

# FORMAL RECRUITMENT RULES 2015

## Pre-Recruitment Meeting

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1. There will be a recruitment meeting held on Tuesday, September 1st, 2015 at 5:30pm to discuss any initial concerns the chapters, Coordinator of Fraternity & Sorority Affairs, or Panhellenic Executive Council may have before the beginning of recruitment.
2. All chapter recruitment teams (which includes but not limited to: recruitment chair, president and chapter advisors), Panhellenic Executive Council members, and the Coordinator of Fraternity & Sorority Affairs will be expected to attend this meeting.

## Sorority Showcase

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1. Panhellenic Council Sorority Showcase will be held Thursday, August 27, 2015 at 1-3pm and Thursday, September 3, 2015 at 4-6pm in the University Center Ballrooms. Space will be available to set up at 12:30 pm on the 27<sup>th</sup> and 3pm on the 3<sup>rd</sup>.
2. Each chapter is allowed to have 6 members present at a time during the event. Members may relieve one another if necessary.
3. Chapters are expected to leave the room as they found it when they depart and no food will be allowed at this event.
4. No chapter members can be present in the upstairs gallery outside of the University Center Ballrooms while the Open House is taking place. Members CAN help set up and take down before and after the event.
5. Each sorority will have one table each with table cloth provided by the chapter with decoration limited to the table. Council will provide a banner to be behind the table.

## Orientation

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1. Orientation will be held on Tuesday, September 8, 2015 at 6pm. This meeting will last approximately 2 hours. The session will include an Introduction of the Panhellenic Council, review of the recruitment rules, review of the recruitment schedule, showcase/video regarding Circle of Sisterhood, expectations of potential new members, including behavior, attire, and communications. Chapter Presidents will be allowed to participate during the chapter information portion of the program. Chapter Presidents are encouraged to be in jerseys and lettered shirts. Also, we will introduce them to their Pi Chi (Panhellenic Counselor) and their recruitment group.

## Values Night

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1. Values Night will be held on Thursday, September 10, 2015, at 5:00pm. Each event will last 30 minutes with a 15 minute break between each event. Party lists will be available no later than 30 minutes before the parties begin.
2. Potential New Members (PNMs) will be given a nametag made by their Pi Chi (Panhellenic Counselor). All nametags will be collected at the end of each night and redistributed before parties begin each night.
3. The following will be permitted - the use of videos, one set of wooden letters, pipe and drape, conversation tables, table clothes, and the Panhellenic approved playlist of songs that will be provided through Spotify and distributed on April 16<sup>th</sup> at the recruitment roundtable. These videos shall not contain photos of Pi Chis (Panhellenic Counselors) or Panhellenic Council Executive members. All slide shows or recruitment videos must be approved by the Panhellenic Council Executive Board no later than Thursday, September 3, 2015, at 4pm.
4. Chapters may coordinate outfits, but cannot be exactly matching each other.
5. The following will not be permitted - the use of glitter, confetti, decorations, singing, crafts, information boards, lights, tulle, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
6. Invitation lists to Philanthropy Night events shall be entered into ICS Recruitment Database no later than Friday, September 11, 2014, by 8:00am. Distribution of the party invitations to PNMs will occur on Friday in the University Center approximately 30 minutes before the parties begin by their Pi Chi (Panhellenic Counselor). Potential New Member (PNM) lists for Philanthropy Night will be ready for chapter recruitment chairs to access on ICS Recruiter on Friday.
7. The releasing of PNMs shall be made by using the Release Figures Methodology.
8. Women must leave the Morgan University Center by 2:30am.

### **Philanthropy Night**

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1. Philanthropy Night events will be held on Friday, September 11<sup>th</sup> at 6:00pm. Events are by invitation only, based on priority recruitment. Potential New Members (PNMs) may attend only up to three events if invited to all three. Each event will last 45 minutes with a 15-minute break between each event.
2. Potential New Members (PNMs) will be given a nametag made by their Pi Chi (Panhellenic Counselor). All nametags will be collected at the end of each night and redistributed before parties begin each night.
3. The following will be permitted - the use of videos, one set of wooden letters, pipe and drape, conversation tables, simple picture frames filled with photos of sisters doing service at conversation tables, table clothes, and the Panhellenic approved playlist of songs that will be provided through Spotify and distributed on April 16<sup>th</sup> at the recruitment roundtable. These videos shall not contain photos of Pi Chis (Panhellenic Counselors) or Panhellenic Council Executive members. All slide shows

or recruitment videos must be approved by the Panhellenic Council Executive Board no later than Thursday, September 3, 2015, at 4pm.

4. Chapters may coordinate outfits, but cannot be exactly matching each other.
5. The following will not be permitted - the use of glitter, confetti, decorations, singing, crafts, information boards, lights, tulle, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
6. Party lists will be available no later 30 minutes before parties begin.
7. Invitation lists to Preference Night events shall be entered into the ICS Recruitment Database no later than Saturday, September 12, 2015, at 8:00am. Distribution of party invitations to Potential New Members (PNMs) will occur on Saturday, September 12, in the University Center by their Panhellenic Counselors approximately 30 minutes prior to the first round. Potential New Member (PNM) lists for Preference Night will be ready for chapter recruitment chairs to access on ICS Recruiter on Sunday.
8. The releasing of Potential New Members (PNMs) shall be made by using the Release Figures Methodology.
9. Women must leave the Morgan University Center by 2:30am.

### **Preference Day**

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1. Preference Day events will be held on Saturday, September 12, 2015 starting at 3:00pm. Events are by invitation only, based on priority recruitment. Potential New Members (PNMs) may attend only up to two events. Each event will last one hour with a 15 minute break between each event. Party list will be available approximately 30 minutes before parties will begin.
2. The following will be permitted - the use of singing, official approved preference ceremony by your inter/national organization and the Office of Fraternity & Sorority Affairs, limited decoration lights, pipe and drape, one set of wooden letters, no more than four tables used for decorations, table clothes, and no more than four flower arrangements. Small tables for one-on-one conversations may be used but the table may only have one centerpiece, one light source, and one chapter specific affiliated item.
3. Chapters may coordinate outfits, but cannot be exactly matching each other.
4. The following will not be permitted - the use of glitter, confetti, decorations on the physical pipe and drape, open flames/real candles, chair covers, or anything that can be used to hang from the ceiling.
5. Strict silence as outlined by NPC Manual of Information will begin at the close of Preference Night events through the end of the reveal ceremony on Bid Day.
6. Women must leave the Morgan University Center by 2:30am
7. The Bid Matching session will begin on Saturday, September 12, 2015 at 10:00pm in the Student Affairs Conference room in the University Center. Bid Lists and Bids must be entered into ICS Recruiter by 9:30pm on Saturday evening. Bid matching will be

done by the release figures specialist and the Coordinator of Fraternity & Sorority Affairs.

8. Following bid matching, all alumnae will address envelopes for each bid. All envelopes must be addressed with the witness of the Coordinator of Fraternity & Sorority Affairs. If pre-addressed bids are given to the Coordinator of Fraternity & Sorority Affairs, a \$75 fine per pre-addressed bid will be given to the chapter. NOTE: chapters may bring labels that include names of ALL women who were invited to preference parties.
9. Snap bidding begins immediately after bids are matched. It may occur from the end of bid matching until 11:00 p.m. and resume at 9:00 a.m. on Sunday morning. Only women who have registered for Formal Recruitment and meet the academic requirements are eligible for snap bidding. Snap Bidding is open to any woman who participated in at least one round of the designated membership recruitment process.

**NOTE: All Potential New Members (PNMs) who attend your Preference Night events MUST appear on your bid lists.**

## **Bid Day**

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1. Bid Day will be Sunday, September 13, 2015.
2. Chapter recruitment chairs may pick up new member lists for their own organization from Fraternity & Sorority Affairs at 1:00pm
  - *Please note:* New Member lists may only be seen by chapter recruitment chair, chapter president, alumnae advisors, Panhellenic President, Panhellenic Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs.
3. All active sorority women must be in the Red Barn/Football Stadium at 2:30pm.
4. Potential New Members (PNMs) will meet their Pi Chi (Panhellenic Counselor) and a member of the Executive Council on Sunday in the University Center Ballroom A between 2-4pm. The Recruitment Counselors and/or Executive Council member will then be in charge of letting the Coordinator of Fraternity & Sorority Affairs, the Panhellenic President or the Panhellenic Vice President of Membership know what bids were accepted and what bids were declined. After signing or declining her bid, the New Member will be escorted to Ballroom C to meet her new member class. According to the Strict Silence Policy, after accepting bids, women may not speak to a sorority until she "reports to the sorority from which she accepts a bid."
5. The women who have accepted bids will be revealed to their chapter in the Red Barn/Football Stadium.
6. Continuous Open Bidding (COB) may begin immediately following the close of formal recruitment, which is bid distribution.
7. Formal Recruitment officially ends at 11:59 p.m. on Sunday, September 13, 2015, unless noted otherwise by the Panhellenic Executive Council.

## Code of Ethics

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The APSU Panhellenic Recruitment Code of Ethics was developed primarily to ensure that Potential New Members will be able to see the true ideals of each sorority. These ideals can be portrayed best by each sorority woman when she is sincere with the limits set by Panhellenic Council. Sorority members should realize that they are not only representatives of their own sorority, but of the entire Greek system and Austin Peay State University, as well.

## General Principles

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1. Active members, inactive members, new members, and alumnae (**including sorority advisors**) shall be bound by Panhellenic rules. It is the responsibility of each nationally affiliated local chapter to ensure that all actives, inactives, new members, and alumnae are informed of the latest Panhellenic rules so that they will not unknowingly participate in any infractions.
2. Should any member (active, inactive, new member, or alumnae) report an accusation against a member/members of another sorority, the sorority of the accused, as a member of Panhellenic Council, may be subject to the Panhellenic Judicial Procedures.
3. The agreements and regulations embodied in the National Panhellenic Compact and Standards of Ethical Conduct are binding on all NPC members and alumnae, which can be found in the NPC Manual of Information.
4. A spirit of equality and integrity of all sorority members should be fostered. It is the responsibility of each sorority member to uphold these rules and standards and for each chapter to hold its members accountable to the rules.
5. If a member sorority of Panhellenic Council believes a violation of these rules has occurred, reporting procedures as detailed in the 20<sup>th</sup> edition of NPC Manual of Information, Unanimous Agreements Section should be used. Reports of violations will be turned in to the Coordinator of Fraternity & Sorority Affairs.
6. If an infraction is filed against a sorority, it will then be sent to the Recruitment board comprised of Executive Council members, including, but not limited to, the Panhellenic President, Vice President of Membership, and Vice President of Judicial Affairs.

## **In agreement with NPC Unanimous Agreements an Austin Peay State University Panhellenic Guidelines:**

1. NPC sorority members shall not suggest to any Potential New Member (PNM) that an invitation or bid is assured from their chapter, nor encourage a Potential New Member (PNM) to list only one choice on her Preference List.
2. The use of alcoholic beverages is prohibited during formal recruitment events.

3. Men shall not be present at any recruitment event, nor shall they take an active part in sorority recruitment, excluding the Coordinator of Fraternity & Sorority Affairs and other para/professional staff members. **Men shall not be permitted to assist with moving chapter paraphernalia into and out of the University Center.**

**It is in accord with the dignity and good standing of sorority members:**

1. To avoid disparaging remarks about any sorority or non-sorority women.
2. To create and encourage friendly relations between sorority and non-sorority women.
3. To lay aside competition and strive for respect, mutual trust, and cooperation amongst Greek organizations.
4. To prevent negative and promote positive publicity regarding the Greek community.
5. Pi Chis (Panhellenic Counselors) are obligated by their Panhellenic contract to maintain zero contact with their chapters August 13, 2015 until End of Bid Day at 5 p.m. on September 13, 2015 in regards to Recruitment and may not participate in any recruitment-related functions. As such, sorority chapters shall respect this and not encourage actions designed to get information from the Pi Chis (Panhellenic Counselors)
6. Chapter members, delegates, and officers of the Panhellenic Council will be guided by the following Ethical Principles:
  - a. To respect autonomy: Individuals and groups have the right to make their own decisions, as long as those decisions do not interfere with the rights and autonomy of others.
  - b. To have integrity: Avoid activities that may bring either physical or psychological harm to others and to act purposefully to contribute to the health and well-being of others.
  - c. To be just: Represent fairness and consistency for all parties involved.
  - d. To be faithful: An implicit agreement and belief to be loyal, truthful, and respectful, and to keep promises.

**As sorority women, we will abide by the NPC Recruitment Unanimous Agreements, in addition to the Austin Peay State University Panhellenic Formal Recruitment Rules. This includes, but is not limited to:**

1. Potential New Members (PNMs) may not enter the residence of an active sorority member except during recruitment events, nor shall active sorority members enter the residence of a potential new member.
2. Sorority members may NOT spend money on Potential New Members (PNMs), nor accept gifts from Potential New Members (PNMs). This includes, but is not limited to, food, photos, fake IDs, or alcohol.

3. Prearranged meetings between sorority members and potential new members are not permitted. These include, but are not limited to, lunch dates, dinner dates, etc.
4. Intentionally separating a potential new member and engaging in inappropriate, intimidating conversation, and/or being in a situation where there are three or more active sorority members from any chapter with one Potential New Member (PNM) is considered hot boxing and is not permitted.
5. The use of social media and other electronic communication is not to be used in a negative capacity between sorority women and Potential New Members (PNM). If a sorority woman has been discovered having a conversation with a Potential New Member (PNM) that is said to be negative or unbecoming of a Panhellenic woman, appropriate judicial procedures will be taken.
  - a. All Sorority Members with Facebook pages must like the Facebook Fan Page – “APSU Panhellenic” by Friday, May 1<sup>st</sup> at 12:00 AM.
  - b. All Sorority Members with a twitter account must follow the Twitter Account- “APPanhellenic” by Friday, May 1<sup>st</sup> at 12:00 AM.
6. Indirect communication, beginning on Freshman Move-In Day is the time during which conversations and contact between PNMs and sorority members (including alumnae) is limited to general recruitment conversations and/or academic topics. Topics related to specific chapters are prohibited. If this policy is violated, Panhellenic Council may determine to move to strict silence.  
According to the NPC Manual of Information (p. MR-18), strict silence is the time during which there is no conversation or contact AT ALL between sorority members and PNMs. This includes, but is not limited to, all references to sororities, verbal, written, typed, or printed. Strict silence is the period from the start of meet your Pi Chi night until she reports to the sorority from which she accepts a bid.

### **General Recruitment Rules**

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1. At no time should individual chapters host recruitment events at local high schools. This does not include philanthropic or volunteer events during the summer.
2. Indirect Communication will begin at 12 a.m. on Freshman Move-In Day. No sorority woman may advertise or discuss her own organization with a PNM.
3. Also beginning at 12 a.m. on Freshman Move-In Day, sororities may **ONLY** chalk the walk with the following verbiage “Organization says GO GREEK;” however, members may not post posters, flyers, signs, or handbills promoting their own organization. Publicity should only promote the Austin Peay State University Panhellenic Council. The Panhellenic Council shall have a table promoting all Panhellenic sororities at all promotional events.
4. The Panhellenic Executive Council and Panhellenic Counselors will be responsible for sitting tables at all promotional events beginning Freshman Move-In Day.
5. Bid promising and persuading women to join or not to join a specific chapter/organization will not be permitted or tolerated at any point in time.

6. All sororities are responsible for having PNMs out of their rooms by the time the event is scheduled to end.
7. Singing and chanting is not permitted when PNMs are entering or leaving the party. There shall be NO singing, rallying, or chanting after the last PNM exits the room and the door shuts. This applies to all parties, each night.
8. The sororities shall serve no food or drink to PNMs in the parties. The Panhellenic Council will provide food and drinks for the PNMs each night.
9. Potential New Members (PNMs) will be given a nametag made by their Pi Chi (Panhellenic Counselor). All nametags will be collected at the end of each night and redistributed before parties begin each night.
10. An updated list of women for each party will be handed to the advisor, recruitment officer, and/or President 10 minutes before the round begins. All sororities will receive a 5-minute warning to the start of the party, and a 3-minute warning to the end of the party.
11. During these breaks between parties, noise should be kept to a minimum. Potential New Members (PNMs) will be held in a designated hospitality room in between parties. The Pi Chis (Panhellenic Counselors) will monitor chapter restroom breaks.
12. Each sorority is responsible for returning each room to its original condition. It is the responsibility of the chapter recruitment chair to report any unnecessary messes (spilled liquid, broken glass, burned out light bulbs, etc.) to the Panhellenic Council Vice President of Membership by MIDNIGHT each night if a problem is found.
13. Following Preference Night, the rooms must be returned to their original condition, excluding the furniture set-up. The Panhellenic Council Executive Committee and a University Center staff member will check out each room after each night. If the room is not cleaned, the sororities will pay the fine given to Panhellenic Council by the Facilities Office.
  - a. The use of glitter and candles is not permitted in during recruitment events in the University Center.
14. Clean-up of rooms may begin as soon as all of a sorority's parties are finished. However, this must be done quietly. Sororities must not leave rooms or have anyone else (including alumnae) remove anything from the room until notified by the Panhellenic Council.
15. Please review the following items when decorating rooms:
  - a. No *interior* decorations may be visible outside the rooms.
  - b. NO TAPE OR TACKS may be used on any painted surfaces.
  - c. Poster putty is not allowed.
  - d. In the ballrooms the use of Black Paper and piping and draping must be used to cover the windows.
  - e. No materials or items are allowed to be hung from the ceiling.



16. No favors are to be given to Potential New Members (PNMs) during the week of recruitment. Potential New Members (PNMs) may not exit the rooms with anything they did not enter the room with.
17. The budget for recruitment is \$500 per sorority. A summary of all recruitment expenses will be due to the Panhellenic Council Vice President of Membership by Friday, September 4, 2015. Summaries not submitted by the deadline will be considered late and will incur a \$50 fine per day late. Any chapter exceeding the \$500 limit has violated Recruitment Regulations and will be subject to a \$150 fine + the amount the chapter exceeded the limit.

### **Quota/Total**

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1. Quota will be determined using the Release Figures Methodology.
2. Total shall be reviewed annually per NPC guidelines after consultation with the NPC Area Advisor.

### **Alumnae Participation**

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1. Alumnae may attend all Recruitment events providing that they do not "recruit." They may not greet at the door and may not be introduced to Potential New Members (PNMs) or carry on a conversation with the Potential New Members (PNMs) about recruitment. Alumnae may speak if spoken to, but must then specify they are not an active member of the chapter and direct them to a collegiate member.
2. Collegiate members from other chapters may help with recruitment, but will not be able to interact with or be seen by the PNMs in any way.
3. Chapters who wish to have alumnae present during recruitment must submit a list to Fraternity and Sorority Affairs by Friday September 4<sup>th</sup>, 2015 at 4:30 pm. These alumnae are free to enter and exit until 30 minutes prior to parties starting. After that time if Alumnae are in the room they must stay in the room until all parties have ended. Alumnae not on this list are not allowed to enter party rooms during recruitment whatsoever. This does not include chapter advisors or recruitment advisors.
4. Alumnae, who were included on the submitted alumnae list, are allowed to bring the chapter food but not until 30 minutes after the last party of the entire night has ended.
5. Chapters violating this rule will be fined \$50 per alumnae.
6. The number of women in the recruitment room affiliated with the Chapter at any given time may not exceed 100.

### **Entering or Exiting the Rooms**

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1. No one may enter an event any later than 10 minutes prior to the start of the event, other than member of Panhellenic Council Executive Council. Entrance by

Panhellenic Council Executive Council members will be kept to a minimum following the start of an event and, unless an emergency arises, will only occur within the first 5 minutes of the party.

2. Entrance to the rooms will be allowed up till 15 minutes prior to the start of the next party. All members and alumnae who must enter rooms in between parties must wait in the stairwells at either end of the University Center (the Ellington end and the Cafeteria end). The stairwell in the middle (by the elevator) will be used for Potential New Members (PNMs) only.
3. Once a party has begun, collegians and alumnae may only enter or exit an event after it has begun to use the restroom or a personal emergency. However, chapters may be asked to notify a Panhellenic Executive Council Member outside the room prior to the collegians or alumnae exiting the room.

### **Recruitment Fines**

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The Panhellenic Executive Council entrusts honesty and integrity within each sorority woman throughout the Recruitment week. All members of Panhellenic organizations (including active, alumnae, special status, advisors, etc.) will uphold the spirit of the Panhellenic Council and the NPC Unanimous Agreements as stated in the 20<sup>th</sup> edition of the NPC Manual of Information. We feel that any action brought to our attention that is considered wrong or unjust will be subject to the discretion of Panhellenic Council Executive Council. The following are actions that will be considered a threat to the Panhellenic spirit, along with the fines which may be considered as a penalty. This list is in no way inclusive.

1. Alumnae participation infraction- \$50 per incident.
2. Not turning in bid lists or invitations on time- \$100 fine per incident, up to 30 minutes late. For each additional 30 minutes- \$20 added. For example: If the lists are due by 7:30 p.m. and a sorority does not turn in their list by that time, the fine is \$100. If their list still is not turned in by 8 p.m., the fine is \$120, and so on.
3. Breaking Strict Silence or policies regarding indirect communication, individual organization publicity, or dirty rushing will result in a sanction.
4. Hot boxing is not allowed at any time. Hot boxing is considered three or more sorority members speaking to 1 PNM at the same time. Hot boxing may not occur inside or outside of recruitment events. If hot boxing occurs, it will result in a sanction.
5. Handing pre-addressed bids to the Coordinator of Fraternity & Sorority Affairs- \$75 per bid.
6. Failure in providing the Panhellenic Council with Pi Chis (Panhellenic Counselors) comparable to a ratio of at least 10% per chapter size will result in a \$25 fine per eligible applicant submitted.

- a. A member is only eligible to be a Pi Chi (Panhellenic Counselor) if she is in good standing with her chapter and not on probation or standards of any kind.
7. If a Pi Chi (Panhellenic Counselor) fails to attend a mandatory event (such as Freshman Move-In Day, Sorority Showcase, Spring and Summer Retreat, etc), the chapter will be responsible for a fine of \$50 per event. Exceptions must be cleared through the Panhellenic Assistant Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs beforehand.
8. If a Pi Chi (Panhellenic Counselor) fails to uphold her obligation to the Panhellenic Council by withdrawing, a fee of \$200 will be fined to her chapter. Exceptions must be cleared through the Panhellenic Assistant Vice President of Membership and the Coordinator of Fraternity & Sorority Affairs beforehand.
  - a. All fees made payable to the Panhellenic Council on behalf of with Pi Chi (Panhellenic Counselor) expenses **non-refundable.**

\*Recruitment infractions must be filed with Panhellenic Council Vice President of Judicial Affairs within 30 days of the infraction.

\*The handling of Recruitment infractions will follow the judicial procedures as described in the 20<sup>th</sup> edition of the NPC Manual of Information. The process will allow for timely written notification of the infraction, an appeal process, a hearing, and a chance to question witnesses.