



**PANHELLENIC ASSOCIATION**  
*The UNIVERSITY of OKLAHOMA*

**Standing Rules of the University of Oklahoma Panhellenic Association**

***Last Updated April 2024***

**Standing Rule I. Scholarship Awards**

*Section A. Recruitment Guide Awards*

The University of Oklahoma Panhellenic Association will award scholarships to outstanding Recruitment Guides. This award is given to two Recruitment Guides who have gone above and beyond in their duties during the Formal Recruitment process and in the first semester of transition for their new members. The candidates will be selected by new member nominations. The Panhellenic Executive Council will make the final decision on the recipients. The award will be announced at the Fraternity & Sorority Student Life Awards Ceremony in November.

*Section B. Outstanding Panhellenic Scholar Awards*

The University of Oklahoma Panhellenic Association will award 4 outstanding Panhellenic scholars every year to a member from each academic class. The award is selected on the basis of outstanding academic achievement and fraternity/sorority involvement. A minimum GPA of 3.50 cumulative is required to apply, and the applicant must be a member in good standing of a Panhellenic Association member organization. The award application will be sent to all Panhellenic Association members of the University of Oklahoma in the month of March. A committee of University of Oklahoma Student Life employees will select the recipients.

*Section C. General Panhellenic Scholarships*

The University of Oklahoma Panhellenic Association will award between five and ten general scholarships every year, selected on the basis of sorority/fraternity involvement, campus involvement, and community involvement. Applicants must be a member in good standing of a Panhellenic Association member organization and must have a minimum GPA of 3.0 cumulative. A committee of University of Oklahoma Student Life employees will select the recipients.

**Standing Rule II. Panhellenic Association Events**

*Section A. NPC National Presidents and NPC Delegates Laurel Leadership Conference*

- 1) It is the desire of the University of Oklahoma Panhellenic Association to invite the eleven National Presidents and NPC Delegates for the chapters chartered at OU for a weekend of fun and relaxation in Norman.
- 2) The University of Oklahoma Panhellenic Council voted to establish an NPC National Presidents and NPC Delegates, called the *Laurel Leadership Conference*, to be organized by an outgoing Chapter President and/or outgoing Panhellenic Executive Council Officer.
- 3) The University of Oklahoma Panhellenic Council further instructs the organizers to submit a proposed budget for the event to be included in the current Panhellenic Association Budget.
- 4) The event will happen every four years.

#### *Section B. Officer Transition Party*

The University of Oklahoma Panhellenic Association will have an Officer Transition Party during the first week of December. This event is congruous with the Panhellenic Council Annual Meeting (Article V, Section 6) and will be an incoming and outgoing officer transition for all Panhellenic Association chapters and will serve as an installation of the new Panhellenic Executive Council Officers.

### **Standing Rule III. Peer Accountability Board**

#### *Section A. Purpose*

The purpose of establishing the University of Oklahoma Panhellenic Association Peer Accountability Board is to promote resolution and education within the Panhellenic Community.

#### *Section B. Peer Accountability Board Members*

- 1) In accordance with the University of Oklahoma Panhellenic Association bylaws, the Peer Accountability Board must consist of the Vice President of Judicial Affairs as the presiding officer, two members of the University of Oklahoma Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the Panhellenic Advisor serving as an ex-officio non-voting member.
- 2) The Panhellenic Advisor shall serve as an ex-officio member of the Peer Accountability Board. If the Panhellenic Advisor is unable to attend a meeting, a representative from Student Affairs or the Center for Student Life will be chosen by a majority vote of the Peer Accountability Board.
- 3) A member of the Peer Accountability Board will serve as Secretary and will be responsible for taking minutes at hearings. This responsibility will be appointed by the Chairman.

#### *Section C. Duties of the Peer Accountability Board*

- 1) Duties of all University of Oklahoma Panhellenic Association Peer Accountability Board
  - a. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's

duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the University of Oklahoma Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

2) Duties of the University of Oklahoma Panhellenic Association Peer Accountability Chairman include:

- a. The training of the Peer Accountability Board members with the Panhellenic Advisor.
- b. Implement the NPC Unanimous Agreements and Panhellenic Association Judicial Procedures.
- c. Determine if any collegiate Peer Accountability members need to be excused (recused) from serving due to a conflict of interest.
- d. Provide involved chapter(s) with a copy of the "Peer Accountability Procedure Guide"
- e. Preside at Peer Accountability Board hearings.

*Section D. Peer Accountability Hearing Procedures*

1) Timing and Documentation

- A. The college panhellenic Alleged Infraction Report must be completed and presented to the Vice President of Judicial Affairs in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including University breaks).
- B. If the Vice President of Judicial Affairs is unavailable or the alleged infraction is against her Chapter, the report must be presented to the Panhellenic Advisor or the Panhellenic Association President.
- C. All documentation for each alleged infraction, including reports and forms completed as a part of the peer accountability process must be retained by the Panhellenic Association for a period of three years and must be available upon request from the National Panhellenic Conference.

2) Proper Reporting Authority

- A. Alleged infractions, excluding recruitment infractions may only be reported and submitted by one of these people:
  - Chapter president on behalf of her chapter
  - Member of the Panhellenic Executive Council on behalf of her chapter
  - Panhellenic Advisor
- B. Alleged recruitment infractions may only be reported and submitted by one of these people:
  - Chapter president on behalf of her chapter
  - Panhellenic Vice President Recruitment Operations and Panhellenic Vice President Recruitment Programming
  - Potential New Members

- Panhellenic Advisor

### 3) Procedures of the Peer Accountability Board

#### A. Alleged Infraction report

- a. A chapter may file a report within thirty (30) days of an alleged infraction, and this report will be reviewed by the Panhellenic Vice President of Judicial affairs and the Panhellenic Advisor

#### B. Alleged Infraction Notification

- a. All involved chapters will receive a notification of the Resolution Meeting in a timely manner, no later than one (1) calendar week after an alleged infraction is filed and reviewed.
- b. At this time, the involved chapter may determine to proceed forward with an Informal or Formal Resolution Meeting.
  - i. For the purposes of this document, an Informal Resolution Meeting shall be defined as a respectful meeting designed to educate and facilitate conversations to correct the infraction behaviors.
  - ii. For the purposes of this document, a Formal Resolution Meeting shall be defined as a meeting to determine the facts of an alleged infraction and to determine if an infraction occurred.

#### C. Informal resolution Meeting

- a. If a chapter decides to proceed forward with an Informal Resolution Meeting, it shall follow these directives:
  - i. It may only occur if the chapter in question accepts responsibility for an alleged infraction(s)
  - ii. It must be held within 21 days of meeting notice.
  - iii. It shall be a collaborative effort with the goal of designing educational outcomes for the chapter(s) involved
  - iv. The Vice President of Judicial Affairs must lead the meeting, except in the cases where her chapter is involved.
  - v. The panhellenic advisor will ensure that all conversations are respectful and collaborative.

#### D. Formal Resolution Meeting

- a. Should a chapter decide to not accept responsibility for the alleged infraction(s), the process shall continue to a formal resolution meeting, to be carried out as follows:
  - i. It must be held within 21 days of meeting notice.
  - ii. It shall consist of a hearing with the Peer Accountability Board, with the Vice President of Judicial Affairs as the presiding officer and the Panhellenic Advisor as an ex-officio non-voting member
  - iii. Time at the hearing will be equal for all participants to report the nature of the complaint with any additional resources chapters deem necessary to the context of the hearing.
  - iv. The peer accountability board will record minutes of the hearing, with the record accessible to NPC.
  - v. In the time for deliberation, the Peer Accountability Board will enter Executive Session for the purposes of determining an educational outcome.

#### E. Educational Outcomes

- a. For the purposes of this document, an Educational Outcome shall be

defined as the outcome of an Informal Accountability Resolution Meeting or a Formal Accountability Resolution Meeting. Additional information regarding the requirements for an Educational Outcome may be found in the NPC Manual of Information.

- b. In the cases of a Formal Accountability Resolution Meeting, these outcomes must
  - i. Develop a root cause analysis
  - ii. Determine the responsibility of the infraction(s)
  - iii. Fit the nature and degree of the offense
  - iv. May only contain a monetary fine when predetermined in the governing documents as a measurable offense
  - v. May not exceed a calendar year
- c. Educational Outcomes shall appear in a meeting summary for both an Informal or Formal Accountability Meeting

#### F. Appeals

- a. May only occur if a Formal Accountability Meeting takes place
  - b. A College Panhellenic Appeal must be filed within seven (7) days of the Formal Accountability Meeting taking place.
  - c. May reverse or uphold the Peer Accountability Board decision.
- 4) All documents associated with an investigation or hearing shall be kept by the Vice President of Judicial Affairs in a locked file cabinet in the Fraternity & Sorority Programs and Services office for a period of three years. The Panhellenic Advisor will also keep a copy of the hearing minutes and the decision in the chapter files in their office. The accused fraternity will receive copies of this form and minutes. Copies of this form are sent to the parties listed below:
- a. Accused Chapter President/designee
  - b. Copy to fraternity/sorority advisor
  - c. Copy to NPC delegate
  - d. Copy to National/International President
  - e. Copy to NPC Area Advisor

## **Standing Rule IV. Membership Recruitment Guidelines**

The University of Oklahoma Panhellenic Association Membership Recruitment Guidelines are intended to help guide fraternity women and potential new members through the membership selection process and Formal Recruitment week. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC). The purpose of Formal Recruitment & Informal Recruitment / Continuous Open Bidding is two-fold: (1) to ensure that member organizations have equitable opportunities for membership recruitment within the Panhellenic system; and (2) to provide potential new members every opportunity to become acquainted with as many fraternities as possible in order that they may make informed decisions concerning membership.

### *Section A. Greek Preview Day Structure*

Greek Preview Day will consist of a schedule designed by the Student Life office. The day will end with tours of the chapter facilities of participating Panhellenic chapters. General

regulations for participating chapters:

- 1) Recruitment-specific decorations, including but not limited to banners, are not permitted during Greek Preview Day.
- 2) Chapters may not allow potential new members to leave the party with any item(s) received during the party (e.g., napkins, letters, cups, etc.).
- 3) Chapters may not bump or sing potential new members into a party. However, they may play music from a speaker.
- 4) Food is not permitted.
- 5) Chapters may serve iced water adorned with lemons and/or limes.
- 6) Chapters must wear t-shirts, preferably with the chapter's name clearly visible.

### *Section B. Formal Recruitment Week Structure*

The purpose of Formal Recruitment week is for the potential new member and chapter to have the opportunity to get to know each other well enough to make an informed decision. Recruitment week should portray the values and benefits of fraternity life.

1) Formal Recruitment will consist of five stages: Round 1 – Open House (all chapters visited), Round 2 – Philanthropy Day (maximum of eight parties), Round 3 Sisterhood Day (maximum of five parties), Round 4 – Preference (maximum of two parties), and Round 5 – Bid Day.

2) General regulations for all rounds:

- a. All recruitment activities must take place inside the chapter house, except a chapter may have up to five women on the porch at the start of each party.
  - b. Ceiling decorations are not permitted due to fire safety concerns.
  - c. Chapters may not allow potential new members to leave the party with any item(s) received during the party (e.g., napkins, letters, cups, etc.).
  - d. For safety reasons, chapters may not bang on chapter house windows before, during, or after scheduled recruitment parties.
  - e. Food is not permitted during Rounds 1, 2, 3, or 4.
  - f. Outdoor recruitment-specific decorations, including banners are not permitted during Rounds 1, 2, 3, or 4.
  - g. Commercial photography is not permitted during Rounds 1, 2, 3, or 4.
  - h. During rounds 1, 2, 3, and 4, chapters may place a water station outside their chapter facility, but items offered are limited to ice water and towels. Corporate fans are permitted. All chapters must use a white tablecloth for their water station.
  - i. Eliminate the required purchasing of recruitment event attire for chapter members.
  - j. Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.
  - k. Promotion of the sorority experience
    - i. Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact, and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotion should be positive and in the spirit of panhellenic unity through all forms of communication (e.g. print, digital, in person).
- 3) During the period of preparation immediately prior to Formal Recruitment, a chapter may host an event to perform, practice, and/or preview their rounds of recruitment;

however, attendance at such an event is limited to alumna members, parents/guardians of active chapter members, and other immediate family members in the eighth grade or younger.

- 4) The first rounds are open house and consists of two days. Open house Day 1 is nine parties and open house Day 2 is nine parties. The first round is open house, which is intended to provide potential new members with an informative introduction to

fraternity life and membership. Potential new members must visit all fraternities at the assigned time.

- a. The length of each open house party is 25 minutes.
- b. Chapters may serve iced water adorned with lemons and/or limes.
- c. Decorations, costumes, skits, or door stacks are not permitted during this round.
- d. Only flower arrangements permitted during this round.
- e. Chapters must wear a t-shirt consisting of only chapter letters (such as Alpha Alpha Alpha Beta Chapter) that has been approved by the Vice President of Judicial Affairs. Shirts may not have the establishment date of their organization or any symbols.

- 5) The second round is an invitational party. A potential new member must accept a maximum of eight invitations if eight or more invitations are issued. If less than eight invitations are issued, all invitations must be accepted by the potential new member to remain in Formal Recruitment. The potential new member must attend all their scheduled parties to remain in Formal Recruitment.

- a. The length of each second-round party is 35 minutes.
- b. One beverage item (in addition to iced water) may be served.
- c. This round is focused on philanthropy and community service.
- d. Chapters will utilize the presentation style and focus the majority of the time on philanthropy and community service activities.
- e. No skits, dances, solos, or door stacks allowed.
- f. Chapters can decorate two connected rooms of the sorority house with their philanthropy theme.

- 6) The third round is an invitational party. A potential new member must accept a maximum of five invitations if five or more invitations are issued. If less than five invitations are issued, all invitations must be accepted by the potential new member to remain in Formal Recruitment. The potential new member must attend all their scheduled parties to remain in Formal Recruitment.

- a. The length of each third-round party is 45 minutes.
- b. One beverage item (in addition to iced water) may be served.
- c. No skits, costumes, dances, solos, or door stacks allowed. Minimal group choreography allowed (ex. step touching, snapping).
- d. 80% of the party will be allotted for conversation plus house tour and 20% will be allotted to presentation styles focused on sisterhood, academic, leadership,

finance and other values-based topics. Chapters should decide their presentation style and structure.

- i. Following the NPC Financial Transparency Report, the financial presentation should include in-house, out-of-house and new member fees. These figures should be specified as semesterly or annually. Presentations should also include the number of beds, payment plan options and additional scholarship resources for members or new members. The financial presentation must be presented by the Chapter Finance officer or a qualified substitute.

e. Chapters can decorate any common areas of the sorority house with values based themes.

7) The fourth round is an invitational party. A potential new member must accept a maximum of two invitations if two or more invitations are issued. If only one invitation is issued, the potential new member must accept the invitation to remain in Formal Recruitment. The potential new member must attend all of their scheduled parties to remain in Formal Recruitment.

- a. The length of each fourth-round party is 65 minutes.
- b. One beverage item (in addition to iced water) may be served.
- c. No personal letters to potential new members or pictures of potential new members are allowed.
- d. No skits, costumes, solos, or door stacks allowed.

8) The fifth and final round is Bid Day.

- a. Formal Recruitment bids shall only be issued to potential new members by members of the Panhellenic Executive Recruitment Team and/or Recruitment Guides.
- b. Chapter members must remain at their own chapter house while bids are being extended and new members are reporting to designated chapters.
- c. Continuous Open Bidding shall start once the distribution of Formal Recruitment bids begins.
- d. Chapters may have an outdoor banner.
- e. Bid Day themes may not put other chapters down or promote their chapter over another. Bid Day themes must be approved by the Vice President of Judicial Affairs prior to the beginning of Formal Recruitment.

### *Section C. Snap Bidding*

An effective recruitment week is based on the policies and recommendations of the National Panhellenic Conference (NPC). The below policies/procedures were modeled after NPC's policies and Unanimous Agreements.

Snap bidding is an option only for chapters that did not match to quota during the primary recruitment process. Snap bidding is only used to fill quota spaces. Snap bidding ends when either 1) a snap bid eligible chapter has reached quota, or 2) when there is only an hour left till bid distribution begins on Bid Day. Panhellenic Association will stop offering snap bids for eligible chapters 1 hour before bids are distributed. The process below outlines snap bidding



during primary recruitment:

- 1) Following preference round, the chapters should prepare a list of students they would offer bids to should they not match to quota during bid matching.
  - a) All potential new members who attended at least one event during primary recruitment are eligible for snap bidding.
  - b) Potential new members listing intentional single preference on their MRABA and did not match to a chapter during bid matching are eligible for snap bidding.
  - c) The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor at a specific time set prior to formal recruitment beginning.
  - d) The fraternity/sorority advisor or a Panhellenic officer contacts the potential new members to extend snap bid invitations.
    - i) A potential new member may be offered more than one snap bid; potential new members will be notified of all options available to them.
    - ii) Snap bids must be accepted by PNMs no later than one hour before the distribution of bids on Bid Day.
  - e) The Panhellenic Recruitment team will monitor accepted snap bids and present the MRABA for the potential new member(s) to sign in the Panhellenic recruitment HQ office.
    - i) Eligible chapters will be notified of accepted/rejected snap bids.
  - f) Chapters found not following the outlined procedure above will be subject to a \$500 fine per PNM contacted.

#### *Section D. Resetting Campus Total*

An effective recruitment week is based on the policies and recommendations of the National Panhellenic Conference (NPC). The below policies/procedures were modeled after NPC policies and Unanimous Agreements.

- 1) The NPC Quota/Total System are used by the University of Oklahoma Panhellenic Association. The Panhellenic Advisor will be assisted in the process of choosing the resetting method by assistance of the Total Setting Specialist, Release Figure Methodology Specialist and NPC Area Advisor.
  - a. The University of Oklahoma Panhellenic Association is a fall primary recruiting campus. Campus total will be reset by using one of the following methods:
    - i. Average or median chapter size (whichever is larger).
    - ii. Largest chapter size plus up to 20 women.
  - b. If half or more of all chapters are not meeting facility obligations, total will be set using method 4. Facility obligation shall be defined as the revenue from chapter membership necessary to support facility expenses. Each NPC inter/national organization will report to NPC on behalf of its local chapters, by June 30 of each year, whether its chapters are meeting their facility obligations.
  - c. During the Spring semester, total cannot be set to less than 95% of the total in the most recent academic term in which primary recruitment was held.

#### *Section E. Informal Recruitment / Continuous Open Bidding*

An effective recruitment week is based on the policies and recommendations of the National Panhellenic Conference (NPC). The below policies/procedures were modeled after NPC policies and Unanimous Agreements.

Chapters are eligible for Fall / Spring Informal Recruitment if their chapter total is below campus total. Below outlines the procedures for Informal Recruitment:

- 1) Following the reset of campus total, chapters will be notified if they are COB eligible via the Campus Total Report.
  - a) Fall campus total will be reset at the time of bid distribution.
  - b) Spring campus total will be reset no later than 24 hours after the start of the Spring semester.
- 2) A chapter who's active total falls below the campus total will be eligible to offer bids up to campus total.
- 3) Chapters may be eligible for COB, but are never required to offer bids.
- 4) Chapters should utilize the COB MRABA for acceptance of bids during COB. The MRABA signed by the PNM and a chapter officer are due to the fraternity/sorority advisor no later than 24 hours after it being signed.
- 5) Chapters may not offer bids and have potential new members sign the Continuous Open Bidding Membership Recruitment Acceptance Binding Agreements (COB MRABA) until the total has been reset.

Within 2 weeks of the start of the Spring semester, Panhellenic Association will host a Spring Informal Recruitment Informational Event. This event is to inform potential new members about the Panhellenic community and outline the process of Informal Recruitment / Continuous Open Bidding.

#### *Section F. Chapter Obligations*

Chapters have a central obligation in the recruitment process because the chapters benefit from the process with informed and committed new members.

- 1) Chapters are responsible for informing their actives, new members, and alumnae of the recruitment guidelines, which are binding on all parties. Each chapter may be held responsible for the actions of its individual members and alumnae.
- 2) Alcohol is prohibited during recruitment activities and new member activities.
- 3) Individual chapter expenditures for Formal Recruitment parties shall be limited to \$14,500 total, including gift amounts. This spending cap does not apply to a new chapter for the first two years on campus. Chapters will review their recruitment expenditures with the Panhellenic Advisor during the individual chapter recruitment meetings. Chapters will turn in all invoices related to recruitment to the Vice President of Recruitment Operations for approval.
- 4) Chapters may only spend \$2,000 dollars on decorations for the duration of recruitment. This cap is inclusive of alumnae or other donations.
- 5) Chapters must adhere to the deadlines and procedures as described in this document and the Master Recruitment Schedule.
- 6) The University of Oklahoma Panhellenic Association will withhold the returning list of Potential New Members from an offending chapter for the successive round by as many minutes as that chapter returned their list late.
- 7) Chapters are not allowed to present PNMs with gifts before or during recruitment.

### *Section G. Individual Member and Alumna Obligations*

Individual recruitment personnel have an obligation during the recruitment process to abide by the NPC Unanimous Agreements and the campus guidelines.

- 1) Only enrolled University of Oklahoma active members, new members, transfers/affiliates, national fraternity representatives, alumnae advisors, alumnae, and house directors may assist the chapter during Formal Recruitment events. Others may help “behind the scenes” at any time. Alumnae may not be visible or communicate with potential new members during actual recruitment events nor during the entire Formal Recruitment process – this does not include chapter advisors nor national representatives who may talk with potential new members during scheduled recruitment parties.
- 2) Actives and/or new members from other campuses may not participate in any recruitment event without prior approval of the Panhellenic Advisor.

### *Section H. Advisor involvements*

- 1) Chapter and Recruitment advisors must attend a training coordinated by the Panhellenic VP of Inclusivity every semester.
- 2) Chapter advisors must meet with the VP of Judicial Affairs, Panhellenic President, VP of Inclusivity, and Panhellenic advisor semesterly.
- 3) Chapter members should report improper advisor involvement, or chapter member involvement directly to the VP of Judicial Affairs via an online report form.

### *Section I. Prohibited Behavior*

- 1) Hotboxing and/or any inappropriate conversation are strictly prohibited. Hotboxing is defined as any situation in which the potential new member is intentionally separated from typical recruitment activities by conversation and/or position.
- 2) A chapter member, alumna member, Rho Gamma, or anyone acting on a fraternity's behalf shall not make derogatory remarks to a potential new member about another fraternity/sorority or a fraternity/sorority member.
- 3) A chapter member, alumna member, or anyone acting on a fraternity's behalf shall not imply to a potential new member nor their family that they have an invitation to a party, ask them to join, or imply that they will receive a bid.
- 4) A chapter member, alumna member, or anyone acting on the sorority's behalf who is unknown to the potential new member shall not contact a potential new member nor their family for the purpose of soliciting photographs or other information.
- 5) Parents, guardians, or relatives of a potential new member may not attend any recruitment party during Formal Recruitment unless the person is an official chapter advisor.
- 6) Males may not participate in any recruitment event. Employees of the fraternity (i.e. houseboys, cooks, etc.) may be in the chapter house during recruitment week but may not have verbal contact with any potential new member.
- 7) All Formal Recruitment participants (i.e., potential new members, Recruitment Guides, Panhellenic Association recruitment staff, active chapter members, new members,

transfers/affiliates, alumnae advisors, alumnae, house directors, national representatives, etc.) must wear a nametag during all recruitment events. Potential new members will be issued official nametags by the Panhellenic Executive Recruitment Team. Chapter nametags must designate the membership status of an individual if they are not an active member of the chapter at the University of Oklahoma (i.e., advisor, alumna, national representative, active member from another school, etc.). Potential new members should not be misled as to whether an individual is an active member or a new member of the local chapter.

- 8) Chapters may not place nor purchase advertisements in publications directed toward potential new members regarding Formal Recruitment. The University of Oklahoma Panhellenic Association shall be responsible for all Formal Recruitment related advertising.
- 9) An active chapter member shall not help any person, including a potential new member, move into the residence halls during Formal Recruitment week. The residence halls are off limits during Formal Recruitment week for chapter members unless the Panhellenic Advisor has granted prior approval. On that day, no sorority letters are to be worn.
- 10) Chapter members must adhere to the NPC Unanimous Agreement X and are not permitted to wear fraternity chapter letters at any point throughout the men's formal recruitment period, last day of University finals till 2:00pm on Bid Day. Panhellenic must protect its single-sex status by not participating in any aspect of the fraternity recruitment process. Members are permitted to wear a homecoming shirt, an all-Greek shirt, a date party shirt, or a specific event shirt that may contain one or more fraternity names and/or letters; however, they are not permitted to wear PR, Spring Break, and/or recruitment shirts with fraternity names and/or letters in which the intention of the shirt is to advertise their organization through Panhellenic women. Although the NPC Unanimous Agreement X only addresses the men's Formal Recruitment period, the University of Oklahoma Panhellenic Association strongly encourages sorority women to consider the message that is sent when members wear men's fraternity shirts at other times throughout the year and suggests that the chapter and their members should avoid actions which could jeopardize our single-sex status.
- 11) Chapters may not publicize decorations containing acronyms three weeks before and after recruitment on their property, official social media accounts, or member social media accounts. This includes but is not limited to car tags, banners, window painting, etc.
- 12) All applicable bylaws regarding prohibited behavior during Formal Recruitment are also prohibited during Greek Preview Day.
- 13) Active sorority members may not wear chapter letters and/or paraphernalia outside of chapter facilities from PNM move in day until Bid Day.
- 14) Chapters may not wear a costume nor require purchasing of recruitment event attire for any round of recruitment. A costume is defined as anything that attracts attention away from the central philanthropic message and would not be worn in day-to-day life.

#### *Section J. Social Media Behavior*

- 1) A chapter member, active alumna member, or anyone acting on the sorority's behalf may not post content on social media that promotes one chapter over other campus

chapters or promise a bid to any potential new member.

- 2) Social media sites include but are not limited to Facebook/Meta, Twitter/X, Instagram, Snapchat, Vimeo, YouTube, Pinterest, Tik Tok, blog sites, etc.
- 3) Chapters will be asked to submit any hashtags used from the date of Greek Preview Day through Bid Day for approval. The chapter will submit these hashtags to the Vice President of Judicial Affairs for approval.
- 4) It is the duty of the chapter's leadership to educate their members and to uphold these guidelines during Formal Recruitment.

### *Section K. Code of Ethics*

The University of Oklahoma Panhellenic Association establishes this set of guidelines to facilitate cooperation and fair recruitment practices. Each chapter hereby agrees to uphold these standards during the recruitment season and immediately thereafter.

- 1) Uphold and demonstrate the panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- 2) Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the Panhellenic Association, each inter/national organization, and the University of Oklahoma.
- 3) Respectfully adhere to the NPC Unanimous Agreements and all policies established by the National Panhellenic Conference.
- 4) Avoid disparaging remarks about any fraternity or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of fraternity women.
- 5) Recognize friendly relations with all collegiate women, both fraternity members and nonmembers, realizing the importance of creating and building friendships.
- 6) Plan recruitment events that provide opportunities for the greatest possible number of women to become fraternity members while protecting the rights and privileges of individuals and the chapters.
- 7) Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- 8) Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- 9) Be respectful of the rights of every potential new member to make their own choices, including the right not to join the fraternity community.
- 10) Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging the potential new member to make a single intentional preference or to limit their choices.
- 11) Respectfully adhere to the bylaws and recruitment rules of the University of Oklahoma Panhellenic Association.
- 12) Abide by all local and federal laws and NPC inter/national member group bylaws.
- 13) 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.

#### *Section L. Work Week / Recruitment Preparation Period*

- 1) Chapters may only work a maximum amount of 8 hours a day. "Work" is defined as activities meant to prepare for recruitment and do not include sisterhood events.
- 2) There shall be a mental health or wellness officer appointed in each chapter to generate resources for members as well as mental health check-ins during the year, especially during work week. Panhellenic will host an annual training for these officers.

#### *Section M. Potential New Member Guidelines and Regulations*

##### 1) Summer Contact

- a. No woman is eligible to join a sorority during the summer months or anytime when school is not in session with the exception of the end of Formal Recruitment.

##### 2) Legacies

- a. A legacy is defined as a daughter or sister of an initiated sorority member unless an inter/national organization recognizes additional relations.
- b. A legacy may not be given any gifts by the sorority and may not be allowed to purchase gifts from the chapter.
- c. Potential new members may not spend the night at a sorority house during the academic year unless prior approval is received from the Panhellenic Advisor. However, a legacy (as defined above) is permitted to spend the night at a sorority house, upon invitation, during the academic year. No potential new members may spend the night during pre-recruitment or the Formal Recruitment period.
- d. Chapters may not provide opportunities for legacies to purchase merchandise related to the respective chapter. Chapters may host legacy events but may not allow legacies to leave the chapter facility with any item(s) received during the legacy event.
- e. Chapters must disclose their legacy policies in the Recruitment Guidebook and Panhellenic website.

##### 3) Formal Recruitment

- a. A woman must be an enrolled, full-time undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus) to be eligible to participate in formal or informal recruitment activities.
- b. Potential new members must register with the University of Oklahoma Panhellenic Association and pay the registration and housing fees in order to participate in Formal Recruitment.
- c. PNMs should report improper activity directly to the VP of Judicial Affairs and the Panhellenic recruitment team via an online reporting form.
- d. Chapter members may not bid promise by verbalizing/texting/direct messaging "I'll see you tomorrow", "I hope I see you tomorrow", "I hope I get to see you again", etc. Bid promising is not allowed before, during, or after formal recruitment.

- e. Panhellenic will reassess the registration fee for PNMs annually.
- f. All women participating in Formal Recruitment must live in the residence halls during the week.
- g. Potential new members must abide by the Membership Recruitment Guidelines published in the University of Oklahoma Panhellenic Association Guidebook as well as the NPC Unanimous Agreements.
- h. A potential new member may not have guests (including family members) in their residence hall room from 8:00 p.m. on Early Move-In day until after the distribution of bids on Bid Day. All guests must be met in the lobby area of the residence hall.
- i. Potential new members participating in Formal Recruitment must wear the nametags provided by the Panhellenic Executive Recruitment Team during all Formal Recruitment week activities.
- j. Potential new members participating in Formal Recruitment must be in their own residence hall room every night by 11:00 p.m.
- k. Potential new members participating in Formal Recruitment may not visit any fraternity chapter from Early Move-In day through noon on Bid Day. Sorority women may not visit chapter facilities during fraternity recruitment.
- l. Potential new members must attend all Formal Recruitment events at the designated times. A potential new member must receive prior approval from the Panhellenic Advisor to miss any event during the week.
- m. Potential new members are prohibited to partake in any activities during Formal Recruitment that involve alcohol / drugs / controlled substances, etc.
- n. A potential new member participating in Formal Recruitment shall not be, nor ever have been, an initiated member of a National Panhellenic Conference (NPC) organization.
- o. A woman is ineligible for membership recruitment if they have been a new member of an NPC sorority at the University of Oklahoma within one calendar year.
- p. A woman shall complete the Membership Recruitment Acceptance Binding Agreement (MRABA) per NPC immediately following the last Preference event they attend. Once a MRABA has been signed and submitted, no changes may be made to the document.
- q. A woman signing a MRABA and receiving a bid at the end of Formal Recruitment shall be bound to the chapter they matched by the agreement for one calendar year at the University of Oklahoma.
- rX. Failure to follow any of these rules could result in dismissal from the Formal Recruitment process.

#### *4) Panhellenic Association obligations*

- a) The University of Oklahoma Panhellenic Association will provide potential new members updated financial information (member dues, chapter fees and assessments, etc.) prior to the beginning of Formal Recruitment via the Financial

Transparency Report. Updated financial information will be available on the OU Panhellenic website and in the Panhellenic Recruitment Guidebook.

b) Potential New Member Code of Ethics at the University of Oklahoma will be signed by every potential new member before they begin the Formal Recruitment process.

i. The Potential New Member Code of Ethics reads as:

**Potential New Member Code of Ethics and Agreement of Mutual Respect at the University of Oklahoma College Panhellenic**

*"We, as Undergraduate Members of women's fraternities, stand ... for maintenance of fine Standards... for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live" - National Panhellenic Conference Creed*

This is accomplished by abiding to the following agreements:

1. A potential new member (PNM) must attend Panhellenic Orientation and all membership recruitment events for which they receive invitations.

2. Respect for the membership recruitment process is expected at all times. This includes respect toward chapter members, recruitment guides (Rho Gammas), Panhellenic Executive Council, faculty, staff, and other potential new members.

a. PNM's must refrain from sexist, homophobic, racist or otherwise abhorrent conversations.

3. I will not make any disparaging remarks about any Panhellenic chapter or individual member. This includes, but is not limited to, remarks made during in person conversations and/or any posts made to social media accounts (Facebook, Instagram, Snapchat, TikTok, Twitter, YouTube, YikYak, Threads, etc.) that are deemed inappropriate by Panhellenic.

4. I understand my rights under the PNM Bill of Rights and if I experience discrimination I know how to report it to the College Panhellenic.

5. Potential new members as well as sorority members must follow all guidelines put in place by the chapter facilities local and national leadership in regards to health and safety.

6. Membership recruitment is a substance-free process. Participants may not use or be in the presence of drugs and/or alcohol during the recruitment period.

a. Presence at or inside an University of Oklahoma Greek organization's designated facility with or without illicit substances is strictly prohibited.

b. Potential new members shall not attend any events that are not sanctioned by the University.

c. Violation of these rules will result in immediate removal from the membership recruitment process.



7. A potential new member shall not go into a chapter facility outside of scheduled chapter party times during the recruitment period.

8. I understand that I am not able to bring in any items, including but not limited to, bags or phones, into recruitment parties unless previously approved by Panhellenic

9. Potential new members should be fully aware of the financial obligations of membership before accepting a membership bid. It is to the PNM's advantage to ask questions during Round 3 (sisterhood) and/or recruitment events if there are questions about finances.

10. Potential new members agree to treat the chapter videos and recruitment parties as confidential. Potential new members will not share any video or recruitment event, including a video in its entirety, or recordings, clips, screen shots, and/or quotes from a recruitment event. Potential new members understand that any breach of this agreement could result in disciplinary action.

11. Potential new members agree to treat the recruitment process (event and videos) as confidential. I will not record any portion of a recruitment event and I will not share any video prepared by a chapter, a segment or its entirety, with anyone. I understand that any breach of this agreement could result in disciplinary action, including removal from Panhellenic Recruitment or referral to the Office of Student Conduct

12. Potential new members understand that if they sign a Membership Recruitment Acceptance Binding Agreement (MRABA) after the Preference round, they are bound to that document and the chapter that extends them a bid. This means that the PNM is ineligible for an invitation to membership from another NPC organization until the next primary recruitment on that campus.

ii. Failure to abide by the expectations stated above will result in the review of your status as a potential new member. The first offense will result in a warning from Panhellenic Recruitment Staff. The second offense will result in being released from the 2023 Panhellenic Recruitment process. If the first offense is determined to be severe enough by the Panhellenic Recruitment Staff, a potential new member could be subject to an immediate release from the Panhellenic Recruitment process.

c) It is important for every potential new member to be aware of their rights during the Formal Recruitment process. The Potential New Member Bill of Rights as outlined by the National Panhellenic Conference and is as follows:

i) The right to be treated as an individual

ii) The right to be fully informed about the recruitment process

iii) The right to ask questions and receive true and objective answers from recruitment counselors and members

- iv) The right to be treated with respect
- v) The right to be treated as a capable and mature person without being patronized
- vi) The right to ask how and why, and receive straight answers
- vii) The right to have and express opinions to recruitment counselors
- viii) The right to have inviolable confidentiality when sharing information with recruitment counselors
- ix) The right to make informed choices without undue pressure from others
- x) The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
- xi) The right to make one's own choice and decision and accept full responsibility for the results of that decision
- xii) The right to have a positive, safe and enriching recruitment and new member experience.

#### *Section N. Recruitment Guide (Rho Gamma) Regulations*

- 1) Recruitment Guides are approved by their respective chapter and selected by the Panhellenic Executive Council. A chapter is responsible for the actions of its Recruitment Guides and may be held responsible for any recruitment infraction filed against its Recruitment Guides.
- 2) Rho Gamma applicants will undergo an application and interview process in order to be selected.
- 3) Rho Gammas must attend mandatory inclusivity training before the start of formal recruitment. This training will be hosted and funded by Panhellenic.
- 4) Recruitment Guides are not required to disaffiliate completely.
- 5) Recruitment Guides shall not have any contact with their chapter, as outlined in the "Recruitment Guide Contract" or in any other guidelines established by the Panhellenic Vice President of Recruitment Operations, Panhellenic Vice President of Recruitment Programming, or Panhellenic Advisor.
- 6) Panhellenic Executive Recruitment Team members (the Panhellenic Executive Council Officers, and Recruitment Guides) may only participate in non-recruitment related chapters events and activities. From the start of Formal Recruitment until the distribution of bids, they must suspend all contact with their chapter unless otherwise directed or approved by the Panhellenic Vice President of Recruitment Operations, Panhellenic Vice President of Recruitment Programming, or Panhellenic Advisor.

#### *Section O. Alumnae Area Recruitment Events*

The University of Oklahoma Panhellenic Association does not provide financial assistance for alumnae area recruitment events hosted by alumnae Panhellenic Associations. The Vice President of Recruitment Operations, Vice President of Recruitment Programming, and/or other Panhellenic Association representatives, upon invitation, may attend alumnae area

recruitment events hosted by city alumnae Panhellenic Associations. Individual chapters and/or active members of individual chapters may not attend nor participate in such events.

## **Standing Rule V. Public Relations Videos**

The University of Oklahoma Panhellenic Association allows our chapters to create public relations videos in order to not interfere with our chapters' right to express their freedom of speech. The Panhellenic Association supports our chapters in positively promoting their organizations.

### *Section A. Video Guidelines*

The OU Panhellenic Association Executive Council and Judicial Board have created specific guidelines for our 11 chapters in order to differentiate between videos designed for good public relations in the community versus videos designed for recruitment efforts, which are prohibited as stated in our bylaws.

- 1) No NPC chapter at the University of Oklahoma is required nor encouraged to create a public relations video. If the chapter elects to produce a public relations video, the Panhellenic Executive Council suggests that the respective chapter's Vice President of Public Relations, Publicity, etc. supervises the production of the video. When the Panhellenic Judicial Board and Executive Council consider the intentions of the video, it will be difficult to prove that a chapter's intent is for positive public relations rather than recruitment efforts if the chapter's Vice President of Membership/Recruitment produces the video.

### *Section B. Permitted Video Material*

- 1) When determining what material is permitted in a chapter's public relations video, consider whether the information gives one chapter an unfair advantage over the others. Panhellenic strives to create an environment where all our chapters are on an equal playing field. For example, stating that Alpha Beta placed first in grades in the Fall semester in a video would highlight Alpha Beta over the other Panhellenic chapters; thus, this material is not permitted.
- 2) A public relations video with the intention and execution of creating good public relations with the community and positively promoting the respective organization.
- 3) Highlights can include: national values of the organization, the University of Oklahoma Panhellenic system, Greek life, etc.
- 4) "Alpha Beta's average member GPA was 3.30 last year." This highlights the chapter's academic achievement while not creating an advantage over the other chapters.
- 5) Only active members may appear in the video.
- 6) The video should reflect a chapter's values and those of the Greek community.

### *Section C. Not-permitted Video Material*

- 1) A video with an intention of creating an advantage for the respective chapter over the other Panhellenic chapters, which is considered recruiting efforts and is a violation of the NPC Unanimous Agreements as well as the University of Oklahoma Panhellenic

Association bylaws.

- 2) Highlights and/or awards chapters have won including U-Sing, Scandals, Homecoming, etc. This gives the chapter an unfair advantage over other organizations and could potentially affect potential new members' opinions of the Panhellenic chapters.
- 3) Any report of GPA rankings. This gives the chapter an unfair advantage over other organizations and could potentially affect potential new members' opinions of the Panhellenic chapters. For example: "Alpha Beta placed first in grades last year."
- 4). Only active or alumni members of the organization(s) can appear in any public relations videos.
- 5) Chapter videos cannot promote their chapter other chapters Should a video violate this rule the VP of Judicial Affairs can tell chapters to remove any PR Video.

#### *Section D. Release of Videos*

- 1) Videos are permitted to be released in the following mediums: Facebook account of the chapter, Twitter account of the chapter, Instagram account of chapter, and website of the chapter.
- 2) Chapter members may not post the chapter public relations video on a potential new member's individual social media page nor on OU Panhellenic Association's social media pages.
- 3) Chapter PR videos do not need to be sent in for approval.