

RECRUITMENT RULES OF INDIANA STATE UNIVERSITY PANHELLENIC ASSOCIATION 2018-2019

I. General Guidelines

- All NPC member organizations represented at Indiana State University believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all organizations during the recruitment process.
<https://www.npcwomen.org/resources/pdf/Unanimous%20Agreements.pdf>
- Sorority members may not give anything (including favors or gifts) to a Potential New Member during the recruitment process. An exception will be made for candy (approved by the FSL Office) handed out at the FSL Carnival. Candy should not have anything attached unless it is a specific FSL recruitment sticker.
- The recruitment process is defined as a period of Limited Contact and will begin 30 days prior to the beginning of formal recruitment rounds until 3:00PM the day of Bid Day. Limited Contact is defined as brief, casual conversation. Limited contact begins 08/04/18 at 11:59 pm and is in effect until 09/09/18 at 3:00 pm.
- There will be no promising of bids directly or indirectly by any member, new member, or alumna of an organization to a potential new member.
- Chapter member's Facebook, Twitter, Instagram & all other social media profiles may stay activated, but set to private. There should be no pictures of Recruitment Counselors or Panhellenic officers on these profiles. Limited contact must be practiced on all social media sites and promote the "Positive Panhellenic" experience. PNM friend requests cannot be accepted. Profiles may be set back to an "open" setting the day of Bid Day at 4:00 PM. This includes no follows, likes, and 3rd party participation. *Failure to follow this will result in loss of social privileges or possible continued education.* Chapter Facebook, Twitter, Instagram & all other social media profiles may stay activated. There should be no pictures of Rho Gammas or Panhellenic officers on these profiles. PNM friend requests may be accepted but chapters may not add PNMs.
- *We, the women of Indiana State University, will promote Panhellenic-spirited contact with all potential new members throughout the year. All verbal, visual, and any other forms of communication and contact should promote the "Positive Panhellenic" experience.*

II. Statement of Disassociation

- Recruitment Counselors & Panhellenic Executive Officers will fully dissociate from their chapters 18 days prior to the beginning of formal recruitment rounds (*August 7 2018 at 11:59 pm*). Disassociation is defined as a member temporarily removing her association from her chapter. This means wearing such things as apparel and accessories or contacting chapter members throughout the recruitment process is not allowed. Disassociated individuals should not be attending chapter or any other event related to their sorority during recruitment season, which is defined as August 4, 2018 at 11:59 pm until 4:00 pm on Bid Day, 9/09/18.
- Recruitment Counselors and Panhellenic officers will be excused from chapter events on any occasion in which recruitment activities conflict with chapter events.
- The affiliation of a Rho Gamma or of a Panhellenic officer should not be disclosed during the recruitment process. This means removing photos of these members from chapter social media profiles and covering or removing any exposed pictures. There should be no contact between Rho Gammas and Panhellenic Officers with other Panhellenic women, only 'Casual Contact' such as a few exchanges of words in public settings. No texting, emailing, or trying to contact disassociated members until Bid Day. *Failure to follow this will result in loss of social privileges or possible continued education.*

III. Statement of Values-Based Recruitment

- The purpose of values-based recruitment is to focus on the core goal of the recruitment process: to have meaningful conversations with potential new members and recruit women who will have a positive impact on their chapter and the Panhellenic community.
- *We, the members of Indiana State University Panhellenic, pledge to promote the following practices during membership recruitment:*
 1. Engage in values-based conversations.
 2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
 3. Make informed choices, based on shared values, about potential new members.
 4. Educate potential new members about the chapter's values, and connect to these values.

IV. Statement of "No Frills Recruitment"

- Indiana State University Panhellenic recruitment events shall be in line with NPC's policy on No-Frills Recruitment found in Article X. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values of each organization and the conversation with potential new members.
- *We, the members of Indiana State University Panhellenic pledge to adhere to the "No Frills Policy" outlined on page 3 & 4.*

V. Recruitment Rounds

- Recruitment events are to be held in each member organization's Reeve Hall Unit and the Sigma Kappa House. No tours of living facilities are permitted at any time during the recruitment process.
- Alumnae and Chapter Advisors are to distinguish themselves as Alumnae by wearing nametags with an alumnae distinction and not wearing the same apparel as their collegiate chapter members.

- There may be no more than three alumnae members visible to PNMs at a time at recruitment rounds.
- Recruitment packets that include a full plan for recruitment must be submitted to the Panhellenic VP of Recruitment no less than 3 weeks prior to Round 1 (*August 15, 2018 at 11:59pm*). For every day late a \$10 fine will be accrued (including weekends). Panhellenic Association will provide a template of the recruitment packet for chapters which will be available no later than *May 1, 2018*.

VI. Preference Round

- Preference parties will be held in Reeve Hall Units or the Sigma Kappa House only.
- Food and beverage will be served at all functions of Preference and Recruitment Counselors must be offered with a food item and beverage.
- The Indiana 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. We agree to all policies and steps pertaining to the MRABA.
- **Strict silence** will begin immediately following Preference Round, 9/08/2018, and lasts until Bid Day, 9/09/2018. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication, social media or communicating through a third party. If potential new members live with sorority members, only casual greetings and contact are permitted. Failure to follow this will result in loss of social privileges or possible continued education.

VII. Bid Day

- A maximum of three alumnae shall come prepared to complete their membership invitations on Bid Day morning at the time designated by the office of Fraternity & Sorority Life.
- In order to protect the safety and well-being of all Panhellenic women and New Members, tackling will be strictly prohibited. The office of Fraternity and Sorority Life will determine if an altercation is a tackle. Failure to comply with this rule will result in the following:
 - a. \$50 Fine per Tackle per woman
 - b. Risk and Liability Workshop presented to the entire chapter
 - c. Advisor and Headquarters Notification
- Chapters must submit Bid Day Safety Plan to Tracy.Machtan@indstate.edu by *Wednesday, August 22, 2018 at 4:00 pm*. Plan must include the following:
 - a. Communication and expectations from chapter
 - b. Techniques to get buy in and agreement from chapter
 - c. Specific dates of communication of reminders to chapter
 - d. Copies of e-mail or other forms of communication to chapter about Bid Day safety
 - e. Plan of only 5 – 10 chapter members who will be allowed to greet each New Member, Rho Gamma, and Panhellenic Executive Board Member
 - f. Bid Day Safety Plan must be signed by every member of the chapter.
- Continuous open bidding (COB) will begin the *Monday following Bid Day at 12:01 PM, 9/10/2018*.

VIII. Recruitment Budgets & Fines

- Each chapter will pay a Recruitment Fee of \$200 to the Panhellenic Vice President by *Wednesday, August 22, 2018 at 4:00 pm*. For every day late a \$10 fine will be accrued (including weekends).
- For each round of Formal Recruitment, chapters must submit their invitation at the time specified by Panhellenic in accordance with Fraternity and Sorority Life. Failure to do so will result in a procedural infraction consisting of a \$3 fine for every one minute past the specified deadline. All invitations are final.
- Each chapter must present during the first 5-10 minutes of round 3, regarding financial obligations and handouts should be provided.
- A membership recruitment budget of **\$1,570 per chapter**. This budget covers all recruitment rounds, including Preference round. This budget excludes Panhellenic recruitment shirts, all bid day activities and bid day shirts and bags. Donations, listed at fair market value, must be included in the recruitment budget. Chapters must submit their budgets to Panhellenic Vice President for Administration by *Friday, August 10, 2018 at 4:00 pm*. For every day late a \$10 fine will be accrued (including weekends). Chapters must submit their receipts to Panhellenic Vice President for Administration by *Wednesday, September 12, 2018 at 4:00 pm*. For every day late a \$10 fine will be accrued (including weekends).

IX. Statement of Automatic Reset of Total

- Chapters must update their sorority roster in ICS by Friday, August 10, 2018 at 11:59 am. For every day late a \$10 fine will be accrued (including weekends).
- Total is the allowable chapter size as determined by the College Panhellenic.
- To allow chapters to achieve parity as quickly as possible at the conclusion of primary recruitment, the Indiana State University Panhellenic Association shall automatically reset total no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week or as soon as sorority rosters are updated (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by the median chapter size (MCS).

X. NO FRILLS POLICY

“No frills” recruitment is defined by the National Panhellenic Conference as “an effort to eliminate high cost and time demands for decorating and entertainment.” Recruitment focuses on quality communication with potential new members” (NPC Manual of Information, p. 137)

The aim of No Frills Recruitment is to re-focus recruitment on its purpose as a process “for potential new members and members to get to know one another.”

1. Eliminate all inside and outside decorations.

Intent: to control the expense and time involved in putting up elaborate theme decorations on the inside and outside of the chapter facility.

- a. A total of 10 visual aids may be used during Sorority 101, meet and greet events, and Student Organization Expo. A visual aid is anything that is presented to a potential new member, such as, display boards, videos, tablecloth, picture walls, or scrapbooks, etc. The Panhellenic Executive board must approve all in advance.
- b. Permanent landscaping and permanent exterior home accessories are permitted.
- c. Inside decorations include:
 - i. A maximum of 10 items which serve a purpose to the chapter and recruitment efforts. For every additional item that is used during recruitment \$50 per infraction will be charged and deducted from the available recruitment budget.
 - ii. The selected 10 items must be submitted to the Indiana State University Panhellenic Vice President of Standards by *Wednesday, August 22, 2018 at 4:00 pm*. For every day late a \$10 fine will be accrued (including weekends).
 - iii. The Panhellenic Association is given total discretion in determining whether items are approved. Panhellenic must alert chapter of approval/disapproval of items no less than 1 week before Round 1 (August 30, 2018).
 - iv. Chapter rooms and all recruitment facilities should appear the same as they appear year-round (e.g. permanent furniture, wall decorations, plants, etc.) only. No added decorations, aside from 10 approved items, are permitted. Tables and/or chairs are permitted. The Indiana State University Panhellenic Vice President of Standards, Recruitment, and Student Success will photograph each chapter’s recruitment facility(s) on *Wednesday, August 29, 2018*. Facilities must appear identical to photograph during rounds one, two and three.
 - v. Beverages served during rounds may have one garnish. Table cloths, napkins and service ware may be used when beverages/snacks are being served. No fancy straws allowed.
 - vi. Special lighting (e.g. lamps, string lights) is permitted for Preference Round only. You CANNOT cover or block ceiling/wall lights.
 - vii. Items used as part of a ceremony/ritual are permitted for Preference Round only.
 - viii. Final approval of all inside decorations is left to the total discretion of the Panhellenic Association and the Office of Fraternity & Sorority Life.
- d. Outside decorations include:
 - i. Each chapter is allowed one outside item identifying their chapter.
 - ii. The Office of Fraternity & Sorority Life staff and/or Panhellenic will perform walk-through checks prior to each round of recruitment to verify each chapter’s inside and outside decorations are in line with all aspects of No Frills Policy.

2. Confine all recruitment entertainment within the chapter facility.

Intent: to create a positive image of the sorority system; to eliminate any activity that has the potential for creating a public spectacle; to provide time for interaction with potential new members.

- a. All recruitment activity must take place inside Reeve Hall Units or the Sigma Kappa House. Inside is defined as not passing through the exterior facility doors.
- b. Two chapter members may leave the interior facility to greet PNMs one minute prior to each round beginning and guide PNMs into facility. No one aside from PNMs should exit the facility at the end of each round.

3. Discourage the use of videos, singing, and entertainment during the first round of recruitment.

Intent: to provide sufficient conversation time during recruitment events; to promote entertainment that exhibit good tastes at all levels.

4. Eliminate letters, poems, or other written documents and tangible items given to PNMs.

Intent: to promote genuine conversations, make connections, and build relationships between chapter members and PNMs.

- a. No favors may be given to Potential New Members. A favor is considered to be anything the Potential New Member is given during the round that she did not bring in with her. Examples include flowers, jewelry, etc.
- b. Letters, poems, and other written documents may be read to the group of Potential New Members as a whole, but may not be presented individually in written or in oral form.

5. There will be no skits during recruitment parties.

Intent: to provide maximum time for potential new members and chapter members to meet and converse during the first round of recruitment.

- a. Videos, slideshows, and/or songs must be submitted to the Panhellenic VP of Recruitment no less than 3 weeks prior to Round 1 (August 15, 2018 at 11:59 pm). For every day late a \$10 fine will be accrued (including weekends).
- b. Recruitment videos or slide shows will be a maximum of 5 minutes long.
- c. Recruitment videos or slide shows must display several different sisters along with displaying a chapter's values, philanthropy, and/or sisterhood.
- d. Panhellenic VP of Recruitment must alert chapter of approval/disapproval of recruitment materials no less than 2 weeks before Round 1 (August 22, 2018).
- e. Round 1 is interpreted as being the first day of formal recruitment.

6. Discourage elaborate attire and purchase of special recruitment outfits.

Intent: to control recruitment costs and superficial event image.

- a. Uniform dress is not permitted during any recruitment activities (except for Indiana State University designated recruitment t-shirts).
- b. Uniform dress is defined as bulk ordering or requiring members to purchase and wear identical attire/accessories of any kind.
- c. Using certain colors or types of outfits (i.e., blue shorts & white blouses or pastel dresses) to create an impression of uniformity is permitted.
- d. Identical name tags and badges are permitted.
- e. No bulk ordering prior to recruitment is allowed.

7. Establish guidelines for recruitment budgets & set a cap on recruitment expenses, including the value of all donated goods & services in the cap figure. See page 2, section VIII.

Intent: to control the overall cost of recruitment.

- a. Each chapter should review its own past formal recruitment budget and consider:
 - i. The total cost of its most recent recruitment, including:
 1. Food, service ware, 10 decoration items, lighting and ceremonial items used for Preference round
 2. Items funded out of chapter funds & those funded or donated by individual chapter members/alumnae, parents, other.
- b. Chapters must submit estimated past budgets to Panhellenic Vice President for Recruitment.
 - i. The Panhellenic Vice President for Recruitment, Panhellenic Vice President for Standards and the Panhellenic President will review these budgets & recommend an amount for the Panhellenic community to consider as an appropriate cap on recruitment expenses.
- c. Once a cap has been adopted by the vote of Panhellenic, each chapter should have the freedom to allocate its own funds within the Panhellenic recruitment rules.