

RECRUITMENT RULES
OF THE
UNIVERSITY OF CINCINNATI PANHELLENIC ASSOCIATION

Article I. Recruitment Definitions

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.

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

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.

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.

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.

Continuous Open Bidding Acceptance Binding Agreement (COBABA): a one-year binding agreement signed by a PNM pledged during COB (instead of signing a MRABA).

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.

Convocation: the official welcome event by CPH to all PNMs participating in formal recruitment.

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.

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

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

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.

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).

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.

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.

Initiation: a ritualistic ceremony during which new members receive lifelong membership privileges.

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.

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.

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.

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.

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.

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.

New member: a woman who has accepted a bid but is not yet an initiated member.

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.

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).

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.

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.

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

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.

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

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.

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.

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

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.

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

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:

1. To enable each women's fraternity to invite a sufficient number of PNMs to each event to attain quota at the conclusion of recruitment.
2. 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.
3. To maximize the number of PNMs who ultimately affiliate with a women's fraternity through recruitment.

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.

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.

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

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.

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.

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.

Article II. Membership Recruitment

Certain rules governing membership recruitment are necessary to ensure orderly procedures. Recruitment rules should be simple, fair and few. Long lists of specific rules are not necessary and sometimes create distrust among chapters and members. The spirit of Panhellenic unity is so important, especially during recruitment.

Section 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.

Section 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.

Section 3. NPC fraternities do not discriminate in membership selection practices on any basis prohibited by law.

Section 4. Use of alcoholic beverages is prohibited in recruitment and Bid Day.

Section 5. Men are prohibited from participating in recruitment and Bid Day.

Section 6. All members, including alumnae and new members, are responsible for understanding and observing the recruitment rules.

Section 7. 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.

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

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

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

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

Section 12. 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.

Section 13. 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.

Section 14. 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.

Section 15. Upper-class and transfer students are highly encouraged to participate in recruitment.

Section 16. A woman shall not be, or have ever been, an initiated member of an NPC fraternity and join another NPC fraternity.

Section 17. 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.

Section 18. Any woman who signs a MRABA and receives a bid at the end of the formal recruitment will be bound by the agreement for one calendar year.

Section 19. 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 a NPC fraternity on that campus at the earliest opportunity.

Section 20. A woman shall register for formal recruitment and pay a registration fee.

Section 21. A PNM letter of recommendation should be sent directly to the fraternity. These letters are not required.

Section 22. 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.

Section 23. A PNM shall provide her own transportation or use transportation provided by CPH to and from recruitment events.

Section 24. A PNM must contact her Recruitment Guide or CPH if she desires to withdraw from recruitment and complete a withdrawal evaluation.

Section 25. From the beginning to end of formal recruitment, no PNM may visit a fraternity chapter except to attend recruitment events.

Section 26. PNM's shall not have conversation or contact (verbal, written, typed, or printed) with fraternities from the end of the last formal recruitment event (preference) until she accepts her bid. This should not be more than 24 hours.

Section 27. Names tags will be provided to the PNM's, including their Recruitment Guide group and recruit #.

Section 28. A factual sheet including 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.

Section 29. 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.

Section 30. PNM's must sign a binding membership agreement (MRABA or COBABA) to join a fraternity. PNM's may choose not to complete an agreement. PNM's that withdraw from formal recruitment or do not sign a membership agreement are eligible for snap bidding and COB.

Section 31. PNM's 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.

Section 32. 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.

Section 33. 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.

Section 34. 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.

Section 35. PNM's shall not have conversation or contact (verbal, written, typed, or printed) with 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. This also includes during actual parties as well.

Article III. Formal Recruitment

Fall 2013 formal recruitment dates:

Friday, September 20th – Sunday, September 29th

Events held on September 20th – September 22nd & September 27th – September 29th

4 rounds of recruitment; 10-6-4-2 RFM pattern

Bid Day 2013: Sunday, September 29th

First day to register for formal recruitment: Monday, June 3rd

Last day to register for formal recruitment: Sunday, September 15th 11:59 PM

All-Sorority Recruitment Workshop: Wednesday, August 21st

Soft Disassociation (disaffiliation) period: Monday, May 6th – Tuesday, August 20th

Disassociation (disaffiliation) period: Wednesday, August 21st – Sunday, September 29th

Section 1. 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.

Section 2. 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 VP of Recruitment by the date of the All-Sorority Recruitment Workshop.

Section 3. Budget, finance factual sheet, housing and finances presentation, sisterhood/values video, and route checks must be reviewed by Recruitment HQ two weeks before formal recruitment.

Section 4. Recruitment HQ provides templates for finance factual sheets, presentations, videos, and other handouts for formal recruitment.

Section 5. Chapter members and Recruitment Guides are required to participate in the All-Sorority Recruitment Workshop. 90 percent of each chapter's members are expected to attend.

Section 6. Each recruitment event, each PNM has two identification cards with her name, Recruitment Guide group and recruit #. The Recruitment Guides line up their PNM's alphabetically, regardless of Recruitment Guide group (e.g., there may be 4 Recruitment Guide groups but the 4 groups will mix to line up alphabetically). The Recruitment Guides collect one of the PNM's card and

stack the cards in the order (alphabetically) the PNMs are lined up. A Recruitment Guide knocks on the chapter's door two minutes before the start of the recruitment event and hands the stack of cards to the chapter. The PNM hands her other identification card to the chapter as she enters the recruitment event.

Section 7. If a PNM needs to go to the restroom or leave a recruitment event for any reason, a Recruitment Guide must escort her.

Section 8. Chapters are expected to provide an appropriate and comfortable recruitment event environment, with relaxed and friendly conversation.

Section 9. Chapters are expected to provide a space for Recruitment Guides during recruitment events.

Section 10. Do not begin a recruitment event early, end a recruitment event late, or violate any of the other formal recruitment theme, timing, dress, food and beverage, space, and activities guidelines.

Section 11. Recruitment event space may be checked by the VP of Recruitment or other Recruitment HQ CPH officers as needed, with the exception of during recruitment events.

Section 12. A detailed schedule of formal recruitment (including specific times for each recruitment event and campus room assignments) shall be published by the All-Sorority Recruitment Workshop.

Round 1: Sisterhood

Theme: Sisterhood, positive impact of fraternity/sorority

Timing: Friday, September 20 & Saturday, September 21; 5 recruitment events; each event 40 minutes; 10 minutes between each recruitment event

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 pants, no skirts permitted

Food and Beverage: Ice water and lemon wedge; no food; disposable napkins and cups

Space: Common areas of chapter house

Activities: A video is shown that highlights each chapter's unique sisterhood, and features member testimonies about the positive impact of fraternity/sorority; no skits; 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

Round 2: House Tours

Theme: Housing and finances

Timing: Sunday, September 22; 6 recruitment events; each event 40 minutes; 10 minutes between each recruitment event

Dress: PNMs wear “snappy” casual (depending on weather, jeans or dresses, blouse—no t-shirts); Chapter members wear “snappy” casual; 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 color)

Food and Beverage: Ice water and lemon wedge; no food; disposable napkins and cups

Space: All areas of chapter house, common and residence areas

Activities: 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; each chapter also gives out a factual sheet including this info; no skits; 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

Round 3: Service/Philanthropy/Values

Theme: Service/philanthropy and values of chapter

Timing: Friday, September 27; 4 recruitment events (4 each day); each event 40 minutes; 10 minutes between each recruitment event

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 color)

Food and Beverage: Ice water and lemon wedge; no food; disposable napkins and cups

Space: Common areas of chapter house

Activities: Each chapter highlights their signature service/philanthropy activity through related crafts and conversation; no presentation (group speaker, video, slideshow) should be given; no skits, videos, or house tours; 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.

Round 4: Preference

Theme: National or traditional local preference ceremony

Timing: Saturday, September 28; 2 recruitment events; each event 65 minutes; 10 minutes between each recruitment event

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 color)

Food and Beverage: Drinks (clear liquid) and light hors d'oeuvres or a dessert item; disposable napkins and cups

Space: Common areas of chapter house

Activities: 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); no skits; songs may only be sung as PNMs leave a recruitment event; 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

Bid Day

- 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 are taken to the top of McMicken Hill with their 3 chapter members, then participate in the traditional “run down the hill” to join their new chapter.
- Bid Day activities (after bids are issued, the formal recruitment closing ceremony and run down the hill) 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.

- A reminder: alcohol is prohibited on Bid Day, and men cannot participate in any Bid Day activities. This includes anything after a chapter's "official" activities (e.g., chapter members should not conclude that Bid Day is over, then head to the bar).

Article IV. Recruitment Marketing Plan

Section 1. 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.

Section 2. 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.

Section 3. 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-sponsorships.

Article V. Positive Panhellenic Contact

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.

Section 1. 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.

Section 2. CPH shall promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round.

Section 3. Strict silence is observed only between the last formal recruitment event (preference) until the distribution of bids (no more than 24 hours), and that normal friendly contact is advocated at all other times.

Article VI. Membership Recruitment Committee

Section 1. The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member of CPH. The VP of Recruitment may serve as chairman or may appoint another member of the committee.

Section 2. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote.

Section 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.

Section 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.

Section 5. The committee shall recommend adjustment to total.

Section 6. The committee shall recommend whether or not to form an exploratory committee to consider extension.

Section 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; that surveys are distributed appropriately for analysis of recruitment statistics and evaluation; that total is adjusted properly; and that recommendations for extension are consistent with NPC extension procedures and the university's expectations for fraternity/sorority growth.

Article VII. Recruitment Guides

Recruitment Guides are selected to provide one-on-one guidance by an experienced fraternity woman who is committed to offering her talents and service to PNMs. Enthusiasm and sincere interest in the welfare of PNMs by well-trained impartial Recruitment Guides enhance the Panhellenic community and the entire fraternal community. Selection and training of enthusiastic, dedicated Recruitment Guides are most important steps in preparing for a successful Panhellenic recruitment.

Section 1. 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.

Section 2. 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 Recruitment HQ, responsible for the executive management of recruitment.

Section 3. To ensure equal representation, the selection of Recruitment Guides from each chapter shall be approx. 5 percent of a chapter's total members. All CPH member fraternities must have members selected as Recruitment Guides.

Section 4. Qualifications

- Be in good standing in her member fraternity; be an active participant in the collegiate chapter and be enrolled at the University of Cincinnati.
- Achieve and maintain a 2.5 academic term GPA and cumulative college and university GPAs and be in good academic and disciplinary standing in her college.
- Be an initiated member of her fraternity for at least one calendar year and have participated in at least one formal recruitment (exception for members of new fraternities within two years of colonization date).
- Must be in-town summer and fall semesters; must not work, intern, or co-op out-of-town during these semesters; if traveling or studying abroad, this must not be a majority of the summer semester, and must be in-town fall semester the week prior to classes beginning through formal recruitment.
- Shall not be a Student Orientation Leader (SOL).

Section 5. Expectations and Responsibilities

- Bi-weekly (once every two weeks) meetings once selected through formal recruitment.
- Special recruitment training and retreats on nights and weekends.
- Participation in daily recruitment activities during summer Bearcats Bound Orientation; move-in, Convocation, College Day, and Welcome Weekend; Go Greek! Blitzes; other positive Panhellenic contact; and formal recruitment.
- Abide by all CPH Constitution & Bylaws and CPH Standing Rules, including CPH Recruitment Rules (and other university rules and NPC Unanimous Agreements).
- Provide support, friendship and personal guidance to women participating in the recruitment process.
- Promote an understanding of the benefits of fraternity affiliation and emphasize the similarities in ideals and goals of all women's fraternities.
- Provide encouragement to the PNMs to continue recruitment through the preference round and to accept the maximum number of invitations possible during each round of recruitment.
- Dependable, responsible and available to PNMs.
- Enthusiastic and have a positive attitude toward all CPH member fraternities.
- Have good listening skills and the ability and willingness to keep confidences; are sensitive and perceptive to another's feelings while remaining objective.
- Refrain from contacting their own chapter members to reveal confidential information obtained from PNMs.
- Be disassociated (disaffiliated) from one's own fraternity preceding formal recruitment, not to exceed 30 days, and during formal recruitment; disassociation or disaffiliation prohibits Recruitment Guides from wearing of badges and insignia, pins, jewelry, clothing, car decals, social media (Facebook, Twitter, and so on), etc. that identify her as a member of her fraternity or chapter; prohibits Recruitment Guides from participating in her chapter's recruitment process; also prohibits alcohol use.
- A fee of approx. \$100 will be assessed to all Recruitment Guides to pay for apparel and other materials for training.

Section 6. 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. If a Recruitment Guide is removed, they shall be replaced by a qualified member of the same chapter.

Article VIII. Total

Section 1. Total is currently 127.

Section 2. Total is the allowable chapter size as determined by the CPH and it includes both new members and initiated members. CPH reviews total each year to ensure that the existing total reflects current campus conditions and the community's goal of growth and parity.

Section 3. Total should be reviewed following recruitment when chapters are at their largest.

Section 4. The purpose of total is to provide opportunities for growth of the Panhellenic community and parity among the chapters and to allow the maximum number of women to participate in the fraternity experience.

Section 5. When total is too low, the Panhellenic community is unable to grow because of lack of sufficient spaces to accommodate women interested in membership. When total is too low, the smaller chapters are unable to close the size disparity with the larger chapters.

Section 6. 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.

Section 7. 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:

1. The average chapter size, rounded down to the nearest whole number.
2. The median chapter size (for example, the size of the fifth-largest chapter in a system with nine NPC fraternities).
3. The size of the largest chapter(s).

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.

Article IX. Violations

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.

Section 1. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 2. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation.

Section 3. 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.

Section 4. 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.

Refer to the NPC Manual of Information and Unanimous Agreements for further clarification of recruitment rules (if these are not clear enough).

Recruitment Guide Program Evaluation

Rate your responses to the following questions, according to the scale:

1 No factor 2 Slightly Important 3 Important 4 Very Important 5 Extremely Important

1 2 3 4 5 Overall, being a Recruitment Guide was a rewarding experience. Comments:

1 2 3 4 5 The Recruitment Guide training prepared me for questions and situations I encountered with the PNMs. Comments and suggestions:

1 2 3 4 5 The All-Sorority Recruitment Workshop was a positive kick-off for recruitment and promoted good Panhellenic relations. Comments:

1 2 3 4 5 PNMs were treated fairly and with respect. Comments:

1 2 3 4 5 I felt prepared to deal with PNMs who were confused and upset with recruitment. Comments:

1 2 3 4 5 PNMs understood the MRABA and the impact of signing of it. Comments:

1 2 3 4 5 I understood ICS and the bid-matching process. Comments:

1 2 3 4 5 All Recruitment Guides displayed the utmost integrity during recruitment. Comments:

1 2 3 4 5 Bid Day was a positive end to recruitment and promoted good Panhellenic relations. Comments:

Suggestions for the next recruitment counseling program:

PNM's Withdrawing Eval

Please circle how important each statement was in your decision to withdraw from formal recruitment, according to the following scale:

1 No factor 2 Slightly Important 3 Important 4 Very Important 5 Extremely Important

1 2 3 4 5 Didn't intend to join — just wanted to see what it was about

1 2 3 4 5 Concerned about financial obligations of membership

1 2 3 4 5 Felt pressure from non-fraternity/sorority friends

1 2 3 4 5 Felt pressure from male friends

1 2 3 4 5 Influenced by family

1 2 3 4 5 Wasn't asked back to chapter of choice

1 2 3 4 5 Felt lost in the shuffle

1 2 3 4 5 Decided fraternity membership would take too much time

1 2 3 4 5 Didn't understand what recruitment was all about

1 2 3 4 5 Needed more time to make decision

1 2 3 4 5 Didn't care for the actual recruitment process

1 2 3 4 5 Didn't understand the selection process

1 2 3 4 5 Felt too much tension and strain in recruitment schedule

1 2 3 4 5 Don't care for fraternity/sorority image

1 2 3 4 5 Other _____

Please answer the following:

1. What could Panhellenic have done to make formal recruitment more appealing to you?
2. How could formal recruitment be improved?
3. How did you learn about recruitment?

New Members Eval

Did you receive information on recruitment from the College Panhellenic or Fraternity and Sorority Life prior to arrival on campus? Yes ____ No ____

Rate your responses to the following questions, according to the scale:

1 No factor 2 Slightly important 3 Important 4 Very important 5 Extremely important

1 2 3 4 5 The material was helpful.

1 2 3 4 5 I was given enough information, so I felt knowledgeable about recruitment.

If you registered for recruitment after arrival on campus, how did you find out about recruitment?

1 2 3 4 5 Information was easily available.

1 2 3 4 5 Sign-up table was in good location.

1 2 3 4 5 I registered on the website. It was easy to use.

1 2 3 4 5 Orientation meeting(s) provided me with enough information that I felt comfortable.

How would you improve the content and format of the information? _____

1 2 3 4 5 The recruitment schedule was workable with my class schedule.

Did you miss class? Yes ____ No ____

1 2 3 4 5 Recruitment Guides were helpful and knowledgeable.

1 2 3 4 5 Explanations of personal and financial responsibilities of membership were adequate and understandable.

Would you have liked additional recruitment events to meet more members?

Yes ____ No ____

1 2 3 4 5 Recruitment should be longer with more events.

What did you like best about membership recruitment? _____

Could something have been done to make formal recruitment more enjoyable for you?

Chapter Officers and Members Evaluation

The Panhellenic Council works to coordinate recruitment activities. Please take a few minutes in a chapter officers' meeting or chapter meeting to evaluate the current recruitment processes. Your comments and recommendations will be considered in planning for the next recruitment cycle. Circle the appropriate number, according to the following scale:

1 No factor 2 Slightly important 3 Important 4 Very important 5 Extremely important

Panhellenic total ____ [insert total number]

1 2 3 4 5 Good size for a chapter on our campus. Comments:

Code of Ethics

1 2 3 4 5 Ethical conduct throughout recruitment. Comments :

Marketing

1 2 3 4 5 Overall marketing of women's fraternities

1 2 3 4 5 Recruitment marketing to new students

1 2 3 4 5 Recruitment marketing to returning students

1 2 3 4 5 Orientation

Suggestions:

Recruitment Guides

1 2 3 4 5 Well-trained and represented all women's fraternities. Comments:

Recruitment Schedule

1 2 3 4 5 Dates worked well. Comments:

1 2 3 4 5 Schedule was adequate

Recruitment Orientation

1 2 3 4 5 Good explanation of recruitment and women's fraternal life. Comments:

Bid Day

1 2 3 4 5 Good welcome to women's fraternal life. Comments:

1 2 3 4 5 Overall evaluation

Recommendations: