

Presbyterian College Panhellenic Council 2020 Recruitment Rules

Preamble: The Recruitment program is planned to provide opportunities for the greatest possible number of women to have the privilege of chapter membership while protecting the rights and privileges of both the individuals and the group. Recruitment should be a dignified program focused on fostering a Panhellenic community. Through the mutual choice of a potential member and the chapter, the maximum number may be happily pledged.

- I. Definitions:
 - a. A potential new member 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.
 - b. A fully-structured recruitment event is an event hosted by the members of a chapter only for the potential new members.
- II. Fully-Structured Recruitment Dates:
 - a. Fully-structured recruitment events will last from September 3-13, 2020.
 - b. Recruitment rules go into effect upon approval by the Panhellenic Council.
- III. Eligibility:
 - a. A potential new member must be a full-time, undergraduate student at Presbyterian College in good standing.
 - b. A potential new member must attend all events they are invited to in order to be eligible to receive a bid. Recruitment events may not be skipped or missed. Skipping events for the sole purpose of not wanting to attend is strictly prohibited. The only exceptions are in cases of class, illness, athletic participation, work or family emergency, or special basis exceptions, and will need to be approved by the Panhellenic Council Vice President of Recruitment and Retention and the Panhellenic Council Advisor in advance.
- IV. Ethical Code:
 - a. It is in accord with the dignity and good manners of sorority women:
 - i. To refrain from making disparaging remarks about any sorority or college women.
 - ii. To create friendly relations between sorority and non-sorority women.
 - iii. To publicly refrain from discussing Panhellenic and chapter matters, which are not properly the concern of potential new members and non-members.
 - iv. To refrain from using another person to influence a potential new member's attitude towards a particular sorority of women.
 - b. Relationship with potential new members: All chapter members are expected to follow guidelines in the spirit of the NPC Manual of Information. At no time will a sorority woman's relationship with a potential new member include:
 - i. Questioning the potential member as to her choice of sororities.

- ii. Any verbal, electronic, or written promise, agreement, or discussion of an invitation to membership.
- iii. Suggesting to any potential member that she 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.
 - i. This includes class attendance, group projects, or other assigned activities by a professor.

V. Contact:

- a. Affiliated Collegiate Members:
 - i. All contact with potential new members prior to and during fully-structured recruitment should be Panhellenic in nature and not specific to a single chapter.
 - 1. This includes but not limited to: Accepted Student's Day, Accepted Student's Dinners, and Week of Welcome Events
 - ii. All Greek-related conversations should revolve around the benefits of fraternity/sorority membership and encouraging women to sign up for fully-structured recruitment.
 - iii. Upon the first scheduled Summer Orientation and continuing until Bid Day, all conversations should remain Panhellenic in nature. A chapter member:
 - 1. May not have a PNM in their bedroom or living space including, but not limited to:
 - a. Common rooms
 - b. Areas within a residential living facility such as living rooms, kitchens, hallways, and bathrooms
 - c. Other areas such as: Scottish Arms, Townhouses, and The New Apartments are all spaces in which all rules and standards are to be applied.
 - d. All rules are applicable unless a close relative (sister, step-sister, cousin, etc.) is visiting-
 - e. All current affiliated women are prohibited to visit a PNM's room unless they are of close relation (sister, Step-sister, cousin, etc.).
 - f. May not go off campus for any reason with a PNM including, but not limited to shopping, coffee, meals, etc.
 - g. An affiliated woman may remain in contact with a PNM if they are a registered roommate and/ or suitemate.
 - i. Avoid conversations pertaining to specific sororities
 - ii. Remain Panhellenically minded in all interactions
 - h. Those involved in extra-curricular activities (sports teams, musical groups, ROTC, any registered RSO on campus, etc.) may host potential new members in their rooms or go off campus if the visit is within the expectations and obligations of the organization.

- i. No correspondence may pertain to information about joining a specific chapter
 - ii. Conversations should remain Panhellenically minded and should not focus on specific sororities.
 - iv. A woman will not give a promise, either verbal or written, to join a certain sorority before bids are distributed by the Panhellenic Council.
 - 1. Including implying returning to the chapter for the following round.
- b. Alumnae:
 - i. Alumnae may ~~not~~ visit, call, or contact a potential new member about joining a sorority in order to discuss sorority recruitment, so long as it is Panhellenic in nature.
 - 1. This includes conversations between legacy membership connections (mothers, grandmothers, etc.).
- c. Other Chapters:
 - i. No collegian from another campus is permitted to help at recruitment parties or take on any expense for the Presbyterian College chapter, unless otherwise approved by the Panhellenic Council Vice President of Recruitment and Retention and Panhellenic Council Advisor. No collegian from another campus is permitted to contact a potential new member from Presbyterian College with the intent of directly recruiting for the Presbyterian College chapter.
- d. Men:
 - i. Women's sororities will be held responsible if found to be utilizing men to influence potential members in an unethical manner.
 - a. No men shall be present at women's recruitment events.
 - b. Men should not promote specific sororities through conversation, social media, or attire including wearing sorority shirts for marketing purposes.
 - c. Women should deter Men from promoting or bashing certain sororities while at Fraternity Court events prior to Bid Day.
- e. Social Media:
 - i. The use of sites like Instagram, Twitter, Facebook, Snapchat, and any other social media platform should reflect the values and integrity of each sorority as well as the Panhellenic recruitment process.
 - 1. All communication with PNMs via social media shall remain Panhellenic in nature.
 - ii. In order to protect the integrity of the recruitment process, all chapter members should safeguard their affiliations of Pi Chi Recruitment Counselors on their personal social media profiles by May 1.
 - 1. Disaffiliation begins 30 days prior to the start of fully-structured recruitment. By August 7, all Pi Chis are completely disaffiliated and no affiliated woman should be publicly showing preference.
 - iii. If a sorority woman chooses to keep her social media sites public, she is required to remove/hide all pictures that may reveal a Pi Chi's affiliation. This includes pictures from formals/mixers, chapter events, and past recruitment processes.

- iv. If a sorority woman chooses to make all of her social media sites private, she does not need to hide or remove any pictures of Pi Chi Recruitment Counselors. However, if the woman allows potential new members to “follow” her, she must remove any pictures as if her profile was public (see aforementioned paragraph on social media).
- v. Chapter Officers will be responsible for checking their member’s social media sites, including Instagram, Twitter, and Facebook for the presence of Pi Chi Recruitment Counselors. All social media sites should be reviewed by May 1st
- vi. Gifts:
 - 1. Gifts and favors cannot be given to potential new members until they have accepted bids.
 - a. Gifts and favors include purchasing something for the PNM with or without their knowledge and includes the purchasing or giving of alcohol to a PNM

VI. Marketing:

- a. No chapter will be permitted to host any events open to students outside of the member sorority from the first scheduled day of Summer Orientation until after Bid Day without written approval from the Panhellenic Council. Internal events such as chapter, sisterhood events, and recruitment workshops are permitted.
- b. All marketing and communication materials must remain Panhellenic in nature.
- c. You can send recruitment letters prior to Recruitment but they must be approved by the Panhellenic VP of Recruitment and Retention and the Panhellenic advisor and must promote the entire sorority experience and not a single chapter.

VII. Formal Recruitment:

- a. Alumnae and Visitors:
 - i. During fully-structured recruitment, alumnae may be introduced and must be identified as alumnae to PNMs.
 - a. Alumnae must wear nametags stating their name and 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.
 - i. Every recruitment event will be opened only to chapter members, Chapter Advisors Recruitment Advisors, four additional alumnae of the sorority, invited potential new members, and invited guests such as Chapter Advisors, National Officers, including Chapter Consultant, and University Officials. The Panhellenic Council President, Vice President of Recruitment and Retention, and the Panhellenic Advisor will attend as needed.
- b. Guidelines:

- i. All chapters must begin and end their events promptly, according to the schedule established by the Panhellenic Council. Panhellenic Council may make scheduling adjustments, if necessary, and will notify the chapters.
- ii. No alcohol or alcohol-related paraphernalia shall be permitted at recruitment events, with the exception of fluted glassware during Preference events.
- iii. Conversations regarding specific men's fraternities are not permitted. Conversations should pertain to Fraternity/Sorority Life in general, with the exception of chapter philanthropy events.
- iv. Recruitment entertainment will be confined to the event locations throughout the Recruitment process. Decorations are not permissible outside of the designated recruitment event locations unless otherwise approved by the Panhellenic Vice President of Recruitment and Retention and Panhellenic Council Advisor.
- v. Walkthroughs will be conducted each day of fully-structured recruitment by the Panhellenic Advisor, the Vice President of Recruitment and Retention and may include the President and Vice President of Judicial Affairs. Chapters will be notified of the time frame walkthroughs will occur. There must be at least one representative of the chapter present during walkthroughs to answer any questions. After walkthroughs have been completed by the Panhellenic Council Executive Officers and Panhellenic Council Advisor, no new decorations may be added.
- vi. All decorations should be utilized in the spirit of "values-based recruitment," and should be geared more for educational and conversational purposes. This may include utilizing your organization's flower, jewel, colors, etc.
- vii. The chapter's Inter/National Creed/Purpose/Statement of Values must be posted during each recruitment event.
- viii. Each chapter will display a financial sheet no smaller than 22 x 28 inch (poster board) at the Information Night rounds listing the fees to be incurred by the potential new member during her collegiate membership. This must be visible to all PNMs at some point during their time in the recruitment room.
- ix. Media may be used for educational purposes only and should be short in duration. All media must be turned in for approval to the Panhellenic Council Advisor, no later than August 1.
- x. No PNM may leave a recruitment event with anything she did not enter the room with including but not limited to a letter, flower, cup, napkin, etc.
- xi. All recruitment locations must be completely cleaned up by 2:00 AM each night of fully-structured recruitment.
- xii. Free Standing Objects:
 1. On Information and Philanthropy nights, three "freestanding objects" are allowed only if pre-approved by August 1 by the Panhellenic Vice President of Recruitment and Retention and Panhellenic Council Advisor.
 2. Chapter letters are *not* considered a free standing object and may be displayed each night of recruitment.

3. If a chapter chooses to not display their chapter letters, they may have four “freestanding objects”.
4. Free standing objects are objects not displayed or hanging from a table.
5. Decorative lighting is not considered a free standing object.
6. Examples of a free standing object are balloon installations, balloon installations representing chapter letters, composites on a stand, banners hanging from a drape, etc.

c. Silence Period:

- i. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party with a PNM.
- ii. 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. If potential new members live in a residence hall with a sorority member, only casual greetings are permitted.
 1. 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.

VIII. Fully-Structured Recruitment Schedule:

i. Information Night:

1. 3 tables will be allowed. The tables can either be 6ft rectangular tables or 8ft circular tables. Tablecloths are allowed to hang from the tables.
2. Three “freestanding objects” are allowed, only if pre-approved by the
 - a. Panhellenic Vice President of Recruitment and Retention and Panhellenic Council Advisor.
3. Entertainment
 - a. Songs: one entrance song, one exit song
 - b. Clothing: chapter shirt and bottoms
 - c. Food/Drink: no food or drink

ii. Philanthropy Night:

1. 3 tables will be allowed. The tables can either be 6ft rectangular tables or 8ft circular tables. Tablecloths are allowed to hang from the tables.
2. Three “freestanding objects” are allowed, only if pre-approved by the
 - a. Panhellenic Vice President of Recruitment and Retention and Panhellenic Council Advisor.
3. No crafts are to be made by any potential new members or affiliated women during any recruitment party.
4. Each chapter may include a slideshow during their events. The slideshow must be no longer than 8 minutes and can only include philanthropy-related material. A copy of your final video must be turned in to Panhellenic Council by August 1.
5. Entertainment

- a. Songs: one entrance song, one song in the middle of the round (if the chapter chooses this), one exit song
 - b. Clothing: anything
 - c. Food/Drink: no food or drink
- iii. Preference Night:
 - 1. Per NPC Resolutions, all women invited to a chapter's Preference events must appear on the chapter's bid list.
 - 2. Entertainment
 - a. Songs: unlimited number of songs
 - b. Clothing: anything, however, the chapter may not require members to purchase/wear the same item of clothing.
 - c. Food/Drink: no food or drink
- iv. Bid Day: This event will be held on the Sunday of recruitment.
 - 1. Bid Day Themes must be submitted for approval to the Vice President of Recruitment and Retention and Panhellenic Advisor via email to greeklife@presby.edu by April 1. The Vice President of Recruitment and Retention and Panhellenic Council Advisor must approve themes prior to purchasing materials for Bid Day. Proofs of Bid Day Shirts must be approved by May 1. The Vice President of Recruitment and Retention and Panhellenic Advisor will grant approval on a first come first serve basis.
 - 2. On Bid Day, sororities must stay behind the designated lines or partitions. Panhellenic reserves the right to fine individuals or chapters for crossing the lines.
 - 3. No glitter or feathers are allowed during Bid Day. If a sorority uses glitter or feathers, they will be responsible for paying the cleaning fee as determined by Campus Services. Face and hair glitter are permitted.
 - 4. Riding on top or hanging outside of a moving vehicle is prohibited. If a vehicle is in motion, members and new members must be seated in a vehicle wearing a seatbelt as per Federal Law.
 - 5. Per NPC Unanimous Agreements, the use of alcoholic beverages in membership recruitment and Bid Day activities is prohibited.

IX. Pledging:

- a. Potential Member Preference:
 - 1. MRABA signing will occur immediately after each PNM's last Preference party.
 - 2. The Panhellenic Council will use and uphold the MRABA for each potential new member interested in joining a women's sorority. All policies and steps pertaining to the MRABA will be followed.
 - 3. Preference ends when the last potential member has completed her Preference card as designated by the Panhellenic Council Advisor.
- b. Sorority Preference Lists:

- i. The names will be listed in accordance with CampusDirector procedures.
- c. Quota:
 - i. A quota range will be shared with the chapters prior to the Preference events. Quota will be set during bid matching by the RFM Specialist and the Panhellenic Council Advisor.
 - ii. Each sorority is entitled to pledge the full quota during and after fully-structured recruitment.
- d. Bid Matching:
 - i. Bids shall be matched using the release figures methodology.
 - ii. Bid matching will be conducted at the conclusion of recruitment events using the CampusDirector computer program prior to Bid Day activities.
 - iii. Per NPC Unanimous Agreements, when a potential new member is matched with a chapter, she may not be pledged to any other sorority on the same campus until the next primary recruitment period.
- e. Total:
 - i. Chapter total will automatically readjust 72 hours after bid distribution. According to NPC policies total will automatically readjust to Fall 2019 total (72) or largest chapter size, whichever is greater.
 - ii. Chapter will automatically readjust on the first week of Spring classes, according to the NPC policies as the NPC Area Advisor sees fit.

X. Fully-Structured Recruitment Budgets:

- a. An individual chapter's fully-structured recruitment expenses may not exceed \$2,000.00. This \$2,000.00 will cover all allowed decorations and food for all three nights of fully-structured recruitment.
- b. Any 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.
- c. Copies of all receipts, as well as a spreadsheet tallying expenditures, must be submitted to the Panhellenic Council Vice President of Recruitment and Retention one week following Fully Structured Recruitment.
- d. Panhellenic Executive Council must approve all donations that will be used during fully structured recruitment, and the value of these donations will be deducted from the \$2,000 budget. Items borrowed from a member's family are considered donations. Please contact the Vice President of Recruitment and Retention via email at pccpanrecruitment@presby.edu and cc greeklife@presby.edu for approval.
- e. By September 1, recruitment chairs must submit a list of all items being used during fully structured recruitment to the Vice President of Recruitment and Retention via email at pccpanrecruitment@presby.edu and cc greeklife@presby.edu. This list must include all items that were purchased, rented, donated, or from storage. The list must also include the value of each item purchased, rented, donated, or from storage. This list will serve as a final record for all expenses.

- f. 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.
- g. 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.

XI. Continuous Open Bidding (COB):

- a. During COB, a prospective member may be extended a bid orally, or in writing. However, a signed COB Acceptance Agreement must be filed with the Panhellenic Council Advisor within 24 hours after a potential new member accepts an invitation to membership.
- b. The Panhellenic Council shall not deny any chapter the right to participate in COB during the regular school year if the chapter has not pledged quota or reached total, except prior to and during fully structured recruitment and during chapter colonization or reorganization activities.

XII. Procedures for Handling Infractions of Membership Recruitment Rules:

- a. The procedures to be followed are in the Judicial Affairs section of the 24th edition of the NPC Manual of Information.
- b. All Recruitment Infractions must be submitted no later than 30 days after the incident.
- c. Sample sanctions to fit any violation of an NPC Unanimous Agreement, Policy, or local
 - i. Panhellenic governing documents and recruitment rules may fall under one of these categories:
 - 1. Educational
 - 2. Time/Attendance Requirements
 - 3. Restrictions
 - 4. Developmental
- d. Additional violations and fines are listed below:

XIII. Changes

- a. Due to the COVID-19 Pandemic, many plans must remain fluid and flexible. All dates and deadlines are subject to change. Any changes to dates and deadlines will be communicated with chapters in an appropriate and timely manner.

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	After May 1st	\$50	Each Occurrence
Violation of room guidelines/decorations(after approval)	Fully-Structured Recruitment	\$100	Per Day
Late Submission of Both Invitation and Flex Lists (unless Panhellenic Advisor is notified)	Fully-Structured Recruitment	\$1 per minute late	Each Occurrence
Trash Left behind in Recruitment Space/not clean	Fully-Structured Recruitment	\$50	Each Occurrence
Damages to Party Space	Fully-Structured Recruitment	amount for repair	Each Occurrence
Starting a Party Late	Fully-Structured Recruitment	\$15	Each Occurrence
Ending a Party Late	Fully-Structured Recruitment	\$30	Each Occurrence
Arriving early or late to Bid Day	Fully-Structured Recruitment	\$50	
Glitter/Feathers	Fully-Structured Recruitment and Bid Day	Clean up fee as determined by Campus Services	
Exceeding the recruitment budget of \$2,000.00	September	Amount over budget	
PNM leaving party with an item given by the chapter	Formal Recruitment	\$20	Per PNM