

# **North Dakota State University**

## **Panhellenic Council Recruitment Rules**

Recruitment rules are established in order to provide the best possible recruitment experience for both potential new members (PNMs) and initiated members. Chapters will be held responsible for the actions of their initiated members, alumnae, recruitment counselors, and inter/national headquarters staff.

All members, including alumnae, are responsible for knowing and following the recruitment rules.

Chapters are responsible for knowing all Unanimous Agreements and Resolutions. All NPC Unanimous Agreements stated in the Manual of Information shall be upheld in addition to the following recruitment rules.

For any violation of the stated rules, the VP Recruitment and FSL advisor will follow the infraction and standards process for disciplinary action as stated in the NPC Manual of Information and the Panhellenic Constitution and Bylaws.

### **Section I - PNM Requirements and Eligibility**

1. In order for a PNM to participate in Continuous Open Bidding (COB) or primary recruitment, she must meet the following requirements:
  - a. A PNM must be a matriculated student at NDSU to participate in sorority recruitment.
  - b. Transfer, part-time, international, pathway, and commuter students are eligible to participate in Continuous Open Bidding (COB) or primary recruitment
  - c. A PNM cannot be:
    - i. A high school student who is enrolled in college classes at NDSU
    - ii. A tri-college student
2. A PNM must register for primary recruitment through the Panhellenic Council and meet all the previously stated requirements above.

### **Section II - Year Round Rules**

The following rules are to be followed at all times during the year.

1. Panhellenic Council at NDSU will participate in affiliated recruitment meaning:
  - a. Recruitment Counselors and Panhellenic Executive Board will not completely disaffiliate for any recruitment period.
  - b. Recruitment Counselors and Panhellenic Executive Board will partially disaffiliate the week of primary recruitment.
2. Sorority women may not participate in fraternity recruitment. Including but not limited to the following:
  - a. Serving as a hostess, tour guide, or participating in any fraternity recruitment event in any way, shape, or form.

- b. Being present at fraternity recruitment events.
- c. Promoting one fraternity over another by:
  - i. Wearing a fraternity's t-shirts even if lavaliered or a sweetheart of a fraternity chapter
  - ii. Wearing any shirt with any fraternity letters
  - iii. Announcing or promoting fraternity recruitment events on any social media (Facebook, Twitter, Instagram, etc.)
  - iv. Retweeting or sharing fraternity recruitment events on any social media (Facebook, Twitter, Instagram, etc.)
  - v. Announcing fraternity recruitment event dates and times to chapter members.
3. Fraternity men may not participate in sorority primary or Continuous Open Bidding (COB) recruitment. This includes:
  - a. Being on sorority property DURING recruitment events.
  - b. Sharing or promoting one sorority's recruitment events on social media
  - c. Verbally sharing or promoting one sorority's recruitment events to a PNM
  - d. Saying "Go insert chapter name" to a PNM
4. A Chapter President, Recruitment Counselor, Recruitment Staff Member, PNM, and the Panhellenic Advisor have the authority to file recruitment infractions.
  - a. The CPH Violations Report Form must be submitted to the Panhellenic Vice President of Recruitment (Gabrielle Welch) or to the Panhellenic Advisor (Jordan DiPalma) within twenty-four hours after the infraction is known, but no more than fourteen days after it occurred.
  - b. All judicial procedures shall follow NPC guidelines. The Violation Report can be found in the NPC Manual of Information (Resource Information- page 184).
5. There will be no promising of invitations to future events or assurance of bids directly or indirectly, by any initiated member, new member, or alumnae of a chapter.
6. No favors, gifts, or notes may be given to PNMs during primary or Continuous Open Bidding (COB) recruitment by any chapter and/or individual member of the sorority until bids have been accepted by the PNMs-
7. Financial Transparency sheets that are approved by the CPH VP of Recruitment and Panhellenic Advisor by the deadline may be distributed to PNMs.
8. No alcoholic beverages shall be served during primary recruitment or Continuous Open Bidding (COB) recruitment events, including Bid Day activities.
  - a. Bid Day is defined as running until 8:00 AM the morning following the distribution of the bids
9. Chapter promotional materials must be limited to general "Go Greek" items.
10. Chapters will receive one warning for rule violation. Repeated violations will result in fines that increase with the number of offenses.
  - a. Chapter chants cannot be the caption on any picture on social media post

- b. This rule is in effect for individual members' accounts as well as for the official chapter social media.
11. Any recruitment event held in the Memorial Union will follow all Memorial Union policies.

### **Section III - Recruitment Rule Violation Fines**

1. All fines collected during Continuous Open Bidding (COB) or primary recruitment periods will be donated to The Circle of Sisterhood.
2. All fines must be paid within 5 business days of receipt. The following fines will be used for any and all social media violations:
  - First violation: one written warning sent to the chapter president, chapter VP of Recruitment, chapter advisor, CPH VP of Recruitment, CPH President, Panhellenic Advisor, and NPC Area Advisor(s)
  - Second Violation: One time fee of \$20.00 issued by VP Administration by invoice
  - Third Violation: One time fee of \$40.00 issued by VP Administration by invoice
  - Fourth or more violation: One time fee of \$60.00 for each additional violation issued by VP Administration by invoice
3. All other offenses subjected to fines will follow the amounts stated below:
  - First violation: written warning sent to the chapter president, chapter VP of Recruitment, chapter advisor, CPH VP of Recruitment, CPH President, Panhellenic Advisor, and NPC Area Advisor(s)
  - Second Violation: One time fee of \$20.00 issued by VP Administration by invoice
  - Third Violation: One time fee of \$40.00 issued by VP Administration by invoice
  - Fourth or more violation: One time fee of \$60.00 for each additional violation issued by VP Administration by invoice

### **Section IV - Recruitment Counselor Eligibility and Requirements**

The following rules shall apply to all Recruitment Counselors:

1. Recruitment Counselors and Recruitment Staff are to be partially disassociated from their chapters beginning September 12<sup>th</sup>, 2022 until the commencement of bid day activities on September 18<sup>th</sup> 2022.
2. Partial disassociation shall be defined as:
  - a. No sorority specific shirts or apparel shall be worn to university events.
  - b. Shirts will be provided to each Recruitment Counselor by Panhellenic to wear to University events and during primary Panhellenic Recruitment.
3. Recruitment Staff and Recruitment Counselors will be excused without penalty from all

chapter activities if it coincides with a Panhellenic Recruitment Event or Recruitment Counselor training.

4. Recruitment Counselors and Recruitment Staff are permitted to live in chapter houses due to affiliated recruitment.
5. A Recruitment Counselor may be dismissed if she displays any conduct that is unbecoming of the Panhellenic community, negative towards any PNM, or any of her peers during fall primary recruitment.
  - a. The decision of dismissing a Recruitment Counselor shall be left to the judgement of the Recruitment Staff and Panhellenic Advisor.
  - b. A dismissed Recruitment Counselor shall not be allowed to rejoin her chapter until fall primary recruitment has ended and all PNMs have signed their MRABAs.
6. Recruitment Counselors will have an infraction filed against their chapter if they are not meeting their job duties and expectations.
7. A Recruitment Counselor may be dismissed if her spring semester GPA falls below a 2.0.
8. Recruitment Counselors must be active members in good financial, behavioral, and academic standing of their organization during the fall semester.
9. Pictures and composites around the house do not need to be covered.

## **Section V - Fall Recruitment Rules**

### **COVID Procedures and Protocols**

1. We will follow all NPC, NDSU, local and federal policies related to COVID procedures.
  - a. Any violations will be subject to the recruitment fines stipulated later in the rules.

### **Specific Rules**

Unless stated otherwise, the following rules will be in effect starting at 12:01 am on Monday August 15<sup>th</sup> 2022 until 8:00 am on Monday September 19<sup>th</sup> 2022.

1. A maximum budget of \$1,250 for recruitment expenditures is allowed during fall formal recruitment. The budget should include all estimations of donated items. Chapter recruitment chairs will receive a detailed list to fill out of chapter expenditures for recruitment and is to be given to the Panhellenic VPR by the requested due date.
  - a. This amount includes anything that is purchased / donated to be used for primary fall recruitment.
2. All sorority women (100 percent of the chapter) must attend the Panhellenic Resolution

- on September 12th at 6:00 PM.
- a. The only excused absences are family emergencies and academic obligations such as an internship, class, or lab
  - b. These excuses must be turned in to the Panhellenic Advisor by 5:00 pm on Friday September 19th.
  - c. Family emergencies must be communicated to the CPH VP of Recruitment and/or the Panhellenic Advisor on an as needed basis.
3. No alcoholic beverages shall be served or consumed during primary recruitment events, including Bid Day activities.
- a. Bid Day is defined as running until 8:00 AM the morning following the distribution of the bids (Sunday September 18<sup>th</sup> until Monday September 19<sup>th</sup> at 8:00 AM).
  - b. Members must abstain from the use of alcohol during the entire week of recruitment, beginning Monday, September 12<sup>th</sup> at 8:00 AM and ending the following Monday September 19<sup>th</sup> at 8:00 AM.
4. No men shall be involved during any primary or Continuous Open Bidding (COB) recruitment events except for chapter staff.
- a. There can be no organized effort to have men wear sorority t-shirts.
  - a. No men will be allowed on sorority property beginning the Monday of recruitment week, September 12<sup>th</sup> at 8:00 AM and ending the following Monday September 19<sup>th</sup> at 8:00 AM.
  - b. No sorority women shall be on fraternity property beginning 8:00 am on Friday September 16<sup>th</sup> recruitment week and ending the following Monday September 19<sup>th</sup> at 8:00 AM.
  - c. Any exceptions need to be brought to the Panhellenic Advisor for approval.
5. Any individual assisting with recruitment who is not an active member of the chapter must be identified as such (i.e. Alumnae, consultants, national staff, national visitors, or member of a chapter from another campus). This list must be turned into the VP of Recruitment or FSL Advisor by Wednesday, September 14<sup>th</sup> by 5:00 pm.
6. Beginning August 15th until the 5:00 pm on Sunday September 18<sup>th</sup> no PNM may visit any individual member or a group of members of a specific chapter at their place of residence outside of designated Panhellenic and primary recruitment events.
7. There shall not be any contact with PNM's the week of sorority recruitment, starting 11:59 pm on Wednesday September 14<sup>th</sup> until the conclusion of Panhellenic Bid Day ceremonies on Sunday September 18<sup>th</sup> at 6:30 pm.
- a. Contact is defined as a direct message / response to the PNM by the active member and/or alumna member.
  - b. Active members and representatives of the chapter should not follow PNM's back and or follow to begin with.
  - c. If a PNM contacts the active member with non-chapter or chapter specific questions or concerns, that active member should direct them to the Panhellenic

VP of Recruitment, Panhellenic Advisor, a member of the Panhellenic Executive Board, or a Recruitment Counselor.

8. Prior to and during primary recruitment, initiated members' communication with PNMs outside of recruitment events shall be limited to friendly contact.
  - d. Friendly contact is defined as normal conversation between individuals.
  - e. Conversation should promote Greek membership but should not promote one chapter over another chapter.
  - f. Questions regarding recruitment must be referred to the CPH VP of Recruitment, Recruitment Counselors, Panhellenic President, or the Panhellenic Advisor.
9. All initiated members will encourage PNMs to participate fully in the fall primary recruitment process.
10. Chapter promotional materials prior to and during fall recruitment must be limited to general "Go Greek" items.
  - a. All chapter social media and individual social media is subject to the social media policies.
  - b. All violations will follow the fines stated previously.
11. From the first day of fall semester until the end of fall primary recruitment (Bid Day), all publicity must be philanthropic or Panhellenic in nature. This includes window displays, yard displays, banners, and other promotional items outside of the chapter facility.
  - a. Window decorations may not be chapter specific until 12:00 AM on the Friday of recruitment week. Chapter-specific banners and yard signs may not be displayed until 12:00 AM on Bid Day. These banners and yard signs may only be displayed on the chapters' property.
12. Chapters must submit all recruitment videos to the CPH VP of Recruitment and the Panhellenic Advisor for approval by 11:59 PM September 1<sup>st</sup> 2022.
  - a. If the video is not sent or approved, it cannot be shown.
13. Bid Matching, Quota, and Quota Addition procedures will follow the NPC Manual of Information recommendations.
14. NPC Recruitment Release Figures (RFM) shall be used to determine the recommended number of invitations each chapter may issue for recruitment rounds.
15. The names of all PNMs who are invited to a chapter's preference round must appear on that chapter's bid list.
16. Panhellenic chapters will extend no bids after the final day of spring semester until Bid Day during fall primary recruitment.
17. Continuous Open Bidding (COB) will begin immediately following the conclusion of Bid Day festivities on Sunday September 19<sup>th</sup>.
  - a. Additional openings under chapter total may be filled during COB.

- b. Women participating in COB need not have registered for Primary Recruitment.
  - c. All COB MRABA's must be turned in to the Panhellenic Advisor no later than 48 hours after the bid has been distributed.
18. The recruitment schedule is set by the CPH VP Recruitment, Panhellenic Advisor, and chapter recruitment chairs. Any changes will be made by the CPH VP of Recruitment and the Panhellenic Advisor with notice of changes given to chapters in a timely manner.
19. All chapter women must be inside their respective house or assigned rooms a minimum of 30 minutes before the first round of each recruitment event starts.
- a. Besides walking the PNMs in or out of their chapter house, no chapter women are allowed to leave their respective houses or rooms unless an emergency situation arises.
20. Event start and end times must be strictly adhered to by each chapter. The door must open exactly at the beginning of the event.
- a. The chapter must have all PNMs out of their respective houses/rooms by the exact time found on the recruitment schedule. There is a one-minute leniency.
  - b. Chapters that exceed the one minute leniency are automatically subject to the following fines:
    - i. 2-3 minutes late \$20
    - ii. 3-5 minutes late \$40
    - iii. 5-7 minutes late \$60
    - iv. 7-9 minutes late \$80 and so on.
21. If a PNM needs to visit multiple chapters in one round on any day of recruitment ("split rounds"), that woman must be out of the chapter house/room at the time selected by the CPH VP of Recruitment or the Panhellenic Advisor. There will be a one-minute leniency. Chapters that exceed the one-minute leniency are subject to the same fines as found above.
22. All chapter lists must be submitted by the deadlines listed in the schedule. Chapters will have a one minute leniency period. All chapters that exceed the one minute leniency period are automatically subject to the following fines:
- a. 2-3 minutes late \$20
  - b. 3-5 minutes late \$40
  - c. 5-7 minutes late \$60
  - d. 7-9 minutes late \$80 and so on.
23. All appeals regarding fines for late round list submissions must be submitted in writing to the CPH VP of Recruitment and/or the Panhellenic Advisor. They will then present the appeal to the Recruitment Team the following day to determine whether the fine should be maintained, changed, or appealed entirely.
24. Strict Silence begins on with the first round of Preference Day and ends at the presentation of new members to their sororities on Bid Day.

- a. Strict Silence is defined as no communication between a PNM and a sorority member (active, new, or alumnae) in any form including, but not limited to, written, verbal, electronic, or via a third party.
  - b. PNM's are allowed to speak to their recruitment counselors regarding the following:
    - i. Questions for bid day logistics
    - ii. Having second thoughts about the sorority recruitment process as a whole
25. During the Bid Day Celebration, chapters are not permitted to use confetti, glitter, balloons, feather boas, any type of powder, silly string, or other materials that would be considered litter if left behind.
- a. Any chapter who uses any of the previously listed materials is subject to a \$200 fine in addition to the labor costs of clean up by Facilities Management if materials are not completely removed from the premise.

## **Section VII - Continuous Open Bidding (COB) Recruitment**

The following rules are in effect for spring semester recruitment:

1. Panhellenic Council will schedule a generalized recruitment event for all chapters who are participating in recruitment.
  - a. During this event, a Continuous Open Bidding (COB) version of the PNM orientation will be presented by the CPH VP of Recruitment and/or the Panhellenic Advisor
  - b. Chapters who are not participating in Continuous Open Bidding (COB) recruitment may attend this event if desired
2. Chapters must notify the Panhellenic Advisor by the end of January if they are participating in Continuous Open Bidding (COB) recruitment or not for the spring semester.
3. All PNMs must meet the PNM eligibility requirements stated in Section I.
4. All chapters who are participating in Continuous Open Bidding (COB) recruitment must submit updated financial transparency documents by the communicated deadline.

## **Section VIII - Continuous Open Bidding (COB) Rules**

1. Chapters who have not pledged to quota and/or are below Panhellenic total have the option of participating in continuous open bidding (COB).
2. There will be no registration fee for COB.
3. There will be no scheduled rounds for COB unless the chapter decides to schedule rounds in order to avoid conflicts.
  - a. The scheduling of these events is optional for each chapter.
4. The PNM has officially accepted a bid once she signs and completes the COB MRABA



which binds the PNM to that chapter until the next primary recruitment period. The COB MRABA can be found on the FSL website.

5. Chapters may only recruit up to Panhellenic total.
6. Chapter members may be in contact with PNMs through social media websites.
  - a. Chapters may display posts that promotes their chapter.
    - i. All promotional materials must be approved the Panhellenic Advisor prior to being posted.
    - ii. If they are not approved, they cannot be posted.
7. There shall be no alcohol served or present during COB Recruitment events.
  - a. Chapters will determine specific dry periods in accordance with their national bylaws and guidelines.
  - b. Chapters are responsible for enforcing chapter specific rules and bylaws regarding the dry periods in COB recruitment.