



## PANHELLENIC ASSOCIATION *The UNIVERSITY of OKLAHOMA*

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

#### **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 Spring Weekend*

- 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 votes to establish an NPC National Presidents and NPC Delegates Spring Weekend 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. Judicial Procedures**

#### *Section A. Purpose*

The purpose of establishing the University of Oklahoma Panhellenic Association Judicial Board is to promote self-governance, accountability, education, and due process within the Panhellenic Association. The self-governance component affirms that Judicial Board members are responsible enough to identify and deal with violations of National Panhellenic Conference and University of Oklahoma Panhellenic Association policies. The accountability component identifies the need to quickly and appropriately confront behavior that violates National Panhellenic Conference and University of Oklahoma Panhellenic Association policies. The education component assures that training, hearing procedures, and sanctions are educational in nature for the individuals and chapters involved, as well as for the university community. The due process component assures that all alleged violations are handled in a fair and consistent manner.

#### *Section B. Judicial Board Members*

- 1) In accordance with the University of Oklahoma Panhellenic Association bylaws, the Judicial Board is composed of seven collegiate members and the Panhellenic Advisor who serves as an ex-officio member. The collegiate members include the Vice President of Judicial Affairs as Chairman, a Vice Chairman, and five members.
- 2) The Panhellenic Executive Council, through an application and interview process, shall appoint all collegiate members.
- 3) A Panhellenic Association Judicial Board member must be an active (initiated) member of their chapter and an undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus) at the time of appointment and throughout their term. A Judicial Board member must be a member in "good standing" of their respective chapter at the time of appointment and throughout their term. For the purpose of this document, "good standing" is defined as eligible to hold and maintain a committee chairmanship position within their respective chapter.

- 4) The Panhellenic Advisor shall serve as an ex-officio member of the Judicial 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 Judicial Board.
- 5) The Vice Chairman will assume the duties and responsibilities of the Chairman in cases where the Chairman must be recused due to a conflict of interest. In cases where both the Chairman and Vice Chairman must be recused, the remaining members of the Judicial Board will select a member to serve as Chairman.
- 6) A member of the Judicial Board will serve as Secretary and will be responsible for taking minutes at hearings. This responsibility will rotate among the five general members of the Judicial Board.

### *Section C. Duties of the Judicial Board*

- 1) Duties of all University of Oklahoma Panhellenic Association Judicial Board members include:
  - a. Handle all alleged violations of NPC Unanimous Agreements, University of Oklahoma Panhellenic bylaws and standing rules, and Membership Recruitment rules/guidelines.
  - b. Educate member fraternities about the Panhellenic Association judicial procedures.
  - c. Participate in training designed to educate Judicial Board members about the purpose of the Judicial Board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
  - d. Conduct fair hearings with impartial Judicial Board members following the NPC Unanimous Agreement judicial procedures and the Panhellenic Association Judicial Board Procedures.
  - e. Maintain confidentiality throughout and upon completion of the judicial process.
- 2) Duties of the University of Oklahoma Panhellenic Association Judicial Board Chairman include:
  - a. The training of the Judicial Board members with the Panhellenic Advisor.
  - b. Implement the NPC Unanimous Agreements and Panhellenic Association Judicial Procedures.
  - c. Determine if any collegiate Judicial Board members need to be excused (recused) from serving due to a conflict of interest.
  - d. Provide involved chapter(s) with a copy of the "Judicial Board Guidelines and Procedures."
  - e. Preside at judicial hearings.

### *Section D. Judicial Board Meeting and Hearing Procedures*

- 1) The hearing is closed to observers.
- 2) Electronic recording devices are not permitted.

- 3) The Chapter President or their designee and one alumnae chapter advisor shall represent each chapter involved.
- 4) The Chairman of the Judicial Board will serve as the Hearing Officer unless they have been rescued. In such an event, the Vice Chairman will serve as the Hearing Officer.
- 5) Chapters involved in a hearing have the right to consult with a representative from their national/international organization. However, while a local alumna advisor may attend and participate in the hearing, a representative from the national/international organization may not attend the hearing unless they are acting in the role of a witness. The national/international representative may be outside of the hearing room available to consult with their chapter representatives during the hearing if the chapter representatives so desire.
- 6) Witnesses will be called one at a time and may only remain in the hearing room during their testimony.
- 7) Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Advisor will go into the Executive Session for the purpose of deliberations.
- 8) Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the *College Panhellenic Record of Mediation or Judicial Hearing Form* and the official oral statement given by the Chairman to the parties.
- 9) 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

#### *Section E. Order of Events of Judicial Hearing*

The order of events of a Panhellenic Association Judicial Hearing will be as follows:

- 1) Call to order by the Chairman.
- 2) Introductions.
- 3) Charges read by the Chairman.
- 4) Five-minute opening statement by complaining party.
- 5) Five-minute opening statement by accused party. (This statement, at the option of the accused, may be deferred until the complaining party completes the presentation of witnesses.)
- 6) Complaining parties call witnesses one at a time – accused may cross-examine any witness.

- 7) Accused calls witnesses one at a time – complaining party may cross-examine any witness.
- 8) Judicial Board members may at any time ask questions of the witnesses.
- 9) Five-minute closing statement by the complaining party.
- 10) Five-minute closing statement by the accused.
- 11) Panhellenic Association Judicial Board members enter Executive Session for purposes of deliberation. (Only members of the Panhellenic Association Judicial Board hearing the case and the Panhellenic Advisor remain in the hearing room).
- 12) Chairman restates charges.
- 13) Chairman requests motion(s) from members of the Judicial Board.
- 14) Discussion of motion(s).
- 15) Vote on motion(s).
- 16) A verdict of guilt requires a two-thirds vote of the collegiate Judicial Board members. The Panhellenic Advisor does not vote.
- 17) If a chapter is found guilty of the charges, the Judicial Board must then determine the appropriate sanctions following the guidelines established in the Panhellenic Bylaws, standing rules, and NPC Unanimous Agreements. If the documents or policies do not provide guidance as to sanctions, the Judicial Board within their discretion may determine appropriate sanctions.
- 18) The hearing is reconvened, and the decision of the Judicial Board is then read to the complaining and accused parties. Witnesses are not in attendance at this time.
- 19) The verdict and/or sanctions must be put in writing on the “College Panhellenic Record of Mediation or Judicial Hearing Form” and signed by the parties listed on the form.
- 20) Information regarding the appeals process must be provided using the “College Panhellenic Notice of Appeal Form” at the time the decision is read.

#### *Section F. Appeals Process*

An appeal of the Panhellenic Association Judicial Board decision may be made by following the appeals procedure as outlined in the NPC Unanimous Agreements.

### **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 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. 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. Positive Panhellenic Contact
  - i. All chapter members will always promote personal and informative Panhellenic-spirited contact with potential new members, year-round.
  - ii. All sorority members including collegians, alumnae Panhellenic Executive Council Officers should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (i.e., print, digital, in-person) in the spirit of Panhellenic unity and desire to reach out to all individuals to share the opportunity of sorority membership.

3) The only limitations of communication will be during the time of Strict Silence between the start of the first party on round one to the distribution of bids on Bid Day.

4) 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.

5) The first rounds is open house and consists of two days. Open house Day 1 is be nine parties and open house Day 2 is be 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.
- 6) 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. Costumes must be approved by the Panhellenic Executive Council prior to the beginning of formal Recruitment.
  - g. Chapters can decorate two connected rooms of the sorority house with their philanthropy theme.
- 7) 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 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.
- 8) 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.
- 9) 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 begin at the conclusion of distribution of Formal Recruitment bids.
  - 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 B. Spring Informal Recruitment Structure*

Chapters are eligible for spring informal recruitment if their chapter total is below Panhellenic total after the fall semester. The following rules only apply to chapters participating in spring informal recruitment.

- 1) Chapters may not sign spring membership recruitment acceptance binding agreements until the total has been set which happens within the first 7 days of classes. The spring formal recruitment event happens the first 2 weeks of class.

### *Section C. 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) Outdoor 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 D. 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 E. 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 anytime. 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 F. 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 G. 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, 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 a fraternity's behalf shall not initiate contact in any manner with a potential new member during the summer months from the date of Greek Preview Day until distribution of bids on Bid Day or anytime outside a scheduled Formal Recruitment event. Likewise, potential new members may not be sent flowers, gifts, correspondence, mementos, etc. According to the *NPC Manual of Information*, "NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between fraternity women and potential [members]. (Normal contact implies relatives, friends, neighbors, co-workers.) However, each fraternity is charged with the responsibility of seeing that unfair advantage is not taken of such contacts." No contact over social media from Potential New Member move-in day until distribution of bids on Bid Day.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) 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.

- 9) 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.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) All applicable bylaws regarding prohibited behavior during Formal Recruitment are also prohibited during Greek Preview Day.
- 14) Active sorority members may not wear chapter letters and/or paraphernalia outside of chapter facilities from PNM move in day until Bid Day.
- 15) Chapters may not wear a costume 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 H. 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, Twitter, Instagram, Vine, Snapchat, Vimeo, YouTube, Pinterest, Boomerang, Tumblr, Venmo, 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 I. Formal Recruitment Week Procedures

An effective recruitment week is based on the policies and recommendations of the National Panhellenic Conference (NPC).

- 1) The NPC Quota/Total System and Continuous Open Bidding are used by the University of Oklahoma Panhellenic Association. Campus total will be determined using the average or median chapter size (whichever is larger).
  - a. If half or more chapters do not meet housing capacity, campus total will be set using the largest chapter size plus up to 20. The council will vote on the plus number between 1-20.
- 2) Individual chapters below the current median chapter size may be permitted to extend membership to the current median chapter size which will be Total.
- 3) Total will be set no later than 72 hours following bid distribution in the academic term that the primary recruitment is held and within one week (7 days from the start of the academic term) in which primary recruitment is not held.
- 4) 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. Updated financial information will be available on the OU Panhellenic website and in the Panhellenic Recruitment Booklet.
- 5) 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 with bids are distributed to matched PNMs. Continuous Open Bidding (COB) begins as soon as Bid Day begins. COB is an option only for chapters falling below the current campus total set to median chapter size. The process below outlines snap bidding and COB policies following primary recruitment:
  - a. Following preference round, the chapters should prepare a list of students they would bid should they not match to quota during bid matching.
    - i. All potential new members who attended at least one event during primary recruitment are eligible for snap bidding.
    - ii. Potential new members listing intentional single preference on their MRABA are eligible for snap bidding.

- b. 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.
- c. The fraternity/sorority advisor works with the chapters not matching to quota and either 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 PNM's no later than one hour before the distribution of bids on Bid Day.
- d. 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.
- e. Continuous Open Bidding (COB) begins as soon as Bid Day begins and no earlier.
  - i. Chapters should utilize the COB MRABA for acceptance of bids during COB. The MRABA signed by the PNM, a chapter witness, and a chapter officer are due to the fraternity/sorority advisor no later than 24 hours after it being signed.
- f. Chapters found not following the outlined procedure above will be subject to a \$500 fine per PNM contacted.

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

### *1) Summer Contact*

- a. A potential new member should not be in contact with a chapter member, alumna member, or anyone acting on the sorority's behalf during the summer months from the date of Greek Preview Day till 2:00pm on Bid Day or anytime outside a scheduled Formal Recruitment event as stated in Section D.
- b. 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 PNM Look Book 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 saying "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 Manual 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 PNM 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 PNM 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 Recruitment Chairman or the Panhellenic Advisor to miss any event during the week.
- m. A potential new member participating in Formal Recruitment shall not be, nor ever have been, an initiated member of a National Panhellenic Conference organization.
- n. 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.

- o. A woman shall complete the "Membership Recruitment Acceptance" card immediately following the last preference event they attend. Once a "Membership Recruitment Acceptance" has been signed and submitted, no changes may be made.
- p. A woman signing a "Membership Recruitment Acceptance" card 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.
- q. Failure to follow any of these rules could result in dismissal from the Formal Recruitment process.

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

- 1) Recruitment Guides are approved by their respective chapter and selected by the Panhellenic Executive Council and the Panhellenic Recruitment Assistants. 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, Director of Recruitment Operations, 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 L. 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.

#### *Section M. 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 N. 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.



## **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) Non-active members and not initiated members may not appear in the video.
- 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.