

MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT (MRABA) SCRIPT AND FORMS

The National Panhellenic Conference (NPC) wants every potential new member (PNM) to be informed about her options for joining a sorority. This script (found on the next page) is to be used immediately before a potential new member (PNM) completes the MRABA during fully structured and partially structured recruitment. It should be read aloud to a PNM and be unaltered. A PNM should only sign the MRABA when she fully understands the contract she is signing. She should have the opportunity to have all her questions answered. Signing this document is her acknowledgement that she understands the terms and conditions.

Campuses using printed MRABA forms should instruct PNMs to complete the form and initial each statement as appropriate. For campuses not using a paper copy of the MRABA, PNMs should review the language of the MRABA found on their screen while the script is read aloud. By submitting the MRABA, the PNM acknowledges and understands the terms of the MRABA.

The campus should provide additional directions as needed regarding any electronic submission. These instructions should give specific directions, telling PNMs how to select and submit preference(s). No one other than the PNM should complete/sign the MRABA. These instructions should be provided to the PNM only after the MRABA script has been read aloud, the PNM has had an opportunity to have any remaining questions clarified and she is ready to submit her final preference(s).

The printed MRABA paired with the read-aloud script allows for visual, auditory, reading/writing and kinesthetic learners to interact with the policies that affect their membership opportunities. It is important PNMs are offered the appropriate time, space, environment and expectations as they would be provided in any classroom or academic setting. NPC encourages College Panhellenics to work with appropriate campus departments and partners to discuss appropriate accommodations and settings for MRABA submission.

IMPORTANT:

PNM recruitment eligibility should have been made clear at the time of registration; however, it could be possible a PNM registered and participated in Panhellenic recruitment in violation of NPC Unanimous Agreement III: The Panhellenic Compact, which in part states:

1. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.

Any woman previously initiated to a NPC member organization must be removed from recruitment as she is not eligible for membership in another NPC sorority.

REMINDER: Recruitment counselors **cannot** be involved with any PNM during MRABA signing. The individuals assisting with the MRABA signing should not be coaching, giving advice or questioning a PNM in her sorority selection. Should a PNM have further questions or need clarification, a fraternity/sorority advisor should provide the appropriate support.

Begin reading script for the Membership Recruitment Acceptance Binding Agreement (MRABA):

Congratulations! You have just completed the College Panhellenic primary recruitment process on this campus.

At this time, you will be reading, initialing, signing and submitting a completed membership recruitment acceptance binding agreement (MRABA) necessary to receive an invitation of membership (a bid) from a Panhellenic sorority.

Please listen carefully as we review this agreement together and consider the following points before you complete the MRABA. I am here to explain the MRABA and the steps for submitting the agreement. I cannot assist you in your sorority selection. If you need more time or advice, your fraternity/sorority advisor will provide support.

Please read the MRABA along with me as we review it.

First, the introduction where you agree to the binding contract:

This is a binding contract with the National Panhellenic Conference (NPC). You are choosing to complete this form because you participated in the primary membership recruitment process referred throughout this MRABA simply as “Recruitment.”

[If an electronic form is being used, please read the following: In signing this contract electronically, you agree this MRABA is valid, enforceable and binding under the Electronic Signatures and Global and National Commerce Act (“E-Sign”) and the Uniform Electronic Transactions Act (“UETA”).]

Next, Part 1, withdrawing or continuing in recruitment:

In this section, you may choose to withdraw from recruitment at this time or continue in recruitment.

If you choose to withdraw, this means you will not join a sorority now, but you could join a sorority in the future by participating in the continuous open bidding (COB) process. These future opportunities are not guaranteed and may not be available for all of the sororities on campus.

If you would like to withdraw from recruitment at this time, please initial on the line and move directly to Part 5 and sign.

If you choose to continue to participate in recruitment, you will initial the selection and move to Part 2.

Part 2, understanding of the ranking process:

In this section, you agree that each of the following statements is true:

- You are willing to accept a bid from any sorority you list on the agreement (in Part 4).
- You will rank each sorority in order of your preference for receiving a bid, putting your first choice first. By writing down the name of a sorority at this time, you are agreeing to receive a bid from that sorority. This means you agree that if one of the sororities on your list (regardless of first or second preference) extends you a bid, you are willing to accept it. Writing down a second preference (if applicable) does not increase your likelihood of membership into your first preference.

- If you attended a sorority’s preference event, and you will not accept a bid from that sorority, you do not have to rank that sorority. You do not have to list all the sororities that are your remaining choices. If you are certain you will not accept a bid from any of your remaining choices, you may choose to limit your choices.
- Limiting your choices will neither increase nor decrease your chances of receiving a bid to your first ranked selection.
- You understand if you choose to rank fewer sororities, you might not receive a bid through recruitment.

Part 3, understanding the effect of submitting the MRABA:

- After submitting this form, you cannot change your rankings. You cannot add or delete any sororities to your rankings.
- If you do not receive a bid from any sorority you ranked, you understand you are eligible to join a sorority later through the COB process. You understand that not all sororities will recruit through COB.
- If you do receive a bid from a sorority you ranked, but you choose not to accept that bid, you understand that you are NOT eligible to join any other sorority on this campus until the start of the next primary membership recruitment process. You will not be eligible to participate in COB if this opportunity is available.

Part 4, ranking your preferences:

In this section, please rank each sorority you are willing to receive a bid from in preference order.

- You only have the ability to rank a sorority whose preference event you attended.
- You should only rank a sorority you are willing to join.
- If you will not accept a bid from a sorority, you should not rank/write that sorority.

Part 5, signing the contract:

In this section, you agree that you have read and understood the MRABA. By signing or submitting this MRABA, you agree to be bound by its terms.

[If an electronic form is being used please read the following: You agree that completing this form electronically has the same legal effect of completing a paper version.]

You have never been initiated into an NPC sorority. You understand that if you join an NPC sorority and choose to become an initiated member of that sorority, you cannot join another NPC member organization, regardless of the circumstances.

Before you submit this binding agreement, please stop and ask any questions that you may still have. You should not sign this binding contract if you have questions or need further explanations on any of the items listed. You are agreeing to a binding contract. Once signed, you are agreeing that you understand each item listed.

If you have any questions or need further support regarding your sorority selection, please ask questions of the fraternity/sorority advisor. This form is a binding agreement and cannot be changed once submitted.

Name:	
Campus Name:	
Campus Address:	
Phone number/Email:	

MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT

Introduction: Agree to binding electronic contract and electronic signature.

Initial each statement.

_____ This form is called the Membership Recruitment Acceptance Binding Agreement, or “MRABA.” I understand that it is a contract with the National Panhellenic Conference (“NPC”).

I choose to complete this MRABA because I participated in the primary membership recruitment process (“Recruitment”) at _____.
[Campus Name]

ELECTRONIC SIGNATURE ONLY

_____ *I consent to this electronic contract. I agree to electronically sign the MRABA. These terms are defined by the Electronic Signatures and Global and National Commerce Act (“E-Sign”) and the Uniform Electronic Transactions Act (“UETA”).*

_____ *I agree that this MRABA and my electronic signature is valid, enforceable, and binding under E-Sign and UETA.*

Next Step: Continue to Part 1.

Part 1: Withdrawing or Continuing in Recruitment.

Initial one of the following options:

_____ **I want to withdraw from Recruitment.**

I will not join a sorority now. I could join a sorority in the future by participating in the continuous open bidding (“COB”) process. I will not complete this contract.

Next Step: Continue to Part 5.

_____ **I am continuing in Recruitment.**

Next Step: Continue to Part 2.

Part 2: Show that you understand the ranking process.

Initial each statement.

By signing the MRABA, I understand and agree that each of these statements is true:

_____ I am willing to accept an invitation to membership (“bid”) from any sorority I list in Part 4.

_____ I will rank each sorority in the order of my preference for receiving a bid.

_____ If I attended a sorority’s preference event, and I would not accept a bid from that sorority, I do not have to rank that sorority.

_____ I understand that if I choose to rank fewer sororities, I might not receive a bid through Recruitment.

Part 3: Show that you understand the effect of submitting the MRABA.
Initial each statement below.

By signing the MRABA, I understand and agree that each of these statements is true:

- _____ After I submit this form, I cannot change my rankings. I cannot add or delete any sororities to my rankings.
- _____ **If I do not** receive a bid from any sorority I ranked, I understand **I am eligible** to join any sorority later, through the COB process. I understand that not all sororities will recruit through COB.
- _____ **If I do** receive a bid from a sorority I ranked, but **I choose not to accept that bid**, I understand that **I am not eligible** to join any other sorority on this campus until the start of the next Recruitment.

Part 4: Rank your preferences.
Rank in order of your preference for receiving a bid.

1st Preference: _____

2nd Preference (if applicable): _____

3rd Preference (if applicable): _____

Part 5: Sign the contract.

I have read and understand this MRABA. By signing or submitting this MRABA, I agree to be bound by its terms. *I agree that completing this form electronically has the same legal effect of completing a paper version.*

I have never been initiated into an NPC sorority. I understand that if I join an NPC sorority and choose to become an initiated member of that sorority, I cannot join another NPC member organization, regardless of any circumstances.

Signature: _____

Date: _____

This MRABA must be filed with the College Panhellenic within one (1) business day of the date it was signed.
REVISED: June 2020 | 3873120

COLLEGE PANHELLENIC JUDICIAL PROCEDURE FORMS

College Panhellenic Violation Report

Complete and submit to the College Panhellenic president or fraternity/sorority advisor within 30 calendar days from the date of the alleged infraction (including university/college breaks).

College/university: _____

Against [name of sorority]: _____

For violating: _____

List specific NPC Unanimous Agreement, NPC policy, College Panhellenic bylaws, code of ethics, recruitment rules, etc.

Recruitment violation reported by (reports may only be filed by one of the people listed below):

- Chapter president Panhellenic officer in charge of recruitment
 Recruitment counselor Potential new member Fraternity/sorority advisor

Non-recruitment violation reported by (reports may only be filed by one of the people listed below):

- Chapter president Chapter executive officer/board member
 College Panhellenic officer Fraternity/sorority advisor

Date/time/location of alleged infraction: _____

Witness(es) to the incident; include affiliation/Panhellenic officer title and phone numbers: _____

Description of the incident; use additional sheets if necessary: _____

Names and affiliation of cited individuals and sorority involved: _____

Names, addresses and phone numbers of individuals/sorority reporting incident: _____

Signed by: _____

Name and position

Date

DELIVERY RECORD (Completed by the College Panhellenic president or fraternity/sorority advisor)

Date submitted: _____

Report properly submitted? Yes No If no, briefly explain: _____

College Panhellenic Violation Report sent to: Accused sorority Date: _____

Fraternity/sorority advisor Date: _____

NPC area advisor Date: _____

College Panhellenic Infraction Notice

This is completed by the College Panhellenic president or fraternity/sorority advisor after a College Panhellenic Violation Report has been properly filed. This must be given to the accused sorority president or designated representative within seven days of receiving the College Panhellenic Violation Report. Distribute a copy to the fraternity/sorority advisor and the NPC area advisor within the same time period. The seven-day timeline applies even during college/university breaks.

College/university: _____

Accused sorority: _____ Date of notification: _____

Notification emailed to (list name and email address): _____

Alleged violation(s): *(List specific rule, Unanimous Agreement, etc., and brief description.)*

Date(s) of alleged violation(s)*: _____

**Violations must be reported within 30 days of the alleged infraction.*

Infraction filed by: _____ Date infraction filed: _____

Rights and obligations of accused sorority:

The accused sorority has the right to resolve the alleged infraction through mediation and/or a judicial board hearing. The accused sorority is responsible for contacting the College Panhellenic president within seven days of receiving this infraction notice to schedule mediation or a judicial board hearing. Mediation is held unless the accused sorority chooses to proceed directly to a judicial board hearing. The mediation or judicial board hearing does not have to occur within the seven-day period; it must be scheduled as soon as possible at a time convenient for the parties involved. If the infraction notice is received during a college/university break, the mediation or judicial board hearing can be deferred until classes resume.

To schedule a mediation or judicial board hearing, contact the person below by _____
[date].

Name: _____ Phone number: _____

DELIVERY RECORD *(Completed by the College Panhellenic president or fraternity/sorority advisor)*

The accused sorority receives the original of this report. The College Panhellenic keeps a copy of this completed report as part of the documentation. Provide copies of this report to the fraternity/sorority advisor and the NPC area advisor.

Delivered to accused sorority _____

Chapter president or designee signature

Copy to fraternity/sorority advisor Date: _____

Copy to NPC area advisor Date: _____

College Panhellenic Mediation Summary Report

The mediator completes this form and then gives it to the fraternity/sorority advisor for delivery as outlined in the Delivery Record.

University/college: _____

Date of mediation: _____

Printed name of mediator: _____

Location of mediation: _____

Names and titles of all representatives present: _____

Outcome(s) of mediation and sanctions that are specific, measurable, attainable, relevant and timely, if any, agreed to: _____

If any above sanctions are not complete by _____, this will automatically be sent to the judicial board for review.
mm/dd/yyyy

The signatures verify mediation was held and outcomes were determined and agreed to.

Accused sorority designee printed name: _____

Accused sorority designee signature: _____ Date: _____

Accusing party designee printed name: _____

Accusing party designee signature: _____ Date: _____

Mediator signature: _____ Date: _____

DELIVERY RECORD (Completed by the fraternity/sorority advisor)

The accused sorority receives the original of this report. The College Panhellenic keeps a copy of this completed report as part of the documentation. Provide copies of this report to the fraternity/sorority advisor and the NPC area advisor.

Delivered to accused sorority

Chapter president or designee signature _____

Copy to the accusing party

Copy to fraternity/sorority advisor Date: _____

Copy to NPC area advisor Date: _____

College Panhellenic Judicial Board Hearing Summary Report

This form serves as Page 1 of the College Panhellenic Judicial Board Hearing Summary Report. One representative of the College Panhellenic Judicial Board takes the minutes on the College Panhellenic Judicial Board Hearing Minutes form and attaches the minutes to this document.

University/college: _____ Was mediation held? Yes No

Accused sorority: _____ Date of meeting: _____

Location of meeting: _____ Start time: _____ End time: _____

Name of recorder: _____

Number of additional pages of minutes* _____

***Attach the signed College Panhellenic Judicial Board Hearing Minutes form to this page.**

Names and titles of all representatives present: _____

Alleged violation(s): (List specific rule, Unanimous Agreement, etc., and brief description.) _____

Summary of decision/sanction: (Give a brief description of hearing results. Attach the detailed College Panhellenic Judicial Board Hearing Minutes form.) _____

College Panhellenic Appeal Notice form given to chapter president/designee (if applicable)

Signatures: The signatures verify the minutes have been read by those present.

Accused sorority designee printed name and title: _____

Accused sorority designee signature: _____ Date: _____

Panhellenic representative printed name and title: _____

Panhellenic representative signature: _____ Date: _____

DELIVERY RECORD (Completed by the College Panhellenic Judicial Board chairman)

The College Panhellenic maintains the original form and minutes. The accused sorority receives copies of this form and minutes. Send copies of this form to the parties listed below; do not include the minutes page.

Delivered to accused sorority chapter president or designee

Copy to the accused sorority chief panhellenic officer Date: _____

Copy to the accused sorority inter/national president Date: _____

Copy to fraternity/sorority advisor Date: _____

Copy to NPC area advisor Date: _____

College Panhellenic Appeal Notice

This form should be used if an involved party wants to appeal the decision of the College Panhellenic Judicial Board to the NPC Panhellenic Judicial Appeals Committee.

APPEAL PROCEDURES:

- Submit the Appeal Notice to the College Panhellenic president or fraternity/sorority advisor within seven days of the judicial board hearing decision.
- The College Panhellenic president sends the complete record in a timely manner upon receiving the Appeal Notice but no longer than 14 days to the NPC Panhellenic Judicial Appeals Committee chairman by emailing it to npccentral@npcwomen.org.
- Include a copy of the College Panhellenic bylaws, judicial procedure and applicable rules in the email.
- The NPC Panhellenic Judicial Appeals Committee upholds or reverses the decision of the College Panhellenic Association Judicial Board. It may also dismiss or modify sanctions as the committee deems appropriate.

University/College: _____

Appealing party: _____ Date of decision: _____

Name, address, phone number and email of appealing party representative or chapter president:

Name, address, phone number and email of the College Panhellenic president and the fraternity/sorority advisor: _____

Reason for appeal of rendered decision; attach additional pages if necessary:

Appealing party signature: _____

DELIVERY RECORD (Completed by the College Panhellenic president or fraternity/sorority advisor)

Date appeal submitted: _____ Within seven days of decision? Yes No

Date sent to NPC Panhellenic Judicial Appeals Committee chairman: _____
Email or certified mail/return receipt requested

Copy of College Panhellenic Appeal Notice sent to:

Fraternity/sorority advisor Date: _____

NPC area advisor Date: _____