Updated November 2025

UNIVERSITY OF NORTH FLORIDA COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment
All NPC member organizations at the University of North Florida adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

II. Membership Recruitment Acceptance Binding Agreement (MRABA)
The College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

III. Strict Silence
Strict silence is observed only between the end of preference events and bid distribution.

IV. Promotion of the Sorority Experience
College and Alumnae 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 promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts or be penalized for talking about their membership.

V. Values-Based Recruitment
All NPC member organizations represented at the University of North Florida will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.

    - In accordance with NPC policy, chapters shall not distribute any items, such as ribbons, pens, or similar materials, during pre-recruitment or recruitment events. Only Panhellenic-branded materials provided by the Panhellenic Council for marketing or promotional purposes may be distributed to PNMs.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

VI. Pre-Recruitment Logistics

Prior to the start of primary recruitment, Panhellenic will host several meetings, marketing events, etc. to prepare for and advertise recruitment.

1. Pre-Recruitment Meetings: the College Panhellenic will plan and host several pre-recruitment meetings to help plan for primary recruitment, share information with chapters, and educate chapters on Panhellenic policy and recruitment rules.
    a. All chapter Vice Presidents of Recruitment and Presidents are required to attend a designated meeting where the Recruitment Rules and Code of Ethics will be discussed. It is strongly advised for Chapter Advisors to attend.
    b. Any chapter that misses two (2) or more recruitment meetings per semester, without an approved excuse, are subject to a fine.

2. Pre-Recruitment Events
    a. Vice Presidents of Recruitment should send the Panhellenic Vice President of Recruitment Operations (VPRO) a roster of all members attending a summer or fall recruitment event, including each day of primary recruitment, no later than 48 hours prior to the event. This includes, but is not limited to, rosters for: Summer B Kickoff events; Week of Welcome events; Panhellenic-sponsored summer events; Mock Recruitment; Meet and Greet; Panhellenic Showcase; and each round of primary recruitment. Failure to submit the roster on time may result in a fine.
    b. Showcase Guidelines
        i. Each chapter may have no more than six (6) items at each table representing each pillar: leadership; social; scholarship; service; and sisterhood. This is for a maximum of 30 total items.
        ii. Filler items, such as plants, canvases (not specific to any chapter), flowers (not specific to any chapter), etc. may be brought and used to fill up each table.
        iii. Chapters are to have five (5) affiliated women to stand at each table and speak with PNMs about their respective pillar.
    c. Pre-Recruitment On-Campus Tabling: each chapter must have at least three (3) members per day of pre-recruitment on-campus tabling. Failure to meet this minimum may result in a fine.
    d. Summer B Panhellenic Events: each chapter must have at least five (5) members at each event. Failure to meet this minimum may result in a fine.

e. No chapter may host their own pre-recruitment event or table from August 1 to the conclusion of Bid Day, unless it is sponsored by the Panhellenic Council or the Office of Fraternity and Sorority Life.

3. Deadlines
    a. Chapter Recruitment Checklists (CRC) are the master plan for a chapter's primary recruitment, particularly as it relates to decor. All chapters must submit their checklist by end of day on July 1; this is to be reviewed for approval (or necessary changes) by the VPRO within ten (10) business days of its receipt.
        i. Any clothing, chants, songs, decorations, entertainment, themes, and room layouts, to include furniture, to be used during events must be included and reviewed at this time.
        ii. Shoulr more than one chapter submit similar themes, decorations, etc. the VPRO shall notify both chapters and schedule a meeting with the Vice Presidents of Recruitment. The chapter that submitted their CRC first will be given first right of refusal.
        iii. If a CRC is not approved, it should be edited and resubmitted no later than ten (10) business days after the chapter was notified of the disapproval. Failure to resubmit on time may result in a fine.
        iv. Failure to submit the CRC by the given deadline may result in a fine.
        v. Any chapter that uses items not specified and approved in the CRC are subject to a fine.
    b. All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with PNMs before extending a bid via a Financial Transparency Sheet, which will ultimately be printed in the PNM Handbook. Completed and accurate Financial Transparency Sheets are due by end of day on July 1, along with the Finance Presentation that will be presented during Sisterhood Round.
        i. Failure to submit either the Financial Transparency Sheet or the Finance Presentation may result in a fine.
    c. All media and scrapbooks, including videos and slideshows, to be used during recruitment events must be submitted by August 1 for approval by the VPRO.
    d. Any items used for a chapter table during Panhellenic Showcase must be submitted and approved by the VPRO by August 1.

VII. Primary Recruitment Logistics

Primary recruitment shall consist of the following rounds and events; the specific recruitment schedule, including timing, number of events, break times, and invitation/bid list deadlines will be released by the last day of the spring semester.

1. Round 1: Sisterhood Round
    a. Video Guidelines: Should a chapter decide to show a video during Sisterhood Round, the video must be between 1.5 and five (5) minutes in length.

i. It must include sections on: leadership on campus/leadership opportunities; service and philanthropy events or information on an organization's foundation; and a discussion on what the organization has given you.
ii. It must also include at least three (3) of the following: "Why XYZ?"; sisterhood; what is means to be an XYZ; time commitment and obligations; development of members; academic requirements; national information; chapter awards; alumnae/lifelong chapter involvement; chapter travel opportunities; scholarships and awards from national foundation; and financial information.
iii. All videos must include closed captioning.
iv. Professionally made recruitment videos must remain under $3,000; contracts between the video company and the Panhellenic chapter must be turned into the VPRO no later than two (2) weeks after signing it. Failure to submit the contract or stay within budget may result in a fine.

b. Allowable décor includes: maximum of five (5) tables; one tablecloth with no name brands per table; one (1) set of wooden lawn letters; maximum of two (2) scrapbooks; one (1) mylar or latex balloon display – either letter balloons or giant balloons no larger than 36in per balloon; 25 latex balloons – no larger than 12in; no more than eight (8) brag boards – 48in x 36in; three (3) twin size banners OR one (1) king and one (1) twin size banner - fabric; table décor; and a sisterhood display.
    i. Table décor may include: one (1) sorority-specific symbol – 12in x 12in x 18in; one (1) simple centerpiece with no more than three (3) pieces per centerpiece – 12in x 12in x 18in; and 4x6 or smaller photos kept on the table, with one photo per frame.
    ii. Sisterhood display may be one (1) area or wall and must be a values-based display that can showcase sisterhood photos and the organization's national tagline. It can be no larger than a king size sheet, 6ft rectangular table, or a 36in round table.
c. Allowable entertainment includes: a PowerPoint, slideshow or video with a maximum length of five (5) minutes.
d. Information on financial transparency must be shared during this round.
e. Attire: chapters should wear casual attire. For example, a chapter t-shirt and casual bottoms, like shorts or jeans, would be appropriate. PNMs will be wearing a Panhellenic-provided t-shirt and, to promote PNM comfort, chapter attire should match the casual vibes.

2. Round 2: Philanthropy Round
    a. Allowable décor includes: maximum of ten (5) tables; one tablecloth with no name brands per table; one (1) set of wooden lawn letters; maximum of two (2) scrapbooks; one (1) composite; 25 latex balloons – no larger than 12in; no more

than four (4) brag boards – 48in x 36in; three (3) twin size banners OR one (1) king and one (1) twin size banner - fabric; and a philanthropy display.
    i. Table décor may include: one (1) simple centerpiece with no more than three (3) pieces per centerpiece – 12in x 12in x 18in; and 4x6 or smaller photos kept on the table, with one photo per frame.
    ii. Philanthropy display may be one (1) area or wall and must be a values-based display that can showcase sisterhood photos and the organization's national tagline. It can be no larger than a king size sheet, 6ft rectangular table, a 36in round table, or an equivalent size.
b. Allowable entertainment includes: a PowerPoint, slideshow or video with a maximum length of five (5) minutes.
c. Attire: Chapters should wear casual or smart casual attire. For example, a chapter t-shirt, nice blouses, or casual bottoms like jeans or skirts would be appropriate. PNMs will be wearing a Panhellenic-provided t-shirt, and to promote PNM comfort, chapter attire should reflect a similar casual vibe. However, chapters may also choose to wear dresses (including short dresses) during this round as a way to express their individual chapter personality and highlight their philanthropy or sisterhood. Allowing dresses provides chapters with creative flexibility while maintaining an overall casual and approachable atmosphere.

3. Round 3: Preference Round
    a. Allowable décor includes: unlimited tables and chairs (within fire code); one tablecloth with no name brands per table; one (1) set of wooden lawn letters; floor spotlights; one (1) composite; 25 latex balloons – no larger than 12in; no more than eight (8) brag boards – 48in x 36in; three (3) brag banners – twin size or smaller; three (3) twin size banners OR one (1) king and one (1) twin size banner - fabric; rental items approved by the VPRO; specialty items for preference ceremony; and pipe and drape, and accompanying décor.
        i. Table décor may include: one (1) simple centerpiece with no more than three (3) pieces per centerpiece – 12in x 12in x 18in; and 4x6 or smaller photos kept on the table, with one photo per frame.
        ii. Pipe and drape may be used only on one (1) short wall during this round. This can be used to section off the room, as well as display. Additional lighting or fake flowers can be hung from the pipe and drape.
    b. Allowable entertainment includes: a PowerPoint, slideshow or video with a maximum length of five (5) minutes.

4. Bid Day
    a. The amphitheater must be completely cleaned by the conclusion of run-home activities. Failure to comply may result in the chapter paying the university cleaning fee.
    b. Any chapter-wide Bid Day shirt must be approved by the VPRO.

i. Chapters may have up to two (2) different styles of shirts to be worn by new members and initiated members. Each style of shirt may be ordered in a different color.
ii. Chapters should offer inclusive size options for members.

c. Beyond the Panhellenic-sponsored Bid Day or chapter-specific new member events, Bid Day parties are prohibited. Failure to comply could result in a fine, an infraction and, depending on the severity, the conduct process through the University of North Florida and/or the chapter's national organization. All Bid Day activities should be alcohol and man-free.
d. Chapter will not host unauthorized Bid Day parties. Failure to comply will result in a Peer Accountability Board meeting.

5. Other Guidelines
    a. Location Assignments and Rules: Primary recruitment events will be held in suites or buildings at or near the University of North Florida and will be approved by the Panhellenic Council.
        i. Chapters are responsible for following the rules and regulations of their assigned recruitment space or building.
        ii. Recruitment room selection will be based on the all-chapter GPA for the previous fall semester. The chapter with the highest GPA will be given their first preference, and so on. In the event of a tie for top GPA, the chapter with the higher overall GPA will be given first preference.
        iii. Hanging decorations are permitted on the walls of the University Center if no damage occurs to the walls. These items are to only be hung using magnets or by any item(s) approved by the University Center staff. Approved hanging decorations include twin size sheet banners, individual photos (standard sizes), and brag boards. Hanging brag boards are not permitted to be bigger than 24" x 36". Brag boards set on tables are not permitted to be bigger than 48" x 36".
        iv. Chapter are responsible for cleaning up both their recruitment room and holding room after PNM's are out of rounds. Failure to comply may result in a fine.
        v. No items should be left in the University Center on Saturday evening.
        vi. While parties are active, the two (2) sets of doors to the halls surrounding the recruitment rooms will be CLOSED. Between parties, the doors to the halls surrounding the recruitment rooms will be OPEN. The doors to the holding rooms will be CLOSED at all times.
        vii. Should an affiliated woman need to leave a recruitment or holding room, they must walk with purpose and go directly to their destination when they are in the halls of the UC during recruitment. Lingering/wandering the halls or speaking to PNMs outside of their respective recruitment room may result in a fine.
    b. Room Checks: Chapter recruitment rooms will be checked by representatives of the Panhellenic Executive Board and the Office of Fraternity and Sorority Life

(OFSL) staff. These representatives will have final say regarding compliance with regulations and décor submitted via the CRC.

    i. The Panhellenic Executive Board reserves the right to ask chapters to remove items from pre-recruitment events or primary recruitment rooms. Once a room is approved by Panhellenic Executive Board Officers, no additional items may be added or subtracted from the room. Failure to comply may result in a fine.

c. Attire: Chapters are prohibited from bulk purchasing or requiring chapter members to individually purchase identical matching outfits and/or accessories for primary recruitment. For example, no style numbers or brand specific clothing, jewelry and/or footwear are permitted. More general guidelines, like black jeans or white blouse, without indicating a specific style or brand, would be acceptable.
d. Men are prohibited from participating in recruitment or Bid Day activities.
e. The use of alcoholic beverages in membership recruitment and Bid Day activities is prohibited.
f. PNMs are not allowed to leave a chapter event with anything from the room, except Financial Transparency Sheets. This includes napkins, personal letters, food, party favors, decorations, etc.
g. Chapters cannot ask a chapter member to miss an academic class or lab for the purpose of attending a recruitment event.
h. Electrical appliances cannot be left unattended within the recruitment venue at any time during primary recruitment.
i. Each chapter must have one (1) phone line open, a backup number, and a person to answer the phone beginning the day of Sisterhood Round through the conclusion of Bid Day. The Panhellenic Executive Board will provide the same. These should be submitted and finalized ten (10) days prior to Sisterhood Round.
j. Affiliated women are prohibited from asking PNMs what other chapter(s) they may be visiting during recruitment. Failure to comply may result in a fine.
k. Noise and Conduct During Recruitment Events
   Chapters are not permitted to bang or beat on walls, doors, floors, or make other loud, abrupt noises as Potential New Members (PNMs) are leaving or waiting to enter recruitment rooms. This rule is intended to prevent disruptive or startling noises and does **not** prohibit organized chanting, singing, or cheering conducted in an appropriate and respectful manner consistent with Panhellenic standards.
l. Preference Round Attendance
   All Potential New Members (PNMs) attending an organization's Preference Round events must appear on that organization's official bid list.
m. Décor
    i. No live props, excluding live flowers during Preference Round, can be used during primary recruitment or Bid Day.
    ii. Use of artificial flowers and artificial floral arrangements is permitted during the recruitment process. All artificial floral arrangements used as centerpieces may not exceed 12“ x 12” x 18”.

iii. Tables must be plastic, and be no longer than six (6) feet long or no bigger than a standard 36in. round table.
iv. The following items are prohibited: glitter; fences; lattices; arches (including, but not limited to balloon and floral); sandboxes; confetti; plants – live or fake; flower arrangements outside of specified fake flower centerpieces; floor runners (including lights); chair covers, sashes or bows; fountains; food and beverages; printed napkins (solid colors); space fillers not previously approved via the CRC; ice sculptures; brand names or logos; or tablecloths with sequins or embellishments. This list is not exhaustive.

n. Alcohol
   i. Chapter or chapter members will adhere to the alcohol policy. Failure to comply will result in Peer Accountability Board Meeting

VIII. Rho Gammas (Recruitment Counselors)

Rho Gammas model the way for PNMs. They serve as confidants and mentors as PNMs participate in the structured recruitment process. Rho Gammas guide PNMs at each step of the process as they explore the sororities on campus that meet their needs and match their values. Their responsibilities include:

1. Responsibilities to PNMs:
   - Provide thorough knowledge of the College Panhellenic community.
   - Promote the positive benefits of sorority membership and the Panhellenic community's impact on campus.
   - Discuss their personal values with PNMs and how those will better inform their decision-making.
   - Advise them through the recruitment process by finding effective ways to help them reason how their values connect with each chapter.
   - Encourage them to keep an open mind throughout the process and approach each chapter as a group that could develop them personally.
   - Stay in contact with each PNM to provide support and guidance to contribute to her retention throughout the recruitment process.
   - Serve as a positive contact and sorority role model during and after recruitment.
   - Track PNM attendance during rounds and ensure PNMs attend an event for each chapter.
2. Responsibilities to the director of recruitment counselors:
   - Be present during all training sessions by actively participating in activities and providing insightful comments.
   - Act with dignity and pride as a representative of the College Panhellenic community.
   - Be a team player and enthusiastic volunteer to assist with recruitment promotion and implementation tasks.
   - Complete all required logistical duties, including assisting PNMs as they travel between recruitment locations, explaining recruitment procedures, assisting with data entry, contacting PNMs who do not arrive on time, and so on.
3. Responsibilities to the College Panhellenic community:

- Model the way by providing the PNMs with the utmost customer service.
- Become an advocate for the entire sorority community by upholding the values of the Panhellenic Creed and the College Panhellenic code of ethics.

Rho Gamma Disaffiliation: University of North Florida operates a disaffiliated recruitment counselor program – meaning Rho Gammas will temporarily, publicly disaffiliate from their initiated chapter and organization.

4. Disaffiliation will begin no earlier than 30 calendar days before primary recruitment begins. Disaffiliation includes: not revealing their sorority affiliation to PNMs; removing mention of their affiliation on all public social media platforms or bios; removing photos of their affiliation from all public social media platforms; and wearing or carrying any identifying items like water bottles, laptop stickers, shirts, stickers on vehicles, etc.
5. While Rho Gammas may privately continue to talk to and see their chapter sisters, no conversations should be about recruitment or PNMs until the conclusion of primary recruitment.
6. Chapters should also remove photos from their social media, marketing efforts, or recruitment décor/visuals that identify Rho Gammas.

Rho Gamma Removal: Failure to abide by the abovementioned expectations will result in reviewing the status of a woman as a Rho Gamma.

7. The first offense will result in a warning from Panhellenic recruitment staff or Fraternity/Sorority Advisor. If the Panhellenic recruitment staff determines the first offense to be severe enough, a Rho Gamma could be subject to an immediate release from their role.
8. The second offense will result in being released from their Rho Gamma role. Should recruitment activities already started, released Rho Gammas should not participate in their chapter's recruitment efforts.
9. If an offense is severe enough, the Rho Gamma's chapter could receive an infraction and be referred to the Peer Accountability Process.
10. Rho Gammas must continue to be in good academic, behavioral, and financial standing with their initiated chapter to continue serving in their role.

IX. PNM Eligibility for Primary Recruitment

A woman registering for primary recruitment must:

- Be a full-time student at the University of North Florida registered with at least 12 credit hours
- Not already be initiated into an NPC organization.

X. Continuous Open Bidding (COB)

1. Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when
   - A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
   - A chapter is below the established total at any point in the term.
2. COB begins once total is set during the primary recruitment term, and once total is set within 24 hours of the first day of the non-primary term.

3. Panhellenic can support the COB of all chapters with marketing and promotion.
4. PNMS participating in COB must submit:
    - A Grade Release Authorization Form to the Office of Fraternity and Sorority Life (OFSL) to be approved by the OFSL Advisor.
    - A signed Continuous Open Bidding Membership Recruitment Acceptance Binding Agreement (COB MRABA) no later than 72 hours after bids are issued.

XI. Emergency Situations

If an extraneous circumstance occurs during the recruitment period, which results in university closure, the following procedures will occur.

- The Vice President of Recruitment Operations (VPRO), Panhellenic President, OFSL staff, chapter Vice Presidents of Recruitment, Chapter Presidents, and Chapter Advisors will meet and discuss plans of action.
- The recommended plan of action will be then taken to the campus' NPC Area Advisor for approval.
- Once approved, the Panhellenic Executive Vice President will post an update on Instagram, and the VPRO will email each PNM with the plan of action, while the Chapter Presidents and Vice Presidents of Recruitment will notify their respective chapter.
    - Notifications to chapter members and PNMs must be a formal announcement agreed upon by VPRO, Panhellenic President, OFSL staff, Recruitment VPs, Chapter Presidents, and Chapter Advisors.

If an extraneous circumstance occurs during the recruitment period which results in remote instruction or the inability to meet in large groups, the following procedures will occur.

- The VPRO will organize a Recruitment Response Team (RRT); composed of the following: Panhellenic President, Vice President of Recruitment Programming, Panhellenic Advisor, NPC Area Advisor, and RFM Specialist. This group will discuss options for the Panhellenic community to recruit safely.
- Once a decision is made by the RRT, a special meeting will be called to inform all chapters of how the community will be expected to recruit.
- If Panhellenic chapters are asked to recruit virtually, the VPRO will host a workshop in how to successfully recruit in that manner

All the above are subject to change. All decisions will follow University and NPC policies.

XII. Fineable Violations & Fines Assessed

Once assessed by the Peer Accountability Board, all fines will be due within two (2) weeks fo receiving an invoice.

Violation	**Amount**
Chapter fails to submit participation roster 48 hours prior to recruitment events	$50 flat fee; extra $100 flat fee if VPRO has not received if the day of the recruitment event
Chapter fails to provide at least three (3) members for pre-recruitment tabling events	$50 flat fee
Chapter fails to provide five (5) members for Summer B Panhellenic pre-recruitment events	$50 flat fee

Chapter fails to submit 24-hour contact and backup ten (10) days prior to start of recruitment	$10 per day
PNM leaves a chapter's recruitment event with something physical	$5 per item
Chapter fails to abide by recruitment schedule (i.e. ends round late)	$10 per minute, per violation
Chapter fails to clean up either their recruitment and/or their holding room at the conclusion of each day during primary recruitment	$15 per half hour until the room has been cleaned
Chapter fails to clean up either their recruitment and/or their holding room at the conclusion of each day during primary recruitment, and it is reported to OFSL by the building	$250 per violation
Chapter leaves an item(s) in the recruitment room that Panhellenic instructed them to remove	$75 initial fine + $25 per round the item(s) is still present
Chapter tells members to miss an academic class or lab so they can attend a recruitment event	$100 per violation
Bid promising	$150 per incident
Chapter fails to submit the Chapter Recruitment Checklist (initial submission or resubmission), Financial Transparency Sheet, or Financial Presentation on time	$25 per day, up to 3 days or $75, for each missing/late item
Chapter fails to submit professional videography contracts on time	$100 per violation
Affiliated woman lingers in the UC with no purpose between rounds or speaks to a PNM between rounds	$100 per violation
Chapter fails to submit their New Member Verification Form on time	$50 per day
Chapter fails to get new members registered on MyWings within seven (7) days of bid acceptance	$50 per new member per day
Late fee for any fines	$50 flat fee