



RECRUITMENT POLICIES

Of the Penn State University

PANHELLENIC COUNCIL

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Article I: 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 their 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 them to make a single intentional preference or to limit their 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.

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Article II: Recruitment Definitions

1. Chapter: Any NPC sorority or associate member recognized by the Panhellenic Association.
2. Primary recruitment: The primary recruitment process occurs during the spring semester.
3. Continuous Open Bidding (COB): 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 not structured by the College Panhellenic, and only chapters with available spaces in quota/total are eligible to participate in COB.
4. Potential New Member (PNM): Any woman registered for primary recruitment.
5. Panhellenic Preview: PNMs will watch pre-recorded videos for a general introduction to each chapter. Chapters should also include chapter financial information, known as financial transparency.
6. Philanthropy Round: PNMs will attend at most 12 chapters for 20-25-minute parties with a primary focus on philanthropy and service
7. Sisterhood Round: PNMs will attend at most 7 chapters for 30-minute parties with a primary focus on sisterhood.
8. Preference: PNMs will attend at most 2 chapters for 50-minute parties.
9. Members: Active collegians who make up the Panhellenic chapters.
10. Pi Chi: A member who advises PNMs during the recruitment process.
11. Overall Recruitment Team: A small group of Panhellenic members chosen by the Panhellenic Vice President for Recruitment and the Assistant Vice President for Recruitment to assist them throughout the recruitment preparation process and primary recruitment round.

Article III: General Recruitment Rules

1. All NPC member organizations represented at Penn State University believe in strictly adhering to NPC Unanimous Agreements and policies. These policies are non-negotiable and will be followed by all organizations during the recruitment process.
2. All members, including alumnae and new members, are responsible for understanding and observing the College Panhellenic membership recruitment rules as well as the Panhellenic Code of Ethics.
3. 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 primary or informal recruitment. We agree to all policies and steps pertaining to the MRABA.
4. Statement of Automatic Reset of Total
 - a. To allow organizations to achieve parity as quickly as possible at the conclusion of the primary Recruitment process, the Penn State University Panhellenic Association shall automatically reset total within 72 hours of Bid Day for primary recruitment. Total will be determined by the Panhellenic Advisor, Panhellenic President, Vice President for Recruitment, and Total Setting NPC Delegate.
 - b. To allow for continued parity during the year, the Penn State University Panhellenic Association shall also automatically reset total within 7 days of the start of the fall semester. Total will be determined by the Panhellenic Advisor,

Panhellenic President, Vice President for Recruitment, and Total Setting NPC Delegate.

- c. Chapters are responsible for verifying the accuracy of their chapter rosters in OrgCentral by the first Friday of classes. Only members off campus for the entire academic year are not included for the purpose of chapter total.
5. Meet the Panhellenic Council:
 - a. Chapter trifolds must reflect all recruitment rules in place during primary recruitment rounds.
 - b. All boards must be submitted and approved two weeks prior to the fair.
6. Recruitment meetings
 - a. If the designated recruitment chair is not able to attend, a predetermined designated alternate must be sent in place to represent their chapter.
 - b. Recruitment chairs will be allowed one (1) for an emergency excuse.
 - c. If 2 meetings are missed it will result in a mediation and \$50 fine.



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Article IV: Primary Recruitment Procedures

1. Timing
 - a. The Panhellenic Vice President for Recruitment will set the primary recruitment schedule and pertinent dates for primary recruitment. These dates will be set and voted on by the Panhellenic delegates before the end of Spring Semester.
2. Eligibility
 - a. A woman must be enrolled as a full-time student at the University Park campus of The Pennsylvania State University to join a sorority chapter.
 - i. A woman classified as a World Campus student can appeal to the Panhellenic Executive Board to be eligible for recruitment.
 - b. A woman must meet all eligibility requirements outlined by the Office of Fraternity & Sorority Life and The Pennsylvania State University to join a sorority chapter.
 - c. A woman must also register for the Primary Panhellenic Recruitment Process by the date established by the Panhellenic Vice President for Recruitment
 - d. Any misrepresentation of information provided during recruitment registration will result in the PNM losing eligibility to participate in Primary recruitment that semester.
3. Contact between Sorority Members and Potential New Member and Alumna
 - a. Sorority members are expected to promote general sorority membership, know as positive contact, as opposed to promoting their own individual chapter through Bid Day. This includes sponsored or paid promotion on chapter social media stories, posts, etc. on any social media app including but not limited to Instagram, Facebook, TikTok, and Twitter.
 - i. Promotions can only include “go greek” not “go greek, go (chapter name)”.
 - ii. You may tag your chapter in the post, but not include the name in any

other way.

- b. Members and chapters are able to and should communicate information and interact via social media to promote the sorority experience, engage PNMs in conversations to sign up for the recruitment process, and answer any questions PNMs and parents/caregivers may have about the sorority experience.
 - i. During primary recruitment members and chapters are able to answer general questions from PNMs and promote the sorority experience, but should redirect contact to the Vice President for Recruitment when possible.
 - ii. Period of 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 the time of the last preference party attended by the PNM and last until bid distribution.

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3. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period.

c. 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 Primary Recruitment.

d. Sorority members may not pressure PNMs about their preferences during the Primary 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.

e. 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 or the preference of any sorority over another.

4. Decorations

a. Philanthropy Round and Sisterhood Round

i. Sororities that are recruiting in rented third-party vendor spaces are permitted minimal, additional decorations, including tablecloths, sorority letters that are self-standing, and photos on easels.

1. Prohibited decorations include, but are not limited to, centerpieces, fresh flowers, plants, and other furnishings or items that are not found in the recruitment space every day or provided by Panhellenic.

2. Sororities may decorate whiteboards and bulletin boards that are found in the recruitment space every day.

a. Sororities recruiting in on-campus housing may only decorate the one bulletin board that is located directly outside of the sorority suite. No other bulletin boards on the sorority floor or ground floor of on-campus residence halls should be used for the chapter's purposes.

ii. Sororities can not provide gifts, food, or beverages to PNMs.

b. Preference Round

i. Sororities cannot provide gifts, food, or beverages to PNMs, with the



- exception of water in clear plastic cups.
- ii. Decorations are permitted in recruitment spaces during Preference Round. All decorations during this round must abide by the General Decorations Guidelines and venue's guidelines.
- iii. Funds spent on decorations must fall within the allotted recruitment spending budget outlined in the Finances section.
- c. Bid Day
 - i. Decorations for Bid Day must abide by Panhellenic policies.
 - ii. Signs, posters, and slogans may not imply that one chapter is superior or inferior to another.
 - iii. Assigned areas must be kept tidy.
 - iv. Chapters will be fined the cost of additional cleaning fees caused by items left or messes made in their assigned chapter area.
- d. General Decoration Guidelines
 - i. All photos should reflect the values of each chapter and abide by Panhellenic policies.

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- ii. All decorations must promote the community as a whole and abide by the advertising policies (ex: "Go Greek" rather than, "Go Chapter Name").
- iii. Decorations may not imply that one chapter is superior or inferior to another.
- iv. Decorations must follow appropriate terminology of NPC (ex: sorority name/nickname on Panhellenic website, philanthropy name, values, etc.).
- v. PNMs may not be given customized nametags.
- vi. Decorations must be removed from designated recruitment spaces by the assigned deadline.
- vii. All furniture must remain in the recruitment space and may not be rearranged without prior approval from the venue.
- viii. No outside or rental furniture is permitted in recruitment spaces.
- ix. No decorations or signs may be hung or resting in hallways or on doors. Decorations cannot block hallways, exits, or present a fire hazard.
- x. No items may be hung from the ceiling or walls.
- xi. No items may cover or be hung from interior or exterior windows.
- xii. Glitter, feathers, and candles/open flames may not be used.
- xiii. Painting of decorations, signs, or banners should not take place inside or on the pavement or sidewalks outside of recruitment spaces. Painting can be done in grass outside of on-campus sorority housing, when protected by a tarp provided by Housing.
- xiv. No helium tanks are allowed in, near, or around recruitment spaces.
- xv. Recruitment facility inspections will be conducted by a member of the Panhellenic Executive Board, or the Overall Recruitment team an hour before the first party on each day of recruitment during

Philanthropy, Sisterhood, and Preference Round. Chapter members and national representatives will be asked to leave the space during inspections. The chapter recruitment chair and president must be present during the inspection. If the recruitment chair or president cannot be present, a chapter executive board member with Primary Recruitment knowledge must be present.

1. Failure to abide by facility inspection policy will result in a \$250 fine.

xvi. Failure to abide by decoration guidelines will result in a \$100 fine per guideline broken from Panhellenic, as well as the fine set by the respective venue for breaking their guidelines or cost to repair the space.

5. Apparel

a. Each sorority shall be prohibited from purchasing and wearing identical matching outfits and/or accessories during primary 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.



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i. This rule does not apply to t-shirts purchased for specific rounds.
ii. No midriff shirts, T-shirt dresses, or cut-out tank tops, dresses, shirts, or jumpsuits may be worn.

iii. If apparel rules are broken, sororities will be fined \$1,000 per day.

b. Name tags may be worn consisting of full chapter letters/name, leadership position, symbols, colors, and/or crest.

6. Recruitment Rounds

a. Panhellenic Preview Round

i. Panhellenic Preview consists of all NPC and Associate Chapters.

ii. PNMs will be enrolled in a CANVAS course used for achieving the following requirements:

1. Submitting their own introduction video

2. Watching chapter videos

3. Completing reflections

4. Providing access to all recruitment resources

iii. Chapter members will not watch Potential New Member videos in public areas (ie: the HUB-Robeson Center, classrooms, downtown areas, etc.) Chapter members are expected to maintain confidentiality with all Potential New Member information.

iv. Chapters will create a video to present information on the chapter, national organization, local traditions and events, (details in iv2).

1. Videos must be submitted to and approved by the Panhellenic Vice President for Recruitment or designee by the appropriate deadline. If changes must take place after the due date, a fine of \$400 per day late will be assessed. If an unapproved video is shown, a fine of \$250 per party will be assessed.

2. The 2-5 minute required Panhellenic Preview video must touch on chapter history, leadership, academics, philanthropy, traditions, and the new member experience



3. A Chapter Transparency Form must be shared with PNMs and must include:

- a. Financial information using the NPC financial transparency model.
- b. Academic Plan including GPA requirements and required study hours.
- c. Housing expectations and expenses.

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d. Philanthropy Round:

- i. Each chapter must design and order t-shirts for Philanthropy Round. Philanthropy Round t-shirts must be approved by the Panhellenic Vice President for Recruitment or designee.

c. Sisterhood Round

- i. Each chapter must design and order t-shirts for Sisterhood Round. Chapters must create and wear a short that promotes their national organization (ex. Motto, values, crest). Sisterhood Round t-shirts must be approved by the Panhellenic Vice President for Recruitment or

designee.

e. Preference:

- i. Decoration of the suite is permitted during this round as long as it is in accordance with housing's policies.
- ii. Chapters may serve water in clear plastic cups during this round. No food or other beverages will be served.

8. Recruitment Parties

- a. Alumnae and female sorority advisors may be present in recruitment parties. Absolutely no male chapter advisors are permitted. Alumnae and female sorority advisors must be designated on a name tag. These members can be a part of the presentation but cannot directly interact with a PNM.
- b. The total number of sorority members present during all rounds of recruitment through the second invite round must match the number of Potential New Members in the party, excluding alumnae, as well as Advisors, National Representatives, the chapter President, and the Primary Recruitment Chairperson. Permission for additional chapter members may be obtained from the Panhellenic Vice President for Recruitment or designee.
- e. Chapters will be assessed a \$15 per minute fine for letting a party out late. f. Invitation lists are due into the Campus Director system by a time that shall be determined by the Panhellenic Advisor and Panhellenic Vice President for Recruitment in consultation with the RFM specialist after the recruitment schedule is approved by the Panhellenic Delegate vote and approval. Lists submitted after that time are subject to a \$500 fine and an additional \$20 fine for each minute after.
 - i. The time shall be communicated to chapters prior to the beginning of primary recruitment.

9. Bid Day

- a. Pi Chis will distribute bids at the designated time on Bid Day and only Pi Chis, Panhellenic Executive Board members, the Assistant Director of Recruitment, members of the Overall Recruitment Team, or the Panhellenic Advisor may contact Potential New Members who do not receive a bid.
- b. Only chapter members are to be involved with Bid Day activities. No men, alcohol or drugs may be present. All NPC unanimous agreements regarding bid day should be adhered to.
- c. Chapter members may not attend the bid day celebration under the influence of drugs or alcohol.
- d. Completed bid cards are due to the panhellenic office (HUB 218) by the appropriate deadline determined by the Vice President for Recruitment and Panhellenic advisor. The bid list may not be distributed to anyone besides the chapter President, Recruitment Chair, or the chapter Advisor prior to bid day festivities. Bid cards submissions will be fined on the following schedule:
 - i. Bid cards submitted after that time are subject to a \$20 fine for each minute.



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Article V: Recruitment Video Guidelines

1. General Video Guidelines

- a. Anyone who is on the Overall Recruitment Team or on the Panhellenic Executive Board cannot be shown during the documentary. Women who are considering running for the Panhellenic Executive Board or are applying to the Overall Recruitment Team should avoid being in the documentary.
- b. All content should express and be reflective of chapter values, sisterhood, leadership, and academics.
- c. Videos may not contain extravagant footage and must remain in the State College area.
 - i. Examples: anything atypical to college life that PNM's could not do normally (no helicopters, no fireworks, running through flower fields, smoke sticks, glitter etc.), lip-syncing, partying, dressing in formal/bar/party attire and dancing etc.
 - ii. Examples of appropriate 'b-roll' footage include: sisterhood activities, philanthropy fundraising/events, members studying or walking around campus, members showcasing other activities they are involved in, etc.
- d. Outfits must be appropriate and must not include daylong attire, bikinis, party attire, etc.
- e. Videos cannot 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. Men may be in the background but cannot be wearing sorority or fraternity letters.
- f. All videos must have subtitles (this includes any lyrical music).
- g. Videos must be submitted to and approved by the Vice President for Recruitment or designee by the appropriate deadline.
 - i. Late submission of your video will result in a fine of \$50 per day.
 - ii. If changes must take place after the due date, a fine of \$400 per

day late will be assessed.

iii. If an unapproved video is shown, a fine of \$250 per party will be assessed.

h. Videos cannot be posted on any social media until after the completion of the round they are intended and approved for.

i. Chapters whose videos are posted before the conclusion of the round will be fined \$100 per post per day left online.

2. Promo Video

a. Promo video must be 30 seconds to 60 seconds in length.

b. Video MUST:

i. Resemble sisterhood

ii. Examples:

1. Footage from events your chapter hosts or attends

2. Footage of sisterhood events (picnics, hiking, roller skating, etc.)

3. Clubs/activities your members are involved in outside of sorority (ROTC, sports, club sports, music)

3. Required Panhellenic Preview Video

a. Video must be 2-5 minutes long.

b. This video MUST include the following information:

i. Organizational values, purpose, creed, and/or mission.



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ii. Information a PNM would want to know about your chapter in order to decide to attend another round.

iii. Stories of how the chapter has improved the community or members' lives.

iv. Discussion of chapter-specific leadership opportunities.

v. Discussion of chapter-specific academic benefits gained from the sisterhood.

vi. Chapter history/traditions

vii. Chapter philanthropy details

viii. A glimpse of the chapter's new member experience.

c. MUST include basic financial transparency information:

i. Financial transparency in the Panhellenic Preview round must state the current new member dues, or where to find the dues online, or provide a working link where the PNM can find the chapter's financial information.

ii. Acceptable formats to convey financial information include:

1. Verbally listed in the video

2. Verbal walk through how to find the information on the website ("click the ___ tab on www.____. com for more information")

3. Video frame with written information

d. MUST state academic requirements for active members (ie GPA requirement, being involved in other organizations).

i. Acceptable formats to convey academic requirements include:

1. Verbally listed in the video

2. Video frame with written information

e. MUST include housing requirements

i. Acceptable formats to convey a chapters housing requirement include:

1. Verbally listed in the video

2. Video frame with written information

4. Required Philanthropy Round Video

- a. Chapters must have a video or short presentation pertaining to the chapter's national philanthropy. Chapters may use a video provided by their National organization.

5. Sisterhood Round Slideshow

- a. The chapter will play a slideshow of photos with members promoting or exhibiting sisterhood in the background throughout the round. The slideshow should promote the four aspects of Panhellenic sorority life:
 - i. Sisterhood
 - ii. Scholarship
 - iii. Leadership
 - iv. Service

Article VI: Snap Bidding Procedures

1. Snap bidding is allowed only for those chapters that did not match to quota in the bid matching process.
2. Women who participated in at least the Panhellenic preview round of recruitment are eligible for snap bidding.



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3. The Panhellenic Advisor will contact the chapter and provide the chapter with a list of eligible PNMs to accept snap bids.
4. When bids are extended and accepted, chapters must submit bids to the Vice President for Recruitment's mailbox by 3 PM on Bid Day.
5. Snap bids will be distributed by a member of the Overall Recruitment Team.

Article VII: Continuous Open Bidding Procedures

1. No bids or invitations for membership may be given before or during primary recruitment in January.
 - a. The only exceptions are the associate chapters which can begin bid extension following the Panhellenic Preview Round.
2. Continuous Open Bidding (COB) begins immediately after the total is reset (72 hours after bid day). COB is open to all unaffiliated female students on campus without any requirement of prior participation in a primary recruitment period.
3. Steps chapters must follow in order to be eligible to participate in COB:
 - a. Chapters must fill out the Recruitment Planning Form with their Office of Fraternity and Sorority Life chapter coach in order to confirm the eligibility and inform the university of their participation in COB by the designated date.
 - a. All COB events shall not involve men or alcohol at any time under any circumstance.
 - i. The fine for involving men or alcohol in the COB process will be \$200 per event.
4. Steps a chapter needs to follow before extending a bid:
 - a. Confirmation of PNM eligibility will be posted on the Panhellenic Council's COB Campus Director portal and must be checked before distributing bids.
 - b. Should a chapter that is completing continuous open bidding offers a bid to a woman that is not eligible to COB, there will be a \$50 fine assigned to the chapter per bid.
5. Steps a chapter needs to follow after extending a bid:
 - a. In all cases in which bids are extended, COB MRABA forms must be signed

within 24 hours of bid extension.

6. Panhellenic Transparency Requirement

a. Panhellenic will post a list of who is currently participating in COB, updated as information becomes available and bids are extended.

i. Chapters will be removed from the list of participating chapters when they contact the VP for Recruitment and the Panhellenic Advisor confirms the COB process is finished.

b. Panhellenic will report the number of open spaces in each chapter at the point where they begin their process to the public from 1-5+ available spaces if the chapter is approved to participate in COB.

c. Any violations to COB will be sanctioned through the appropriate Panhellenic Judicial Process.

Article VIII: Personnel Responsibilities

1. Disaffiliation

a. Panhellenic Executive Board, Assistant Director of Recruitment, and the Overall Recruitment Team must disaffiliate beginning on the first day of spring semester classes. These women are not allowed to attend any individual sorority events until Bid Day.

b. 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.

c. 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. 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.

i. The Panhellenic Overall Recruitment Team and Panhellenic Executive Board reserves the right to review those listed above at any time.

ii. If these members are found in chapter affiliated material, the respective chapter will be fined \$100 per offense per day until removed.

d. Disaffiliated sorority members must set online website privacy settings to "private" or any other measure to not reveal their affiliation and to prevent viewing profile information.

e. If a chapter posts a picture or anything concerning the chapter association of a disaffiliated chapter member (Panhellenic Executive Board, and Overall Recruitment Team), the respective chapter will be fined \$100 per offense per day until the post or update is removed.

f. Disaffiliated sorority members who live on their respective chapter floor must be pre-cautious when entering and exiting their buildings and rooms. Disaffiliated sorority members are encouraged to exit their respective building 60 minutes before the first party starts each day and return to their respective building 30

minutes after the last party ends each day. Disaffiliated sorority members are encouraged to enter and exit through the back staircase and basement of the building. Disaffiliated sorority members should not return to their rooms between recruitment parties. If a disaffiliated sorority members' room is used

during primary recruitment, all items and photos identifying the respective disaffiliated sorority member must be covered.

- g. The Pi Chis will not be disaffiliated from recruitment, but will be disassociated. This means they are allowed to tell PNM's their chapter affiliation, but are not allowed to promote or recruit for their Chapters at any time.
 - i. Pi Chis must turn their social media accounts on private, they may not wear their chapter letters, and they must remove their letters from the biographies of their social media.

2. Disclosure

- a. Overall Recruitment Team members and the Panhellenic Executive Board members may not release any information concerning a PNM to members of any sorority.
- b. 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.
- c. Pi Chis, Overall Recruitment Team, and the Panhellenic Executive Board are not allowed to participate in any chapter discussions or voting about PNMs.

3. Pi Chi Expectations

- a. Each chapter participating in primary recruitment is required to nominate a minimum of 4 chapter women to serve as Panhellenic Recruitment Counselors in accordance with Standards of Excellence. If the number of specified applications is not turned in by the designated due date, the respective chapter will not meet the SOE Focus Area 1: Civic Engagement, Item 1F.
- b. The sorority of the Pi Chi will be penalized if any Panhellenic rules are not followed. In addition, a Pi Chi may be immediately dismissed from their position and/or their chapter may be sanctioned through the Panhellenic mediation process. There will be a \$200 fine assessed to any chapter that has a dismissed as a Pi Chi.
 - i. 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.
 - ii. If a Pi Chi resigns from their position at any time after accepting the position, there shall be a fine of \$200.

c. Pi Chi Training and Attendance

- i. All Pi Chi training and recruitment events are absolutely MANDATORY for Pi Chis. There will be one excused absence allowed from Pi Chi training, unless pre-approved by the Panhellenic Vice President of Membership Development. If a Pi Chi misses training they will be dismissed from the Pi Chi position and shall be assessed a \$200 fine.
- ii. A Pi Chi 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 Panhellenic Vice President for Membership Development of the reason for their absence and submit a conflict form prior to the deadline. If a Pi Chi notifies the Panhellenic Vice President for Membership Development of a conflict after the deadline, they will be fined \$50.

d. Pi Chi Affiliation Rules

- i. Pi Chis are expected to disclose their chapter in the beginning of recruitment before Open Houses. Pi Chis are not allowed to speak of their chapter affiliation any other time during primary recruitment unless directly asked.

- ii. Pi Chis must wear their respective Pi Chi t-shirts at all times during Primary 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. Pi Chis are not allowed to wear letters starting the first day of the spring semester, even when they are not with their PNMs. Pi Chis will not be allowed to wear their respective chapter merchandise until Bid Day once all PNMs have opened their bid cards.
- iii. Pi Chis must remove or cover all laptop stickers and should avoid posting social media to promote their own chapters recruitment.
- iv. Pi Chis are still required to remain unbiased during the entirety of recruitment.
- v. Pi Chis are not required to attend Chapter events from the start of second semester through Bid Day, and can receive an excused letter from the Vice President of Membership Development per request.
- vi. Pi Chis who live on their respective chapter floor must be pre-cautious when entering and exiting their buildings and rooms. Pi Chis are encouraged to exit their respective building 60 minutes before the first party starts each day and return to their respective building 30 minutes after the last party end each day. Pi Chis are encouraged to enter and exit through the back staircase and basement of the building. Pi Chis should not return to their rooms between recruitment parties. If a Pi Chi's room is used during primary recruitment, all items and photos identifying the respective Pi Chi must be covered.
- e. Pi Chis shall not be involved with any PNMs in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA). Pi Chis failing to comply with this will cause their chapter to be assessed a \$100 fine per offense.

4. Overall Recruitment Team

a. Responsibilities

- i. Assist the Vice President for Recruitment, Assistant Vice President for Recruitment, Office of Fraternity and Sorority Life, and chapters when needed
- ii. Diffuse technological problems from any party involved in recruitment
- iii. Assist in making phone calls to withdrawn or released PNM's
- iv. Assist in guiding PNM's when needed
- v. Report all recruitment infractions witnessed properly
- vi. Facilitate space checks and enforce the space regulations laid out in the bylaws
- vii. Lead an efficient and organized in-person voting experience
- viii. Assist in rescheduling/approvals of PNM conflicts if needed

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- ix. Populate attendance sheets (the list of PNM's expected at each party) for each chapter the morning of the start of the round
- x. Be the Panhellenic Executive Board's first point of contact when issues arise



b. Requirements

- i. Overall Recruitment Team members must have a 3.0 or higher cumulative GPA
- ii. Chapters must submit one Overall Recruitment Team application each year. 1. Failure to have one member apply for the Overall Recruitment Team each year will result in a \$50 fine for the chapter.
- iii. Overall Recruitment Team members must agree to disaffiliate from their chapter throughout the recruitment process.
 1. Overall Recruitment Team members cannot participate in recruitment for their chapter. Team members cannot recruit, participate in their chapter's recruitment committees, or the selection process, in any form.
 2. The penalty for participating individual chapters' recruitment process is a \$200 fine, and immediate removal from the Overall Recruitment Team.
 3. Overall Recruitment Team members cannot be in any of their chapter's recruitment videos, pictures used in their recruitment space, the recruitment booklet photo, or any other recruitment marketing for their chapter.
- iv. Overall Recruitment Team members must attend all training meetings & shifts assigned
 1. Failure to attend meetings and shifts (if deemed excessive) will lead to a \$100 fine and removal from the Overall Recruitment Team
- v. Overall Recruitment Team members must agree to respect all chapter's and all PNM's privacy.
 1. Overall Recruitment Team members shall not discuss private recruitment information with anyone other than the Panhellenic Executive Board or Office of Fraternity and Sorority Life.
 - a. Examples of private information: PNM preferences, PNM conduct issues, chapter conduct, overheard conversations.
 2. Failure to respect the privacy of chapters and PNM's will result in a \$200 fine and immediate removal from the Overall Recruitment Team.

5. Assistant Vice President for Recruitment

a. Responsibilities

- i. Assist the Vice President for Recruitment, Office of Fraternity and Sorority Life, Panhellenic Executive Board, and chapters successfully navigate the recruitment process
- ii. Assist the Vice President for Recruitment in conveying recruitment information to chapters
- iii. Assist chapters in planning their personal recruitment processes
- iv. Assist in planning the pre-recruitment fair, housing fair, information sessions and informational flyers
- v. Diffuse technological problems from any party involved in recruitment
- vi. Assist in making phone calls to withdrawn or released PNM's
- vii. Assist in guiding PNM's when needed
- viii. Report all recruitment infractions witnessed properly
- ix. Facilitate space checks and enforce the space regulations laid out in the bylaws
- x. Approve or deny chapter submissions for videos, shirts, themes, etc.

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- xi. Lead an efficient and organized in-person voting experience
 - xii. Assist in rescheduling/approvals of PNM conflicts if needed
 - xiii. Populate attendance sheets (the list of PNM's expected at each party) for each chapter the morning of the start of the round
 - xiv. Be the Vice President for Recruitment's first point of contact when issues arise
- b. Requirements
- i. Assistant Vice President must have a 3.0 or higher cumulative GPA
 - ii. Assistant Vice President must have previous recruitment experience
 - 1. Preference will be given to those who have lead a recruitment for their chapter
 - iii. The Assistant Vice President may be replaced if they are found unhelpful or do not assist the Vice President for Recruitment when assigned tasks
 - iv. Assistant Vice President for Recruitment must agree to disaffiliate from their chapter throughout the recruitment process.
 - 1. The Assistant Vice President for Recruitment cannot participate in recruitment for their chapter. They cannot recruit, participate in their chapter's recruitment committees, or the selection process, in any form.
 - 2. The penalty for participating individual chapters' recruitment process is a \$200 fine, and immediate removal from the Assistant Vice President for Recruitment position
 - v. The Assistant Vice President for Recruitment must agree to respect all chapter's and all PNM's privacy.
 - 1. The Assistant Vice President for Recruitment shall not discuss private recruitment information with anyone other than the Panhellenic Executive Board or Office of Fraternity and Sorority Life.
 - a. Examples of private information: PNM preferences, PNM conduct issues, chapter conduct, overheard conversations.
 - 2. Failure to respect the privacy of chapters and PNM's will result in a \$200 fine and immediate removal from the Assistant Vice President for Recruitment position.

Article IX: Finances

1. Chapter Budgets

- a. Chapter recruitment budgets must be turned in to the Panhellenic Vice President for Finance by a designated deadline determined by the Panhellenic Vice President for Recruitment and the Assistant Director of Recruitment. All receipts must be submitted to the Panhellenic Vice President for Finance within 72 hours of Bid Day.
- b. Each chapter may spend a maximum amount of money during Primary 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 Panhellenic Preview Round through Preference night, including the creation of the chapter documentary. It does not include the identical clothing item for Open House.
- c. If a chapter falls below 100 PNMs invited for preference round, then they will have a budget for 100 people in attendance.

Article X: Sanctions



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1. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed. a. Sorority advisor
2. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by filing a violation. Sanctions will be agreed upon after following the proper procedure through the NPC Unanimous Agreement Judicial Process.
3. Recruitment infractions may only be reported and signed by one of the following:
 - a. Chapter president on behalf of the chapter
 - b. Panhellenic Vice President for Membership or Panhellenic Vice President for Membership Development
 - c. Panhellenic Advisor
 - d. Pi Chis
 - e. Potential New Member
4. The NPC Unanimous Agreement Judicial Process is as follows:
 - a. Violations are reported to a member of the Panhellenic Executive Board, Office of Fraternity and Sorority Life, or the Panhellenic Advisor.
 - b. The Panhellenic Vice President of Standards completes out a Violation Form. c. The Panhellenic Vice President of Standards will send the Violation Form to the Chapter in question requesting a mediation. This form will also be sent to the Panhellenic President, the Panhellenic Advisor, the mediator, and any other applicable parties.
 - d. The Chapter President in question will schedule a mediation with the Panhellenic Vice President of Standards and a designated OFSL staff member (as the mediator) within 7 days of receiving the Violation Form.
 - e. The Chapter President and Panhellenic Vice President of Standards will come to an agreement through mediation. If an agreement cannot be reached, the violation in question will move to the Panhellenic Vice President of Standards and be heard through the Judicial Board.
5. Sanctions for Panhellenic recruitment violations can include but are not limited to:
 - a. Extended dry period
 - b. Educational programming
 - c. Fines (in accordance to the predetermined fines above)



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Last Update:

Meghan Quinn, Panhellenic Vice President for Recruitment October 2023

Past Updates:

Alycia Fournier, Panhellenic Vice President for Recruitment (submitted 12/01/2021 voted on 12/08/2021)

Alycia Fournier, Panhellenic Vice President for Recruitment (submitted 10/13/2021 voted on 11/04/2021)

Alycia Fournier, Panhellenic Vice President for Recruitment (submitted 08/25/2021 voted on 09/08/2021)

Gia Manno, Panhellenic Vice President for Recruitment (submitted 09/16/2020, voted on 09/30/2020)

Shea Davis, Panhellenic Vice President for Standards (submitted 2/03/2020, voted on 2/05/2020)

Elizabeth Magaha, Panhellenic Vice President for Standards (submitted 11/20/2019, voted on 12/4/2019)

Elizabeth Magaha, Panhellenic Vice President for Standards (submitted 9/25/2019, voted on 10/9/2019)

Elizabeth Magaha, Panhellenic Vice President for Standards (submitted to delegates 4/17/2019, voted in 4/24/2019)

Samantha Schmitt, Panhellenic Vice President of Standards (submitted to Delegates 3/28/2018, voted in 4/11/2018)

Jane Pereira-Ogan, Panhellenic Vice President of Standards (10/24/2017)