

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
PANHELLENIC COUNCIL
RECRUITMENT RULES**

1. Statement of Positive Panhellenic Contact

- a. We, the Panhellenic women of Southern Illinois University Edwardsville (SIUE), will promote Panhellenic-spirited contact with all Potential New Members throughout the year.
- b. Strict silence is the period of time from the end of a Potential New Member's last event until bids have been distributed. No sorority member, including alumnae and new members, may communicate with potential new members during this period.
 - i. Strict silence is defined as verbal, nonverbal, written, printed, text message, electronic communication, social media, communication through a third party, and all communication about the recruitment process.
 - ii. If Potential New Members live in a residence hall or off-campus residence with sorority members, only causal greetings and contacts are permitted.

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

- a. All NPC member organizations represented at SIUE adhere to NPC Unanimous Agreements and policies.
- b. All organizations will follow these valued and non-negotiable policies during the recruitment process.

3. Statement of Values-Based Recruitment

- a. All NPC member organizations represented at SIUE will engage in the following practices that align with Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – Policy during membership recruitment:
 - i. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
 - ii. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
 - iii. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
 - iv. Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
 - v. Eliminate gifts, favors, letters, and notes for potential new members.
 - vi. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
 - vii. Eliminate recruitment skits.

4. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

- a. The SIUE Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each Potential New

Member interested in joining a sorority, whether during primary recruitment or continuous open bidding (COB).

- b. We agree to all policies and steps pertaining to the MRABA.

5. Statement of Automatic Reset of Total

- a. Total is the allowable chapter size as determined by the SIUE Panhellenic Association. Panhellenic Council should evaluate total every semester. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.
- b. As a Panhellenic Council that hosts a fall primary recruitment and also resets total in the academic term in which primary recruitment is not held, total must be reset within one week (no more than 7 days) from the start of the academic term, and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.
- c. Total will be automatically adjusted using average or median chapter size (whichever is larger).

6. Recruitment Events

- a. General Guidelines
 - i. Anyone having contact with Potential New Members at recruitment events, other than current SIUE chapter members, must wear a nametag, which designates and identifies their status and function.
 - 1. Any alumnae present in the recruitment room may not actively recruit Potential New Members.
 - 2. Chapters must provide the Panhellenic Council Vice President of Internal Affairs with a list of alumnae who will be present during recruitment rounds by 12:00 p.m. CST the day prior to the recruitment round, in which the alumnae will be present.
 - ii. Active chapter members may *not* leave and re-enter the recruitment rooms during recruitment rounds.
 - iii. All chapters are required to abide by the event times as set by the Panhellenic Council. The recruitment schedule is reviewed annually and set at the discretion of the Panhellenic Council.
 - iv. For all recruitment events, including Bid Day activities, held at the Morris University Center, Student Success Center, and University Housing, the following policies must be followed:
 - 1. No glitter or confetti
 - 2. No open flame wax candles
 - a. Electric candles are permitted
 - 3. No tape on the walls
 - v. Potential New Members should not leave recruitment rooms with any gifts.
 - 1. Gifts are defined as any item that a Potential New Member did not have prior to entering the recruitment room.

b. Round One

- i. This round will last 45 minutes, with a 25 minute passing period, following its conclusion.
 - ii. Chapters must discuss the following:
 - 1. Financial responsibilities
 - 2. GPA standards
 - 3. Values
 - 4. Involvement Opportunities
 - 5. Any other necessary information during the first round of primary recruitment
 - iii. Skits are not to be performed during this round. This includes step performances.
 - iv. Chapters may show a recruitment video during this round. Videos may not exceed 10 minutes in length.
 - 1. Recruitment Videos must be submitted to the Panhellenic Vice President of Recruitment for review by August 1st.
 - 2. Skits and step performances should not be included in the recruitment video.
 - 3. Any current chapter members who are also serving as an officer of the Panhellenic Council Executive Board should not be in the video.
 - v. Chapters are allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6') tables with tablecloths
 - 2. One banner, no larger than six-foot by six-foot (6' x 6') is permitted.
 - a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape
 - a. No more than three (3) sections of pipe and drape are allowed.
 - b. Pipe and drape sections are seven-feet (7') wide.
 - 8. Flower arrangements must not exceed \$50.
 - vi. No food is allowed, but beverages are permitted.
- c. Round Two**
- i. This round will last 50 minutes, with a 25 minute passing period, following its conclusion.

- ii. Chapters may show a philanthropy-related video during this round. Videos may not exceed five (5) minutes in length.
 - 1. Any current chapter members who are also serving as an officer of the Panhellenic Council Executive Board should not be in the video.
 - iii. Chapters are allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6') tables with tablecloths
 - 2. One banner, no larger than six-foot by six-foot (6' x 6') is permitted.
 - a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape
 - a. No more than three (3) sections of pipe and drape are allowed.
 - b. Pipe and drape sections are seven-feet (7') wide.
 - 8. Flower arrangements must not exceed \$50.
 - iv. No food is allowed, but beverages are permitted.
- d. Round Three**
- i. This round will last 55 minutes, with a 25 minute passing period, following its conclusion.
 - ii. Chapters are allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6') tables with tablecloths
 - 2. One banner, no larger than six-foot by six-foot (6' x 6') is permitted.
 - a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape

- a. No more than three (3) sections of pipe and drape are allowed, except if your organization’s preference ceremony requires a splitting of the room.
 - i. If required by your chapter’s headquarters, proof of this requirement from a headquarters staff member must be provided to the Panhellenic Vice President of Internal Affairs no later than May 1st.
- b. Pipe and drape sections are seven-feet (7’) wide.
- 8. Flower arrangement must not exceed \$50, except if required by your chapter’s headquarters.
 - a. If required by your chapter’s headquarters, proof of requirement from a headquarters staff member must be provided to the Panhellenic Vice President of Internal Affairs no later than May 1st.
- iii. Food and beverage are allowed.
 - 1. If your chapter’s preference round is in the Morris University Center, your food and beverages must go through University Catering.

7. Recruitment Budget

- a. Every chapter has a maximum budget of \$1,500.00 that can be spent on all recruitment-related expenses. Any amendments to the budget will be voted on at least four (4) months before primary recruitment begins.
- b. The final budget must be turned into the Panhellenic Vice President of Operations no later than October 1st.
- c. The primary recruitment budget should include the following:
 - i. Items purchased by the chapter for primary recruitment purposes that will put a chapter at an advantage over another chapter. These include those that may be seen or unseen by potential new members. This includes, but is not limited to:
 - 1. Decorations, as specified by each round
 - 2. Food and beverage, as specified by each round
 - 3. Rental equipment (ex: A/V, sound, linens, etc.)
 - 4. Flowers
 - 5. Supplies used for, during, or in between recruitment events.
 - ii. All donations will be deducted from the primary recruitment budget and included in the final primary recruitment budget reports which is provided to the Panhellenic Vice President of Operations.
- d. The primary recruitment budget will *not* include
 - i. Membership selection costs. This includes, but is not limited to:
 - 1. Copies
 - 2. Food for members
 - 3. Paper
 - 4. Scoring
 - 5. Supplies

- ii. Values assessed toward re-used decorations.
- iii. Money spent on items required by a chapter's (inter)national headquarters.
 - 1. Example: Flowers required for Preference Round
 - 2. Documentation must be given to the Panhellenic Vice President of Internal Affairs verifying the headquarters' requirements no later than May 1st.
- iv. Round one (Sisterhood Round) t-shirts
- v. Bid Day expenses do not need to be included in your final primary recruitment budget report.

8. Invitations and Bids

- a. No Potential New Member participating in primary recruitment shall be placed on the final bid list until she has completed the registration process, signed her MRABA, and attended each round of primary recruitment.
 - i. If a Potential New Member is unable to attend a round of primary recruitment due to a class scheduling conflict, a copy of her Week At A Glance must be provided to Panhellenic Vice President of Internal Affairs prior to the start of recruitment week.
 - 1. The Potential New Member must also complete a Conflict Sheet. All conflicts during primary recruitment must be recorded on a Conflict Sheet.
 - ii. Illness and any unforeseeable situations beyond the control of the Potential New Member will be excused.
- b. Invitation lists and bid lists are due at the times set by the Panhellenic Council.
- c. If a chapter mistakenly does not include a legacy on their invitation list, the chapter is allowed to invite the legacy to the following round but must carry her through the rest of primary recruitment and must place the woman in quota range on their bid list.
- d. Each chapter will have at least one (1) alumna representative designated by the chapter at the advisor's recruitment meeting prior to Bid Day.
- e. Bid matching will follow the procedures outlined in the NPC Manual of Information with the help and direction of our National Panhellenic Conference (NPC) Release Figure Methodology (RFM) Specialist.
- f. All women recruited at another time other than primary recruitment are required to sign a Continuous Open Bidding (COB) MRABA and must turn this into the Kimmel Student Involvement Center within 72 hours of signing her bid.

9. Recruitment Counselors

- a. A recruitment counselor serves as an unbiased guide during the entire primary recruitment process.
- b. Recruitment counselors must follow all rules and regulations outlined for the Associated Recruitment pilot process for Fall 2020 recruitment.
- c. Recruitment counselors are not allowed to watch or to participate in any recruitment round and will remain outside of the rooms during rounds, unless an emergency occurs.

- d. Recruitment counselors are not allowed to enter any spaces designated for chapter or recruitment advisors.
- e. A complaint may be filed to the Panhellenic Vice President of Internal Affairs against a recruitment counselor for any type of misbehavior.
 - i. Examples of misbehavior may include, but are not limited to:
 - 1. Watching a recruitment event.
 - 2. Disclosing confidential information.
 - 3. Talking negatively or inappropriately of a sorority.
 - ii. The complaint must be filed the same day the incident occurs, and the chapter filing will not remain anonymous.
- f. Recruitment counselors may be asked to act as a witness to any alleged violations during the primary recruitment process.

10. Chapter Advisors

- a. For this section, chapter advisors is an all-inclusive term to include all alumnae advisors for an organization.
- b. Chapter advisors are allowed to enter and exit the recruitment rooms during all rounds of the primary recruitment process.
- c. Chapter advisors are not allowed to communicate with Potential New Members, except in emergency situations.
 - i. Emergency situations may include, but are not limited to:
 - 1. Physical or mental illness.
 - 2. Facilitate communication between the Potential New Member and a recruitment counselor.

11. Social Media and Positive Recruitment Public Relations

- a. Chapters and chapter members may display their letters in profile pictures and all social media bios, but will be expected to use the Primary Recruitment Cover Photo & Social Media Toolkit provided by the Panhellenic Council.
- b. Chapters and chapter members will utilize approved messages in the Social Media Toolkit if a Potential New Member reaches out and asks questions about the primary recruitment process.
 - i. Chapters and chapter members will provide proof of any messaging sent to Potential New Members to the Panhellenic Vice President of Recruitment within one week of the message being sent.
- c. Chapters may not chalk, banner, post flyers, paint the rock, etc. on behalf of their organization beginning promptly at midnight on August 1st until noon on Bid Day.
 - i. This does not include SIUE-sponsored events, including all SIUE Experience events.
- d. Sorority silence will begin at midnight the Thursday before the week designated for primary recruitment. There will be no promoting your individual organization, other than wearing apparel or sorority stickers on vehicles. Sorority silence will end at noon on Bid Day.
- e. Sorority women may not attend fraternity functions, which is a gathering of more than three (3) fraternity members.

- f. The week designated as primary recruitment is a dry week. This is defined as no drinking, showing presence at a bar, or illegal substance use. Dry week will begin at midnight on the Monday starting recruitment week, and will end at midnight on the Monday following Bid Day.
- g. Any sorority member (except for the Panhellenic Executive Board and recruitment counselors) involved in a university-sponsored activity, such as Spring Board to Success or the SIUE Experience may wear letters. Members are expected to promote fraternity and sorority life as a whole.

12. Recruitment Infractions

- a. An infraction is any violation of the National Panhellenic Conference Unanimous Agreements and/or the recruitment rules listed above.
- b. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.
- c. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The SIUE Panhellenic Association will follow all judicial procedures found in NPC Unanimous Agreement VII.

13. Sanctions for Infraction of Recruitment Rules

- a. All sanctions granted and imposed by the Panhellenic Vice President of Internal Affairs shall be based upon the seriousness of the violation and serve both as a deterrent and educational tool.
- b. Automatic Recruitment Sanctions
 - i. Turning a list late into CampusDirector
 - 1. 0-5 minutes: No fine
 - 2. 6-15 minutes: \$10
 - 3. 16-30 minutes: \$20
 - 4. 31-45 minutes: \$30
 - 5. 46-60 minutes: \$40
 - ii. Starting events early and/or ending events late
 - 1. Recruitment counselors or the Panhellenic Council Executive Board will document how many minutes early an event starts and/or how many minutes late an event ends.
 - 2. There will be a fine of \$10 per minute
 - 3. There will be no fine for ending events early
 - iii. Chapters not reachable by phone 24 hours a day during the primary recruitment process will receive a \$25 fine. Each phone number given to the Panhellenic Council Executive Board will be called twice before the fine is implemented.
 - iv. There is a \$50 fine per event/per member that is assessed if a chapter member walks outside and attempts to re-enter their recruitment room during a round.
- c. Appeals for any automatic sanctions will follow the appeals process found in NPC Unanimous Agreement VII.