenic Association between events in order to keep the Potential New Members well-nourished and hydrated.

15. In accordance with NPC Unanimous Agreements, the use of alcoholic beverages and participation of men in membership recruitment and Bid Day activities shall be strictly prohibited.

16. Up to seven alumnae members, including inter-/national officers and sorority consultants, may assist with recruitment events each day. All alumnae should wear a nametag indicating their membership status. Although they may assist current members, alumnae members may not talk with Potential New Members. Collegiate chapter members (other than UT Tyler members) are also able to assist with recruitment events on any day as long as the chapter does not exceed total. These collegiate members must wear a nametag indicating their name and school. Having more than the allotted amount of women other then collegiate members in the room is a violation of these guidelines and will result in a fine (see attached list for amount).

17. All chapters must submit academic and financial requirements, which include required GPA, new member fees, badge fees, and dues, which can be shared with Potential New Members to the Panhellenic VP Recruitment by August 1, 2012. A chapter’s failure to submit this information is a violation of these guidelines and will result in a fine (see attached list for amount).
II. Contact

1. A mandatory recruitment orientation for all chapter members will be held on Wednesday, August 29, 2012 at 6:00 p.m. to educate all chapter members of to the Panhellenic rules/guidelines governing recruitment. All chapter members must be in attendance at this event unless the chapter president has informed the Panhellenic VP Recruitment otherwise. The only excuses that will be accepted are for class and un-avoidable emergencies. Failure to have at least 75% of the chapter in attendance is a violation of these guidelines and will result in a fine (see attached list for amount).

2. Casual contact between Potential New Members and sorority women is allowed and encouraged prior to recruitment, but Potential New Members should not be aggressively pursued or recruited to a particular sorority until formal recruitment begins.

3. Sorority members currently living with Potential New Members must temporarily move out during the week of recruitment.

4. Facebook profiles and other types of social networks of individual sorority members will be made private by August 13, 2012 and will remain private until bid day. Starting May 9, 2012, Panhellenic Executive Officers and Rho Gammas’ accounts must be made private and remain that way until bid day. The Panhellenic Executive Board and Rho Gammas’ shall set their profile picture and cover photo (for those women using the “Timeline” feature) to one designated by the Panhellenic VP Recruitment. Unless there is already an established relationship between a current member and a Potential New Member, adding a Potential New Member as a friend or communicating on a potential new members wall, status, note, photo, etc. is strictly prohibited after August 13, 2012 until bid day. The rules of Facebook apply to silence defined in Section 2.2. If a current member makes contact, defined above on, Facebook it is a violation of these guidelines and will be fined (see attached list for amount).

5. During formal recruitment, sorority members must observe the rule of silence, which is defined as no conversation or contact with Potential New Members by sorority members and alumnae. This includes, but is not limited to, verbal, written, printed, or typed interactions. Facebook is considered under silence and the rules are as follows: no adding of a Potential New Member, commenting on their wall, status updates, photos, notes, and cover photo (for those women using the “Timeline” feature), etc. Also there will be no liking of photos, status updates, wall posts, notes, cover photo (for those women using the “Timeline” feature), etc. Silence begins at midnight on the last day of formal recruitment and lasts until bid day. Failure to observe silence in any way is a violation of these guidelines and will result in a fine (see attached list for amount).

6. There should be no contact between sorority alumnae and Potential New Members during the summer and during formal recruitment aside from what is outlined in Section 1.16. This includes but is not limited to gifts for Potential New Members from alumnae as well as events hosted by alumnae for Potential New Members. The exception to this rule is only when an event is hosted by Alumnae Panhellenic organizations and College Panhellenic Associations, who are encouraged to host events that promote interest in Panhellenic membership.

7. To ensure confidentiality, Panhellenic Executive Board and Rho Gammas, as well as anyone else with access to ICS online program, may not attend any chapters’ meetings until the week after formal recruitment. Any Panhellenic member, including Rho Gammas, with access to Potential New Member votes shall not share the information with anyone. This includes, but is not limited to, verbal, written, printed, or typed interactions. To enforce this guideline, there shall be a confidentiality waiver written by the Panhellenic VP Recruitment and signed by all members of Panhellenic Executive Board and Rho
Gammas. Persons in breach of confidentiality agreement will be subject to penalty as determined by the Panhellenic Judicial Board.

III. Registration

1. Registration will be administered through the Panhellenic Council. Potential New Members will register for Formal Recruitment online through a link on the Greek Life website that leads them to ICS. Each Potential New Member is also required to download a self-portrait online as well as pay their $27 non-refundable registration fee. It is the duty of each sorority to check the ICS database to view recruits. Recruits will be posted only after they have registered in full, meaning that they have registered online AND their registration fee has been received.

2. Each Potential New Member will be assessed a $27 non-refundable fee to register for recruitment until August 27, 2012. After August 27, 2012 the non-refundable registration fee will be $37. Each Potential New Member will be required to pay online.

3. The deadline for a woman to register for recruitment is August 31, 2012.

4. Each Potential New Member is encouraged to have a cumulative 2.5 Grade Point Average (high school or college) and must be enrolled in 12 hours. (The 12 hours can be divided between TJC and UT Tyler but at least six (6) hours must be taken at UT Tyler.)

5. A woman shall not be, or have ever been an initiated member of an NPC group and then join another NPC group.

6. If a woman accepts a bid and then has her pledge broken by an NPC organization or breaks her pledge, she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year’s primary membership recruitment period.

7. An orientation session will be hosted by Panhellenic for Potential New Members on Wednesday, August 29, 2012 at 5:00 p.m. to educate them about the recruitment process, introduce them to their recruitment counselors, and answer questions.

IV. Recruitment Day Details

A. Day One (Open House):
   - Each event will be 30 minutes long with 10 minutes between each event. Events will begin at 7:00 pm, 7:40pm, and 8:20pm.
   - The focus of Day One’s events will be on conversation. Casual dress for potential new members and sorority members will be encouraged.
   - All sororities will wear the official Recruitment t-shirt that is designated for their group on Day One. The UT Tyler Panhellenic Council will coordinate the t-shirt purchase with all chapters. All t-shirt orders and sizes must be submitted to the Panhellenic VP Recruitment by May 9, 2012. The cost for purchasing these t-shirts will not go against the recruitment budgets of individual chapters.
   - Invitations to Day 2 should be entered, by each chapter, into ICS by 1:00 a.m. on September 6, 2012. Chapters will be charged if this information is entered late (see attached fines list for amount).
B. Day Two (Values):
- Each event will be 45 minutes long with 10 minutes between each event. Events will begin at 7:00 pm, 7:55pm, and 8:55pm.
- The focus of Day Two’s events will be on values. Each sorority should prepare a professional presentation not to exceed 15 minutes. Each group may do a philanthropic project as a part of this round, however, the project must follow the guidelines set in Section 1.12.
- The dress for Potential New Members is casual. Dress for chapter members is up to the discretion of the recruitment chair, including similar clothing if the recruitment chair chooses to implement similar clothing for the members.
- Invitations to Preference Night should be entered, by each chapter, into ICS by 1:00 a.m. on September 7, 2012. Chapters will be charged if this information is entered late (see attached fines list for amount).

C. Day Three (Preference):
- Each event will be 1 hour long with 10 minutes between each event. Events will begin at 7:00 p.m. and end at 9:25 p.m. Potential New Members will only be able to attend two events that evening. A third event for each sorority will be optional depending upon the size of parties.
- Dress for Potential New Members during this day should be semi-formal/Sunday attire. Sorority members may dress similarly.
- Each chapter may serve a beverage in a plastic glass. The only stipulation for the type of beverage served is that it must follow the NPC regulations and previous policies.
- Potential New Members must sign a “Membership Recruitment Acceptance Binding Agreement” within an hour of their last event.
- Bid lists must be entered into ICS by 6:00 a.m. on Saturday, September 8, 2012. Chapters will be charged if this information is entered late (see attached fines list for amount).

V. Continuous Open Bidding
A. No bids may be extended to unaffiliated women between the last day of classes in the spring until the end of formal recruitment. “Continuous Open Bidding is not intended to precede or take the place of the regular membership recruitment period, nor is it intended that Continuous Open Bidding begin prior to fall membership recruitment,” (NPC Manual of Information, MR-65).
B. Continuous Open Bidding is only eligible to those chapters that have not met or exceeded the set total of 45 members after formal recruitment, as decided by the Panhellenic Association.
**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>May 9</td>
<td>All t-shirt orders or sizes due to Panhellenic VP Recruitment</td>
</tr>
<tr>
<td>August 1</td>
<td>Academic and financial information due to Panhellenic VP Recruitment</td>
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<tr>
<td>August 18</td>
<td>Panhellenic Officer and Rho Gamma Retreat</td>
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<tr>
<td>August 27</td>
<td>Recruitment Approval Form due to Panhellenic VP Recruitment</td>
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<tr>
<td>August 29</td>
<td>PNM Recruitment Orientation</td>
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<tr>
<td>August 29</td>
<td>Chapter Member Recruitment Orientation</td>
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<tr>
<td>September 5-8</td>
<td>Sorority Recruitment (see below for specific information)</td>
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<tr>
<td>September 8</td>
<td>Bid Day</td>
</tr>
<tr>
<td>September 11</td>
<td>Recruitment receipts due to Panhellenic VP Recruitment</td>
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</tbody>
</table>

**ADMINISTRATION**

- **August 29, 2012**
  - 5:00 p.m. Recruitment Orientation for PNM’s
    - Rho Gammas Follow – Up with “No Shows”
  - 6:00 p.m. Recruitment Orientation for Chapter Members

- **September 5, 2012: Day One (Open House)**
  - 3:00 p.m. Recruitment Counselors must be moved out of current residence (if living with current sorority members).
  - 4:00 p.m. Sororities allowed into rooms to begin decorating
    - Rho Gammas & Panhellenic Arrive
  - 6:00 p.m. PNM’s arrive for Day One
  - 7:00 – 7:30 p.m. Event #1
  - 7:30 – 7:40 p.m. Break
  - 7:40 – 8:10 p.m. Event #2
  - 8:10 – 8:20 p.m. Break
  - 8:20 – 8:50 p.m. Event #3
  - 9:50 p.m. Recruitment Chair and Advisor Meeting
  - 10:30 p.m. Sororities must vacate rooms and return to original condition and notify the Panhellenic Advisor when last women leaves.
  - 1:00 a.m. Invitations to Day Two must be entered into ICS by sororities

- **September 6, 2012: Day Two (Values Day)**
  - 7:00 a.m. VP Panhellenic Recruitment Call Rho Gammas
  - 8:00 a.m. Rho Gammas call PNM’S with regrets
  - 4:00 p.m. Sororities allowed into rooms to begin decorating
  - 6:00 p.m. PNM’s arrive for Day Two (receive schedule for day)
  - 7:00 – 7:45 p.m. Event #1
  - 7:45 – 7:55 p.m. Break
  - 7:55 – 8:45 p.m. Event #2
  - 8:45 – 8:55 p.m. Break
  - 8:55 – 9:45 p.m. Event #3
  - 9:45 p.m. PNM’s return to UC Open Area to complete Priority Cards
  - 10:00 p.m. Recruitment Chair and Advisor Meeting
  - 10:30 p.m. Sororities must vacate rooms and return to original condition and notify the Panhellenic Advisor when last women leaves.
  - 1:00 a.m. Invitations to Preference Night must be entered into ICS by sororities
September 7, 2012: Day Three (Preference Round)

7:00 a.m. VP Panhellenic Recruitment Call Rho Gammas
8:00 a.m. Rho Gammas call PNM’S with regrets
4:00 p.m. Sororities allowed into rooms to begin decorating
6:00 p.m. PNM’s arrive for Day Three
7:00 – 8:00 p.m. Event #1
8:00 – 8:10 p.m. Break
8:10 – 9:10 p.m. Event #2
9:10 – 10:00 p.m. PNM’s return to UC Open Area to complete Binding Agreements
10:00 p.m. Recruitment Chair and Advisor Meeting
- Determine total
10:30 p.m. Sororities must vacate rooms and return to original condition and notify the Panhellenic Advisor when last women leaves.

September 8, 2012: Bid Day

6:00 a.m. Bid lists must be entered into ICS by sororities
10:00 a.m. Sororities allowed into room to decorate
10:30 a.m. Rho Gammas arrive
11:00 a.m. PNM’s arrive
Sororities may view New Members lists online
11:45 a.m. PNM’s Receive Bids
12:00 p.m. Bid Day Activities Begin
12:15 p.m. Alpha Chi Omega Pictures
12:45 p.m. Delta Gamma Pictures
**THE UNIVERSITY OF TEXAS AT TYLER**  
**PANHELLENIC RECRUITMENT GUIDELINES**  
**FALL 2012**  
**FINES LIST**

<table>
<thead>
<tr>
<th>Section &amp; Number</th>
<th>Fine Description</th>
<th>Fine Amount</th>
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<tbody>
<tr>
<td>Section 1.1</td>
<td>Recruitment Approval Form not submitted on time</td>
<td>$50</td>
</tr>
<tr>
<td>Section 1.2</td>
<td>Failure to turn in participation roster on time</td>
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</tr>
<tr>
<td>Section 1.3</td>
<td>Spending more then $1000 budget</td>
<td>$25/every $100 over</td>
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<tr>
<td>Section 1.4</td>
<td>Spending Receipts not turned on time</td>
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<tr>
<td>Section 1.5</td>
<td>Decorations outside of recruitment space</td>
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<td>Section 1.12</td>
<td>Failure to provide documentation of round two donation</td>
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<tr>
<td>Section 1.13</td>
<td>Letting PNM’s out of a party early or late</td>
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<tr>
<td>Section 1.16</td>
<td>More then allotted Alumnae or Non UT Tyler collegiate members in room</td>
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<tr>
<td>Section 1.17</td>
<td>Failure to provide Academic and Finical Requirements by August 1st</td>
<td>$100</td>
</tr>
<tr>
<td>Section 2.1</td>
<td>75% of Chapter not at Recruitment Orientation</td>
<td>$200</td>
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<tr>
<td>Section 2.4</td>
<td>Breaking guidelines of Facebook</td>
<td>$75</td>
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</tbody>
</table>
| Section 4A, Bullet 4 | Invitations not entered by 1:00am | $5/every minute up to 30 minutes  
After 30 minutes $10/minute |
| Section 4B, Bullet 4 | Invitations not entered by 1:00am | $5/every minute up to 30 minutes  
After 30 minutes $10/minute |
| Section 4C, Bullet 5 | Bid List not entered by 6:00am | $5/every minute up to 30 minutes  
After 30 minutes $10/minute |

***These fines will be distributed in the form of a hard copy, to the chapter student life & leadership mailbox, and an emailed electronic copy. A chapter has one week to submit the fines to the Panhellenic council. After one week a fine of $20 will be added onto the total amount. For every two days after the first week another $20 will be added onto the fines total.***