**2014 RECRUITMENT CODE OF CONDUCT**

**DEFINITION**

1. Recruitment is defined as one or more members of a sorority chapter meeting together with a potential new member(s) to promote the interest of a particular sorority according to the Unanimous Agreements of the National Panhellenic Conference.
2. Recruitment may only take place during the fall and spring semesters of the academic calendar of The Pennsylvania State University.

**DATES**

1. Registration Deadline: Friday, August 29th 5pm
2. Orientation: Thursday and Friday, September 4 and 5
3. Open Houses: Sunday and Monday, September 7 and 8
4. First Rounds: Tuesday, Wednesday, and Thursday, September 9, 10, and 11
5. Second Rounds: Friday and Saturday, September 12 and 13
6. Preference Day: Sunday, September 14
7. Bid Day: Monday, September 15

**ELIGIBILITY OF POTENTIAL NEW MEMBERS**

1. Any woman enrolled as a full-time student at the University Park campus of The Pennsylvania State University may join a sorority chapter.
2. A potential new member (PNM) shall not be, or have been, an initiated member of another National Panhellenic Conference sorority or an associate member sorority of the Panhellenic Council of The Pennsylvania State University. If a potential new member disassociated from a NPC sorority during the new member period, she must wait until the next formal recruitment period before joining another sorority.
3. Any misrepresentation of information provided during recruitment registration will result in the PNM losing eligibility to participate in formal recruitment that semester.
4. Any chapter participating in Panhellenic formal recruitment process is not permitted to collect any names or contact information during the fraternity and sorority involvement fair.

**RECRUITMENT STYLES**

**Continuous Open Bidding**

1. The Panhellenic Council at The Pennsylvania State University endorses and encourages the concept of Continuous Open Bidding (COB).
2. Continuous open bidding is defined as the time that chapters are eligible to hold recruitment events during the academic year. During this time, bids may be offered if the sorority has not met quota or total and bid extension rules are followed.
3. Chapters may hold recruitment and informational events from 24 hours after formal recruitment bid day through the last day of classes. No bids or invitations for membership may be given before or during Formal Recruitment.
4. A chapter wishing to extend a bid during Continuous Open Bidding must first contact the Panhellenic VP for Membership or Panhellenic Advisor 48 hours before to ensure that the woman who is to receive the bid is eligible to do so.
5. In all cases in which bids are extended, COB forms must be signed within 24 hours of bid extension and must be turned in to the Panhellenic Council advisor mailbox in 215 HUB within 24 hours extending the bid.
6. All continuous open bidding events shall not involve men or alcohol at any time under any circumstance.
7. Panhellenic Executive Officers shall not attend any recruitment events before or during formal recruitment.
8. Any violations to Continuous Open Bidding will be sanctioned through the Panhellenic mediation process.

**Formal (Fully-Structured) Recruitment**

1. Recruitment Rounds
2. Open House (15 minutes per party): PNMs attend every chapter for an equal period of time. Chapters will present information on the chapter, national sorority, local traditions and events, etc.
3. First Round (30 minutes per party): PNMs will attend at most 14 top matched chapters. Chapters will present information and provide activities based around the national sorority’s nationally-sanctioned philanthropy, charity, or foundation. At no point should the Penn State Dance Marathon be discussed.
4. Second Round (40 minutes per party): PNMs will attend at most 8 top matched chapters. Chapters will present a documentary that best exemplifies the characteristics and personality of the chapter.
5. Preference Round (50 minutes per party): PNMs will attend at most 3 top matched chapters. Chapters are expected to present the most detailed information pertaining to their chapter during this round.
6. Recruitment Parties
7. Suite inspections will be conducted by a recruitment counselor or member of the Panhellenic Executive Board and will occur 15 minutes prior to the first party on each day of Recruitment. There are to be no members in the suite during the inspections.
8. During Preference Round, Panhellenic Executive Board or recruitment counselors will conduct sorority floor inspections no earlier than 2 hours before the first party begins.
9. Recruitment counselors will be present during all recruitment parties held in the suites. They will be positioned inside the suite to ensure that recruitment policy can be enforced. Recruitment counselors must escort trips to the sorority chapter residence hall floor for preference round.
10. Any sorority members who are Resident Assistants or uninitiated new members (i.e. have receive a bid but have been held over from a previous semester) may not recruit or in any way take part in their sorority’s member selection process.
11. Alumnae and female sorority advisors may be present in recruitment parties. Absolutely no male chapter advisors are permitted.
12. The total number of sorority members present in the suite during open house through second rounds may not exceed 35 members, excluding alumnae, as well as Advisors, National Representatives, the chapter President and the Formal Recruitment Chairperson. Permission for additional chapter members can be obtained from the Panhellenic VP for Membership and President.
13. Recruitment parties must be confined to inside sorority suites during open houses through second rounds. Lobbies may not be used during recruitment. No PNM may be taken from the chapter suite without the escort of a recruitment counselor.
14. Sorority members not recruiting are not permitted to loiter in the lobby of the residence hall occupied by their chapter while recruitment parties are in progress.
15. For entrance into chapters, PNMs will be led into the suite by a recruitment counselor in line in alphabetical order. At no time should any member, except the recruitment chair or president of each chapter, leave the suite.
16. The chapter members that are permitted to talk to the Recruitment Counselor located in the chapter suite are only the Recruitment Chair or the Chapter President.
	* + - * **The penalty for letting a party out late will be $15 per minute.**
17. Invitation lists are due into the ICS system at 6am on the day following each round. Lists submitted after 6am are subject to a $400 fine and an additional $20 fine for each minute after 6AM.
18. If the Panhellenic President and/or VP for Membership cannot reach the chapter Recruitment Chair and/or President within 10 minutes on the evening of Post Office, the chapter will be fined $10 per minute.
19. All Potential New Members attending a sorority’s Preference Night must appear on the sorority’s final bid list.
20. Bid Day
21. The Panhellenic Counselors will distribute bids at the designated time on Bid Day and only the Panhellenic Counselors or a Panhellenic Executive Officer will contact Potential New Members who do not receive a bid.
22. Only chapter members are to be involved with Bid Day activities. NO men, alcohol or drugs may be present.
23. All events on and following Bid Day must be in compliance with chapters’ individual national policies, National Panhellenic Conference Unanimous Agreements, and Social Policy of the Panhellenic Council at The Pennsylvania State University. Violations of these rules will be sanctioned through the Panhellenic Council along with notification sent to Inter/National Headquarters of respective chapters.
24. All chapter bid cards must be in a sealed envelope and delivered to the Office of Fraternity and Sorority Life by the designated time.
	* 1. 1-30 minutes late: $75
		2. 31-60 minutes late: $125
		3. 61-90 minutes late: $175
		4. 91-120 minutes late: $225
		5. Bid cards submitted more than 120 minutes late will receive an additional fine of $5 per minute.
25. No Frills Recruitment (Open House through Second Rounds)
26. Attire
	1. For Open House parties, sorority members must wear denim bottoms with their Open House shirts. For all other rounds of recruitment, chapters can wear attire of their choice.
	2. For all other rounds of recruitment, it is suggested that attire be limited to type or color, i.e. requiring all chapter members to wear a denim skirt and a black shirt of varying styles.
	3. Name tags may be worn consisting of full chapter letters/name, symbols, colors, and/or crest.
27. Decorations
	1. The sororities may not decorate the outside or inside of their suites for Open House through Second Round parties. No decorations/signs may be hung in the hallways or on any door. Sororities may not use or decorate anything outside the confines of their suite for Open House through Second Rounds. Prohibited decorations include fresh flowers, plants, and other furnishings that are not in the suite everyday. Decorations are permitted in suites during Preference Night.
	2. Decorations must be kept within housing guidelines:
		1. No decorations/signs may be hung in the hallways or on any door.
		2. No helium tanks are allowed anywhere near the building.
		3. Glitter and candles may NOT be used
		4. No painting of signs/banners should take place inside the building. Painting should be done outside in the grass, protected by a tarp provided by housing.
	3. Housing’s Suite Guidelines:
		1. Items may only be hung on suite walls if they can be hung by blue painter’s tape.
		2. All suite furniture must remain in the suite. It can be rearranged with Housing’s help, but must stay in the room
		3. No outside furniture is permitted to be moved into the buildings (no rental furniture)
	4. Meeting Room Guidelines
		1. The meeting rooms are to be used for Pi Chi groups.
		2. Chairs in the meeting room may be stored in the closet, but are not permitted to be removed from the space.
	5. Trash Guidelines:
		1. Someone from each Pi Chi group needs to be on trash duty at the end of each night. This person needs to check lobbies, meeting rooms, and stairwells for trash and take all bagged garbage to the bins in the basement.
		2. Any boxes must be disposed of in the basement
	6. During Philanthropy Round chapters may use one banner/poster to display the organization's national philanthropy.
	7. No window decorations (painting, paper, etc.) will be permitted for any chapter two weeks prior to Formal Recruitment or any other time during the Formal Recruitment process.
	8. Sororities may decorate the bulletin boards on their residence floor at anytime. Bulletin boards located on the ground floor of the residence halls or outside the suite may not be decorated at any time prior and during Formal Recruitment.
	9. Individual room windows may be printed with the sorority letters and symbols.
	10. Sorority members may not distribute personalized name tags to the Potential New Members.
28. Budgets
	1. Chapter recruitment budgets must be turned in to the Panhellenic VP for Membership by designated deadline. An outline of the expenses for the chapter documentary must be submitted at the time the documentary is submitted to the Panhellenic VP for Membership for review. A fine will be assessed if not submitted. The final budget along with all receipts must be submitted to the Panhellenic VP for Membership within one hour of the deadline for their bid list or one hour after their bid list, whichever one is later.
	2. Chapter funds may only be used for the purchase of one identical clothing item for all chapter members. Chapter funds may not be used for the purchase of multiple clothing items.
	3. Each chapter can spend a maximum amount of money based on the number of PNMs that they invited to preference night the previous year. This total includes all money spent in open houses through preference night, as well as their $100 for documentary and $500 for their philanthropy project. This does not including one identical clothing item in section b.
		1. Sororities who invited 90-140 PNMs: $1200
		2. Sororities who invited 141-170 PNMs: $1400
		3. Sororities who invited 170-200 PNMs: $1600
		4. Sororities who invited more than 200 PNMs: $2300

\* Permission for additional funds can be obtained from the Panhellenic VP for Membership, President, and VP for Finance on a case-by-case basis.

1. Entertainment
2. During the philanthropy project in First Round parties, entertainments of any sort (i.e. presentations, videos) are permitted. All projects must be approved by the Panhellenic Council VP for Membership and Panhellenic Advisor. Any additional items needed for the project must be approved by the Panhellenic VP for Membership and Panhellenic Advisor and be included in the philanthropy budget.
3. A documentary about the chapter and its values may (but is not required) be shown during Second Round parties. Presentations must be turned in and approved by the VP for Membership by the appropriate deadline. If the changes must take place after the due date, a fine will be accessed.
4. A documentary is a fact-based film that depicts actual events and persons. It should display facts about the organization and show members in their daily life.
5. Members should be dressed how they would be on any normal given day, there should be no costumes.
6. Should not have boys, alcohol, solo cups, alcohol/drug paraphernalia, fraternity letters, boys, or be at fraternity houses.
7. Photos and videos of members in bathing suits are not permitted.
8. Pictures should not be shown for more than one fifth of the total length of the documentary.
9. Documentaries can be a maximum of 8 minutes.
10. Must include 4 of the 7 aspects of sorority life; national philanthropy, community service, values, dues, sisterhood, leadership, and academics. Each aspect of sorority life must be covered for a minimum of 1 minute.
11. THON does not count as one of the 7 aspects of sorority life, but can be included for no more than one minute of the documentary.
12. Anyone who is a Pi Chi, an Overall Recruitment Team assistant, on the Overall Recruitment Team, or on the Panhellenic Executive Board cannot be shown during the documentary.
13. Water with or without ice may be served at all parties during Open Houses through Second Rounds. The water must be served in approved clear plastic cups. No ornaments such as fruit, umbrellas, or colored ice cubes are permitted. Plain white napkins may be used.
14. Suspected Recruitment Violations and Infractions
15. If a sorority believes there has been an infraction of these rules, a detailed, written report signed by the accusing sorority or the recruitment counselor (specifying time, place and witnesses to the alleged infraction) must be turned in to the Panhellenic VP for Standards where all violations will be sanctioned through the Panhellenic mediation process.
16. The Panhellenic Council strongly encourages each sorority to use its sound judgment, discretion, common sense, and maturity in planning and maintaining a realistic and sound financial budget for Formal Recruitment.
17. The Panhellenic Council advisor reserves the right to contact the Inter/National Headquarters of any sorority with a Recruitment Code of Conduct violation.
18. All National Panhellenic Conference Unanimous Agreements will be upheld especially those pertaining to Formal Recruitment. All members are responsible for knowing and observing these rules.
19. All Pennsylvania State University rules, policies, procedures, and local, state and federal laws must be followed at all times.

**RECRUITMENT BEHAVIOR**

1. Communication Between Sorority Members and Potential New Members
2. Beginning on the first day students may enter the residence halls, sorority members are expected to promote general sorority membership as opposed to promoting their own individual chapter. The recruitment period will begin at Formal Recruitment Orientation and will end at the conclusion Bid Day ceremonies.
3. During the Formal Recruitment period, sorority members may wear letters, but may not converse with or contact any potential new members directly or indirectly through friends outside of designated Recruitment parties. This includes but is not limited to; conversations on and off campus; in town, residence halls, dining commons, the HUB; at apartment and/or fraternity parties; through letters, phone calls, instant messenger, text messaging, or Facebook. Working on group projects or group class work may occur only in classroom settings with other group members present. Sorority members must notify the Panhellenic VP for Membership, if this occurs.
4. Sorority members may not promise bids or invitations or give the hint that a bid or invitation will be extended to the PNM, and they may not suggest that they will see the Potential New Member during the next rounds. Chapter members may never mention intentional single-preference (aka “suicide”) or the preference of any sorority over another. Polite greetings and salutations are acceptable and judged on a case-by-case basis.
5. Sorority members may not pressure the PNM about her preferences during the formal recruitment process or inquire about the PNM’s preferences and rankings.
6. Any woman registered for Formal recruitment, regardless if the registration fee is paid, may not be invited to attend any social function sponsored or attended by a sorority or sorority members between the first day of classes and Bid Day. No recruiting should take place at chapter social functions.
7. Sorority members may not slander other sororities to a Potential New Member, nor may they inquire about or discuss another sorority’s recruitment parties or procedures at any time during Formal Recruitment. In addition, a sorority member may not inquire about a Potential New Member’s party schedule at any time during the recruitment period.
8. Sorority members may not inquire if a potential new member is a legacy of another chapter. Any violations will be sanctioned through the Panhellenic mediation process.
9. Sorority members may not inquire if a potential new member has friends or roommates going through the recruitment process.
10. Sorority members may not buy anything for Potential New Members (i.e. gifts, meals, etc.) or give a Potential New Member any cards, letters, envelopes, or any type of written correspondence at any time before or during Formal Recruitment.
11. Sorority members may not discuss social functions (socials and mixers), social calendars, or fraternity organizations. Sorority members may never slander the name of a fraternity organization or its members.
12. Sorority members who are Resident Assistants (RAs) may not directly participate in Formal Recruitment events and parties. Any sorority members who have blood relatives or roommates going through Recruitment and cannot avoid contact with them must follow all normal rules outlined for the recruitment process. When contact is absolutely inevitable, recruitment may not be discussed.
13. No advertisements or personal classified advertisements bearing a sorority’s name or Greek letters may appear in any local publication from the first day of classes through Bid Day. Exceptions in the case of philanthropies must be submitted to the Panhellenic Overall Recruitment Team for approval 7 days in advance.
14. Violations of Sorority Member/Potential New Member Rules will be sanctioned through the Panhellenic mediation process. If a Sorority has violations filed against them, and continues to jeopardize the quality and fairness of recruitment the following year, their case will be presented to the Panhellenic Council. If the council decides by a majority vote that the chapter has been a detriment to recruitment and failed to improve and/or continued to violate major rules (such as dirty recruiting and bid promising), sanctions will be given that can include but are not limited to: fines, social probation for an extended period, and any other sanctioned deemed necessary by Panhellenic.
15. Letter Disaffiliation
16. Letter disaffiliation is defined as not wearing any jewelry or apparel with sorority Greek letters, symbols, or nicknames of chapters. This also includes the use of writing utensils, paper, key chains, etc. that contain the sorority’s Greek letters, symbols, or nicknames.
17. Panhellenic Executive Board, Recruitment Counselors, and the Overall Recruitment Team must disaffiliate beginning on the first day of fall semester classes, unless they reside in State College during the second summer session. These women are not allowed to attend any individual sorority events until Bid Day.
18. The affiliation of all these women will be kept secret in order to preserve confidentiality. These women may not appear in slide shows, videos, pictures, composites, or on their chapter’s web page. The Panhellenic Overall Recruitment Team reserves the right to review those listed above at any time.
19. If a recruitment counselor violates any disaffiliation rules, they will be removed from the counselor position and will result in a $200 fine to the respective sorority.
20. Internet Communication and Networking
21. Sorority members may not request friendship with potential new members through Internet communication programs such as instant messaging or through Internet networking sites such as, but not limited to, Facebook, Twitter, or instagram.
22. Disaffiliated members are NOT allowed to be included or associated with any type of social media platform for their sorority, including facebook, instagram, pinterest, tumblr, and fan pages.
23. Disaffiliated sorority members must set online website privacy settings to “private” or any other measure as to not reveal their affiliation and to prevent viewing profile information.
24. Chapter websites shall reflect all recruitment policies.
25. At no time can photographs or videos be taken during recruitment events or functions.
26. Disclosure
27. Panhellenic Counselors, Overall Recruitment Team members, and the Panhellenic Executive Board members may not release any information concerning a Potential New Member to members of any sorority.
28. Any sorority seeking information about a Potential New Member should direct their questions and concerns to the Panhellenic Overall Recruitment Team. All violations to disclosure will be sanctioned through the Panhellenic mediation process.
29. Special Rules Regarding Recruitment Counselors
30. Each chapter is required to nominate a minimum of 10 women to serve as Panhellenic Recruitment Counselors. Exceptions to this must be approved by the Panhellenic VP for Membership Development and Presidents. If the number of specified applications is not turned in by the designated due date, it will result in a fine of $50 per application not submitted.
31. The sorority of the Panhellenic Counselor, Overall Recruitment Team member, and/or Panhellenic Executive Board member will be penalized if any of the rules are not followed. In addition, a Panhellenic Counselor may be immediately dismissed from her position and/or will receive other penalties to be sanctioned through the Panhellenic mediation process. There will be a $200 fine assessed to any chapter that has a dismissed Panhellenic Counselor or Overall Recruitment Team member.
	* + 1. Dismissal of a Panhellenic Counselor could result from violations of Rules 1, 2, 3, and 4 (dirty recruiting) or having an unexcused absence at Panhellenic Counselor meetings. Dismissal of a Recruitment Counselor will result in a recruitment violation filed against the chapter of the counselor in question.
			2. If a Recruitment Counselor or member of the Overall Recruitment Team resigns from her position at anytime after accepting the position, the chapter will be fine $200.
32. Panhellenic Counselors must wear their respective counselor t-shirts in public at all times during the Formal Recruitment period (Orientation to Bid Day). Panhellenic Counselors may not wear any Panhellenic apparel (including Panhellenic Counselor t-shirts) at liquor establishments at any time and are expected to conduct themselves in a mature, responsible, and unbiased manner at all times.
33. All Recruitment Counselor training and recruitment parties are absolutely MANDATORY for recruitment counselors and the Overall Recruitment Team. If a recruitment counselor misses training they will be dismissed from the recruitment counselor position and their chapter will be held accountable with a $200 fine.
34. If a recruitment counselor misses recruitment without an excuse and informing the VP for Member Development the following are considered valid excuses and require documentation:
	* + 1. Illness
			2. Class
			3. Exams
			4. Death in family
35. Recruitment Counselors failing to comply with the Overall Recruitment Team  and/or Panhellenic Executive Board Officer regarding the logistics of post office when the PNM will be making their selections, will result in a recruitment infraction of a $100 fine per offense.

**RECRUITMENT MEDIA, PRESENTATIONS, AND CONTENT**

1. Approval
2. All presentations (philanthropy videos, documentaries, etc.) shared by Panhellenic chapters must have prior approval given by the Panhellenic VP for Membership and/or the Panhellenic Advisor. The Panhellenic VP for Membership will designate the deadline for all materials to be submitted for prior approval. Materials submitted after the deadline will be subject to a late fee. Any changes made to recruitment materials prior to recruitment must be submitted for approval. If a chapter uses unapproved or previously rejected material, Panhellenic Council will review the infraction and establish an appropriate consequence which can include more fines or sanctions.
3. Content
4. No pictures or videos containing alcohol/alcohol containers shall be permitted in any displays, including but not limited to: videos, slideshows, recruitment publications, chapter websites, bulletin boards, and personal scrapbooks. The chapter will be asked to remove the picture(s) immediately or a recruitment infraction will be filed.
5. Pictures or videos containing alcoholic, partying, or sexual themes are prohibited.
6. Pictures or videos involving men are prohibited.
7. Fraternity letters (THON partners) and bar names are not allowed to be visible or verbally used in skits or slideshows or videos.
8. Pictures of THON children are permitted. However, pictures of THON families are not permitted.
9. Membership
10. Recruitment Counselors, the Overall Recruitment Team, and members of the Panhellenic Council executive board may not be present in any presentation materials.

**CODE OF ETHICS**

We, the women of NPC fraternities at The Pennsylvania State University, declare acceptance of the following standards of practice during any recruitment period and throughout the year:

As Panhellenic women, we are obligated by the standards set forth from the National Panhellenic Conference to follow The Pennsylvania State University’s Recruitment Code of Conduct. We have the responsibility to incorporate those standards into our everyday behavior. Our purpose as Panhellenic women is to serve our community and act as representatives of our chapters and of Panhellenic. Panhellenic women who violate the Code of Conduct for selfish or other unworthy motives violate a high trust and a mutual respect among The Pennsylvania State University sororities.

We have a responsibility to Potential New Members, The Pennsylvania State University community, our respective chapters, our National Organizations, to each other, and to ourselves to act in a respectful manner during Formal Recruitment. Trust is our ultimate goal. We have an obligation to improve and enhance the welfare of others, and our actions during Recruitment will not interfere with this. We have the right to demand trust and respect from each of our chapter members and among Panhellenic sororities.

The Pennsylvania State University Code of Ethics is intended to preserve, protect, and strengthen the bond of trust and respect among The Pennsylvania State University sororities, Potential New Members and the community during any recruitment period and throughout the year. This bond is essential to sustain the principles upon which every NPC fraternity and The Pennsylvania State University’s Panhellenic Council were founded.