**Recruitment Rules of the Pennsylvania State University Panhellenic Association**

**RECRUITMENT CODE OF ETHICS**

We, the members of women’s sororities at Penn State University agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the Panhellenic experience.

We, as Panhellenic women of the Pennsylvania State University agree on and commit to:

* Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
* Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university.
* Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
* Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
* Foster and maintain friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
* Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
* Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
* Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
* Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women’s sorority community.
* Refrain from limiting a potential new member’s chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of the Pennsylvania State University also agree on and commit to:

* Respectfully adhere to the bylaws and recruitment rules of the Pennsylvania State University Panhellenic Council.
* Abide by all local and federal laws and NPC inter/national member organization bylaws.
* Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

We, the members of Penn State University Panhellenic, pledge to promote the following practices during membership recruitment:

* Engage in values-based conversations.
* Choose recruitment activities and behaviors that reflect the core values of our organizations.
* Make informed choices, based on shared values, about potential new members.
* Educate potential new members about the chapter’s values, and connect to these values.

**RECRUITMENT DEFINITIONS**

1. Formal recruitment: The primary recruitment process during the fall semester
2. Informal recruitment: Any chapter recruitment activities that happen outside of the formal recruitment time period, commonly referred to as COB (Continuous Open Bidding)
3. No Frills: Recruitment that focuses on quality communication with potential new members as opposed to focusing on decorations and matching outfits.
4. Open House: PNMs will attend every chapter for 15 minute parties. Chapters will present information on the chapter, national sorority, local traditions and events, etc.
5. First Round: PNMs will attend at most 14 chapters for 30 minute parties. Chapters will present information and provide activities based around the national sorority’s nationally-sanctioned philanthropy, charity, or foundation. The Penn State Dance Marathon may be discussed, but there should be no mention of THON pairings or fraternities.
6. Second Round: PNMs will attend at most 8 chapters for 40 minute parties. Chapters will present a documentary that best exemplifies the characteristics and personality of the chapter.
7. Preference: PNMs will attend at most 2 chapters for 50 minute parties. Chapters are expected to present the most detailed information pertaining to their chapter during this round.
8. Members: active collegians who make up the Panhellenic chapters
9. Pi Chi: a member who disaffiliates from her own chapter in order to advise PNMs during the recruitment process
10. Overall Recruitment Team: a small group of 3-4 Panhellenic members chosen by the VP of Membership to assist her throughout the recruitment preparation process and formal recruitment period
11. Potential New Member (PNM): any woman registered for formal recruitment
12. Extended Dry Period: An added week of dry functions in place of second offense fines

**GENERAL RECRUITMENT RULES**

1. All NPC member organizations represented at Penn State University believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be all organizations will follow during the recruitment process.
2. The Penn State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a women’s sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.
3. Statement of Automatic Reset of Total
	1. To allow organizations to achieve parity as quickly as possible at the conclusion of the primary Formal Recruitment process, the Penn State University Panhellenic Association shall automatically reset total within 72 hours of Bid Day for Formal Recruitment. Total will be determined by average chapter size.
	2. To allow for continued parity during the year, the Penn State University Panhellenic Association shall also automatically reset total by the Friday of the 2nd week of the spring semester. Total will be determined by average chapter size following spring roster updates.
4. All chapter social media, including but not limited to websites, Facebook, Twitter, Instagram, and Tumblr pages must adhere to all recruitment policies.

**FORMAL RECRUITMENT PROCEDURES**

1. Timing
	1. The Vice President for Membership will set the formal recruitment schedule and pertinent dates for formal recruitment with the advice and consent of chapter recruitment chairs by January 31st each year.
	2. The Vice President for Membership will set pertinent dates for informal recruitment with the advice and consent of chapter recruitment chairs by September 30th each year.
2. Eligibility
3. A woman must be enrolled as a full-time student (12 credits or more) at the University Park campus of The Pennsylvania State University to join a sorority chapter.
4. a woman must also register for the Formal Panhellenic Recruitment Process
5. Any misrepresentation of information provided during recruitment registration will result in the PNM losing eligibility to participate in formal recruitment that semester
6. Contact between Sorority Members and Potential New Members
7. Sorority members are expected to promote general sorority membership as opposed to promoting their own individual chapter through Bid Day, excluding Formal Recruitment events.
8. During the Formal Recruitment period, sorority members may not converse with or contact any potential new members directly or indirectly through friends outside of designated Formal Recruitment events.  This includes but is not limited to; conversations on and off campus, in town, residence halls, dining commons, the HUB, or at apartment and/or fraternity parties; through letters, phone calls, instant messenger, text messaging, Facebook, Twitter, Instagram, Snapchat, and all other forms of social media.
9. Sorority members may not request friendship or accept 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, Instagram, or Snapchat.
10. Sorority members may not buy anything for PNMs (i.e. gifts, meals, etc.) or give a PNM any cards, letters, envelopes, or any type of written correspondence at any time before or during Formal Recruitment.
11. Working on group projects or group class work with a PNM may occur only in classroom settings with other group members present.
12. Sorority members may not pressure PNMs about their preferences during the formal recruitment period or inquire about PNM’s preferences and rankings. In addition, a sorority member may not inquire about a PNM’s party schedule at any time during the recruitment period.
13. Sorority members may not inquire if a PNM is a legacy of another chapter.
14. Sorority members may not inquire if a PNM has friends or roommates going through the recruitment process.
15. Sorority members may not promise bids or invitations or give the hint that a bid or invitation will be extended to a PNM, and they may not suggest that they will see a PNM during the next rounds. Chapter members may never mention intentional single-preference (aka “suicide bidding”) or the preference of any sorority over another.
16. Any woman registered for Formal Recruitment may not be invited to attend any social event sponsored or attended by a sorority or sorority members between the first day of classes and Bid Day. No recruiting may take place at chapter social functions.
17. Sorority members may not slander other sororities to a PNM, nor may they inquire about or discuss another sorority’s recruitment parties or procedures at any time during Formal Recruitment.
18. 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.
19. Sorority members who are Resident Assistants (RAs) may not directly participate in Formal Recruitment events and parties.
20. Any sorority members who have blood relatives or roommates going through Formal 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.
21. 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 VP for Membership for approval 7 days in advance.
22. 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 Judicial Board.  If the Judicial Board 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.
23. Decorations
24. The sorority floor and suite may not be decorated during Open House through Second Round.
25. Prohibited decorations include, but are not limited to, fresh flowers, plants, and other furnishings that are not in the suite every day.
26. There may not be anything in the suite that is not there on a day-to-day basis.
27. Decorations are permitted in suites during Preference Night. All decorations during this event must be kept within housing’s guidelines.
28. Sorority members may not distribute personalized name tags to the PNMs.
29. No decorations/signs may be hung in the hallways or on any door.
30. No helium tanks are allowed anywhere near the building.
31. Glitter and candles may not be used.
32. 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.
33. Items may only be hung on suite walls if they can be hung by blue painter’s tape or push pins.
34. All suite furniture must remain in the suite, however, it can be rearranged. No outside furniture is permitted to be moved into the buildings (no rental furniture).
35. Sororities may only decorate the bulletin board that is located directly outside of the sorority suite. No other bulletin boards on the floor should be used for the chapter’s purposes. 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.
36. Individual room windows may be printed with the sorority letters and symbols.
37. Suite inspections will be conducted by a Pi Chi, member of the Panhellenic Executive Board, or Overall Recruitment Team and will occur 30 minutes prior to the first party on each day of Recruitment. There are to be no members in the suite during the inspections besides President and Recruitment Chair.
38. Apparel
39. Each sorority shall be prohibited from purchasing and wearing identical matching outfits and/or accessories during formal recruitment. No style numbers or brand specific clothing, jewelry, and/or footwear are permitted. Individual discretion should be used by members with guidance from their respective chapter.
	* 1. This rule does not apply to open house t-shirts. Each chapter must design and order t-shirts for open house. Open house t-shirts must be approved by the Panhellenic Vice President of Membership.
		2. No midriff shirts or cut-out tank tops may be worn.
40. Name tags may be worn consisting of full chapter letters/name, symbols, colors, and/or crest.
41. Recruitment rounds
42. Open House:
	* 1. Chapters will present information on the chapter, national sorority, local traditions and events, etc.
		2. Clear plastic cups with only ice water may be available for PNMs.
43. First Round:
	1. A video and/or short presentation pertaining to the chapter’s national philanthropy is permitted. All videos must be approved by the Panhellenic Council VP for Membership or the Overall Recruitment Team.
	2. Chapters may use one banner or poster to display the organization’s national philanthropy.
	3. Clear plastic cups with only ice water may be available for PNMs.
44. Second Round:
45. A documentary about the chapter and its values may (but is not required to) be shown during Second Round. Presentations must be turned in and approved by the VP for Membership by the appropriate deadline. If changes must take place after the due date, a fine of $400 will be assessed. If an unapproved documentary is shown, a fine of $800 will be assessed.
	* + 1. The documentary must include at least 4 out 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.
			2. The documentary should not have males, alcohol, solo cups, alcohol/drug paraphernalia, fraternity letters, members in bathing suits, or be at fraternity houses, including the outside areas of the fraternity house.
			3. Pictures should not be shown for more than one fifth of the total length of the documentary.
			4. Documentaries can be a maximum of 8 minutes.
			5. Anyone who is a Pi Chi, on the Overall Recruitment Team, or on the Panhellenic Executive Board cannot be shown during the documentary.
46. Clear plastic cups with only ice water may be available for PNMs.
47. Preference:
48. Decoration of the suite is permitted during this round as long as it is in accordance with housing’s policies.
49. Chapters may serve food and non alcoholic beverages in clear plastic cups during this round.
50. Recruitment Parties
	1. Suite inspections will be conducted by a Pi Chi or member of the Panhellenic Executive Board or Overall Recruitment Team and will occur 30 minutes prior to the first party on each day of Recruitment. There are to be no members in the suite during the inspections with the exception of the recruitment chair and president.
	2. During Preference, Panhellenic Executive Board or Pi Chi will conduct sorority floor inspections no earlier than 2 hours before the first party begins.
	3. Any sorority members who are Resident Assistants or uninitiated new members (i.e. have received 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.
	4. Alumnae and female sorority advisors may be present in recruitment parties. Absolutely no male chapter advisors are permitted.
	5. The total number of sorority members present during Open House through Second Invite must match the number of Potential New Members in the party, excluding alumnae, as well as Advisors, National Representatives, the chapter President and the Formal Recruitment Chairperson.   Permission for additional chapter members may be obtained from the Panhellenic VP for Membership.
	6. Recruitment parties may take place outside of the sorority suite (i.e. in the chapter members’ rooms and the hallway). The doors of the sorority suite and the doors of the bedrooms that are being used must remain open throughout the duration of the party. Lobbies may not be used during recruitment. No PNM may be taken from the chapter floor without the escort of a recruitment counselor.
	7. Chapters will be assessed a $15 per minute fine for letting a party out late.
	8. Invitation lists are due into the ICS system by 6am on the day following the final party of each round. List submitted afterwards er 6am are subject to a $500 fine and an additional $20 fine for each minute after 6am.
	9. If the Panhellenic President and/or VP for Membership cannot reach the chapter Recruitment Chair, President, and/or Recruitment Advisor within 10 minutes on the evenings of selections following each round, the chapter will be fined $10 per minute the response is delayed.
51. Strict Silence
	1. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.
	2. Strict silence will begin at time of MRABA signing and last until bid distribution.
	3. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period.
52. Bid day
	1. Pi Chis will distribute bids at the designated time on Bid Day and only Pi Chis, Panhellenic Executive Board members, members of the Overall Recruitment Team, or the Panhellenic Advisor may contact Potential New Members who do not receive a bid.
	2. Only chapter members are to be involved with Bid Day activities. No men, alcohol or drugs may be present. A violation of this rule will result in a fine.
	3. All chapter recruitment chairs and presidents should report to the Panhellenic Office (218 HUB) by noon on Bid Day to get their lists and complete bid cards. All bids must be completed and turned in by 1pm on Bid Day. Late bid card submissions will be fined on the following schedule:
53. 31-60 minutes late: $125
54. 61-90 minutes late: $175
55. 91-120 minutes late: $225
56. Bid cards submitted more than 120 minutes late will receive an additional fine of $10 per minute.

**CONTINUOUS OPEN BIDDING PROCEDURES**

1. Continuous Open Bidding (COB) is an opportunity for chapters that do not reach quota during primary recruitment to bid to quota and/or for chapters that are not at total to bid to total. The COB process is informal and not all chapters will participate in COB.
2. 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.
3. A chapter wishing to extend a bid during Continuous Open Bidding must first contact the Panhellenic Advisor or Office of Fraternity/Sorority Life 48 hours before to ensure that the woman who is to receive the bid is eligible to do so.
4. 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.
5. All continuous open bidding events shall not involve men or alcohol at any time under any circumstance.
6. Any violations to Continuous Open Bidding will be sanctioned through the appropriate Panhellenic judicial process.

**PERSONNEL RESPONSIBILITIES**

1. Disaffiliation
	1. Panhellenic Executive Board, Pi Chis, 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.
	2. 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.
	3. The affiliation of all these women will be kept secret in order to preserve fairness to all chapters.  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.
	4. Disaffiliated members are NOT allowed to be included or associated with any type of social media platform for their sorority, including Facebook, Twitter, Instagram, Pinterest, Tumblr, and fan pages.
	5. 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.
	6. If a Pi Chi violates any disaffiliation rules, they will be removed from the counselor position and will result in a $200 fine to the respective sorority.
2. Disclosure
	* 1. Pi Chis, Overall Recruitment Team members, and the Panhellenic Executive Board members may not release any information concerning a PNM to members of any sorority.
		2. Any sorority seeking information about a PNM should direct their questions and concerns to the Panhellenic Overall Recruitment Team.  All violations to disclosure will be sanctioned through the Panhellenic mediation process
3. Pi Chi Expectations
	* 1. 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.
		2. The sorority of the Pi Chi Overall Recruitment Team member, and/or Panhellenic Executive Board member will be penalized if any Panhellenic rules are not followed.  In addition, a Pi Chi may be immediately dismissed from her position and/or her chapter may 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 Pi Chi could result from violations of Panhellenic rules or having an unexcused absence at Pi Chi meetings. Dismissal of Pi Chi will result in a recruitment violation filed against the chapter of the Pi Chi in question.
			2. If a Pi Chi or member of the Overall Recruitment Team resigns from her position at any time after accepting the position, the chapter will be fined $200.
4. Pi Chis must wear their respective Pi Chi t-shirts at all times during Formal Recruitment events (Orientation to Bid Day). Pi Chis may not wear any Panhellenic apparel (including Pi Chi t-shirts) at liquor establishments at any time and are expected to conduct themselves in a mature, responsible, and unbiased manner at all times.
5. All Pi Chi training and recruitment events are absolutely MANDATORY for Pi Chis  and the Overall Recruitment Team.  If a Pi Chi or Overall Recruitment Team member misses training they will be dismissed from the Pi Chi or overall recruitment team position and their chapter will be assessed a $200 fine.
6. A Pi Chi or Overall Recruitment Team member may be excused from training or a recruitment event for circumstances such as illness, class, exams, or a death in the family.  They must inform the VP for Membership Development of the reason for their absence.
7. Pi Chis failing to comply with the Overall Recruitment Team and/or Panhellenic Executive Board Officer when PNMs are making their selections, will cause their chapter to be assessed a $100 fine per offense.

**FINANCES**

1. Chapter Budgets
	1. Chapter recruitment budgets must be turned in to the Panhellenic VP for Finance by designated deadline.  The final budget along with all receipts must be submitted to the Panhellenic VP for Finance within one hour of the deadline for their bid list or one hour after their bid list, whichever one is later.
	2. Each chapter may spend a maximum amount of money during Formal Recruitment: $20 per PNM in attendance at their Preference parties during the previous year’s recruitment. This total is the maximum budget allowed for expenditures from Open House through Preference night, including the creation of the chapter documentary. It does not include the identical clothing item for Open House.

Adopted:

Revised: March 13, 2017