

# University of Southern Indiana Panhellenic Council Recruitment Rules

## Article I. General Rules and Regulations

- A. The University of Southern Indiana Panhellenic Council members will abide by all Unanimous Agreements.
- B. Only International sorority representatives, alumnae, and initiates of the sorority may assist the chapter with membership recruitment. These individuals, the potential new members, Recruitment Counselors (Rho Gammas), and Panhellenic officers are expected to follow these recruitment rules and NPC Unanimous Agreements.
- C. The Panhellenic Council Executive Board shall designate the formal membership recruitment period. However, recruiting new members to join the Greek community through positive promotion of the benefits of Greek life is expected to take place 365 days.
- D. Each chapter will be allowed to begin Continuous Open Bidding on the morning following Bid Night at 8 am until the end of the spring semester, excluding winter and spring break and finals week.

## Article II. Panhellenic Recruitment Counselors

- A. Selection of Recruitment Counselors
  1. Recruitment Counselors shall be selected by the Vice President of Recruitment, the President, the Executive Vice President and the Greek Advisor.
  2. This committee shall meet the first or second week in February to interview and select Recruitment Counselors.
  3. All members of the Panhellenic Executive Board shall serve as Recruitment Counselors.
- B. Term of office
  1. The term of office for Recruitment Counselor will start after graduation day of the spring semester and will end following the conclusion of the bid day event of formal recruitment.
  2. Recruitment Counselors can affiliate with their chapters up until graduation day of the spring semester, however Recruitment Counselors can not participate in any chapter recruitment events beginning on the date of their selection.
  3. At least two meetings for Recruitment Counselors will be held during the Spring Semester.
  4. At least one retreat will be held during the summer to train and educate the Recruitment Counselors.
  5. Counselors shall not associate in any way with their chapters beginning with their term of office.
  - a) No contact is defined as: no cards from chapter president or any other member of their chapter, no emails, and no mail, no Facebook, Myspace, Xanga, etc. If you will be living in the house, contact outside of the house will be prohibited, and you will be required to move out beginning on the first day of formal recruitment until the conclusion of Bid day of formal recruitment. If a recruitment counselor lives with a member of her chapter participating in formal recruitment, she will also be required to find somewhere else to live during the period of formal recruitment.
  - b) NO Recruitment Counselor should talk about recruitment with their chapter at any time beginning with their term of office.
  - c) If Recruitment Counselors are out over the summer they can be with no more than two sisters from one chapter at a time. No more than two sisters from the same chapter with a Recruitment Counselor unless there is a different chapter represented as well. Recruitment Counselors are allowed to go out with other Recruitment Counselors from their chapter. However they must follow the rules when they are in the presence of two non-Recruitment Counselors from the same chapter.
- C. Job Description
  1. Counselors shall assist the Panhellenic Council with recruitment during their term
  2. Each Recruitment Counselor will be paired with another and assigned a group of potential new members by the Vice President of Recruitment. The counselor is then responsible for advising or assisting her guests during formal recruitment.
  3. Counselors shall not disclose their sorority affiliation to potential new members during any part of their term of office.
  4. To promote and recruit for formal recruitment.

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5. To be a friend and impartial guide for the potential new members.
6. To be knowledgeable of all USI sororities.
7. To promote Greek Life and Greek Unity.

E. Dismissal

1. Recruitment Counselors may be dismissed by Panhellenic President and Panhellenic VP of Recruitment for the failure to perform duties and/or one non-excused absence from required meeting and/or retreats.

**Article III. Potential New Member Eligibility**

- A. A woman is eligible to participate in membership recruitment provided she is a full-time student at the University of Southern Indiana.
- B. A woman shall not be, or ever have been, an initiated member of a National Panhellenic Conference sorority.
- C. A woman should not have received a membership acceptance card from another National Panhellenic Conference sorority at USI within the previous calendar year.
- D. A woman is eligible to participate in membership recruitment provided she has a cumulative grade point average at or above the Panhellenic grade requirement for all potential new members of a 2.4.
- E. The University accepts Core 40 classes for all incoming students. All classes that do not fall under Core 40 will be dropped and the GPA re-figured.

**Article IV. Closed Contact Rules and Regulations**

- A. No sorority may purchase anything for a potential member, and a potential new member may not purchase anything for a sorority woman.
- B. No sorority member may provide potential new members transportation to or from any recruitment events during formal membership recruitment.
- C. Sorority members may have limited social contact with potential new members, such as talking in class. However, recruitment should never be discussed.
- D. Sorority members should not be socializing with potential new members outside of the formal membership recruitment events. This includes phone conversations, e-mail, text messages, and other contact deemed unacceptable by Panhellenic (Facebook, Myspace, Xanga). If a sorority woman finds herself in a social situation where potential new members are present, she should leave immediately.
- E. Strict silence will be observed from the moment the potential new member leaves her last Preference Event until she reports to the sorority from which she accepts a bid. Strict silence means no contact with the potential new member.

**Article V. Formal Membership Recruitment Rules and Regulations**

- A. Each sorority member must attend a recruitment workshop to be held prior to the beginning of the formal recruitment period.
  1. Any excuses must be turned into the Greek Advisor's office by 12 p.m. on the Monday before the recruitment workshop is held.
  2. Any sorority member, who does not attend and does not have a valid excuse according to the Greek Advisor, will not be permitted to actively participate in the formal membership recruitment process. Participation is defined as actively recruiting a potential new member during an event.
  3. Extenuating circumstances for absences will be discussed by the Panhellenic Council Executive Board.
- B. A potential new member must attend all membership recruitment events for which she is scheduled.
  1. In case of conflicts, the potential new member should fill out a *Schedule Conflict* form to be turned in to her Recruitment Counselor. Chapters will be notified prior to the beginning of the first event of both excused and unexcused absences for that evening.

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2. Chapters will determine what absences are unexcused and excused from a list given to them by the conclusion of the last event for the day.
  3. Any potential new member, signing a *Formal Membership Recruitment Acceptance Card* and regretting the bid/invitation of the sorority to which she is matched, is ineligible for membership in another sorority for one calendar year.
- C. Alumnae, chapter advisors, and inter/national consultants assisting the undergraduate members in the recruitment process should remain in the designated chapter event rooms or their designated storage room.
1. These individuals should serve in an advisory capacity for the chapter members and should remain in an inconspicuous location in the room or off to the side. They may assist with set-up/clean-up, passing out food, and voting.
  2. At no time should Alumnae, chapter advisors, or consultants be interacting with potential new members or Recruitment Counselors for any reason.
- D. Chapters must supply the Panhellenic VP of Recruitment with an itemized budget by the designated date found in the *Recruitment Timeline*. Chapter recruitment budgets may not exceed \$800. Donations must be included in the \$800 budget. Food and drinks must be purchased from *Sodexo Food Service* or *Eagle Express Convenience Store* and may not exceed \$400.
- E. The Panhellenic VP of Recruitment will include times that disks and bid cards are due in the *Recruitment Timeline*. Failure to meet deadlines will result in a \$10 fine for every ten minutes late.

**Article VI. Promotional Guidelines**

- A. All chapters, alumnae, and advisors must abide by the *Recruitment Timeline* provided to the chapter's recruitment chairs. The timeline should be communicated in writing to each chapter's recruitment chair and advisors by March 1. All due dates and lists to be approved are included in this timeline. Any additional changes to the timeline will be communicated in writing as soon as possible.
- B. No sorority promotional items should downgrade other chapters, using such phrases as, "Pledge ABC sorority!" or "Rush ABC!" In addition, each sorority will not be able to use the colors or mascots of the other sororities in a manner degrading to those sororities.
- C. There should not be any organized effort to have men wear a T-shirt that advertises a particular sorority, even if the t-shirt event is from a previous year.
- D. Potential new members are not permitted to receive or retain any type of party favors, including but not limited to: party napkins, stickers, cups, pencils, tissues, etc. No potential new member should leave an event with anything in her hand.
- E. All membership recruitment entertainment must take place within the designated Event room for each chapter. No outside decorations are permitted.
- F. Neither Panhellenic or chapters are permitted to take pictures of the potential new members. Chapter members are encouraged to get to know the potential new members with meaningful conversation.

**Article VII. Formal Membership Recruitment Event Rules and Regulations**

- A. The Vice President of Recruitment will assign each chapter a designated storage room in the UC. The chapter will have the same room for the duration of the week. Chapter members may store personal belongings in this room. It is the responsibility of the chapter members to be cautious of what they store in the rooms and to make sure that the door is always locked. USI, the University Center, nor the Panhellenic Council is responsible for any lost or stolen items.
- B. A list of financial obligations for each chapter should be posted clearly, in a highly visible place, in each Event room on both "Philanthropy Night" and "Theme Night".
- C. Music, singing, clapping, or snapping is allowed during the events. However, no banging on walls or doors or the use of noisemakers or bullhorns will be tolerated.
- D. No matching attire will be allowed at any event with the exception of the Panhellenic Recruitment t-shirts, to be worn during "Philanthropy Night".

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- E. Chapters will be in their designated event rooms a minimum of 15 minutes prior to when the potential new members are scheduled to arrive at the University Center. Chapters will remain in their designated event rooms once the events are over until either the Panhellenic President or VP of Recruitment excuses them.
- F. The official time for events during Recruitment will be kept by the Rho Gammas. Rho Gammas will give the chapters a 2 minute warning knock before the event starts and ends. The chapter is responsible for placing an active member at the door to listen for the 2 minute knock. Alumnae should not be keeping time for the chapter.
- G. Any chapter that exceeds the time allotment for events by more than 30 seconds will be required to pay a fine of \$5 for each 30 second time period beyond the 30 second grace period.
- H.. Potential new members will enter each event in alphabetical order. Prior to the preference event only, each chapter will be given an alphabetical list of the PNM's that are present.
- I. Timing for the event will begin when the last PNM enters the door and conclude when the first PNM exits the door. All potential new members must exit in a timely manner.
- J. The use of any form of photography is prohibited. This includes Polaroid, processed, digital, and video. Sororities are also prohibited from receiving any form of said photography from potential new members. The Panhellenic President and Vice-President of Recruitment will do a walk through of each chapter room prior to the start of events each night of recruitment.
- K. The First night will be called "Go Greek."
  - 1. The potential members will arrive early to participate in an informational session conducted by Panhellenic. The session will include the following points: welcome, schedule for the week, introduction of chapter presidents and recruitment chairs, introduction of Rho Gammas, breaking off into Rho Gamma groups for half an hour.
  - 2. The evening will consist of 3, 30 minute events.
  - 3. All potential new members will attend all events on this night.
  - 4. Block letter shirts are to be worn with shorts, pants, or skirts. No chapter will be allowed to purchase new block letters for recruitment.
  - 5. No food or drink shall be served.
  - 6. No skits are allowed.
  - 7. Each chapter will be required to provide one twin sheet size banner with their chapter name to be displayed in the event room during "Go Greek" night. The banner will be approved by the Panhellenic President and Panhellenic VP of Recruitment prior to the start of the events.
  - 8. No paraphernalia tables will be allowed during this event.
  - 9. Chapters may only release potential new members for grades on this night.
- L. The First Round Invitational will be called "Philanthropy."
  - 1. Each event will be 40 minutes long.
  - 2. All potential new members will attend all events on this night.
  - 3. Panhellenic Recruitment t-shirts are to be worn with shorts or pants.
  - 4. No food or drink shall be served.
  - 5. Each chapter will be allowed one twin sheet size banner made by the chapter members to advertise its philanthropy. The banner will be approved by Panhellenic. The banner must be taken to the Office of Student Development a minimum of one week prior to the start of Recruitment for approval.
  - 6. Each chapter will be allowed to show a video/slide show of chapter's philanthropy activities. The video/slide show will be approved by Panhellenic. The video/slideshow must be taken to the Office of Student Development a minimum of one week prior to the start of Recruitment for approval.
  - 7. Each chapter will do a philanthropy project. Chapters may choose a project, but must have it approved by the Panhellenic Council Executive Board. A detailed description of the project must turned into the Panhellenic VP of Recruitment. The date to turn in the philanthropy project description can be found on the *Recruitment Timeline*.
  - 8. Two 3'x8' paraphernalia tables will be allowed.
- M. The Second Round Invitational will be called "Theme."
  - 1. Each event will be 60 minutes long.

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2. Chapters will have 10 minutes to present a program that displays their chapter's personality and talents. Example programs include, but are not limited to: skits, video/slide shows, games, and activities. The programs are not to exceed 10 minutes in length and will be timed by a Rho Gamma. If introductions are used, they will be considered part of the program. It is the responsibility of the Chapter's Recruitment Chair to inform the VP of Recruitment when the timing of their program should begin. If the program exceeds 10 minutes by more than 30 seconds, the chapter will be required to pay a fine of \$5 for each 30 second time period beyond the 30 second grace period.
  3. Program must include the following information:
    1. Sorority name
    2. Inter/national philanthropy
    3. Number of required study hours for members
    4. Required GPA for new members and initiated members
    5. Reference to chapter meetings
    6. Dues/fees/financial obligations (presented verbally)
    7. New member program length and at least two special features of this program
    8. A minimum of two special events done solely by the chapter
  4. No elaborate costumes or elaborate scenes are allowed as defined by the National Panhellenic Conference. NPC defines elaborate costuming as articles of clothing or accessories that cannot be found in every member's closet (i.e. no chapter is allowed to purchase or rent articles of clothing for the sole purpose of utilizing them during membership recruitment).
  5. Chapters will turn in a copy of their program to the VP of Recruitment for approval. Chapters will also make lists of the costumes and decorations to be used and turn them in to the VP of Recruitment. The Greek Advisor, Panhellenic President and the VP of Recruitment will go over the program and lists and decide what is deemed appropriate.
  6. Drinks may be served and napkins may be used. No food shall be served.
- N. The Third Round Invitational will be called "Preference."
1. Each event will be 70 minutes long.
  2. The order of events will be announced by the VP of Recruitment. Each chapter should plan on, but is not guaranteed, two events on this day.
  3. Food and drink may be served.
  4. Decorations may be used, though not elaborate. Chapters will make a list of the decorations to be used and turn it in to the VP of Recruitment. The Greek Advisor, Panhellenic President and the VP of Recruitment will go over the lists and decide what is deemed appropriate.

**Article VIII. Membership Selection Process and Bidding Process**

- A. Formal membership recruitment is a mutual selection process, meaning that the chapter's choice of women is as important as the women's choice of a chapter.
- B. The Panhellenic Council will use the Priority Recruitment Process (PRUSH) from D & D Digital, including computer generated bid matching.
- C. Release figures will be used during recruitment that will be determined by the Greek Advisor using the chapter statistics from the Compute-A-Rush over the past three years. Each chapter will be given individual release figures for the chapter to be explained at the first Recruitment Chair meeting the first night of Formal Recruitment.
- D. Potential new members will prioritize every chapter after Philanthropy night and Theme night. Rho Gammas will supply each potential new member with a priority card and instruct them to mark two chapters as a number 1 preference and one chapter as a number 2 preference. Therefore, potential new members will be allowed to prioritize a chapter whose events they may not have attended that evening.
- E. Chapters will turn in a disk (supplied by the Greek Advisor and formatted using the C-A-R computer system) after Philanthropy night and Themes night that will contain an invitation list for that chapter. Chapters can only release potential new members for grades on "Go Greek" night. Chapters may NOT hold over any potential new members that don't meet their grade requirements.

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- F. Potential new members will attend a chapter's events based on their priorities and the chapters' invitation list. Potential new members must attend all parties to which they are invited.
- G. Each potential new member may attend up to two preference events. Once a potential new member has attended all preference events to which she was invited, she will meet with a Student Development staff member to fill out her preference card. The woman may list up to three preferences on her card. The woman does not have to attend a preference event in order to list that chapter on her preference card.
- H. Women invited to each chapter's preference event MUST appear on the chapter's bid list.
- I. Quota will be determined using the quota range method. Chapter Recruitment chairs will be informed of quota range at the conclusion of "Theme" night. Quota will not be known until after Bid Matching has been completed following Preference Events.
- J. All bids will be issued through the use of the National Panhellenic Conference Bid-Matching Procedure.
- K. Every chapter must turn in a Bid List, a Snap Bid List, and a disk after the last preference event at the designated time found in the *Recruitment Timeline*.
- L. Upon completion of the bid matching process, physical bid cards (provided by the chapters) will be distributed to the potential new members by the Recruitment Counselors. Chapters must provide bid cards for quota plus two when they turn in their bid lists. The Bid list will not be accepted without the bid cards and is subject to late fines.
- M. Quota Additions will be used after Bid Matching and before Snap Bidding as outlined in the NPC Manual.
- N. Snap Bidding will be done by the Recruitment Counselors, facilitated by the Panhellenic VP of Recruitment, Panhellenic President, and Greek Advisor.

**Article IX. Infractions of the Membership Recruitment Rules**

- A. Each chapter will be given a copy of the Recruitment Rules and will be responsible for informing each initiated, alumnae, and inter/national member of these rules.
- B. The Panhellenic Council shall establish orderly procedures for handling infractions of the Recruitment Rules. These procedures will follow the guidelines outlined by the National Panhellenic Conference as written in the *Manual of Information*, unless otherwise stated in these Recruitment Rules.
- C. If an infraction is suspected, a *Formal Membership Recruitment Infraction* form must be filled out and given to the Panhellenic President or Greek Advisor within 30 days of the occurrence.
- D. All alleged membership recruitment infractions will be brought before the Panhellenic Executive Board to determine the validity of the infraction. The Panhellenic Council President will endorse the infraction for further mediation if the majority of the Panhellenic Executive Board determines that the infraction meets all criteria necessary to be valid.
- E. At mediations the following people shall be present: the Panhellenic VP of Recruitment, Greek Advisor, the filer of the infraction, the witness to the infraction, Panhellenic President, and all parties that participated in the infraction. (If an infraction is against a chapter, the President should be at the mediation to represent the chapter.)
- F. Panhellenic Executive board will represent any infraction filed by a potential new member or recruitment counselor.
- G. Membership Recruitment infractions shall include, but are not limited to the following:
  - 1. Incidents deemed inappropriate or in poor taste by the Panhellenic Council Executive Board officers and or Greek Advisor.
  - 2. Incidents listed in the NPC Manual pgs 26-31.
  - 3. Violations of the University of Southern Indiana Panhellenic Council Code of Ethics
  - 4. Violations of the USI Panhellenic Recruitment Policies.
  - 5. Violations of any University Policies.
  - 6. Violations of the closed contact policy.
- H. Recruitment Counselors or disaffiliated officers violating any of the infractions listed in Article VIII: Letter F of the Recruitment Rules will personally be brought before the Panhellenic Executive Board and the Greek Advisor for disciplinary action. Chapters may be held responsible for the actions committed by their Recruitment Counselors under certain circumstances.

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- H. Any potential mediation for membership recruitment infractions will be held the Sunday following Bid Day and will begin at 12 p.m. and go through completion. Any potential judicial proceedings for membership infractions will be held on the Wednesday following the mediations after the Panhellenic Council weekly meetings.