



RECRUITMENT RULES

NOTE: The code of ethics from your campus is the suggested introduction to the recruitment rules template. Attach recruitment dates/event schedule and list of fines as separate documents to be updated/voted on annually.

I. Statement of Positive Panhellenic Contact

We, the women of West Virginia University Panhellenic Association, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the conclusion of the potential new member's final preference event and last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. 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.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at West Virginia 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.

1. All West Virginia University Panhellenic Association chapters and their members shall refrain from negatively referencing other Panhellenic chapters or Greek organizations.

III. Statement of Membership Recruitment Acceptance Binding Agreement

The West Virginia 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.

IV. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (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 median chapter size.

V. Recruitment Promotion and Conduct

1. **Recruitment Promotion.** Chapters and their members should promote general membership in women's sororities and not specifically one chapter or inter/national organization. Members and chapters should highlight the benefits of sorority membership, including scholarship, service, and leadership through their interactions in person and online.

- a. Chapters and members may not use terminology such as "Go XYZ" or "Rush XYZ" and should instead use "Go Greek" or other sayings in the Panhellenic spirit.
- b. Chapters may not release recruitment videos during the summer or fall semester.

2. Recruitment Period Conduct.

- a. There will be no promises of invitations or bids to any potential new member (PNM) directly or indirectly by any sorority member.
- b. Nothing may be given to a Potential New Member from the sorority, individual members, or alumnae inside or outside of Formal Recruitment rounds.
- c. Men are prohibited from participating in membership recruitment activities.
- d. The formal recruitment period is defined as the start of recruitment orientation and ending 24 hours after bids are distributed.
 - i. Chapters may not hold social events during the formal recruitment period.
 - ii. Contact between chapter members/alumnae and PNMs should be limited to greetings, including online interactions (social media, e-mail, etc.)
- e. During recruitment events, no doors should be closed if a PNM is inside with an active or alumnae woman.
- f. No alcohol paraphernalia should be visible in the chapter house.

VI. Recruitment Planning

1. **Recruitment Plans.** Detailed plans assist both the Panhellenic Recruitment Team and chapter Recruitment Chairs in preparing for a successful recruitment and should be completed with the assistance of chapter Recruitment Advisors and chapter officers.
 - a. **Draft Plans.** A draft of the chapter recruitment plans are due to the Panhellenic Council VP of Recruitment and Panhellenic Advisor by September 1 for feedback.
 - b. **Final Plans.** Final versions of the chapter recruitment plans are due on or before November 1 for spring formal recruitment.
 - c. Recruitment plans should include the following information:
 - i. Decorations, outfits, beverages, and details about each day
 - ii. Bid Day themes/shirts/details
 - iii. Duration, theme, and content of any slideshows or videos to be shown at a recruitment event
 - iv. Projected itemized budget
 - v. Budget extension request, if needed
2. **Pre-Recruitment Walkthroughs.** Walkthroughs will occur during the days prior to formal recruitment. The Panhellenic Council VP of Recruitment will schedule times during the designated walkthrough days for each chapter to receive approval and feedback from the Panhellenic Recruitment Team. Chapter president or recruitment chair must be present through the entire walkthrough with the Panhellenic Recruitment Team. Walkthroughs will consist of the following to be reviewed by the Panhellenic Recruitment Team and the chapter president or recruitment chair:
 - a. Watching any videos or slideshows to be shown during recruitment for final approval.
 - b. Walking through all areas in the chapter house where PNMs will be present during any recruitment event.
 - c. Reviewing setup and decorations for each recruitment round for congruence with the final recruitment plans.
 - d. Checking the chapter house and any displays, photos, or boards to be used during all recruitment rounds for adherence to the recruitment rules.
 - e. Videos and slideshows should not contain photographs or clips of alcohol or men. Photographs or clips with men should be limited to appropriate material where the focus is on the sisterhood and sorority chapter.
 - f. Videos, photos, posters, and other materials should have factual information and follow promotion guidelines contained in these recruitment rules.
3. **Budget.** Chapters should spend no more than \$1000 on Formal Recruitment with an additional \$500 cap for donations.

- a. **Sisterhood Round Shirts.** Chapters will be provided 30 Sisterhood Round shirts by the Panhellenic Association and additional Sisterhood Round shirts may be purchased at the expense of the chapter. Additional shirts will not be deducted from the chapter's recruitment budget.
 - b. **Budget Extensions.** Chapters in need of a budget extensions due to equipment rental fees must indicate the reason for this need in the recruitment plans to request a budget extension.
 - c. **Final Expenditures Report.** All chapters must turn in a final report of expenses and all receipts and donation amounts to the VP of Recruitment no later than one week following bid day.
4. **Event Timing and Attendance.**
- a. **Event Timing.** Chapters will adhere to an event schedule determined prior to the formal recruitment period, which will be attached to this document.
 - b. **Warning Knocks.** Chapters will receive warning knocks prior to the start of recruitment events. Warning knocks are a courtesy to the chapter, but chapters should be mindful of event timing and follow the schedule as given.
 - c. **Absence Lists.** Chapters will receive absence lists prior to the start of recruitment events.
 - d. **Timing of events, warnings, and absence lists by round:**
 - i. First or Sisterhood round events will be 25 minutes long with 5 minutes in between events. There will be a warning knock at 2 minutes prior to the start of each event and the absence list will be given to a chapter representative during the 2 minute warning.
 - ii. Second or House Tours round events will be 45 minutes long with 15 minutes in between events. There will be a warning doorbell at 5 minutes prior to the start of each event and a knock at 2 minutes prior to the start of the event. Absence lists will be given at both the 5 and 2 minute warnings.
 - iii. Third or Philanthropy round events will 50 minutes with 15 minutes in between events. There will be a warning doorbell at 5 minutes prior to the start of each event and a knock at 2 minutes prior to the start of the event. Absence lists will be given at both the 5 and 2 minute warnings.
 - iv. Fourth or Preference round events will be 60 minutes long with 30 minutes in between events. There will be a warning doorbell at 5 minutes prior to the start of each event and a knock at 2 minutes prior to the start of the event. Absence lists will be given at both the 5 and 2 minute warnings.

VII. Statement of Values-Based Recruitment

We, the members of West Virginia 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.

In accordance with NPC policy, West Virginia University recruitment events do not include skits, elaborate decorations and costumes.

- 1. **Outfits**
 - a. Chapters may not have matching outfits or elements of outfits aside from sisterhood round shirts, which are ordered through the Panhellenic Council, and bid day shirts.
 - b. Outfits and outfit elements may be coordinating in certain color schemes (i.e. any blue dress) or style (high-wasted shorts), but may not be all one specific style (i.e. this specific blue dress), brand (this brand of dress).
 - c. When possible, chapters will strive to have recruitment outfits that members already own.
- 2. **Decorations**
 - a. Any decorative elements inside the chapter house should serve a purpose. For specific regulations on decorations, refer to section VIII.
 - b. Chapters may not add decorative elements outside of the chapter house, including balloons, arches, banners, etc. aside from a banner promoting Panhellenic recruitment.

- c. Recruitment banner must be a full size sheet and will be hung at a specified time before recruitment and will contain details of recruitment. The specific details of Panhellenic recruitment banners will be determined by the Panhellenic VP of Recruitment.
- d. Table decorations are limited to a tablecloth and one centerpiece, with a maximum of 1'X1' at the conversation table.
- e. There should be no decoration on chairs.

VIII. Regulations by Recruitment Round

1. Entrance and Exit

- a. There will be no formal call-in of PNMs and there may not be more than two members outside of the chapter house or recruiting room doors at any time during recruitment events.
- b. Only the recruitment chair or president may introduce the chapter and welcome PNMs into the chapter house.
- c. Chanting and singing must cease before any member comes out of the house. Door must be shut or cracked only, it may not be open during singing.
- d. PNMs will be lined up in alphabetical order by last name on the sidewalk prior to the start of the recruitment party.

2. **Sisterhood Round.** Sisterhood is the first round of formal recruitment and will take place on campus at a location to be determined by the Panhellenic Council or Recruitment team. Conversations will center on the chapter's sisterhood.

- a. Entertainment and refreshments
 - i. General information and may be assisted by a slideshow with photos and music. No video clips or social presentations may be included.
 - ii. Food or drink is not permitted. Water will be provided for PNMs by the Panhellenic Council during this round.
 - iii. No singing or chanting during this round.
- b. Outfits
 - i. Chapters will wear a shirt ordered by the Panhellenic Council with differing bottoms of choice.
 - ii. All chapter members and officers will wear flat shoes (i.e. sandals, sneakers, flats, etc.)
- c. Decorations
 - i. Two table cloths per table (one white and one color over it)
 - ii. Balloons- up to 10 different balloons in varying colors OR balloons with chapter name spelled out.
 - iii. Pre-made or pre-owned crafts, t-shirts, letters may be in the room, not to include paddles. Other big sister/ little sister crafts or plaques are permitted.
 - iv. Up to two (2) tri-fold poster boards
 - v. No items will be hung from the walls or door unless provided by the Panhellenic Recruitment Team
- d. Additional regulations
 - i. No chapter members are permitted to be outside of the chapter's assigned room during recruitment events; chapter president and recruitment chair may step outside to open the door at the beginning and end of the event.

3. **House Tours Round.** House Tours Round is the second round of formal recruitment. Conversations will center on the chapter's house, leadership, scholarship, and finances.

- a. Entertainment and refreshments
 - i. A financial presentation may be given to aid in delivering accurate financial information to PNMs, and must represent accurate costs of membership. No additional slideshows are permitted.
 - ii. Videos up to 3 minutes in length may be shown during this round.
 - iii. Food or drink is not permitted. Water will be provided for PNMs by the Panhellenic Council during this round.
- b. Outfits
 - i. Refer to section VII. Statement of Values-Based Recruitment
- c. Decorations
 - i. Refreshments will be offered to the PNM's at chapter houses upon entrance but will be provided by West Virginia University Panhellenic Association.

- ii. Chapter houses should not be decorated. Balloons may be reused from Sisterhood round, and tables with informational boards are permitted
- 4. **Philanthropy Round.** Conversations will center on philanthropic and service work, as well as the foundations and organizations the chapter performs these for.
 - a. Entertainment and refreshments
 - i. A video or slideshow less than 10 minutes in length may be used to aid in presenting information regarding philanthropy or service.
 - ii. No craft projects will be completed by PNMs during the event.
 - iii. Simple beverages without garnishes, other than approved straws, are permitted (soft drink, lemonade, water, iced tea), however no food is to be served.
 - b. Outfits
 - i. Refer to section VII. Statement of Values-Based Recruitment
 - c. Decorations
 - i. Chapter houses should not be decorated. Balloons may be reused from Sisterhood round, and tables with informational boards are permitted
 - ii.
- 5. **Preference Night.** Conversations will center on who the PNM is, what they value, and how they can fit in with the values of the chapter. A portion of the event will be used for conversation and a portion will be used for a preference ceremony.
 - a. Entertainment and refreshments
 - i. Small appetizers or desserts and beverages may be served.
 - b. Outfits
 - i. Refer to section VII. Statement of Values-Based Recruitment
 - c. Decorations
 - i. Decorations are allowed in the room where the preference ceremony takes place only and must be included in the formal recruitment plans.
- 6. **Bid Day**
 - a. No alcohol is permitted at any Bid Day events. Furthermore, all chapter members and new members should refrain from consuming alcohol for at least 24-hours after the Bid Day events.
 - b. No men, with or without Greek affiliation, are permitted to be involved in Bid Day events unless they are hired for the event. (Photographer, DJ, security, etc.) Chapter recruitment plans should include any services to be hired.
 - c. If you are hiring additional services, you must include them in your recruitment plans.

IX. Recruitment Counselors

- 1. Application Process
 - a. Chapters may not restrict the number of members allowed to apply to be a Recruitment Counselor.
 - b. The GPA requirement for a standing recruitment counselor is 2.75, cumulative.
 - c. In order to be eligible to hold the position of recruitment counselor, applicants must be in good standing with their local chapter and must have actively recruited in a formal recruitment period.
- 2. Disaffiliation
 - a. Disaffiliation of recruitment counselors is to help ensure their actions and decisions support the welfare and best interests of the Panhellenic community.
 - b. Recruitment Counselors must disaffiliate first day of classes upon returning from Thanksgiving Break to the beginning of formal recruitment and must stay disaffiliated until Bid Day.
 - c. Additional requirements will be outlined in the Recruitment Counselor Contract. Violations of the Recruitment Counselor Contract may result in the termination of a Recruitment Counselor at the discretion of the recruitment team.

X. Recruitment Directors

The Recruitment Team will be made up of three directors that will serve under the Vice President of Recruitment Coordination. The directors will be Director of Recruitment Counselors, Director of Computer Recruitment and Director of Recruitment Operations.

1. Application Process

- a. Chapters may not restrict the number of members allowed to apply to be a Recruitment Director.
- b. Candidates for office will be an initiated member, in good standing with her respective chapter.
- c. Each candidate must have a minimum of a 3.0 cumulative GPA to run, with a least an average of 3.0 the previous semester.
- d. Candidates may be sophomores, juniors, or seniors staying an extra year or semester.
- e. The Vice President of Recruitment Coordination will head the recruitment team which includes the Director of Recruitment Counselors, Director of Recruitment Operations and Director of Computer Recruitment. Chapters may not have more than 1 officer on the recruitment team.
- f. Candidates cannot currently be holding an Executive Position within your chapter.
- g. Applicants must submit a character reference.

2. Duties of the Recruitment Team:

- a. Be present during all training sessions by actively participating in activities and providing insightful comments.
- b. Act with dignity and pride as a representative of the entire Panhellenic community.
- c. Be a team player and enthusiastic volunteer to assist with recruitment promotion and implementation tasks.

3. Director of Recruitment Counselors:

The Director of Recruitment Counselors teaches recruitment counselors the ins and outs of not only recruitment but also the fraternity/sorority community as a whole. Along with the support of the recruitment team, the director of recruitment counselors takes the recruitment counselors through a journey to become well-prepared role models for PNMs and leaders in the community.

4. Director of Recruitment Operations:

The Director of Recruitment Operations will be in charge of all recruitment daily operations. The Director of Recruitment Operations' responsibilities will include:

- a. Handle all recruitment logistics: copies, room reservations, schedules, etc.
- b. Work with the Vice President and other Recruitment Directors to plan and create the best recruitment experience for all involved.

5. Director of Computer Recruitment:

The Director of Computer Recruitment will be in charge of all things related to computer recruitment. This includes ICS and working with our RFM specialist to receive RFM quotas. The Director of Computer Recruitment responsibilities will include:

- a. Plan workshops for recruitment chairs/ computer chairs for ICS.
- b. Create a plan to make PNM's selection process a positive and painless experience.
- c. Be extremely knowledgeable about ICS and RFM reports.
- d. Work with the Vice President and other Recruitment Directors to plan and create the best recruitment experience for all involved.

RECRUITMENT SCHEDULE

I. Sisterhood Round

[schedule to be added at a later date]

II. House Tours Round

[schedule to be added at a later date]

III. Philanthropy Round

[schedule to be added at a later date]

IV. Preference Round

[schedule to be added at a later date]

V. Bid Day

[schedule to be added at a later date]

RECRUITMENT VIOLATIONS

I. Class A Violations

1. Class A violations are those that are quantifiable and therefore are fineable.
2. No Frills Regulations
 - a. Failure to adhere to no frills outfit guidelines
\$500 fine per round
 - b. Failure to adhere to no frills decorations guidelines
\$100 per offense
3. Recruitment event logistics
 - a. Failure to submit complete recruitment plans by July 1
\$25 per day late
 - b. Failure to comply with recruitment budget
\$100 per \$50 over the recruitment budget
 - c. Failure to submit complete expenses with receipts by two weeks following bid day
\$25 per day late
\$500 for failure to submit
 - d. Not abiding by the submitted formal recruitment plans
\$50 per offense
 - e. Keeping PNMs in an event too long
\$25 per PNM
 - f. Failure to submit flex remove list on ICS.
\$150 per occurrence
4. Recruitment period conduct
 - a. Giving items to a PNM
\$25 per offense
 - b. Closing a door with a PNM and member inside
\$50 per offense
 - c. Failure to adhere to Recruitment Promotion guidelines
\$100 per offense
5. Recruitment round regulations
 - a. Greater than two chapter members being outside the chapter house or recruiting room
First offense and beyond - \$25 per member
 - b. Singing or chanting when PNMs have begun entering
\$25 per offense

II. Class B Violations

Class B violations are those that violate the Panhellenic Association Recruitment Rules or NPC Unanimous Agreements. These violations are handled through the NPC mediation & judicial process.