University of Cincinnati College Panhellenic Association Code of Ethics

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

We, as Panhellenic women of The University of Cincinnati, 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 university.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, via social media, and in private communication, 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 University of Cincinnati, also agree on and commit to:

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

As Panhellenic women of University of Cincinnati, these are the tenets by which we strive to live.
I. Statement of Positive Panhellenic Contact

1. We, the women of the University of Cincinnati College Panhellenic, will promote Panhellenic-spirited contact with all potential new members throughout the year.

2. Less than 10 percent of entering college students estimate chances are very good that they will join a social fraternity while attending college. To help increase the number of new members, it is necessary that fraternity women promote general fraternity membership. It is also important that the various publics understand the high scholastic attainment, dynamic leadership opportunities, philanthropic contributions, and immediate campus-based circle of lifelong friendships that membership in women’s fraternities offers.

   A. Personal and informative Panhellenic spirit contact does not mean creating an unfair advantage for a particular NPC member group. It does mean being friendly and responding to questions the PNMs might ask of Panhellenic members. It does mean promoting women’s fraternity membership in general, not a particular fraternity.

   B. CPH shall promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round.

   C. Strict silence will begin following Round 4 (Preference Night) and last until bid distribution on Bid Day (no more than 24 hours). No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

II. Statement of NPC Unanimous Agreements and Policies

1. All NPC member organizations represented at the University of Cincinnati College Panhellenic 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.

III. Statement of Values-Based Recruitment

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

   A. Engage in values-based conversations

   B. Choose recruitment activities and behaviors that reflect the core values of our organizations

   C. Make informed choices, based on shared values, about potential new members

   D. Educate potential new members about the chapter’s values, and connect to these values
IV. Statement of Membership Recruitment

1. The University of Cincinnati Panhellenic Association shall have a no-frills, fully-structured, RFM and preferential bidding formal recruitment each fall semester, as well as COB for those member fraternities that do not pledge quota during formal recruitment or are below total.

2. Each fraternity has the right to COB to reach quota or total during the regular academic year as defined by the academic calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the CPH may vote to suspend COB for a period not to exceed three weeks.

3. A PNM shall provide her own transportation or use transportation provided by CPH to and from recruitment events.

4. NPC fraternities do not discriminate in membership selection practices on any basis prohibited by law.

5. The use of alcoholic beverages is prohibited during all recruitment events (including bid day) for all CPH fraternities.

6. Men are prohibited from participating in all recruitment events (including bid day) for all CPH fraternities.

   A. The only except would be a DJ, Photographer, and videographer during bid day.

7. All members, including alumnae and new members, are responsible for understanding and observing the CPH recruitment rules, along with the unanimous agreements and policies from NPC.

8. There will be no promising of bids directly or indirectly by any member, new member, or alumna of a fraternity.

9. Fraternity members may not buy anything for a PNM (e.g., a meal, soft drink, coffee, clothing, etc.).

10. No fraternity members, including alumnae, may visit a PNM in her place of residence during recruitment.

11. Recruitment events should be held in chapter houses whenever possible.

12. A woman is eligible to participate in recruitment if she is enrolled as a full-time or part-time student at the University of Cincinnati. Branch campus (Blue Ash and Clermont) students are eligible.

13. Upper-classmen and transfer students are highly encouraged to participate in recruitment.

14. A woman shall not be, or have ever been, an initiated member of an NPC fraternity and join another NPC fraternity.

15. A woman is ineligible for membership recruitment if she has been a new member of an NPC fraternity on this campus within the calendar year.

16. PNM Bill of Rights

   A. The right to be treated as an individual
   B. The right to be fully informed about the recruitment process
   C. The right to ask questions and receive true and objective answers from recruitment counselors and members.
   D. The right to be treated with respect.
   E. The right to be treated as a capable and mature person without being patronized.
   F. The right to ask how and why and receive straight answers.
   G. The right to have and express opinions to recruitment counselors.
   H. The right to have inviolable confidentiality when sharing information with recruitment counselors.
   I. The right to make informed choices without undue pressure from others.
   J. The right to be fully informed about the binding agreements implicit in the membership acceptance signing
K. The right to make one’s own choice and decision and accept full responsibility for the results of that decision.
L. The right to have a positive, safe and enriching recruitment and new member experience

V. Statement of Formal/Primary Recruitment Period

Fall 2015 Formal Recruitment Dates:
Friday, September 18th – Sunday, September 27th
Events held on September 18th – September 20th & September 25th – September 27th
4 rounds of recruitment; 9-7-4-2 RFM pattern

Bid Day 2015: Sunday, September 27th
First day to register for formal recruitment: Monday, June 3rd
Last day to register for formal recruitment: Friday, September 11th, 11:59 PM

All-Sorority Recruitment Workshop: Wednesday, August 19th

Soft Disassociation (disaffiliation) period: Monday, May 1st – Tuesday, August 18th
Disassociation (disaffiliation) period: Wednesday, August 19th – Sunday, September 27th

1. Strictly enforced only during the Formal/Primary Recruitment Period
   A. Application to host campus initiatives by their headquarters. Must be submitted at least 4 weeks prior to the event.
   B. A woman shall register for formal recruitment and pay a registration fee.
   C. A PNM letter of recommendation should be sent directly to the fraternity. These letters are not required.
   D. A PNM shall attend convocation and all recruitment events to which she has accepted invitations. In the event of illness or emergency, she should notify CPH or her Recruitment Guide if she cannot attend. If a woman cannot attend recruitment events because of class, work, or other excuse, it is up to individual chapters to determine whether or not to invite her back.
   E. A PNM must contact her Recruitment Guide or CPH if she desires to withdraw from recruitment and complete a withdrawal evaluation.
   F. From the beginning to end of formal recruitment, no PNM may visit a fraternity chapter except to attend recruitment events.
   G. PNMs shall not have conversation or contact (verbal, written, typed, or printed) with fraternities (including active and alumnae members) from the end of the last formal recruitment event (preference) until she accepts her bid. This should not be more than 24 hours.
      * Alumnae members should not have contact with PNMs during actual parties as well.
   H. Names tags will be provided to the PNMs, including their Recruitment Guide group and recruit #.
   I. A PNM booklet includes a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each PNM during recruitment by each chapter. The CPH may provide a range of fees as general information.
J. To accurately inform PNM’s of every chapter’s information, the recruitment team will provide each chapter with a form to complete. This form is to be completed by May 1st. PNM’s indicate their preferred chapters at the end of each recruitment round, in no particular order. PNM’s do rank order the chapters they do not wish to return to (“regret”). It is possible that a PNM be scheduled to attend a chapter she regretted. If a PNM is not scheduled to return to a chapter she preferred, it is because that chapter did not list her for next round.

2. “No Frills Recruitment”
   
A. The University of Cincinnati College Panhellenic recruitment events shall consist of maximum conversation time, tables with displays pertaining to the event and water for potential new members. Skits, videos, food, or costumes should not be included in recruitment.
   - The only exception to food is preference night and bid day.
   
B. The cap on recruitment expenses is $800. No chapter may spend more than this amount for formal recruitment, including the value of all donated goods and services.
   - Chapters must submit their recruitment budget, with each recruitment round’s expenses listed, to the Chapter Specific Director by the All-Sorority Recruitment Workshop (Wednesday, August 19th 2015).

C. Videos from headquarters or philanthropic partner are the only videos allowed during all rounds of recruitment.
   - Any videos being used during all rounds of formal recruitment, must be submitted to the recruitment team by the All-Sorority Recruitment Workshop (Wednesday, August 19th 2015).

3. Recruitment Marketing Plan
   
A. The goal of a recruitment marketing plan is to attract outstanding female students to Panhellenic recruitment by highlighting all the positive aspects of membership, including scholarship, service and leadership, in all pre-recruitment materials and activities.

B. Beginning the first day to register for formal recruitment, all chapters should only display and promote pro-Panhellenic recruitment marketing and fully participate in CPH’s recruitment marketing plan.
   - Chapters will be provided with the same “Go Greek” promotional pictures to use during this time. Only those provided by Panhellenic recruitment team are allowed to be used for the chapter’s promotional social media accounts.
   - Chapters are not required to use these photos.
   - If chapters want to post about recruitment in any way, chapter must use the designated photos.

C. CPH officers shall work with the fraternity/sorority advisor and other fraternity/sorority community leaders to create a recruitment-marketing plan before the end of the spring semester preceding the summer and fall formal recruitment.

D. The plan should include, but is not limited to, marketing for formal and COB recruitment; a schedule of events and info sessions; advertising; mailers and other publications such as hot cards and info booklets for interested women; apparel; website and social media promotions; collaborations and co-sponsored events.

4. Description/Policies of each Recruitment Round:
   
A. Round One
Theme: Sisterhood/Values
Date/Time: Friday, September 18th (6 pm –10:12 pm) Saturday, September 19th (10am – 3:03 pm)
Dress:
- PNMs wear CPH formal recruitment t-shirts with jeans or other casual bottoms
- Chapter members wear CPH chapter-specific formal recruitment t-shirts with jeans or other casual bottoms
  - No skirts permitted
Food/Beverage: Only ice water and garnish; disposable napkins and cups; no food
Location: Common areas of chapter’s house
Activities/Description:
- Songs may only be sung as PNMs leave a recruitment event
- Conversation with PNMs should be a basic introduction, and then about sisterhood, positive impact of fraternity/sorority, chapter and campus activities, leadership development, and lifelong friendship

B. Round Two
Theme: House Tours/Finance
Date/Time: Sunday, September 20th (10:00 am – 5:22 pm)
Dress:
- PNMs wear “snappy” casual (depending on weather, women are encouraged to wear nice bottoms with a blouse, dresses, or other clothing that they feel comfortable wearing)
- Chapter members wear “snappy” casual
  - Dress and accessories may be coordinated but not identical for all chapter members, colors may be the same but style shall remain different. (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
Food/Beverage: Only ice water and garnish; disposable napkins and cups; no food
Location: All areas of chapter house, common and residence areas
Activities/Description:
- A house tour is given to each PNM.
- Each chapter gives a housing and finances presentation including info on membership and housing costs, new member fees, extra fees, etc.—all housing and finance expectations
- Songs may only be sung as PNMs leave a recruitment event
- Conversation with PNMs should be about housing, finances, chapter management, member expectations (including time commitment), the national fraternity, academics, campus activities, new member and social activities

C. Round Three
Theme: Philanthropy
Date/Time: Friday, September 25th (6:00 pm – 10:12 pm)
Dress:
- PNMs wear business casual
- Chapter members wear business casual or “pin attire”
Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)

- Food/Beverage: Only ice water and garnish; disposable napkins and cups; no food
- Location: Common areas of chapter’s house
- Activities/Description:
  - Each chapter highlights their signature service/philanthropy activity through related crafts and conversation
  - Songs may only be sung as PNMs leave a recruitment event
  - Conversation with PNMs should be about service/philanthropy, values and the impact it has on the community, basic requirements of fraternity membership, chapter, and campus activities

D. Round Four

- Theme: Preference Night (National or traditional local preference ceremony)
- Date/Time: Saturday, September 26th (5:00 pm – 8:41 pm)
- Dress:
  - PNMs wear cocktail/semiformal
  - Chapter members wear cocktail/semiformal
    - Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
- Food/Beverage: Only ice water and garnish; disposable napkins and cups
- Location: Common areas of chapter’s house
- Activities/Description:
  - Each chapter does its national or traditional local preference ceremony
  - Preference letters can be given to PNMs during the recruitment event, but must be returned to the chapter (PNMs should not leave a recruitment event with a preference letter)
  - Conversation with PNMs should be about the benefits of lifelong fraternity membership, sisterhood/values, positive impact of fraternity/sorority, and a pro-Panhellenic spirit encouraging each PNM to “find her place” in our fraternity/sorority community

E. Bid Day

- Date/Time: Sunday, September 27th (1:00pm – 4:30pm)
- Bid Day is the finale of formal recruitment. CPH issues bids and provides a short formal recruitment closing event for new members.
- Bids not delivered to PNMs or declined are returned to the issuing chapter.
- Any PNM not matched (not offered a bid; “released”) is notified before Bid Day activities by her Recruitment Guide.
- PNMs receive their bid from their Recruitment Guide, participate in the formal recruitment closing ceremony (Recruitment Guide “reveal”), then are taken to a campus room where they meet their full new member class.
Chapters are allowed no more than 3 members or alumnae in their campus room with their new members. It is suggested the President, Recruitment, and New Member Education officers are these 3 members.

PNMs will be taken to Sigma Sigma Commons/the Campus Green to participate in the Bid Day celebration and then meet with their new chapter there.

Bid Day activities (after bids are issued, the formal recruitment closing ceremony) are at the discretion of each chapter. But it is recommended activities last no more than a few hours.

Although each fraternity will plan individual activities for its new members, Bid Day is an opportunity for CPH to build Panhellenic spirit and unity that will affect the new members as they continue through the college years and beyond.

F. Formal recruitment guidelines (theme, timing, dress, food and beverage, space, and activities) must be adhered to. Chapters that do not follow these guidelines will be warned. If a chapter is warned and continues to not follow the guidelines, a violation report and notice of infraction will be issued.

5. Membership Recruitment Acceptance Binding Agreement
   A. The University of Cincinnati College Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a women’s sorority, during formal recruitment. We agree to all policies and steps pertaining to the MRABA.
   B. PNMs must sign a binding membership agreement (MRABA) to join a fraternity at the conclusion of round 4 (preference night). PNMs may choose not to complete an agreement.
   C. PNMs that withdraw from formal recruitment or do not sign a membership agreement are eligible for snap bidding and COB.
   D. PNMs who indicate an intentional single preference and do not receive a bid are eligible for snap bidding and COB, but they are not eligible for quota addition.
   E. When a PNM receives a bid, the signing of the membership acceptance is binding to the extent she shall be considered ineligible for one calendar year to accept a bid from any other NPC fraternity on the same campus.
      * However, she may be re-pledged by the same NPC fraternity chapter at any time within that calendar year.
   F. When a woman who has been pledged, but not yet initiated transfers to another campus; her MRABA is broken, and she is eligible to pledge a NPC fraternity on that campus at the earliest opportunity.
   G. The university fraternity/sorority advisor shall be required to safeguard all MRABA and COBABA records and keep them for one year from the date of signing.

VI. Statement of Continuous Open Bidding

1. “No Frills Recruitment”
   A. The University of Cincinnati College Panhellenic recruitment events shall consist of maximum conversation time, tables with displays pertaining to the event and water for potential new members. Skits, food or costumes should not be included in recruitment

2. Observance of NPC Unanimous Agreements
A. The University of Cincinnati Panhellenic Association shall have a no-frills, fully-structured, RFM and preferential bidding formal recruitment each fall semester, as well as COB for those member fraternities that do not pledge quota during formal recruitment or are below total.
B. Each fraternity has the right to COB to reach quota or total during the regular academic year as defined by the academic calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the CPH may vote to suspend COB for a period not to exceed three weeks.
C. A PNM shall provide her own transportation or use transportation provided by CPH to and from recruitment events.
D. NPC fraternities do not discriminate in membership selection practices on any basis prohibited by law.
E. The use of alcoholic beverages is prohibited during all recruitment events for all CPH fraternities.
F. Men are prohibited from participating in all recruitment events (including bid day) for all CPH fraternities.
G. All members, including alumnae and new members, are responsible for understanding and observing the CPH recruitment rules, along with the unanimous agreements and policies from NPC.
H. Fraternity members may not buy anything for a PNM (e.g., a meal, soft drink, coffee, clothing, etc.).
I. No fraternity members, including alumnae, may visit a PNM in her place of residence during recruitment.
J. Recruitment events should be held in chapter houses whenever possible.
K. A woman is eligible to participate in recruitment if she is enrolled as a full-time or part-time student at the University of Cincinnati. Separation between full/part-time students eligibility with specific chapters. Branch campus (Blue Ash and Clermont) students are eligible.
L. A woman must have a minimum 2.3 cumulative GPA. This is a university rule for all students wishing to participate in student organizations. Each fraternity may have a higher GPA requirement, but a 2.3 is the absolute minimum.
M. Upper-classmen and transfer students are highly encouraged to participate in recruitment.
N. A woman shall not be, or have ever been, an initiated member of an NPC fraternity and join another NPC fraternity.
O. A woman is ineligible for membership recruitment if she has been a new member of an NPC fraternity on this campus within the calendar year.

3. Recruitment Marketing Plan
A. The goal of a recruitment marketing plan is to attract outstanding female students to Panhellenic recruitment by highlighting all the positive aspects of membership, including scholarship, service and leadership, in all pre-recruitment materials and activities.

4. Continuous Open Bidding Acceptance Binding Agreement
A. The University of Cincinnati College Panhellenic will uphold and use the continuous open bidding acceptance binding agreement (COBABA) for each potential new member interested in joining a women’s sorority, during informal recruitment. We agree to all policies and steps pertaining to the COBABA.
   - During COB, the proof of a woman’s acceptance of membership shall be a dated COBABA signed by the woman and witnessed by a member of the NPC fraternity chapter.
The COBABA forms are to be submitted to the campus Greek Life Advisor or the VP of Recruitment within 24 hours of the new member signing and accepting her bid.

VII. Statement of Total & Automatic Reset of Total

1. Total is currently 143.
2. To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, The University of Cincinnati College Panhellenic Association shall automatically reset total with the timing as determined by the Panhellenic president as long as it is accomplished within 72 hours after the completion of the primary recruitment period.
3. If it is determined that total should be revised, after consultation with the NPC Area Advisor and their respective inter/national organizations, total may be determined by:
   A. The average chapter size (ACS) rounded down to the nearest whole number
      • **This clause is recommended for Panhellenics with chapters that are relatively close in chapter size.**
   B. The median chapter size (MCS)
      • **This clause is recommended for Panhellenics if a small percentage of chapters are significantly smaller or larger than the others. An example of how this would apply is total would be set to the size of the fourth-largest chapter in a system of seven NPC organizations.**
   C. The size of the largest chapter(s)
      • **This clause is recommended for Panhellenics with two or three chapters.**
   D. The average chapter size (ACS) x ___ percentage.
      • **This clause is recommended for Panhellenics with chapter membership numbers challenged by member retention issues or significant midyear graduation rates. An example of how this would read is, “total will be determined by average chapter size (ACS) x 95 percent.”**
4. When total is too high, parity is also difficult to achieve. PNMs have incentives to withdraw from formal recruitment and join during COB when they do not receive an invitation from one of the perceived popular chapters on campus. This trend can suppress quota as well and create wide gaps in size among the larger and smaller chapters.
5. Total may also be determined by any one of the above, combined with a number that reflects the best adjustment to total to ensure continued growth opportunities, parity, housing obligations, availability of campus facility and vitality of the Panhellenic community

VIII. Statement of Violation

1. Proper Reporting Authority (from Unanimous agreements)
   A. Recruitment infractions may only be reported and signed by one of these people:
      • Chapter president on behalf of her chapter
      • College Panhellenic Vice President of Recruitment
      • A recruitment counselor (Rho Gamma)
      • Potential new member
      • Fraternity/sorority advisor
2. Receipt of Infraction
   A. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
      - 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.
      - 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.

3. Violation of these recruitment rules will be handled the same as any violation of the University of Cincinnati Panhellenic Association rules and NPC Unanimous Agreements. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members.
   A. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.
   B. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation.
   C. The violation must be reported within 30 days of alleged recruitment infraction and submitted to the CPH or fraternity/sorority advisor. Within one week of receiving a violation report, the CPH or fraternity/sorority advisor must issue a notice of infraction to the alleged fraternity and recommend mediation or judicial board hearing.
   D. It must be emphasized that recruitment infractions and responses should be concerned with violations of the NPC’s Unanimous Agreements, not small things like PNMs leaving a recruitment event with a paper cup, or chapter’s starting a recruitment event 30 seconds early, and assessing $5 fines. However, chapters are expected to follow formal recruitment guidelines (theme, timing, dress, food and beverage, space, and activities), and if a chapter is warned and continues to not follow the guidelines, a violation report and notice of infraction will be issued.
   E. Refer to the NPC Manual of Information and Unanimous Agreements for further clarification of recruitment rules (if these are not clear enough).

IX. Statement of Membership Recruitment Committee

1. The Membership Recruitment Committee shall consist of the recruitment chairperson and chapter president from each regular, provisional, and associate member of CPH. The VP of Recruitment may serve as chairperson or may appoint another member of the committee.
2. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote.
3. The committee shall review and develop these recruitment rules and submit them for discussion and approval to the CPH before the end of the spring semester preceding the summer and fall formal recruitment.
4. After each formal recruitment, the chairman of this committee shall present a full report, including recommendations, to the CPH based on an analysis of the recruitment statistics and recruitment evaluations from new members, PNMs who withdrew, each member fraternity and chapter advisors.
5. The committee shall recommend adjustment to total.
6. The committee shall recommend whether or not to form an exploratory committee to consider extension.
7. The fraternity/sorority advisor shall work closely with the committee to ensure recruitment rules are maintained properly and remain consistent with the NPC Unanimous Agreements and recommendations for best practices:
   A. Surveys are distributed appropriately for analysis of recruitment statistics and evaluation
   B. That total is adjusted properly
   C. That recommendations for extension are consistent with NPC extension procedures and the university’s expectations for fraternity/sorority growth

X. Statement of Recruitment Guides

1. The VP of Recruitment shall also select Recruitment Directors as needed. These selected officers serve, with the VP of Recruitment and fraternity/sorority advisor, as the recruitment team, responsible for the executive management of recruitment.
2. The VP of Recruitment and CPH officers shall select Recruitment Guides the spring semester prior to fall formal recruitment. The VP of Recruitment shall review applications, résumés, and conduct interviews.
3. To ensure equal representation, the selection of Recruitment Guides from each chapter shall be a recommended 5 percent of a chapter’s total members. All CPH member fraternities must have members selected as Recruitment Guides.
4. CPH officers and Recruitment Guides shall be completely disassociated from one’s own fraternity preceding and during formal recruitment, not to exceed 30 days (preceding formal recruitment), so their actions and decisions support the welfare and best interests of the Panhellenic community.
5. Mandatory Dates
   A. Bi-weekly (once every two weeks) meetings on Mondays during May, June, and July and weekly (every Monday) meetings during the month of August.
   B. The first Recruitment Guide meeting will be Monday, April 13th following CPH Regular Meeting.
   C. Attend a retreat on Saturday August 1st.
   D. Attend a sisterhood week from Monday August 17th – Wednesday, August 19th
   E. Attend the All-Sorority Workshop on Wednesday, August 19th
   F. Participation in recruitment activities during summer Bearcats Bound Orientation, Welcome Weekend, Go Greek! Blitz, Cheer Cincy, and other positive Panhellenic events
   G. Completely available for CPH Formal Sorority Recruitment during two weekends in September 2015. (The dates of recruitment will not be finalized until June).
6. Qualifications
   A. Be in good standing in her member fraternity (academically, socially, finically, etc.);
      ♦ **Your chapter president will have to sign off agreeing that you meet these expectations
   B. Be an active participant in the collegiate chapter
   C. Be enrolled at the University of Cincinnati
   D. Have and maintain a 2.5 Cumulative and Previous Term GPA and be in good academic and disciplinary standing within her college.
E. Be an initiated member of her fraternity for at least one calendar year and have participated in at least one CPH Formal Sorority Recruitment.
   • You must have been initiated into your chapter during the 2014 spring semester or prior.
F. Must be in-town summer and fall semesters
   • Cannot work, intern, or co-op out-of-town during these semesters
G. If traveling or studying abroad during summer semester, you cannot miss more than 2 events total, including biweekly training meetings, retreat, sisterhood week, and recruitment activities
   • Bearcats Bound Orientation, Welcome Weekend, Go Greek! Blitz, Cheer Cincy, and other positive Panhellenic events made mandatory
H. Must be in-town starting the week before classes beginning for fall semester until CPH Formal Sorority Recruitment.
I. Cannot not serve as a Student Orientation Leader (SOL) the summer prior to formal recruitment.

7. Responsibilities to Potential New Members
   A. Provide thorough knowledge of the Panhellenic community.
   B. Promote the positive benefits of sorority membership and the impact the Panhellenic community has on campus.
   C. Engage them in discussions of their personal values and how those values will better inform their decision-making.
   D. Counsel them through the recruitment process by finding effective ways to help them reason how their values connect with each chapter.
   E. Encourage them to keep an open mind throughout the process and to approach each chapter as a group that could develop them personally.
   F. Stay in contact with each PNM to provide support and guidance that will contribute to her retention throughout the recruitment process.
   G. Serve as a positive contact and sorority role model during and after recruitment.

8. Responsibilities to the VP of Recruitment and Recruitment Directors:
   A. Be present during all training sessions by actively participating in activities and providing insightful comments.
   B. Act with dignity and pride as a representative of the entire Panhellenic community.
   C. Be a team player and enthusiastic volunteer to assist with recruitment promotion and implementation tasks.
   D. Complete all logistical duties required, which could include assisting PNMs as they travel between recruitment locations, explaining recruitment procedures, assisting with data entry, contacting PNMs who do not arrive on time, and so on.

9. Personal responsibilities as a Recruitment Guide:
   A. Abide by all CPH Constitution & Bylaws and CPH Standing Rules, including CPH Recruitment Rules, other university rules, and National Panhellenic Conference Unanimous Agreements. This includes the reporting of any violation of these documents and rules by Panhellenic member chapters to the VP of Recruitment prior to, during, and/or after the formal recruitment process.
   B. Enthusiastic and have a positive attitude toward all CPH member fraternities.
   C. Be disassociated (disaffiliated) from one’s own fraternity preceding CPH Formal Sorority Recruitment, not to exceed 30 days. Prohibits Recruitment Guides from participating in her chapter’s recruitment
process. Per NPC guidelines that recruitment guides are fully disassociated from their chapters, each woman should not be participating in chapter meetings during disaffiliation and should be transferring any officer responsibilities (if applicable) to another sister during this time.

- During soft disaffiliation (starting May 1st), Recruitment Guides are prohibited from wearing of badges and insignia, pins, jewelry, clothing, car decals, etc. that identify her as a member of her fraternity or chapter. At this time, ALL social media pages are private and unable to identify her as a member of her fraternity or chapter.
- During hard disaffiliation (starting August 19th), Recruitment Guides are prohibited from the use of alcohol, direct contact with her chapter’s members in public, and all fraternity houses at all times.
- If failing to respect all expectations during soft or hard disaffiliation will result in a warning, then followed by immediate termination from the position if it happens a second time.

D. A fee of $100 will be assessed to all Recruitment Guides to pay for apparel and other materials for training.

10. Recruitment Guides that violate recruitment rules, qualifications, or expectations and responsibilities may be fined, asked to resign, or removed at the discretion of the VP of Recruitment in consultation with the fraternity/sorority advisor.

A. If a Recruitment Guide is removed, they shall be replaced by a qualified member of the same chapter.

XI. Statement of Recruitment Definitions

1. Bearcats Bound Orientation (BBO): summer orientation for university incoming freshmen and transfer students. For approx. 20 weeks June – August, 3 – 5 days a week, students and parents “orient” to the university—take placement tests, schedule classes, setup meal plans and Bearcats Card, learn about One Stop and financial aid, and are introduced to co-curricular student activities. Fraternity and Sorority Life is present during this orientation.

2. Bid: an invitation to join a women’s fraternity.

3. Bid Day: the finale of formal recruitment. College Panhellenic (CPH) issues bids and provides a short formal recruitment closing event for new members. Parents and guests are encouraged to be invited.

4. Bid list: a chapter’s final potential new member (PNM) selection list. Chapters must be willing to accept any PNM invited to their preference round.

5. Carry figure: the maximum number of PNMs a chapter can invite back to the next recruitment round. The carry figure is determined by the Release Figure Method (RFM) Specialist and cannot be set until all PNMs make their selections each round. Chapters are not permitted to over invite. Chapters are also strongly discouraged to under invite, as it jeopardizes the chance to make quota, causes some PNMs to be unnecessarily released from recruitment, and if a number of chapters under invite it risks lowering quota for everyone. Chapters can’t be forced to invite PNMs they know they do not wish to pledge (e.g., don’t meet certain member requirements like GPA), but should notify the fraternity/sorority advisor or RFM Specialist in advance of a round’s carry figures being set.


7. Continuous Open Bidding (COB): an informal recruitment during which bids may be extended and accepted at any time during the academic year other than during formal recruitment.

8. Convocation: the official welcome event by CPH to all PNMs participating in formal recruitment.
9. Disassociated (aka disaffiliated): prohibited from wearing of badges and insignia, pins, jewelry, clothing, car decals, etc. that identify a woman as a member of her fraternity or chapter; prohibited from participating in her chapter’s recruitment process; also prohibited from alcohol use; typically refers to CPH officers and Recruitment Guides; not to exceed 30 days preceding formal recruitment.

10. Event (aka “party”): the recruitment activities each round of formal recruitment.

11. Extension: the process of adding a NPC women’s fraternity to campus.

12. Flex list: when chapters select the PNMs they’d like to invite to the next recruitment round, they must also indicate, from their selected PNMs, which PNMs they would be OK releasing (flex minus list). They may also indicate, of PNMs they did not select, which PNMs they would be OK inviting (flex plus list). The RFM Specialist sets each chapter’s “flex minus” and “flex add” numbers. Chapters must complete the flex minus list, but it’s optional to complete the flex plus list.

13. Formal recruitment: a period of time during the academic year in which events are held by each fraternity for the purpose of selecting new members. The recruitment period is organized and implemented by the CPH (no longer referred to as rush)

14. Fully-structured recruitment: the formal recruitment style of the University of Cincinnati Panhellenic Association (as opposed to continuous recruitment, minimally or partially structured recruitment) that requires PNMs to register, be assigned a Recruitment Guide, and participate in recruitment activities scheduled in rounds of events, culminating in the signing of a MRABA, issuance of bids, and Bid Day.

15. Go Greek! Blitzes: intentional promotion of Fraternity and Sorority Life for recruitment the first couple weeks of each semester for all fraternities/sororities (IFC, CPH, NPHC, and nonaffiliates); a Go Greek! marketing “blitz” on campus; the fall blitz begins when move-in starts (typically the Wednesday before classes start) and ends 2 – 3 weeks later; the spring semester blitz begins the Wednesday of the first week of classes and ends 1 – 2 weeks later; should include info sessions about how to join and register for formal recruitment.


17. Intentional single preference: when a PNM lists only one fraternity on her MRABA. PNMs who indicate an intentional single preference and do not receive a bid are eligible for snap bidding and COB, but they are not eligible for quota addition.

18. Legacy: often refers to a PNM that is related to a member or members of a fraternity (e.g., “She’s a legacy because her mother is a member... her grandmother and aunt are both members... her sister is a member” or “She’s legacy to xxx fraternity”). There are no NPC or CPH rules for legacies. Legacy rules are chapter specific.

19. Letters of recommendation (aka reference or referral letter): a letter written in support of a PNM going through recruitment, typically written for women legacy to a specific women’s fraternity. These letters are not required. If someone wishes to submit a letter of recommendation they should write directly to the fraternity.

20. Membership Recruitment Acceptance Binding Agreement (MRABA): a one-year binding agreement signed by a PNM at the conclusion of formal recruitment that indicates her preference of fraternities to join and willingness to accept a bid from any of the fraternities she lists. This agreement and reading script, provided by the NPC, is read aloud to PNMs before signing.

21. Move-in, Convocation, College Day, and Welcome Weekend: the series of fall semester welcomes for new students before classes begin, when Fraternity and Sorority Life begins go Greek! Blitz; other student welcomes (Asian Student Welcome, Akwaaba Black Student Welcome, Latino Student Welcome, International Student Welcome) are later in the semester after classes start.

22. Mutual selection process: the process by which PNMs indicate their preferred chapters and chapters indicate their preferred PNMs. This is done at the end of each recruitment round. The next recruitment round event schedule is based on how PNMs and chapters “mutually selected” each other. This helps to manage the expectations of both the PNMs and chapters, as each successive round of recruitment PNMs only attend the recruitment events of chapters they’ve a realistic chance of joining.
23. New member: a woman who has accepted a bid but is not yet an initiated member.

24. No-frills: recruitment without high cost and time demands for decorating and entertainment. There is a cap on recruitment expenses; no skits or elaborate costuming; no gifts, favors, personal letters or notes for PNMs until they have accepted bids.

25. Pledge: to join a fraternity or for a fraternity to accept a new member; e.g., “We’ve 90 members and total is 100, so we’re able to pledge 10 new members” (no longer used to mean new member).

26. Positive Panhellenic contact: being friendly and responding to questions women might ask about the fraternity/sorority community or recruitment; promoting women’s fraternity membership in general, not a particular fraternity; CPH shall promote and encourage personal and informative Panhellenic-spirited contact with interested women at all times, year round; strict silence is observed only between the last formal recruitment event (preference) until the distribution of bids (no more than 24 hours), and normal friendly contact is advocated at all other times.

27. Potential New Member (PNM): any woman interested in becoming a fraternity member who is a University of Cincinnati student and meets other recruitment eligibility rules.

28. Preference round: The final round of formal recruitment before Bid Day. This round is followed by PNMs signing their MRABA.

29. Preferential bidding: the mutual selection process used at the end of formal recruitment for bid matching. This includes the use of the MRABA, bid lists, bid matching, quota additions, and snap bidding.

30. Quota: the number of women each fraternity may pledge during formal recruitment. Quota is not set until the final/preference round has been completed.

31. Quota additions: unmatched PNMs are matched to chapters that have already filled quota. This occurs if a PNM maximized her selections, attended a chapter’s preference round, yet still was not matched. Quota additions occur immediately following bid matching. Quota additions do not raise or increase quota. Quota additions do not create quota vacancies under any circumstances. Quota additions are never involved in COB.

32. Quota range: when using the RFM, a quota range is given as an indication of where the actual quota number will ultimately be determined. During bid matching, each of these numbers is processed on the computer so the RFM Specialist and the fraternity/sorority advisor may determine what is the most appropriate quota.

33. Quota/total: a combination of using quota during formal recruitment and total during COB to determine the number of PNMs a chapter may pledge.

34. Recruitment Guide: a CPH fraternity woman who has no contact with her own chapter during and prior to formal recruitment and is available to guide PNMs through recruitment and answer questions; helps promote recruitment for all fraternities/sororities.

35. Recruitment HQ: CPH VP of Recruitment, appointed Recruitment Directors, and fraternity/sorority advisor, responsible for the executive management of recruitment.

36. Release Figure Method (RFM): the process by which PNMs are scheduled for recruitment rounds. This is managed by a trained NPC RFM Specialist specific to the University of Cincinnati. RFM is used for three reasons
   A. To enable each women’s fraternity to invite a sufficient number of PNMs to each event to attain quota at the conclusion of recruitment.
   B. To allow each PNM to methodically investigate realistic options and ultimately match with a women’s fraternity for which she has a preference among those options.
   C. To maximize the number of PNMs who ultimately affiliate with a women’s fraternity through recruitment.
   D. With this method, the chapters with the highest return percentages invite fewer PNMs to each round. This enables the “statistically weaker” recruiting chapters to have sufficient numbers of PNMs to match a greater number toward quota.
37. Round: a series of recruitment events. Each round has a different theme. PNMs attend fewer recruitment events each round as recruitment progresses. Preference is the last recruitment round before Bid Day.

38. Route check: Recruitment HQ checks the route (before formal recruitment) PNMs follow through a chapter house during a recruitment round.

39. Strict silence: the period of time from the end of a PNMs last formal recruitment event until the distribution of bids. There should be no communication between PNMs and fraternity members. Strict silence is defined as verbal, written, printed or text message communication between the PNM and fraternity members, including alumnae. Strict silence should not be more than 24 hours.

40. Snap bidding: an option available to chapters that did not fill quota. Chapters may offer bids to PNMs whose preferences were not matched or who withdrew from recruitment. (Chapters do not offer snap bids directly to PNMs; they notify the fraternity/sorority advisor during bid matching which PNMs they’d like to snap bid and these bids are distributed with the regular Bid Day bid distribution.) This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in a chapter’s total and is limited to any woman who participated in the current recruitment.

41. Total: the allowable chapter size as determined by CPH and includes both new members and initiated members. The CPH reviews total each year to ensure that total reflects current campus conditions and the CPH goal of growth and parity. Total should be reviewed following recruitment when chapters are at their largest.