



Panhellenic Association  
Delta State University

## **2016 RECRUITMENT RULES**

Revised: **February 2016**      Approved: **March 2016**

This document includes Recruitment Rules for Potential New Members, Chapter members, Chapter alumnae, Recruitment Counselors, Formal New Member Recruitment, and Open Recruitment.

### **Article I.      Potential New Member Eligibility**

Any regularly enrolled undergraduate woman at Delta State University who is neither on social nor scholastic probation and who has been properly registered is eligible for recruiting and bidding by a sorority. Any eligible woman entering recruitment will be known as a “potential new member,” or “PNM.”

#### 1. Formal New Member Recruitment

- a. A Recruitment Application, a profile picture, and the assessed recruitment fee are due in the Panhellenic Advisor's office postmarked no later than August 1, 2016. This fee includes registration, room fee, 2016 recruitment t-shirt, and miscellaneous expenses for Recruitment. It is to the potential member's advantage to complete this information as early as possible.
- b. An additional fee of \$10.00 is charged if the application is postmarked after August 1, 2016. Send fees (checks made to DSU Panhellenic Council) to:

DSU Panhellenic Council  
DSU Box 3202  
Delta State University  
Cleveland, MS 38733

#### 2. Open Recruitment

- a. An Open Recruitment fee of \$10.00 is due in the Panhellenic Advisor's office no later than the signing of the Continuous Open Bidding (COB) Acceptance Agreement card.

### **Article II.      Formal New Member Recruitment (Fall term)**

Formal New Member Recruitment shall be defined as the period between the check-in day of Formal New Member Recruitment Week (8:00 a.m.) to the day following Bid Day (8:00 a.m.) of the current year. Formal New Member Recruitment will be known as “FNMR,” hereafter.

#### 1. General Rules

- a. All FNMR publicity should be approved by the Panhellenic Council prior to its submission to the news media (newspaper, television, radio, internet, web pages, and social media, etc.) FNMR is to be advertised only by the Panhellenic Council, Panhellenic Advisor, or through

DSU communications media outlets.

- b. All individuals serving as an Orientation Leader and/or Delta Diplomat may not discuss or promote their affiliation in any way, but are encouraged to say, "Greek Affiliated" and promote all Chapters equally, with the exception for FNMR Week.
- c. All individuals serving as a Panhellenic Officer and/or Recruitment Counselor (RC) may not discuss or promote their affiliation in any way, and must disassociate from their respective Chapter for the period beginning no later than July 1 of the current year and end no earlier than Bid Day of the current year (see NPC's Manual of Information). All are encouraged to say, "Greek Affiliated" and promote all Chapters equally.
- d. National Panhellenic Council (NPC) does not condone long periods of time in "strict silence." Therefore, strict silence shall begin Preference night and will end at the time PNMs receive their Bids. Strict silence is defined as no communication (written or oral, including technological messages) between anyone other than fellow PNMs, DSU housing staff, RCs, Panhellenic Executive Council, and the Panhellenic Advisor.
- e. Possession and drinking of alcoholic beverages and use of tobacco products will not be permitted during recruitment on or off the DSU campus at any time.
- f. Possession of illegal substances and abuse of these substances will not be permitted or tolerated during recruitment on or off the DSU campus at any time. Persons found guilty of possession or consumption of these products are subject to removal from all recruitment activities, arrest, disciplinary procedures by DSU and any police affiliate, local or state.
- g. If rules, policies, and procedures applying to anyone associated are determined to have been violated, the Panhellenic Advisor may release this, or these person(s) from Recruitment.

## 2. PNM Rules

- a. All PNMs will be required to stay in the residence hall(s) during FNMR Week.
- b. PNMs will be allowed to use technological devices brought from home, phones in residence hall(s), or cellular phones. These devices may be collected and redistributed throughout FNMR events for confidentiality.
- c. PNMs are not allowed to leave DSU campus grounds without notifying a RC or the Panhellenic Advisor, and must have a communication device for safety and security.
- d. PNMs may have casual contact with male students throughout FNMR "free time." Male students and other guests are not allowed into the residence hall(s).
- e. PNMs wishing to find out information about individual sororities during FNMR Week shall be referred to the handbook, to a RC, or to the Panhellenic Advisor.
- f. PNMs will not be allowed to receive mail or gifts of any kind from anyone beginning with FNMR Week check-in and ending with Bid acceptance. Bid Day gifts may be allowed and should be sent to the DSU Panhellenic Council office:
  - DSU Panhellenic Council
  - DSU Box 3202
  - Delta State University
  - Cleveland, MS 38733
- g. All PNMs will be housed together in a specified residence hall for FNMR Week. PNMs will be allowed to visit their Fall room assignment during "free time," if it is different from the Recruitment room assignment.
- h. All PNMs will be allowed to leave campus for meals not provided by Panhellenic Council. During this "free time" they are allowed to leave campus for whatever needs they have with the exclusion of visiting Chapter members or alumnae.
- i. PNMs will be required to walk to all events unless physically unable to do so. If unable to walk, a PNM may be transported by RCs. In the event of inclement weather, RCs will drive the PNMs to the events as necessary.

- j. PNMs must wear their FNMR Week nametags at all events and at all times. This includes when leaving the residence hall(s) for any reason.
3. Chapter, Chapter Member, and Alumnae Rules
- a. All sororities will abide by the Unanimous Agreements and the Recruitment guidelines presented in the most current edition of the NPC's Manual of Information.
  - b. All sororities will implement the NPC's 2015 "Values-Based Recruitment" policy.
  - c. From the first day of the PNM's arrival on campus until after formal Bids are accepted, contact between member groups and PNMs shall be as follows:
    - i. No phone calls between sorority women and PNMs can be made.
    - ii. No pre-arranged meetings for PNMs by sorority women.
    - iii. No mention of sorority shall be made and any conversation shall be brief (with the exception of the Recruitment events).
    - iv. No letters or notes will be sent. No social media contact, which includes Facebook, Twitter, Instagram, and other social media sites.
    - v. No individual event favors will be given or accepted during FNMR Week.
  - d. Only one crested welcome board is to be displayed on campus by each Chapter.
  - e. No painted signs are to be displayed outside anywhere on campus from check-in day of FNMR until 30 minutes prior to the acceptance of Bids. No individual names may be listed on signs.
  - f. Males may not attend or participate in any way in events or events related to FNMR.
  - g. All sororities are responsible for having PNMs out of the designated rooms and buildings by the time the Recruitment event is scheduled to end.
  - h. The Chapter Recruitment Chairman and the Recruitment Advisor shall be responsible for making all alumnae present aware of the Recruitment Rules that apply to them for each event and be held responsible for any violations. Any exception must be approved by the Panhellenic Council as the need arises prior to the beginning of FNMR.
  - i. During the Open House event, only the Alumnae Advisor, the Recruitment Advisor, and National visitors may be present in the room with the PNMs. During other nights alumnae may be present at the events, but no conversation shall take place between the PNMs and the alumnae.
  - j. Chapter members, new members, and alumnae will not decorate their vehicles during FNMR Week. Vehicles may be decorated 30 minutes prior to the acceptance of Bids. Decorated vehicles must not be driven near FNMR Week residence hall(s) until after the acceptance of Bids.
  - k. Chapters are to cover or remove RCs' pictures and names at FNMR Week events and are not to mention their RCs in any way. Chapter members and/or alumnae shall have no communication or contact with RCs beginning no later than July 1 and ending no earlier than Bid Day of the current year.
  - l. If rules, policies, and procedures applying to Chapters, Chapter members and/or Chapter Alumnae are determined to have been violated, the Panhellenic Advisor may release this, or these person(s) from their Recruitment duties.
4. Event (Nights) Rules and Regulations
- a. FNMR Week begins on the date and time specified by the Panhellenic Council. FNMR Week shall begin with Panhellenic Night on Saturday, three (3) Chapter Recruitment event nights with the number of events and maximum invitations gradually decreasing each night: Sunday – 3, Monday – 3, and Tuesday – 2, and will end with Bid Day on Wednesday. PNMs must attend all events. Any exception must be approved by the Panhellenic Council.
  - b. The three event nights shall be identified as:
    - i. Night one      Open House

- ii. Night two Philanthropy/Sisterhood
  - iii. Night three Preference
- c. There shall be no conversation between PNMs and visiting alumnae immediately before, during, or after the events with the exception of the Chapter Advisor and Recruitment Advisor. PNMs' conversation will be limited to chapter members only.
- d. The following budget and event provisions shall be observed:
  - i. Chapters may not spend more than \$ 2,000.00 on FNMR Week events. This total excludes all items purchased during previous recruitment events (prior to current year FNMR Week). No Chapter may exceed this cost for any reason without extraordinary reason and approval from Panhellenic Council.
  - ii. Chapters must determine event attire for members that reduces individual financial burden and eliminates costuming (2015 "Values-Based Recruitment" policy). Individual members may not be assessed for items to be used during FNMR Week. T-shirts are an example of such item.
  - iii. Chapters must appraise all donated goods and services and include this in the budgeted amount for FNMR Week (2015 "Values-Based Recruitment" policy). Gifts such as flowers from alumnae that are used as decorations during FNMR Week are examples of such items.
  - iv. All budget and event provisions will be in accordance with the description(s) submitted by the Chapter Recruitment Chairmen and agreed upon by the Membership Recruitment Committee, no later than August 1 of the current year. This budget and event provisions list should be itemized and list the items purchased/received/donated for FNMR Week, this includes, but is not limited to the quantity, cost and total amount spent for all items.
- e. The following provisions shall be observed for all events:
  - i. No PNM shall be allowed to take anything with her as she leaves an event.
  - ii. Only the active Chapter members will greet the PNMs inside the entrance to the building and the PNMs will exit the building to meet the RCs.
  - iii. No decorations outside the building shall be used, with the exception of one set of Greek letters and/or board (this does include the Welcome Board).
  - iv. Singing shall be permitted (note Philanthropy/Sisterhood) during FNMR Week events. Singing outside of event locations is prohibited.
  - v. Any non-alcoholic beverage may be served. All food and beverages shall be consumed on a voluntary basis.
  - vi. Background music may be played throughout each event, as desired. Please focus efforts on "Values-Based" conversation.
- f. The following provisions shall be observed for Open House event:
  - i. Each Open House event shall be 45 minutes.
  - ii. No food shall be served.
  - iii. No slide show(s) shall be presented.
  - iv. Decorations should be limited to individual sorority items displayed.
  - v. Brag boards may include only information from the previous Fall and Spring semesters.
- g. The following provisions shall be observed for Philanthropy/Sisterhood event:
  - i. Each Philanthropy/Sisterhood event shall be 60 minutes.
  - ii. No food shall be served.
  - iii. No slide show(s) shall be presented.
  - iv. A short video may be used, but it cannot be made by the Chapter. It must be a video provided by the National or from the Philanthropy National organizations.

- v. The dress for this event shall be casual (i.e. shorts, jerseys, tennis shoes, etc.).
- vi. This event will be limited to conversation between the PNMs and Chapter members to provide maximum time to get to know and meet PNMs.
- vii. Each chapter is allowed one type of philanthropic project. No two projects can be the same. All projects must be approved by the Membership Recruitment Committee.
- viii. Decorations should be limited to one decorated banner (no larger than a king size sheet) and no more than 60 pictures depicting Chapter's Philanthropy projects and/or Sisterhood events at the project workstations.
- ix. Each sorority is allowed a maximum of 10 minutes to explain their Philanthropy and give the instructions for that event's project, a maximum of 20 minutes for that event's project and Sisterhood discussion/conversation, and a maximum of 15 minutes of Sisterhood presentation that should include, but is not limited to Chapter awards, recognitions, standards, financial expectations, etc.
- h. The following provisions shall be observed for Preference event:
  - i. Each Preference event shall be 75 minutes.
  - ii. One dessert may be served, as desired.
  - iii. A Ceremony shall be permitted for a maximum length of 25 minutes.
  - iv. A slide show may be presented during the 25 minute ceremony.
  - v. All remaining time shall be used for "Values-Based" conversation.

### **Article III. Open Recruitment (Fall, Spring and Summer terms)**

Open Recruitment shall be defined as the period between the first day following Bid Day (8:00 a.m.) of the previous year and the beginning day (8:00 a.m.) of FNMR Week of the current year.

1. A Recruitment event is defined as any social function to promote Greek Life and/or an individual sorority.
2. PNMs may be invited to attend any Panhellenic-approved Recruitment event during the Fall (no earlier than the first official day of the academic term) and/or Spring terms (no later than the last official day of the academic term).
3. Summer Recruitment events are prohibited. Summer Recruitment events shall not be held by a sorority nor individual sorority members and/or alumnae. During the Summer, communication between PNMs and sorority members shall be casual. The Greek System may be discussed, not the individual sororities.
4. All Chapter correspondence will be limited to 3 letters or cards (no technological messages) allowed per term, Fall and Spring. All letters or cards must be postmarked no later than the last official day of the Spring term and no earlier than the first official day of the Fall term. These must be signed from the Chapter only, not by Chapter individual(s). The Panhellenic Council must be notified of all correspondence. Only Panhellenic Council mailings are permitted during the Summer.
5. Chapter members also serving as an Orientation Leader and/or Delta Diplomat may not discuss or promote their affiliation in any way, but are encouraged to say, "Greek Affiliated" and promote all Chapters equally, with the exception for FNMR Week.
6. Chapter members also serving as a Panhellenic Officer and/or Recruitment Counselor (RC) may not discuss or promote their affiliation in any way, and must disassociate from their respective Chapter for the period beginning no later than July 1 of the current year and end no earlier than Bid Day of the current year (see NPC Manual of Information). All are encouraged to say, "Greek Affiliated" and promote all Chapters equally.

### **Article IV. Total and Quota**

1. Total
  - a. Total, an allowable Chapter size as determined by the Panhellenic Council includes new

members and initiated members. The Panhellenic Council is required to review and adjust, Total each academic term – within 72 hours of Bid Day (Fall), and within the first 7 days of the school term in which FNMR does not take place (Spring).

- b. Total automatically adjusts by using *Median Chapter Size\**, unless the Panhellenic Council adopts another method below:
  - i. *Median Chapter Size\** – number equivalent to the Chapter who holds the “middle” spot when Chapters are sorted in order of Chapter Size (i.e. Kappa Delta (100), Phi Mu (90), Delta Delta Delta (80) earning a Median Chapter Size of 90, or the equivalent of Phi Mu’s size).
  - ii. *Average Chapter Size* – number equivalent to the total membership count of all Panhellenic Chapters divided by the total number of Panhellenic Chapters. The number must be rounded down to the nearest whole number (i.e. 325 members divided by 3 Chapters = 108.33, rounded down to 108).
  - iii. *Largest Chapter Size* – number equivalent to the total membership of the largest Chapter membership and is recommended for Panhellenics with two or three Chapters (i.e. Delta Delta Delta (101), Kappa Delta (99), and Phi Mu (100) earning a Largest Chapter Size of 101, or the equivalent of Delta Delta Delta’s size).

## 2. Quota

- a. Quota, a number of women each sorority may pledge during FNMR, is a procedure that maximizes the opportunity for PNMs and Chapters to successfully complete Recruitment.
- b. Chapters are eligible to pledge up to Quota either through FNMR or in Open Recruitment bidding. Once a Chapter has pledged to Quota and is at or above the term Total, it may not fill spaces until its membership size drops below campus Total.
- c. If a Chapter falls below Total at any point in the given academic year, even if the Chapter pledged to Quota, it is eligible to pledge additional women to reach Total. A Chapter may not participate in Open Recruitment bidding unless they fall below campus total and/or did not pledge to quota.

## Article V. Bids and Invitations, and Bid Day

### 1. Bids and Invitations

- a. There shall be no promising of Bids and/or invitations directly or indirectly by any Chapter member, new member, alumna, or a sorority. No sorority members shall suggest to any PNM that she refuse a Bid and/or invitation from one group in order to wait for a Bid and/or invitation from another group, or their own group.
- b. No Chapter member, new member, alumna, or independent girl (with the exception of assigned independent roommate) may be present while PNMs are accepting FNMR Bid and/or invitation signing with the only exception being that of the Panhellenic Advisor.
- c. Bid matching is considered a strictly confidential part of FNMR and any discussion with someone outside of the Panhellenic Executive Council and Advisor will be considered a Recruitment Infraction.
- d. Chapter Recruitment Chairmen must submit the “Invited,” and “Flex Add” and “Flex Remove” lists, if allowed, into the Recruitment management system at the time agreed upon by all events involved; times must be agreed upon prior to FNMR. After lists are submitted, there will be no changes.

### 2. Bid Day

- a. Bid issuing will be conducted in the H. L. Nowell Union with only the PNMs receiving Bids and the Panhellenic Advisor present.
- b. After Bids have been issued and accepted, the PNMs will go to the DSU Quadrangle to meet their respective Chapters. Chapters are then allowed to host individual events with their new

members, if they so desire.

- c. All PNMs accepting Bids will attend Bid Day with their respective Chapters; the times and places are to be determined. An overnight function may be part of the Bid Day activities.
- d. Chapters are allowed to display one banner hung from the H. L. Nowell Union balcony. The maximum size is a king size sheet. Banners cannot be screen printed.

#### **Article VI. Panhellenic Council**

Only those members of the Panhellenic Executive Council, the Panhellenic Advisor, Chapter Recruitment Chairmen, Chapter Presidents, and approved advisors (Chapter Advisor and Recruitment Advisor) may attend the Panhellenic meetings during FNMR.

1. The Panhellenic Executive Council and Advisor, if necessary, may visit the PNMs' residence hall(s) to answer questions and solve problems.
2. The Panhellenic Executive Council and Advisor, if necessary, may attend all FNMR events hosted by Chapters.
3. All FNMR publicity should be approved by the Panhellenic Council prior to its submission to the news media (newspaper, television, radio, internet, web pages, and social media, etc.) FNMR is to be advertised only by the Panhellenic Council, Panhellenic Advisor, or through DSU communications media outlets.

#### **Article VII. Recruitment Counselor (RC)**

1. Qualifications
  - a. Must have participated in both sides of Recruitment as a PNM (Formal New Member and/or COB) and as a Chapter recruiter.
  - b. Must be in good standing with own Chapter. This includes financially, socially, and academically with a minimum cumulative GPA of 2.0 by Fall semester prior to applying.
2. Selection
  - a. Each applicant will complete an application and be interviewed by the Membership Recruitment Committee (see Panhellenic Council Bylaws).
  - b. All RCs must be selected by the same process. Therefore, each member of the selection committee will have equal voice and vote. The selection committee shall remain constant in composition throughout the selection process.
  - c. The selection committee will use secret ballots during the selection process.
3. Requirements
  - a. All RCs must attend all training sessions unless excused by the Panhellenic Executive Council and Advisor or by the Panhellenic Advisor alone. Due to the importance of each RC's training and position during FNMR, excused absences will be granted only in the case of an extreme emergency. If a RC fails to meet this obligation she will be released to her Chapter.
  - b. All RCs will be required to abide by all Recruitment Rules.
  - c. All RCs will be required upon selection to disaffiliate themselves from all Chapter activities pertaining to FNMR, beginning no later than July 1 of the current year.
4. Training
  - a. The Panhellenic Executive Council and Advisor will be in charge of the training of the RCs, to be conducted in several sessions beginning the spring semester.
  - b. The training sessions will be focused on the success of Recruitment for everyone; the RC herself, the Chapters, and, especially, each PNM.
5. Rules
  - a. All RCs will be required upon selection to disaffiliate themselves from all Chapter activities pertaining to FNMR, beginning no later than July 1 of the current year. RCs

will not reveal their sorority affiliation in any way until after Bids are accepted. RCs are to talk about the Greek system as a whole, not displaying bias to one particular Chapter. RCs are not to wear any shirts, jewelry, car tags, etc. that outwardly display their affiliation.

- b. All RCs will be required to stay in the residence hall(s) during FNMR Week. RCs will share a room in the PNMs' residence hall with a member of another sorority during the FNMR Week.
- c. A RC from one sorority must always be in the company of a RC from another sorority during FNMR Week.
- d. RCs are to contact the Panhellenic Executive Council and/or Advisor if any problem arises.
- e. RCs are not to attend any Chapter FNMR workshops.
- f. RCs will be allowed to use technological devices brought from home, phones in residence hall rooms, or cellular phones. These devices may be collected and redistributed throughout FNMR events for confidentiality. Conversations are not to include Recruitment details. RCs must abide by the same "silences" as PNMs. Therefore, RCs will not be allowed to talk to Chapter members or alumnae unless approved by the Panhellenic Advisor.
- g. RCs are not allowed to leave DSU campus grounds without notifying the Panhellenic Executive Council and/or Advisor, and must have a communication device for safety and security.
- m. Male students and other guests are not allowed into the residence hall(s) in which FNMR is taking place.
- n. Possession and drinking of alcoholic beverages and use of tobacco products will not be permitted during recruitment on or off the DSU campus at any time.
- o. Possession of illegal substances and abuse of these substances will not be permitted or tolerated during recruitment on or off the DSU campus at any time. Persons found guilty of possession or consumption of these products are subject to removal from all recruitment activities, arrest, disciplinary procedures by DSU and any police affiliate, local or state.
- p. If rules, policies, and procedures applying to PNMs are determined to have been violated, the Panhellenic Advisor may release this, or these person(s) from Recruitment.

#### **Article VIII. Judicial Procedure**

- 1. This document contains all Recruitment Rules for Panhellenic Council recruitment procedures. Any deviation from these Rules shall be considered a Recruitment Infraction.
- 2. All Recruitment Rules will go into effect once the Panhellenic Council releases approved Recruitment Rules. Each member group is to abide by the Rules as approved, unless the Rule has a date and/or time specified.
- 3. All Recruitment Infractions will be handled according to the NPC Guidelines for Judicial Procedures in the current edition of NPC's Manual of Information.
- 4. All PNMs and Chapters must abide by the DSU New Member Policy.