

**Presbyterian College
Panhellenic Council
2021 Recruitment Rules**

Preamble: Panhellenic Recruitment is planned to provide opportunities for the greatest possible number of women to have the benefits and privileges of chapter membership while protecting the rights of both individuals and groups. Recruitment will be focused on fostering a harmonious Panhellenic community through the mutual choice of a potential member and chapters.

I. Primary Recruitment

- A. The College Panhellenic Council (CPC) will work with chapters to plan and execute primary recruitment events during the fall semester of each academic year.
- B. Primary Recruitment Style
 - 1. The CPC will complete the National Panhellenic Conference (NPC) facilitated Recruitment Style Assessment following each primary recruitment period to determine the appropriate recruitment style for the next primary recruitment period.
- C. Fall 2021
 - 1. The CPC will host a primary recruitment following the NPC's Partially-Structured Recruitment model. All planning and execution of events will follow guidelines from the NPC via the Manual of Information (MOI.)
 - 2. Pre-recruitment events may take place from August 23, 2021 through September 4, 2021.
 - 3. Official Recruitment events will take place September 5-11, 2021.

II. Potential New Members

- A. A potential new member (PNM) is any full-time Presbyterian College woman who is not already involved in the sorority community or a current member of a National Panhellenic organization, regardless of her intention to register for recruitment.

III. Eligibility

- A. A PNM must be a full-time, undergraduate student at Presbyterian College in good standing.
- B. Event Attendance

1. PNMs must attend at least one (1) official recruitment event (for a minimum of 45 minutes) hosted by each chapter to be eligible to receive an invitation to Preference Events.
2. PNMs must attend all Preference Events they are invited to in order to be eligible to receive a bid of membership through the bid matching process.
3. Event attendance requirements may be excused in cases of class, illness, athletic participation, work or family emergency, or special basis exceptions, and will need to be approved by the CPC VP of Recruitment & Retention and the CPC Advisor in advance.

C. Official Registration

1. PNMs must register for primary recruitment via the CPC's CampusDirector software.
2. If a PNM is not registered with the CPC by Tuesday, September 7 at midnight, they will not be eligible to receive Preference Event invitations or be included on a chapters bid list.

IV. Ethical Code

- A. It is in accord with the dignity and good manners of sorority members:
 1. To refrain from making disparaging remarks about any sorority or college student.
 2. To create friendly relations between sorority and non-sorority members.
 3. To publicly refrain from discussing Panhellenic and chapter matters, which are not properly the concern of potential new members and non-members.
 4. To refrain from using another person to influence a potential new member's attitude towards a particular sorority.
- B. Relationship with potential new members: All chapter members are expected to follow guidelines in the spirit of the NPC MOI. At no time will a sorority member's relationship with a potential new member include:
 1. Questioning the potential member as to their choice of sororities.
 2. A promise, either verbal or written, to join a certain sorority before bids are distributed by the CPC. This includes implying returning to the chapter for the following round.
 3. Suggesting to any potential member that they refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her Membership Recruitment Acceptance Binding Agreement.

- C. At no time should Panhellenic Recruitment conflict with academic progress nor be a detriment to academic progress.
 - 1. This includes class attendance, group projects, or other assigned activities by a professor.

V. Contact

- A. All contact with PNMs prior to and during primary recruitment should promote Panhellenic harmony, support the spirit of the Panhellenic recruitment process, and be in accordance with the CPC ethical code and all NPC Policies and Unanimous Agreements.
- B. Affiliated College members
 - 1. Beginning July 1, affiliated chapter members may begin communicating with PNMs. Communication should not be specific to a single chapter.
 - 2. Beginning August 1, affiliated chapter members may begin communicating with PNMs about chapter specifics. This includes:
 - a) Marketing and promoting pre-recruitment events.
 - b) Inviting PNMs to pre-recruitment and official recruitment events.
 - c) Sending recruitment interest letters to PNMs.
 - 3. Beginning August 23, affiliated chapter members may begin meeting with PNMs to promote the Panhellenic and chapter experience.
 - a) Any meetings or interactions among affiliated chapter members and PNMs should be in accessible locations.
 - b) Chapter members may not meet with PNMs in private bedrooms or living spaces. Exceptions include:
 - (1) Registered roommates
 - (2) Resident Assistants
 - (3) Those with a close family relationship (sister, cousin, etc.,)
 - (4) Individuals involved in extracurricular activities, so long as the visit is within the expectations and obligations of the organization.
- C. Alumnae
 - 1. Alumnae may visit, call, or contact a potential new member about joining a sorority or panhellenic recruitment, so long as it supports the spirit of the Panhellenic recruitment process. This includes conversations between legacy membership connections (mothers, grandmothers, etc.).
- D. Other chapters
 - 1. No collegian from another campus is permitted to help and/or be present at any recruitment events or take on any expense for the Presbyterian College chapter, unless otherwise approved by the CPC VP

of Recruitment & Retention and CPC Advisor. No collegian from another campus is permitted to contact a PNM from Presbyterian College with the intent of directly recruiting for the Presbyterian College chapter.

E. Men & Fraternities

1. Chapters may not utilize men or fraternity organizations to influence a PNM's Panhellenic recruitment experience or other membership decisions.
 - a) Men are not permitted at recruitment events.
 - b) Men may not promote specific sororities through conversation, social media, or attire, including wearing sorority apparel for the explicit purpose of marketing the organization.
 - c) Panhellenic members should deter men from promoting and/or speaking negatively about any and all Panhellenic organizations.

F. Disaffiliated Recruitment Committees

1. Disaffiliation begins 30 days prior to the start of official primary recruitment events.
2. Chapter members should safeguard the affiliations of all Panhellenic Recruitment Committee members.

G. Social media

1. The use of sites like Instagram, Twitter, Facebook, Snapchat, TikTok, and any other social media platform should reflect the values and integrity of each sorority as well as the Panhellenic recruitment process.
2. If a chapter member chooses to keep her social media sites public, she is required to remove and/or hide any photos that may reveal affiliation of a disaffiliated Recruitment Committee Member.
3. Chapters are responsible for checking and monitoring member's social media sites for the presence of disaffiliated chapter members.

H. Gifts

1. Chapters may not give gifts and/or favors to PNMs until they have accepted a bid of membership.
 - a) This includes purchasing something for the PNM with or without their knowledge.

VI. Marketing

- A. All marketing prior to and during primary recruitment should promote Panhellenic harmony, support the spirit of the Panhellenic recruitment process, and be in accordance with the CPC ethical code and all NPC Policies and Unanimous Agreements.
- B. Videos & Digital Media

1. All videos that a chapter intends to share with the intent of promoting the Panhellenic recruitment process must be reviewed and approved by the CPC VP of Recruitment & Retention and CPC Advisor.

- a) Videos will be reviewed on a one-week turnaround.

VII. Primary Recruitment Schedule

A. Pre-Recruitment Events

1. Chapters may host pre-recruitment events from August 23 through September 4, 2021.

B. Official Recruitment Events

1. Date & Time limits

- a) Chapters may host official recruitment events from September 5, 2021 at 5 pm through September 9, 2021 at 9 pm.
 - b) Official recruitment events may not exceed 1.5 hours.
 - c) Chapter event scheduling will be facilitated by the CPC in collaboration with the CPC Advisor.

2. Event date and time selection order will be based on the chapter's most recent Standards of Excellence score.

- a) SOE Rank 1 - Event 1
 - b) SOE Rank 2 - Event 1
 - c) SOE Rank 3 - Event 1
 - d) SOE Rank 1 - Event 2
 - e) SOE Rank 2 - Event 2
 - f) SOE Rank 3 - Event 2

3. Event Spaces

- a) CPC will reserve a central location on campus for chapters to use for official events during the week of official recruitment events. Chapters are not required to use this space for all official events. This is the only space CPC will provide pipe and drape for during the full week of official recruitment events.
 - b) Chapters may elect to use a different location, so long as the location is on the Presbyterian College campus and has been approved through the appropriate college channels.

C. Preference Events

1. Preference invitation lists are due to CPC through the CampusDirector Software by Thursday, September 9 at midnight.
2. Per the NPC, all PNMs invited to and in attendance at a chapter's preference event must appear on the chapter's bid list.

3. Event location selection order will be based on the chapter's most recent Standards of Excellence score.
 - a) SOE Rank 1
 - b) SOE Rank 2
 - c) SOE Rank 3

D. Bid Day

1. Bid lists are due to the CPC through the CampusDirector Software within four (4) hours of the conclusion of the chapter's final preference event.
2. Bid Day Themes must be submitted for approval to the CPC VP of Recruitment & Retention and CPC Advisor by May 1. Themes will be approved on a first-come, first-serve basis.
 - a) Proofs of Bid Day Shirts must be approved by July 1.
3. The use of alcoholic beverages in Bid Day activities is prohibited.

VIII. Primary Recruitment Guidelines

A. Budgets

1. An individual chapter's primary recruitment expenses may not exceed \$3,000.00. This will cover all allowed decorations, food, and entertainment for all primary recruitment events.
2. Expenses from alumnae and any donations made to the chapter must be included in the recruitment budget. Donations include items given or borrowed from alumnae, friends, and/or family members.
 - a) The CPC VP of Recruitment & Retention in conjunction with the CPC Advisor must approve all donations by August 1.
3. An itemized spreadsheet of all expenses must be submitted to the CPC VP of Recruitment & Retention within one (1) week of the conclusion of the primary recruitment period.

B. Pre-Recruitment Events

1. Chapters have flexibility in the structure, timing, and frequency of these events, so long as the event is on the Presbyterian College campus and has been approved through the appropriate channels.

C. Panhellenic Preview

1. The CPC will host an information and marketing session for all chapters on September 5. CPC will be responsible for securing a neutral, on-campus location.
2. Chapters will be scheduled for a panel-style question and answer session.
 - a) The panel will be moderated by the CPC VP of Recruitment & Retention.
 - b) Chapters will be provided with a list of expected questions by August 1, 2021.

- c) Each session will last for one (1) hour.
- 3. At the conclusion of all chapter Q & A sessions, chapters may host information tables in the approved CPC location.
- D. Official Recruitment Events
 - 1. Event Decorations
 - a) All decorations should be utilized in the spirit of values-based recruitment and should be intended for educational and conversational purposes.
 - b) Decorations must be confined to the event location. Decorations are not permissible outside of the designated event location.
 - c) The chapter's Inter/National Creed/Purpose/Statement of Values must be posted during each official recruitment event.
 - d) Chapter letters may be displayed each night of recruitment.
 - e) No alcohol or alcohol-related paraphernalia will be permitted at recruitment events, with the exception of glassware during Preference events.
 - 2. Food and Drink
 - a) Food and drink is permitted at all events and must be included in the chapter's overall recruitment budget.
 - 3. Entertainment
 - a) All entertainment should be utilized in the spirit of values-based recruitment and should be intended for educational and conversational purposes.
 - b) Media
 - (1) All media must be turned in for review and approval to the CPC VP of Recruitment & Retention and the CPC Advisor by August 1.
 - (2) Videos may not exceed 5 minutes.
 - c) Chapters may not perform skits.
 - d) Any musical performances by current collegiate members are only permitted during Preference round events.
 - 4. Financial Transparency Program
 - a) Each chapter will display a financial sheet no smaller than 22 x 28 inch (standard poster board) at all official recruitment events. The display must include a listing of the fees to be incurred by the PNM during her collegiate membership. This must be visible to all PNMs at some point during their time in the recruitment event space.
 - 5. Pre-Event Location Walkthrough & Approval

- a) A pre-event walkthrough will be conducted prior to all official recruitment events by a member of the CPC Recruitment Operations Committee in collaboration with the CPC Advisor.
- b) Chapters will coordinate with the CPC Recruitment Operations Committee to schedule a time for each pre-event walkthrough.
- c) There must be at least one representative of the chapter present during pre-event walkthroughs to answer any questions.
- d) After event locations have been checked and approved by the CPC Recruitment Operations Committee, no new decorations may be added.

6. Preference Events

- a) Preference events will be scheduled for September 10, 2021 and last a maximum of one hour.
- b) Preference events are subject to all guidelines listed above pertaining to official recruitment events.

E. Alumnae and Visitors

- 1. During all recruitment events, alumnae and visitors must be clearly identified and easily distinguishable.
 - a) Alumnae must wear name tags denoting themselves as alumnae.
 - b) Alumnae may not wear clothing that matches that of the collegiate members.
 - c) Alumnae are subject to all recruitment rules.
- 2. Every recruitment event will only be open to chapter members, the Chapter Advisor, the Chapter Recruitment Advisor, a maximum of four additional alumnae of the sorority, invited PNMs, and invited guests such as additional Chapter Advisors, National Officers, Chapter Consultants, and College Officials. The CPC President, VP of Recruitment & Retention, and the CPC Advisor may attend if necessary.

F. Strict Silence Period

- 1. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party with a PNM.
- 2. Strict silence will begin at the end of the last Preference event and last until bid distribution on Bid Day. No sorority member, including alumnae, may communicate with potential new members during this period.

- a) If a sports team, choir, etc. has practice, a game, or rehearsal, they may not discuss sorority involvement or the recruitment process during this time. Any interactions beyond the requirement of their team membership are not permitted.

G. Fines

1. A complete list of fines is listed below in Appendix 1.
2. Unpaid fines will be deducted from the sorority's recruitment budget for the following year. Fines are due to Panhellenic within two weeks of being invoiced.
3. The fine for going over budget will be the amount over budget. For example, if a sorority has used \$2,350.00 for recruitment, the chapter will be fined \$350.00.

IX. Pledging

A. Membership Recruitment Acceptance Binding Agreement (MRABA)

1. Potential Member Preference MRABA signing will occur immediately after each PNM's last Preference party.
2. The Panhellenic Council will use and uphold the NPC's MRABA for each potential new member interested in joining a women's sorority.

B. Quota

1. A quota range will be shared with chapters prior to the submission deadline of Bid Lists on the night of Preference events.
2. Quota will be set during bid matching by the RFM Specialist in collaboration with the CPC Advisor.
3. Each sorority is entitled to pledge the full quota during and after primary recruitment.

C. Bid Matching

1. Bids will be matched using CampusDirector software under the guidance of an NPC appointed RFM Specialist.
2. Bid matching will be conducted after the submission of all chapter Bid Lists.
3. Per NPC Unanimous Agreements, when a PNM is matched with a chapter, she may not be pledged to any other sorority on the same campus until the next primary recruitment period.

D. Total

1. Adjustment
 - a) Chapter total will be automatically adjusted within 72 hours of bid distribution.

- b) For each semester in which primary recruitment is not held, chapter total will be reset by the CPC in collaboration with the CPC Advisor no later than seven (7) days after the start of classes.
 - 2. Method for Determining Total
 - a) Chapter total will be set at the largest chapter size at the period of each adjustment.
 - b) It is the responsibility of each sorority to ensure that an accurate chapter roster is on file with the CPC Advisor.
- X. Continuous Open Bidding (COB)
 - A. During COB, a prospective member may be extended a bid orally or in writing.
 - B. A signed COB MRABA must be filed with the CPC Advisor within 24 hours after a PNM accepts an invitation to chapter membership.
 - C. The Panhellenic Council shall not deny any chapter the right to participate in COB during the regular school year if the chapter has not matched quota or reached total.
 - 1. No COB process should occur:
 - a) Prior to and during primary recruitment.
 - b) During the period at the start of the term in which primary recruitment does not take place while rosters are confirmed for the reset of total (not to exceed seven days.)
 - c) For a period of three weeks following new chapter establishment or chapter re-establishment.
- XI. Procedures for Handling Recruitment Infractions
 - A. The procedures to be followed are in the Judicial Affairs section of the 25th edition of the NPC's MOI.
 - B. All Recruitment Infractions must be submitted no later than 30 days after the incident.
 - C. Sanctions will be suggested and determined based on the scope of the infraction and according to NPC guidance.

Appendix 1 - Fines:

Violation	Time Applicable	Amount	Assessed
Failure to meet recruitment deadlines as outlined in the Recruitment Rules & Documents	January-September	\$50	Each Occurrence

Revealing affiliation of a Pi Chi	30 days prior to the start of Primary Recruitment	\$50	Each Occurrence
Violation of room guidelines/decorations(after approval)	Primary Recruitment	\$100	Per Day
Late Submission of Both Invitation and Flex Lists (unless Panhellenic Advisor is notified)	Primary Recruitment	\$1 per minute late	Each Occurrence
Trash Left behind in Recruitment Space/not clean	Primary Recruitment	\$50	Each Occurrence
Damages to Party Space	Primary Recruitment	amount for repair	Each Occurrence
Ending a Party Late	Primary Recruitment	\$30	Each Occurrence
Arriving early or late to Bid Day	Primary Recruitment	\$50	
Glitter/Feathers	Primary Recruitment	Clean up fee as determined by Campus Services	
Exceeding the recruitment budget of \$2,000.00	Primary Recruitment	Amount over budget	
PNM leaving party with an item given by the chapter	Primary Recruitment	\$20	Per PNM