

2009-2010 UNIVERSITY OF KENTUCKY PANHELLENIC MEMBERSHIP RECRUITMENT GUIDELINES

Code of Ethics

We, the members of the University of Kentucky 's Panhellenic Association, stand behind the goals of recruitment for promoting opportunities for the development of undergraduates through membership in women 's fraternities. We support the goals of recruitment as being the following: to give each potential member maximum opportunity to pledge; to provide fraternity experience to as many as possible; and to maintain adequate strength in the fraternity chapters. We uphold and honor the University of Kentucky 's Recruitment Guidelines and the National Panhellenic Conference's Unanimous Agreements through our thoughts, words, and actions. We believe that the highest level of trust should exist between chapter members and the chapters in Panhellenic in order to ensure a spirit of cooperation and harmony. As a member of the University of Kentucky Panhellenic Association, we shall stand by these ideals which guide our actions.

The University of Kentucky Panhellenic Recruitment Guidelines are intended to help guide sorority women and potential members throughout 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) to which all chapters belonging to the University of Kentucky Panhellenic Association must adhere. The purpose of formal recruitment is two fold:

- 1) to ensure that sororities have equal opportunities for recruiting and membership selection within the Panhellenic system.
- 2) to provide potential members every opportunity to become acquainted with as many sororities as possible in order that they may make wise, unbiased decisions concerning membership.

The Panhellenic Association of the University of Kentucky promotes equality regardless of race, color, religion, belief, or physical abilities.

A. Membership Recruitment Week Structure

The purpose of recruitment week is for the potential member and chapter to get to know each other well enough for both to make an important lifetime choice. Recruitment week should portray the values and benefits of sorority life in a relaxing atmosphere and not center on superficialities.

1. An introductory event will take place following the potential member orientation on the first day of Membership Week. Each chapter will be equally represented in a casual atmosphere. The purpose of the event will be to promote sorority life and to answer concerns potential members have about the membership process in a context outside the selection process.
2. Membership Recruitment may be conducted anywhere within the chapter house, or other recruitment facility during times scheduled by Panhellenic. Recruitment activities may begin when the last potential member enters the house and may cease when the last potential member has left the house. Chapters are encouraged to use various areas of the house, including outside porch areas for conversation purposes.
3. The emphasis of recruitment functions should be the interactions between sorority

members and potential members rather than elaborate refreshments, entertainment, and atmosphere. Conversation breaks (including songs and skits) during the recruitment functions should not include references to fraternity names or the use of alcohol. Words that may not be used include, but are not limited to the following: fraternity, frat, party, drinking. The only exceptions to using these words are limited to use during the conversation break when referring to a specific philanthropy event that a sorority hosts with a fraternity. Any controversial topic must be approved by the Recruitment Staff.

4. The first recruitment functions will be open houses which are intended to provide potential members with an informative introduction to sorority life and Greek membership. Chapters may serve unadorned ice water. No decorations shall be used during open house. One banner, one table of information and chapter paraphernalia, and floral arrangements may be used. The banner may be no larger than a twin sheet in the recruitment area. The number of flower arrangements allowed in each house is five (5) for Open House. Three (3) small flower arrangements will count as one (1). No flower arrangement is to be larger than two feet tall. One small flower arrangement is at maximum, nine (9) inches by nine (9) inches. Conversation breaks may last up to four (4) minutes of the forty minute party period. The mention of men, frat, boys, or alcohol during first round (skits or conversations) is not permitted. Sorority members are to wear the designated Panhellenic outfit which will be agreed upon by the Panhellenic Council delegates before April 15. The potential members are encouraged to dress in comfortable shorts and to wear walking shoes. Chapters must use activities or songs promoting "Go Greek" for their conversation break. No chapter may say their name more than three (3) times (spelled, mentioning mascot, saying chapter colors, or alluding to chapter name or mascot). Official song/cheer can occur at any time in the skit, and will not count as part of this limit. Chapters must end their entertainment on a "Go Greek" theme. A maximum of five (5) choreographed dancers are permitted in the entertainment.
5. The second recruitment functions are intended to further familiarize sorority life to the potential members as well as getting to know them better. Chapters may serve unadorned ice water. The only room that may be decorated with wall coverings is the room in which the skit/entertainment break is taking place. Three walls may be decorated. The number of flower arrangements allowed in each house is no more than ten (10) flower arrangements during the 2nd round of recruitment. Three (3) small flower arrangements will count as one (1). No flower arrangement is to be larger than two feet tall. Conversation for the 50 minute period for each of the nine functions will emphasize the chapter 's service opportunities. If a presentation is used then it may last up to six (6) minutes and must focus on the chapter's community service opportunities. Dress for potential members is casual shorts, denim skirts, and comfortable walking shoes. Sorority members will wear a T-shirt promoting their philanthropy and/or philanthropy event. The chapter can only order these shirts through Panhellenic or use existing philanthropy shirts. If existing shirts are used, the Recruitment Staff must approve them by April 1. During the 2nd Round of Recruitment (Philanthropy day) entertainment, each chapter must refer to their philanthropy at least five (5) times during their entertainment. The focus of the entertainment should be the chapter's philanthropy.
6. The third recruitment functions are intended to provide the potential members with the chapter 's expectations of her members (i.e. financial obligations, scholarship obligations, housing obligations, service hours, etc.). Chapter may serve unadorned ice water. The only room that may be decorated with wall coverings is the room in which the skit/entertainment break is taking place. Three walls may be decorated. The number of flower arrangements allowed in each house is no more than ten (10) flower arrangements during the 3rd round of recruitment. Three (3) small flower arrangements will count as one (1). No flower arrangement is to be larger than two feet tall. Conversation breaks

may last up to 15 minutes of the sixty minute period. Dress is casual shorts or skirts, dresses, and comfortable walking shoes for the potential members and sorority members.

7. The final recruitment function is Preference, which is the final opportunity for potential members and sorority members to discuss membership commitment. There will be a 15 minute break between each preference function. Chapters may serve unadorned ice water. Potential members are encouraged to wear reception dresses. No gifts, favors, preference letters or notes may be presented to the potential members at any time during any function or before pledging takes place.

B. Chapter Obligations

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

1. Chapters are responsible for informing their actives, new members, and alumnae of the recruitment guidelines which are binding on all concerned. Each chapter is held responsible for the actions of its members including during conversations.
2. The use of alcoholic beverages and the participation of men during Formal Recruitment Week and Bid Day are prohibited. This prohibition shall remain in place until twenty-four hours after the Panhellenic Pledging ceremony has taken place. Violations of this policy will be referred to the Panhellenic Judiciary Board and will be result in social probation for the semester. Chapters are advised to hold Bid Day activities in facilities where alcohol is not present and not in any private residence unless approved by the Panhellenic staff and recruitment chairs.
3. All decorations shall be limited to within the chapter house and the outside of the house shall not appear any different than usual. Rooms into which potential members will be entering may not have any alcohol paraphernalia, pictures of boys or alcohol. Other than approved recruitment flower arrangements, silk flowers and trees must remain in their usual locations. All decorations shall be approved at each house the morning of the function by the recruitment staff. Chapter houses who fail to comply with any of the changes that need to be made after house checks will not be permitted to have potential new members in their house until the corrections have been made.
4. The chapter cannot require recruiters to wear special Membership Recruitment outfits. A special Membership Recruitment outfit is an outfit, or accessories, purchased only to be worn during a recruitment function and is not regularly worn by the recruiters at other times. Clothing that is suggested by the chapter must be included in the Preliminary Recruitment Week Plan and reviewed by the Panhellenic Recruitment Week Committee.
5. The guidelines for the recruitment week budget shall not exceed \$1000.00. The guidelines for the recruitment week budget should not include napkins, cups, or beverages, previously donated items, or items you must rent to accommodate the potential members (including outdoor tents, chairs and tables). The expenses for the flower arrangements will not be included. The number of arrangements that each chapter can use will be determined by the recruitment staff and recruitment chairs. An estimated recruitment budget must be submitted to the Panhellenic Membership Recruitment Chairman by April 15 of the preceding semester. A recruitment budget should include detailed information about their estimated expenses including alumnae contributions, donated goods and services, and individual financial responsibilities. A final itemized accounting of all Membership Recruitment expenses must be submitted

to Panhellenic Vice President of Recruitment within two (2) weeks following Bid Day. Chapters should use their good judgment and abide by the honor of the Code of Ethics.

6. An alumna representative from each of the women's fraternities will assist with the Preference Cards Intake Process during the Preference events and assist with the cross checking of the Preference Cards with the computer bid matching program.
7. Revisions for operation procedures will begin by the end of September and will include the Membership Chairs of each chapter, former Recruitment Counselors, and Panhellenic delegates. Revision will be approved by the chapters voting delegates by the end of February.
8. During every function, each chapter must display (standard poster size) their scholastic requirements for pledging and a total breakdown of the costs for the new member semester as well as both in-house and out-of-house active semesters. This is to be posted inside the Membership Recruitment quarters and clearly visible to Potential members. Chapters must also provide this information to the Panhellenic Staff to be included in the mailing sent to all registered Potential members.
9. Sororities must adhere to the deadlines and procedures as described in the Master Computer Schedule. Chapters failing to meet computer deadlines are assessed according to a sliding scale of fines promulgated before Formal Membership Recruitment Week. The following scale of penalties was established in accordance with the National Panhellenic Conference Unanimous Agreements (see item 6 of the College Panhellenic Agreement on penalties for infractions of Membership Recruitment rules, page 25, NPC Manual of Information). The scale involves monetary fines and non-monetary penalties as well. The scale is as follows: \$1.00/minute for 1 - 30 minutes late; \$2.00/minute for 31 - 45 minutes late; \$3.00/minute for 46 - 60 minutes late and above. If a chapter is 1 2 hours late, it will also receive a nonmonetary penalty. The first time they are 1 2 hours late they will perform service hours agreed upon by the Panhellenic Judiciary committee. The second time they are 1-2 hours late, they will be placed on social probation for the Fall 2009 semester (social probation means a chapter may not sponsor any social activities, including formals, dances, etc.).
10. Membership Chairs will meet monthly during the spring semester to review the content of the planned conversation breaks and other recruiting activities planned for membership week. Membership Chairs will use their NPC Guidelines for Implementing the 1991 NPC Rush Resolutions as the criteria for the services. While scheduling events for new members, chapters will be courteous of KWeek events. On Bid Day, chapter members will be required to remain on their chapter property two hours following the Panhellenic Pledging Ceremony.
11. Chapters must submit a Preliminary Recruitment Week Plan that includes a full description of each round. Each round must detail the conversation focus, activities/interactions/presentations, clothing, backdrops, and decorations. The plan must be submitted by March 1 and will be reviewed by the Panhellenic Recruitment Week Committee by April 15. Recruitment Chairs must send any updated and approved changes to Recruitment activities to the Recruitment Staff two weeks prior to the beginning of Formal Recruitment.
12. Chapters must supply at least one chapter representative for at least two summer advising sessions to assist with the presentation and registration.
13. Each chapter will participate in the Review of Round Two and round Three and in the mock rotation conversation during the week before Membership Recruitment Week. Presentations should include all revisions at the time of the review and shall comply with the Membership Recruitment Guidelines as to length and focus for the round.

C. Recruiters Obligations

Individual recruiters have an obligation during the recruitment process to abide by the NPC Unanimous Agreements and the campus guidelines because individual members of the Panhellenic Association have one to one contact with the Potential members.

1. Only national fraternity representatives, house directors, alumnae, new members, and initiated members of the fraternity may assist the chapter with recruitment during the membership recruitment functions. Others may help "behind the scenes" at anytime. The total amount of recruiters visible and present during a recruitment function shall never exceed the total membership of the largest chapter 's roster at the University of Kentucky. Nametags will designate who is not an active member.
2. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not imply to a Potential member that she has an invitation to a recruitment function, ask her to pledge, or imply she will receive a bid.
3. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not make derogatory remarks to a Potential member about the Recruitment process, a sorority, a sorority member, or another Potential member.
4. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not initiate contact to a Potential member by phone, in person, Facebook, or in writing outside of scheduled recruitment functions. Likewise, they may not send or give flowers, gifts, preference letters/notes, poems or any other mementos to Potential members prior to when bids are extended or accepted. Normal friendly contact and the wearing of badges and insignia is encouraged. Chapter members must place their Facebook accounts on the private setting by June 1st.
5. Recruiters should never intentionally place a Potential member in an awkward situation (i.e. recruiters kneeling in front of Potential members in order to carry out an extended conversation, or having three (3) or more recruiters talking to one (1) potential member, asking about or referring to chapters in a negative manner, or the financial status of their family).
6. Sorority members must attend scheduled pre-membership recruitment workshops and meeting, including the candlelight and the recruitment orientation. Each chapter is to develop conversation and interviewing skills.
7. Sorority members assigned to live in the residence halls may move their belongings into their rooms at the time scheduled on the Master Computer Schedule. In moving their belongings into the residence halls, they may not wear or display any Greek paraphernalia. No sorority members, including new members and alumnae may visits a Potential member in her place of residence during the recruitment week. They may only return to their residence hall room during upon approval of the Panhellenic President, Vice-President of Recruitment, and Advisor.

D. Recruitment Week Procedures

An effective recruitment week is based on the policies and recommendations of NPC because these procedures have been discussed at the national level by all member groups.

1. Panhellenic will provide a range for quota to its chapters for the planning purposes at

each round during formal recruitment and quota will be set after the final round of formal recruitment. Membership Recruitment Chairs of each chapter may meet to discuss the quota formula and the number of registrations during their training session the week before recruitment week. Quota may be adjusted before bid matching if withdrawals are higher than average and upon the approval of the Membership Chairs of each chapter. Chapter total will be determined then by the Panhellenic Council. Open Recruitment begins after the conclusion of Fall Orientation, Monday, August 24, 2009.

2. Sororities must follow NPC recommendations for release figures by reinforcing the proper use of release figures as being vital to the success of recruitment week, pledging the maximum number of women. The concept of proper release figures has been accepted by all NPC groups. It depends on chapters which regularly have higher rates of Potential member retention throughout the entire recruitment period releasing Potential members at the earliest stages of the formal membership recruitment week so that all Potential members have the opportunity to explore the many options of sorority membership. Established groups should use recruitment statistics from the previous three years to calculate release figures. Newer chapters should be given special consideration and flexibility in developing their release formula. Chapters will be given their individual chapter release percentages the week before Formal Recruitment Week and they will be allowed to negotiate adjustments with the Panhellenic Advisor up to six hours before the invitation list is due for each round.
3. Potential members with a junior or senior standing will receive special consideration during bid matching, i.e., not being included in an individual chapter's quota at the time of bid matching. No chapter would be allowed to exceed Quota by more than five percent which includes these additions along with other Quota additions.
4. Snap bidding procedures should follow the NPC Snap Bidding guidelines.
5. Quota Addition procedures will follow the NPC Quota Addition Guidelines.

E. Recruitment Counselors

The role of the Recruitment Counselor during the recruitment week is crucial to the success of recruitment and pledging of the incoming Potential members. Because this role is so important, it is necessary that:

1. Each chapter must submit the number of Recruitment Counselor applications equaling at least 15% of the chapter's sophomore and junior membership. The chosen Recruitment Counselor representation will reflect the representation of all chapters and will average about five from each chapter, depending on chapter size. If a Recruitment Counselor resigns before the recruitment week, she must be replaced by a designated alternative. All Recruitment Counselor applicants are required to attend their respective interview time slots. Failure to do so will result in a chapter reprimand.
2. The selection of the Recruitment Counselors will be handled by the Panhellenic staff based on recommendation of chapter presidents. Applications and personal interviews will be used to select Recruitment Counselors. The quality of the counselor is as important as having equal representation from each chapter.
3. The qualifications of a Recruitment Counselor include: dependable, responsible and available to the Potential member; an enthusiastic and positive attitude towards the sorority experience; objective and impartial in her opinions; represents the best qualities of sorority women; good listening skills and understands the confidentiality of her role; sensitive and perceptive to another's feeling while remaining objective; experience as a

Potential member and a recruiter during the recruitment week.

4. Recruitment Counselors must attend two spring workshops and the training sessions which take place the week before recruitment week.
5. All Recruitment Counselors will have to turn in an activity plan to the Recruitment staff on the Monday of Spirit Week. This plan should include an optional activity for the potential new members for two or more nights of recruitment. (For example, watch a movie in the dorm, got to dinner, etc.).
6. Recruitment Counselors must separate themselves, emotionally and physically, from their chapter for the purposes of Formal Membership Recruitment. They may not communicate or visit with their chapter members during the Formal Membership Recruitment period. Recruitment Counselors may not reveal their sorority affiliation and they must remain neutral at all times to Potential members. They may not wear or display any sorority jewelry, jerseys, or any other identifying articles during the week of membership recruitment.
7. Recruitment Counselors will escort potential members to the Open House functions with their Recruitment Counselor groups at the scheduled time. Recruitment Counselors do not attend chapter membership recruitment functions.
8. Recruitment Counselors must wait at the computer center to return to their chapter until their Chapter Membership Chairman turns in their Panhellenic and computer bid lists on Preference Night.
9. Recruitment Counselors shall not use alcoholic beverages and limit male interaction during the Formal Recruitment Week. Recruitment Counselors should also encourage their Potential members from using alcoholic beverages and interaction with men during the recruitment and Bid Day period.
10. Recruitment must adhere to the deadlines as described in the master computer schedule. If a Recruitment Counselor fails to meet this responsibility, the Recruitment Counselor's chapter will be assessed according to the same scaled outline in Section B, Article 9 of the Recruitment Guidelines. Recruitment Counselors failing to attend any required responsibility will be dismissed and her chapter may be required to supply a replacement.
11. Recruitment Counselors will be subject to a personal bill for all expenses they have incurred if they do not fulfill their Gamma Chi duties. This bill is not to exceed \$150.00 This fee will be billed at the end of Recruitment Week, and will be waived if the Recruitment Counselor does fulfill their responsibilities. The Recruitment Staff will determine if the fee is to be billed according to the reasons and circumstances. There will be a curfew set by the Recruitment Staff for all of the dormitories on the University of Kentucky's campus. Also, Recruitment Counselors and Potential Members are not to move out before the completion of Formal Recruitment Week which will occur on Bid Day.

F. Panhellenic Staff

Essential to an effective recruitment week is to have qualified team leaders.

1. The Panhellenic staff consist of the Panhellenic President, President-Elect, Vice-President of Recruitment, Vice-President of Recruitment-Elect, the computer analyst,

and the Panhellenic Advisor. Members of the Panhellenic staff should be objective and impartial in their opinions and should promote a positive image of sorority life.

2. The Panhellenic staff is responsible for the preparation of recruitment week in consultation of the Panhellenic Membership Recruitment Chair committee.
3. The Panhellenic President, Vice-President of Recruitment, and computer analyst work in the Panhellenic office beginning June 1. They are responsible for mailing recruitment materials to Potential students, providing information at summer advising conferences, processing recruitment applications, and planning the details of the recruitment week.
4. During the recruitment week, the Panhellenic staff works to ensure that all Panhellenic procedures are followed and that the recruitment week runs smoothly. They visit events, run the computer processing, direct the Recruitment Counselor program, and assist Potential members when needed.
5. Beginning on June 1st prior to Recruitment Week, the Recruitment Staff (Panhellenic President, VP Recruitment, President-Elect, and VP Recruitment-elect) must completely disaffiliate from their individual chapters and not reveal or represent their chapter in any way.
6. The Recruitment Staff is responsible for developing an annual Recruitment Marketing Plan, which will include publicity, a complete budget, etc.

G. Eligibility and Expectations of Potential Members

Participants in recruitment week need to realize their obligations to the mutual selection process.

1. Women must be enrolled, full-time students at the University of Kentucky to be eligible to participate in recruitment activities. The national sororities do not allow students enrolled at Bluegrass Community and Technical College to participate because they are not enrolled in a bachelor degree program.
2. Potential members must register with Panhellenic and pay the established fee to participate in membership recruitment week. The registration fee includes a total of three meals for the week, mailing, and processing costs.
3. Potential members are encouraged to wear comfortable clothing throughout the week until Preference round as outlined in the Recruitment Booklet (i.e. causal shorts and tennis shoes). A recruitment week shirt will be provided to each potential member for her to wear during the first round. For the Preference functions, Potential members are encouraged to wear a dress appropriate for occasions such as a wedding reception; this attire sets the mood for the seriousness of this party and the importance of the decision to follow.
4. Potential members must wear the standardized Panhellenic name tag to all recruitment functions. Each Potential member must present a card with her name printed on it at each of the sororities she attends for the purpose of attendance.
5. Each Potential member is expected to accept the maximum number of invitation allowed for each round in order to maximize her chances of pledging. If a Potential member has a schedule problem, she needs to contact her Recruitment Counselor immediately.
6. Legacies are recruited the same as any other Potential member.

7. Potential members must contact their Recruitment Counselors to drop recruitment week and complete a drop Membership Recruitment evaluation to drop out of recruitment week.
8. If a Potential member attends a preference function, then she must report to Memorial Hall and complete a Formal Membership Recruitment Acceptance Card immediately after the last preference function she attends. Potential members are entitled to privacy when signing their Formal Membership Recruitment Acceptance Cards. Once they sign their cards and give them to Panhellenic, they may not change their cards.
9. Immediately following a potential new member's last Preference function, she is to go immediately to Whitehall Classroom Building and fill out her Preference card. The potential new member is not to discuss her decision with anyone except a member of the Recruitment staff (this includes the use of cell phones). This period of silence about the recruitment process is to last until the new member reports to her new chapter on Bid Day
10. Potential members who sign Formal Membership Recruitment Acceptance Cards and receive bids at the end of the Formal Membership Recruitment period are bound to that sorority for one calendar year at the University of Kentucky. While they are not obligated to join that sorority, they may not pledge another NPC sorority on the University of Kentucky's campus within that year.

H. Continuous Recruitment

The purpose of Continuous Recruitment (CR) is to enable those chapters which did not pledge Quota, or pledged Quota but did not reach Total (150), to take additional new members immediately following Kentucky Welcome Weekend. The intent of CR is to provide maximum opportunities for membership to the greatest number possible.

1. Any matriculated (full-time enrolled), unaffiliated woman student at the University of Kentucky is eligible for CR, without any requirements of prior participation in the recruitment week. A Potential member who has accepted a bid during the recruitment week or during CR is not eligible to pledge another NPC sorority on the University of Kentucky's campus within that year.
2. During CR, a Potential member may be extended a bid orally or in writing. However, a signed CR Acceptance Card must be filed with the Panhellenic Office within 24 hours after a Potential member accepts an invitation to membership.
3. No restrictions on the times, places, or kinds of recruitment functions will be issued during CR. Chapters are encouraged to have informal functions or to invite Potential members to regularly scheduled chapter events.
4. When a Potential member negates her signed Preference Card and refuses to accept her matched bid at the conclusion of the recruitment week and does not participate in a ribbon or formal pledge ceremony, this space in the chapter's pledge Quota is not filled and the chapter may immediately bid and pledge another woman even if the chapter is over Total. A chapter cannot replace Quota Additions. If a Potential member has participated in the chapter's ribbon or formal pledge ceremony and the pledgship is broken by either the new member or the chapter, then the vacancy created can be refilled only if a chapter is below Total.

I. Judiciary Procedures

Infractions of the above guideline are handled in accordance with the National Panhellenic Conference Agreements, Article VII. The Panhellenic President shall be informed during each step of the process. Detailed instructions concerning judicial matters are found in the National Panhellenic Conference Judicial Procedures Manual which each chapter president will receive. Below is a summary of the procedures:

1. Infractions must be reported in writing and signed by the chapter president, a Gamma Chi, a potential member, the Vice President of Recruitment, or the Panhellenic Advisor. The infraction must be based on the NPC Unanimous Agreements, Code of Ethics and/or membership recruitment guidelines. The reported incidence must be based on an infraction of the NPC Unanimous Agreements, the Constitution and /or Bylaws, the Recruitment Guidelines, and/or on of the Panhellenic Code of Ethics.
2. The infraction must be submitted using the *College Panhellenic Violation Report Form* to the Panhellenic President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction. If the Panhellenic President is unavailable or the violation is against her fraternity, the form shall be presented to Vice President of Recruitment or to the Panhellenic Advisor. The form must be reported or signed by either: chapter president, Panhellenic Vice President of Recruitment, a Gamma Chi, a potential new member or the Panhellenic Advisor.
3. When the report of an infraction is properly received, the accused fraternity shall be given formal notification in writing using the *College Panhellenic Notice of Infraction Form*. This form is retained by the president and Panhellenic Advisor and is available upon request for the accused fraternity. A copy of the form shall be given to the NPC Area Advisor.
4. The *College Panhellenic Notice of Infraction Form* shall be delivered to the President of the accused fraternity within one week of the president's receipt of the *Violation Report Form*. The record of delivery shall be documented on the notice form and a copy of the notice shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.
5. Upon receipt of the *College Panhellenic Notice of Infraction Form* the accused fraternity shall contact the Panhellenic President within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing.
6. The purpose of Mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under the NPC Unanimous Agreements, the Constitution, Bylaws, and Recruitment Guidelines. The Mediator shall be the Panhellenic Advisor, unless she/he has filed the violation. Mediation shall be closed to the public. The participants in the Mediation shall be representatives from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the Panhellenic President, the Panhellenic Advisor and the Vice President of Recruitment. Any infraction filed with a chapter shall be kept confidential between the Recruitment Staff, the chapter President and the chapter VP of Recruitment.
7. If an amicable solution cannot be reached through mediation, the matter is referred to the Panhellenic Judicial Board. If the decision of the Judicial Board is not acceptable, then an appeal can be made to the NPC College Panhellenic Committee within one week using the *College Panhellenic Notice of Appeal Form*.

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