2013 Formal Recruitment Rules and Guidelines

I. General Information
   A. The Panhellenic Council (PHC) is the governing body over the Sonoma State University (SSU) Panhellenic Association member sororities and its judgment pertaining to any recruitment rule is final.
   B. Recruitment rules are final and binding after being passed and may not be changed after the first day of classes in the fall semester. Passing recruitment rules means that the member sorority explicitly understands each rule without question. Each sorority active initiate must sign a statement that they understand and will abide by the recruitment rules. The statement must be signed by the conclusion of the spring semester.
   C. The rules provided in this document are to serve as guidelines for the PHC recruitment process. All recruitment activities are subject to review by the Panhellenic Executive Board Members, the PHC Conduct Board, and/or the appropriate campus administrators.
   D. All NPC Unanimous Agreements and Resolutions, as of the approval of this document, will be followed. The most applicable ones are attached as an addendum to this document.

II. Marketing & Advertising
   A. Sonoma State University Panhellenic Council uses the Interactive Collegiate System (ICS) for Potential New Member (PNM) registration. The registration cost for PNMs will be determined by a vote of the Panhellenic chapters. The ICS registration link will be prepared and ready for PNMs to register, prior to the start of SSU Summer Orientation.
   B. PHC will determine and purchase marketing related materials for Panhellenic formal recruitment. These items may be distributed to chapter members to help hand out to PNMs. All rules in regards to Recruitment Behavior and Active Initiate Code of Conduct (Section IV.) still apply during the distribution of marketing related materials.
      i. Chapters shall not create their own materials to market Panhellenic formal recruitment.
      ii. If a chapter creates and distributes its own marketing materials to promote PHC formal recruitment, the organization will be subject to the Panhellenic conduct process.
   C. Banners welcoming students back to campus are permitted. The banners are allowed to have the organization’s name and need to promote joining a sorority and not the particular chapter. Information about PHC Information Nights is encouraged.
      i. Banners cannot be on display during the actual week of recruitment. The actual week of recruitment starts the Monday of the recruitment weekend.
      ii. Banners posted during this time will be removed immediately and the chapter will be subject to the Panhellenic conduct process.
   D. Chapters and chapter members are allowed to use social media to help promote formal recruitment. However, these entities should be encouraging women to sign-up for the formal recruitment process and not joining a particular organization.
      i. PHC will provide the logo for the year’s formal recruitment to all chapters and encourage members to use it as profile images for social media.
      ii. Chapter members are still permitted to use photos of their choosing, but it is highly recommended they use the PHC logo or photos with themselves in letters.
      iii. No profile pictures shall put down or allude to another NPC organization.
         1. “Join a Sorority” or “Join Panhellenic” are examples of acceptable wording to be on profile picture.
   E. Indicating your organization affiliation is permitted on cars and residence hall windows.
i. Statements indicating that a particular group is better than another are also unacceptable. These messages can be subjective at times. The Panhellenic Vice President will be responsible for making the decision in consultation with the Panhellenic Council Advisor.

ii. Proper wordage should be used.
   1. “Recruitment” and not “Rush”
   2. “Panhellenic” or “PHC” and not “Panhel” or “Panhell”

iii. All policies regarding the residential facilities need to be followed. Failure to do so can result in university-related sanctioning separate from the Panhellenic conduct process.

III. “Silence Period” for Panhellenic Executive Board Members and Recruitment Guides
A. “Silence Period” for PHC executive board members and recruitment guides shall be enforced from June 1 until bids have been issued and accepted/declined.
   i. During this period, PHC executive board members and recruitment guides will be designated as “disassociated sorority members.”
   ii. All disassociated sorority members must be completely removed, or face covered, in the following, prior to June 1:
      1. All chapter public websites
      2. Social media – groups, profile pictures, events, photo albums
      3. Print material – composites, handouts, promotional materials
   iii. All disassociated sorority members must remove or cover chapter letters on vehicles.

B. During the “Silence Period,” there will be no public or private (as best as can be managed) association between any disassociated sorority members and affiliated sorority members. Disassociated sorority members are expected to use their best judgment when associating in the privacy of their own home. Violations will follow the infraction process outlined in Section IV.

C. Letters CANNOT be worn or displayed by disassociated sorority members at any time on- or off-campus during the “Silence Period” (i.e., sweatshirts lavaliere, bags, stickers, and so forth).

D. Communicating with affiliated sorority members about anything pertaining to recruitment during the “Silence Period” is strictly forbidden.

E. If a disassociated sorority member is revealed before Bid Day (by one’s self, organization, another disassociated sorority member, a fraternity member, and/or a non-affiliated student/staff/faculty member), then the recruitment guide’s situation will be reviewed on a case-by-case basis by the Co-Recruitment Chair and Panhellenic Vice President.

F. Recruitment guides and Panhellenic executive board members must sign a contract agreeing to the terms and conditions outlined by this document, as well as agree to attend all training sessions held by the Co-Recruitment Chair. Any breech of the contract may result in termination of the disassociated sorority member’s position.

G. If any disassociated sorority member is dismissed for any reason before recruitment, then they will remain disassociated until Bid Day.

H. Colonizing chapters will have a “Strict Silence Period” until 48 hours after the Panhellenic Council has finalized formal recruitment. During the “Silence Period,” there will be no public or private (as best as can be managed) association between any disassociated sorority member and affiliated sorority members.

IV. Recruitment Behavior for Active Initiates
A. Recruitment Behavior Towards Potential New Members (PNMs)
   i. A PNM is defined as any unaffiliated undergraduate student enrolled at SSU.
   ii. From the beginning of summer Orientation until Bid Day, there shall be no inappropriate interaction between a sorority active initiate and a potential new member (PNM).
1. Recruitment conversations can take place between sorority active initiates and PNMS during the above time-period, if only encouraging attendance at PHC.

2. No pamphlets, flyers, and/or paraphernalia may be given to a PNM during the above time-period outside of what is provided by PHC.

iii. “Bid promising” is the act of informing a PNM that they are guaranteed a spot within a sorority. This practice will not be tolerated under any circumstances.

iv. PNMs will provide their own transportation to any activities. At no time should an active initiate or a disassociated sorority member be taking PNMs to activities where alcohol may be present.

v. All chapter websites, Facebook pages, and individual chapter member Facebook profiles will remove all disassociated sorority members (PHC Executive Board Members and Recruitment Guides) by June 1.

B. Active Initiate Code of Conduct

i. Positive PNM Contact

1. As quoted from the NPC Manual of Information (14th Edition) “Positive Panhellenic contact should be the goal of all college Panhellenics. Positive contact is intended to promote interest in the Greek [sic] community and to bring more women to the recruitment process.” [MR 15-16]

2. “Personal and informative Panhellenic-spirited contact does not mean creating an unfair advantage for a particular NPC member group. It does mean being friendly and responding to questions the Potential New Member might ask of Panhellenic members.”

ii. “Strict Silence Period for Active Initiates” for fall recruitment shall be observed from the end of Preference until bid cards have been distributed and accepted/declined on Bid Day.

1. “Strict Silence Period” means there shall be NO communication between active initiates and potential new members. This also includes all electronic means of communication (texting, social media, email, and so forth).

iii. Active member Facebook accounts must be DEACTIVATED. No Panhellenic sorority women, starting midnight on the last Information Night through Bid Day, may update any other social networking sites.

V. Budget & Financial Responsibilities

A. A budget not to exceed $2000 will be permitted for Fall Formal Recruitment activities.

B. A formal budget form, provided to the chapters by PHC, will be due to the Panhellenic Treasurer within 14 days of the conclusion of Panhellenic formal recruitment. All receipts (copies are acceptable) need to be included.

i. The budget shall cover expenses pertaining to items used for recruitment.

ii. Anything bought or donated for the express purpose of recruitment must be included in the budget. Purchased items need to have itemized receipts, if possible, included with the budget. Donated items must have the approximate amount included on the budget, if the actual amount is not known.

iii. Items the chapter has owned prior to recruitment can be used for recruitment. However, the chapter needs to indicate what those items are, what rounds they were used in, and the previous uses of these items for the chapter. Recruitment clothing is of a personal nature and will not be included in the $ budget.

C. The PHC reserves the right to audit any sorority budget spending.

D. Colonizing chapters are allowed to spend beyond the $2,0000 limit during their first full formal recruitment. The chapter must submit a potential recruitment budget to the Panhellenic
Recruitment Chair prior to recruitment for approval, if the chapter is expecting to spend more than the $2,000 allotment.

i. The budget should include any potential expenditures and donations using the form provided by PHC.

ii. The potential budget will be reviewed by the Panhellenic Recruitment Chair with consultation from the Panhellenic Council Advisor.

iii. Potential budgets should be submitted as soon as possible to provide the Panhellenic Recruitment Chair enough time to review and approve.

iv. If the chapter spends above the $2,000 limit without proper approval, the Panhellenic Recruitment Chair or Panhellenic Treasurer has the authority to initiate the formal infraction process with the Panhellenic Vice President.

E. Any recruitment paraphernalia bought for individual chapters by the PHC (i.e., recruitment shirts for Day 1) shall be approved and paid for in full by the chapter.

i. Invoices will be provided to the chapters for any items purchased by PHC. Payment needs to be submitted within 14 days of receiving the invoice.

ii. Failure to pay in a timely fashion (within 14 days) will result in the assessment of late charges.

iii. PHC has the ability to subsidize a portion of the cost of recruitment paraphernalia, if it chooses to do so. Chapter invoices will reflect any subsidies that have been applied. Funding for subsidizing costs will come from the Panhellenic Recruitment budget, which is generated through PNM registration costs.

VI. Panhellenic Information Meetings

A. The goal of the PHC Information Meetings is to introduce PNMs to the formal recruitment process. Information will include, but is not limited to:

i. The benefits of joining an NPC sorority

ii. Schedule of events

iii. Financial and academic expectations

iv. What to expect each round

v. General chapter information

B. The Panhellenic Recruitment Chair will organize a presentation, which will highlight all NPC organizations on-campus, as well as provide an overview of the formal recruitment process. Chapters will be expected to provide photographs and accurate chapter information, before June 1, to the Panhellenic Recruitment Chair.

i. Any changes to the initial materials, needs to be submitted prior to the first PHC Information Meeting. Once the first PHC Information Meeting has occurred, no changes to the presentation will be permitted.

C. PHC Information Meetings shall be held prior to the start of Panhellenic formal recruitment, with the last information night being held the Tuesday evening before the start of recruitment.

D. There will be at least four (4) PHC Information Meetings offered from the start of the semester until the Tuesday before formal recruitment begins.

E. All arrangements for the PHC Information Meetings will be made solely by the PHC. Chapter members are not allowed to attend these sessions.

VII. Schedule and Specifics

A. PHC is responsible for securing all chapter rooms, tables, chairs, technology, and PNM spaces for recruitment parties. Chapters are responsible for securing their own locations to hold membership selection and Bid Day activities.
B. The selection format for recruitment will follow a (7-6-4-3) process. This means that at the end of each evening, chapters and PNMs will be making selections on whom to visit/invite back the next day.

C. The recruitment schedule is as follows:

i. **Round One: Friday, August 30**th, “Join a Sorority”
   This round will consist of seven (7) events, which will last 30 minutes each. Every sorority woman will wear the Panhellenic recruitment shirt designed by PHC and voted on by the chapters. The room can have streamers and balloons in the organization’s colors. One large composite, the organization’s flowers, and large sorority letters are also allowed in the room. Chapters are allowed to serve plain water (no additives are permitted) in plastic cups of any color. PHC will provide three (3) tables to each chapter. No other items are permitted. The purpose of this day is to promote the unity of the Panhellenic sororities and encourage PNMs to “Join a Sorority.” There will be two (2) hours for set-up and (1) hour for cleanup.

   The event schedule is as follows:
   
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 p.m.</td>
<td>Set-up</td>
</tr>
<tr>
<td>5:00 p.m.</td>
<td>event 1</td>
</tr>
<tr>
<td>5:50 p.m.</td>
<td>event 2</td>
</tr>
<tr>
<td>6:40 p.m.</td>
<td>event 3</td>
</tr>
<tr>
<td>7:30 p.m.</td>
<td>event 4</td>
</tr>
<tr>
<td>8:20 p.m.</td>
<td>event 5</td>
</tr>
<tr>
<td>9:10 p.m.</td>
<td>event 6</td>
</tr>
<tr>
<td>10:00 p.m.</td>
<td>event 7</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Clean-up</td>
</tr>
</tbody>
</table>

   Lists for Day 1 will be due by 8:00 a.m. the following morning.

ii. **Round Two: Saturday, August 31st, “Philanthropy”**
   This round will consist of six (6) events, which will last 40 minutes each. The theme and atmosphere of the event should directly relate to the organization’s philanthropy. A chapter should use this time to promote its (inter)national organization’s philanthropy and/or local philanthropy. A chapter can highlight its own events to support the non-profit organization(s) or events the chapter participates in to support other fraternity/sorority organizations. Arts and crafts may be utilized to promote the chapter’s philanthropic causes. There will be three (3) hours for set-up and one (1) hour for cleanup. Beverages and food may be served at each event.

   The event schedule is as follows:
   
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Set-up</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>event 1</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>event 2</td>
</tr>
<tr>
<td>1:00 p.m.</td>
<td>event 3</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>event 4</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>event 5</td>
</tr>
<tr>
<td>4:00 p.m.</td>
<td>event 6</td>
</tr>
<tr>
<td>4:40 p.m.</td>
<td>Clean-up</td>
</tr>
</tbody>
</table>
Lists for Day 2 will be due by 8:00 a.m. the following morning.

iii. Round Three: Sunday, September 1st, “Theme”
This round will consist of four (4) events, which will last 50 minutes each. There will be three (3) hours for set-up and one (1) hour for cleanup. Beverages and food may be served at each event.

The event schedule is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 a.m. – 2:00 p.m.</td>
<td>Set-up</td>
</tr>
<tr>
<td>2:00 p.m. – 2:50 p.m.</td>
<td>event 1</td>
</tr>
<tr>
<td>3:20 p.m. – 4:10 p.m.</td>
<td>event 2</td>
</tr>
<tr>
<td>4:40 p.m. – 5:30 p.m.</td>
<td>event 3</td>
</tr>
<tr>
<td>6:00 p.m. – 6:50 p.m.</td>
<td>event 4</td>
</tr>
<tr>
<td>6:50 p.m. – 7:50 p.m.</td>
<td>Clean-up</td>
</tr>
</tbody>
</table>

Lists will be due three (3) hours after PHC provides chapters with their return numbers (approximately 10:50 p.m.).

iv. Round Four: Monday, September 2nd, “Preference”
This round will consist of three (3) events, which will last 60 minutes each. There will be three (3) hours for set-up and one (1) hour for cleanup. Beverages and food may be served at each event.

The event schedule is as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 a.m. – 10:00 a.m.</td>
<td>Set-up</td>
</tr>
<tr>
<td>10:00 a.m. – 11:00 a.m.</td>
<td>event 1</td>
</tr>
<tr>
<td>11:30 a.m. – 12:30 p.m.</td>
<td>event 2</td>
</tr>
<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>event 3</td>
</tr>
<tr>
<td>2:00 p.m. – 3:00 p.m.</td>
<td>Clean-up</td>
</tr>
</tbody>
</table>

Lists will be due three (3)—two (2) hours after PHC provides chapters with their return numbers (approximately 5:00 p.m.).

v. The number of events for each round is subject to increase or decrease, based on the number of PNMIs who have registered for recruitment. Decisions on potential changes (addition/deletion of parties) will be made the Monday prior to the start of recruitment.

D. There will be 25-minute (20 minute) break between parties for Round 1 and 2. There will be a 30 (20)-minute break for Round 3 and a 45-(30)-minute break for Round 4.

E. Door Monitors will be members of the Panhellenic Executive Board.
   i. They will be responsible for opening and closing the recruitment rooms each day.
   ii. The Door Monitor will provide a round schedule (all parties for the day) to the chapter with potential PNM attendance upon opening up the room for the chapter.
   iii. There must be a sorority representative at the door at all times to acknowledge knocks from the Door Monitors.
      1. First knock: 5-minute warning
      2. Second knock: 1-minute warning
      3. Third knock: release or let-in PNMIs
iv. If the sorority representative does not respond to the third knock within 15-seconds, then the Door Monitor will open the door.

v. Door Monitors and recruitment guides will be responsible for lining up PNMs in alphabetical order, prior to the event. Door Monitors will take role of the PNMs.

vi. The Door Monitor will provide an updated list to the chapter at least 8 minutes before the event begins. If the list can be provided sooner, the Door Monitor will do so.

vii. The Door Monitor is responsible for performing spot checks to ensure that the chapter only has 50 members (collegian, alumnae, and advisors) present in the room.

viii. The Door Monitor will check for and document any violations of the Panhellenic recruitment rules. Door Monitors should immediately inform a chapter representative of a violation. Repeated violations will be vetted through the Panhellenic Vice President and potentially the conduct process will be initiated.

F. Only members of the organization, alumnae, advisors, PHC executive board members, and appropriate Sonoma State University staff members are permitted to enter the recruitment rooms.

G. Each event is restricted to only 50 members in the room. The determination of these 50 members is up to each organization. Collegians, alumnae, and advisors are all considered members, for these purposes.

i. More than 50 members in the room can result in violations of fire codes. If a chapter violates the fire code and the Fire Marshall shuts down the event, then the chapter will not be able to continue recruitment activities that evening.

ii. The chapter will be held accountable for any fines associated with violating the fire code.

iii. An alternative space will not be located for the chapter and any resulting issues (i.e., lower return numbers) are the chapter’s responsibility. PHC and campus administrators will not be held accountable for the chapter’s disregard for the fire code.

H. Each chapter must have no more than 50 members for each party. The door monitor will count each member in the room before each round.

I. Recruitment guides will be responsible for bringing PNMs to the event locations.

J. Absolutely no candles or open flames can be used during formal recruitment in any indoor spaces. Chapters in violation of this will instantly be referred to the Panhellenic conduct process and the University judicial process. This is an extreme safety hazard and is taken seriously.

K. The Panhellenic Recruitment shirts, designed by the Panhellenic Council and voted on by the member chapters, are NOT to be altered in any way, prior to or during recruitment.

L. PHC asks that no perfumes or scented lotion be worn during recruitment events. PNMs participating in recruitment activities could have allergies or sensitivities to these substances.

M. Rounds 2, 3, and 4, may be dedicated to skits, slideshows, videos, or presentations. No costumes shall be worn for any round with the exception of skit performances.

N. Chapter members should only be talking about their own organizations during events. If PNMs ask questions about other organizations, chapter members should politely inform the PNMs to talk with their recruitment guide or a PHC Executive Board member.

i. If PHC becomes aware that a chapter member is talking about another organization during events, then PHC will inform the chapter president and request that the member is removed from further recruitment related events.

ii. Sanctions can also be brought against the chapter depending on the severity of the comments made by the individual member.

O. Chapter members shall never encourage a PNM to “drop out” of recruitment or to single priority preference (“suicide”) a particular organization. These comments could be seen as “Bid Promising.”

i. There is no guarantee that a PNM who drops out will be able to be offered a “Snap Bid” by a particular organization.
ii. Any PNM who single priority preferences is not guaranteed a spot in a sorority.

iii. If it is determined that a chapter member encouraged a PNM to do either of the above, PHC will request that the chapter president removes the active member from future recruitment activities.

iv. PHC also has the ability to sanction the chapter based on the nature and severity of the comments made by the active member.

P. If a rumor or a questionable comment about another organization is brought up by a PNM, it should be reported to PHC immediately following the event. The name of the PNM should be included along with the rumor or questionable statement. PHC will work quickly and diligently to investigate and resolve the potential incident.

Q. Invitation lists for each day will be entered using the Interactive Collegiate Solutions Collegiate Recruiter online system (ICS). The deadlines to enter invitations are posted above (VII.A.i, VII.A.ii, VII.A.iii, and VII.A.iv.).

   i. Any PNM invited back to preference must be placed somewhere on that sorority’s bid list.

R. The Membership Recruitment Acceptance Binding Agreement (MRABA) forms will be signed immediately after the last preference event the PNM attends.

S. MRABA forms shall be filled out and signed individually by the PNMs in the presence of the Panhellenic Advisor and after being provided proper instruction. Recruitment guides cannot be present for the selection or signing process.

T. Snap Bidding is a process only eligible to organizations that did not reach quota.

   i. Only PNMs who participated in at least one round of formal recruitment and followed all recruitment rules are eligible to be offered a Snap Bid.

   ii. Snap Bidding will begin immediately following the end of the bid matching process and end by the deadline to submit bids to the Panhellenic Advisor (Monday following Preference at 3:00 (5:00 p.m.).

   iii. PNMS receiving snap bids must sign MRABA provided by PHA.

U. Continuous Open Bidding (COB) is a process only eligible to organizations who still did not reach quota following the Snap Bid process.

   i. COB to fulfill quota or total may not begin until after Bid Day activities have commenced.

   ii. Once quota has been achieved, COB may only continue until Total has been reached.

V. Colonizing chapters at Sonoma State University will only participate in Round 1 of recruitment, after which they will drop out to allow the other PHC organizations to continue with recruitment.

   i. Colonizing chapters will be able to start their own recruitment advertisement and activities 48 hours after Panhellenic formal recruitment activities have concluded. The conclusion of Panhellenic formal recruitment activities is signified as being after the disassociated sorority members have all “revealed” during Bid Day.

VIII. Failure to Comply

A. Recruitment infractions shall be reported and handled according to the NPC Manual of Information (17th Edition) Unanimous Agreements regarding the Judicial Process Overview.

   i. Two Chapters

      1. If two chapters are involved, the chapter presidents are encouraged to engage in a conversation, come to an agreed upon resolution, and inform the Panhellenic Vice President of the results of the conversation.

      2. If a resolution cannot be reached or the complainant chapter does not want to engage the respondent chapter president, then the complainant chapter will file
formal infraction paperwork with the Panhellenic Vice President. The Panhellenic Vice President will initiate the mediation process between the two chapters.

3. If during the mediation process a resolution cannot be reached, the information will be referred to the Panhellenic Conduct Board to make a decision. The decision of the Panhellenic Conduct Board can be appealed to the Panhellenic Council Advisor.

ii. One Chapter
1. If only one chapter is involved in a violation, then the appropriate Panhellenic Council representative will serve as the complainant.
   a. PNM reports – Recruitment Chair
   b. Recruitment Guide reports – Co-Recruitment Chair
   c. Social Media/Web sites – Public Relations
2. The overall process will continue as if two chapters were involved, whereas the Panhellenic Council representative will serve as the complainant organization.

iii. Recruitment Guide
1. If an infraction is reported against a recruitment guide, then the Co-Recruitment Chair for Panhellenic will determine the status of the recruitment guide based on the violation of the recruitment guide contract.
2. The Co-Recruitment Chair can consult with the Panhellenic Vice President and Recruitment Chair of Panhellenic for guidance.
3. The Recruitment Guide has the ability to appeal a decision to the Panhellenic Council Advisor.
4. If a recruitment guide is removed from her position for any reason, she must remained disassociated from her chapter until the conclusion of recruitment. She will remain associated with the Panhellenic Council until the conclusion of recruitment, but her responsibilities as a Recruitment Guide will be removed.
5. The Recruitment Guide in question is a member of Panhellenic at the time and will be referred to the Panhellenic Conduct Board process. This body has the ability to provide educational sanctions to the member in question, in addition to removing her Recruitment Guide responsibilities, depending on the reason for removal.

iv. Panhellenic Executive Board Members
1. Panhellenic Executive Board Members shall be handled in a manner similar to recruitment guides, with the exception being the President will be responsible for determining the executive board member’s status.
2. If the President’s status is being questioned, then the Vice President will be responsible for determining the President’s status.
3. If an executive board member is removed from her position for any reason, she must remain disassociated until the conclusion of recruitment.

B. Violations
i. PHC shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should be assessed to fit the nature and degree of the offense.

ii. Fines
1. Fines are meant to be objective in nature and reasonable. The purpose is financially to deter violations of the Panhellenic Recruitment Rules.
2. Finable Offenses
   a. Late Invitation Lists = $5 per minute late.
   b. Facebook and Social Media = $5 per chapter member in violation.
c. Disassociation of recruitment guides and Panhellenic executive board members by specified date = $5 per chapter member in violation.

d. Inappropriate messages to promote an individual organization and not Panhellenic formal recruitment or joining a sorority = $25 per violation.

e. Violations of campus room use and policy. Chapter(s) will pay any bills.

f. Cleaning costs associated with rooms. Chapter(s) will pay any bills.

3. The Panhellenic Vice President will assess fines and the Panhellenic Treasurer will generate invoices. All invoices are expected to be paid within 14 days. Failure to pay within 14 days will result in additional charges to the organization.

4. The chapter being fined will have the ability to appeal to the Panhellenic Council Advisor. All appeals must be made in writing within five (5) days of the invoice being issued.

iii. Sanctions

1. Sanctions refer to decisions made through the mediation or conduct process.

2. Sanctions are typically educational in nature and meant to be a learning experience for the parties involved.

3. Possible sanctions for violations of the Panhellenic Recruitment Rules are, but not limited to, the following:

   a. Official reprimand before the Panhellenic Council with a report sent to the NPC Delegate and (Inter)National President of the chapter involved.

   b. Constructive sanctions of a positive nature such as some extra activity designed for campus betterment or other service to the college Panhellenic.

   c. Deprivation of social privileges in varying degrees, which means suspension of chapter entertainment, events, intramural sports, or other competitive events, but shall not forbid formal or informal incident to recruitment or the observance of a (inter)national fraternity celebration.

iv. Inappropriate Sanctions

1. Monetary fines shall only be acceptable for measureable recruitment infractions. The amounts shall be pre-determined and will be a part of the Panhellenic Recruitment Rules (4.B.ii.2.).

2. Sanctions that forbid formal or informal entertainment that is part of membership recruitment or the observance of a (inter)national fraternity celebration.

3. Sanctions that affect a fraternity chapter’s Quota or Total.

4. Sanctions that affect the time of new member acceptance and/or initiation.

5. Sanctions that forbid the right of an NPC organization to vote in Panhellenic Council meetings.

v. Duration of Sanctions

1. The duration of any sanction imposed shall not exceed one (1) calendar year from the time the decision is made final.

2. If an extreme case arises and a sanction should last more than one (1) calendar year, the case shall be reviewed by the chapter’s (inter)national headquarters for consideration of additional sanctions.

3. Any sanctions assigned must be completed within the designated time period once the decision is made final. Failure to do so will initiate further conduct processes.

vi. Appeals

1. Chapters are allowed to appeal any educational sanctions issued through the Panhellenic conduct process to the Panhellenic Council Advisor.
2. Appeals must be done in writing and submitted within five (5) days of the sanction being issued.

3. Chapters are only allowed to appeal a sanction for two reasons:
   a. The severity of the educational sanction overly burdens the organization based on the violation, and
   b. The process did not conform to the prescribed procedures.

4. The Panhellenic Council Advisor will make the decision as to whether the decision will be upheld or changes shall be made.
   a. Changes include, but are not limited to, the following:
      i. Rehearing of the information by an outside entity; and,
      ii. Altering the educational sanction to better fit the violation.

Addendum

Resolved (1995). That prior to recruitment each member group of a College Panhellenic be encouraged to develop a Code of Ethics for the recruitment process for the academic year; be it further

Resolved (1995). That each College Panhellenic adopt a Code of Ethics for the recruitment process for the academic year based on the principles of ethics submitted by each group. The Code of Ethics should be displayed in the Panhellenic office and distributed to each chapter. [found on page MR-5]

Resolved (2003). That all College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round. [found on page MR-18]

Resolved (1995). That strict silence be observed only between the end of preference parties and the bid presentation, as stated in the NPC Manual of Information, and that normal friendly contact be advocated at all other times. [found on page MR-18]

Resolved (1993). That because collegiate membership recruitment counselors function as a committee of the local College Panhellenic during membership recruitment, they shall be in good standing in their member groups, be active participants in the collegiate chapter and shall be enrolled in the institution where the chapter is located. [found on page MR-22]

Resolved (1995). That the wearing of badge and insignia be encouraged at all times, especially during recruitment periods, except for membership recruitment counselors and Panhellenic officers who are participating in the recruitment process. [found on page MR-24]
Resolved (1995). That a Potential New Member who withdraws from the Fully Structured Recruitment process before signing her membership acceptance shall be eligible for Snap Bidding and Continuous Open Bidding. [found on page MR-26]

Resolved (2003). That Panhellenic officers be completely “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so that their actions and decision support the welfare and best interest of the Panhellenic community. [found on page MR-27]

Resolved (2003). That the concept of “No Frills” Recruitment should be used in any form, model or style of recruitment. [found on page MR-32]

Resolved (2003). That all College Panhellenics and their member chapters shall incorporate the following into their recruitment programs as soon as possible:

1. Establish guidelines for recruitment budgets and set a cap on recruitment expenses including the value of all donated goods and services in the cap figure.
2. Eliminate all outside decorations.
3. Confine all recruitment entertainment within the chapter house or other recruitment facility.
4. Evaluate all recruitment skits as to length and content.
5. Discourage the use of recruitment skits at the first round of events.
6. Discourage elaborate costuming and purchase of special outfits.
7. Eliminate all gifts, favors, preference letters or notes for PNMs until they have accepted bids.
8. Develop conversation and interviewing skills.
9. Follow NPC recommendations for release figures. [found on page MR-32]

Resolved (2004). That the College Panhellenics provide a range for Quota (Quota Range) to chapters for planning purposes at each round during Fully Structured Recruitment; and,

Resolved, That Quota be set after the final round of formal recruitment. [found on page MR-48]

Resolved (2003). That the Alternative Methodology for Release Figures be adopted over a period of three (3) years and designated as the NPC process for Release Figure Management. [found on page MR-50]

Resolved (1994). That when a College Panhellenic uses a computer Bid Matching program that results in a gridlock, such gridlock shall be resolved by the hand matching process described in the National Panhellenic Conference Manual of Information. [found on page MR-56]