

## **RECRUITMENT RULES OF CALIFORNIA STATE UNIVERSITY SAN MARCOS COLLEGE PANHELLENIC ASSOCIATION**

### **I. Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience**

We, the College Panhellenic members, will actively promote the overall sorority experience to potential new members, at all times, year-round, through personal and informative Panhellenic-spirited contact. We will do this through all forms of communication.

Positive Panhellenic contact and promotion of the sorority experience does not mean creating an unfair advantage for a particular chapter. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts, cover up their association or be penalized for talking about their association.

### **II. Strict Silence**

Strict silence will begin at time of MRABA signing and last until bid distribution time of Bid Day. No sorority member, including alumnae and new members, may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is restricted. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process.

### **III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations represented at California State University San Marcos adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

### **IV. Statement of Values-Based Recruitment**

All NPC member organizations represented at California State University San Marcos will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

## **V. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The College 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. We agree to all policies and steps pertaining to the MRABA.

## **VI. Statement on Total**

- A. As stated in the MOI: A college Panhellenic should evaluate total every term. In the academic year that primary recruitment is held, total is determined and announced following bid matching and before the start of bid distribution. In the Academic Term(s) in which primary recruitment does not take place, the revised total must be determined and then announced within 24 hours of the start of the academic term.
- B. Total will be set using the method provided by the NPC total setting team member assigned to Cal State San Marcos upon completion of primary recruitment in spring and within 24 hours of school in fall.

## **VI. Recruitment Finances**

### *Chapter Budgets*

- A. Chapters are expected to work under the identified budget cap set by Women's Recruitment Committee, with allowance made to new chapters for items identified in new chapter support section. The budget cap for formal recruitment is \$1,500 (video included).
- B. This budget does not reflect expenses on pre-owned items. Refer to the new chapter support section for information on pre-owned items.
- C. Chapters are to provide the Panhellenic Recruitment Vice President of Finance with every recruitment receipt accompanied by an expense report provided by the Vice President of Recruitment within two weeks following primary recruitment.
- D. Recruitment video maximum costs beginning in 2023 will be maximum \$300.

### *NPC Financial Transparency Program*

- A. All chapters will share detailed information (member dues, chapter fees and assessments, etc.) with potential new members prior to extending a bid. The financial information will be shared after the potential new member attends day two (philanthropy).
- B. Coordinator of Fraternity & Sorority Life will provide PNM's with an approved financial transparency form during the Philanthropy Round of primary recruitment.
- C. The financial transparency form shall adhere to the 2020 NPC Financial Transparency Program expectations, found on the NPC website.
  - a. <https://npcwomen.org/login/college-panhellenics/financial-transparency/>
- D. The financial transparency form should be completed by the Chapter President, VP of Finance, VP of Recruitment, and the Recruitment and Chapter advisors.
- E. The financial transparency form is due to the Coordinator of Fraternity & Sorority Life at least two weeks before the start of primary recruitment.

### *PNM Registration Fee*

- A. Recruitment registration fee will be \$35.

## **VII. Public Relations & Social Media**

- A. The Panhellenic Vice President of Membership and Recruitment will coordinate tabling during Formal Recruitment. Panhellenic will reserve, pay for, and coordinate staffing for the table.
- B. Panhellenic Executive Officers and Recruitment Team Members will staff the table. Individual chapters may table at events approved by Panhellenic Vice President of Membership and Recruitment
- C. Chapters must publicize Panhellenic Primary Recruitment prior to formal recruitment.
- D. The designated chapter account may advertise on campus and on social media encouraging a “Go Greek” message, beginning on the first day of classes until start of strict silence period (MRABA presentation after Preference until Bid Day events).
- E. Individual chapter members may advertise on campus and on social media encouraging a “Go Greek” message, beginning on the first day of classes and until the start of the strict silene period (MRABA presentation after Preference until bids are opened).

#### Social Media

- A. Members of sororities should not be required to privatize or remove their accounts during recruitment period. Posts on social media should focus on chapter values, leadership, philanthropy, and sisterhood.
- B. Personal members and chapter accounts should not begin following potential new members during the recruitment weekend, which includes no interactions with PNM accounts (i.e., liking, commenting, sharing, etc.).
- C. Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process are not allowed.
- D. Sororities and individual chapter members may not spotlight any individual or shared affiliation recruitment counselors in social media posts during the recruitment period.

#### *Promotion of the Sorority Experience*

All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.

### **VIII. Primary Recruitment Schedule and Logistics**

#### *Primary Recruitment Period*

- A. The primary recruitment period is defined as the first day of the spring semester until the last day of the recruitment process. Primary recruitment for spring 2024 will be Friday, January 26<sup>th</sup>-Sunday, January 28<sup>th</sup>. Bid day will be held on Monday, January 29<sup>th</sup>.

#### *NPC Recruitment Style*

- A. Fully structured recruitment (FSR) will be used at California State University San Marcos.

#### *New Member Eligibility*

- A. A potential new member can only be offered membership if the individual meets eligibility requirements as outlined by the University in the Fraternity & Sorority Handbook.
- B. NPC sororities determine their organization's minimum GPA.
- C. The University requires that in order to be eligible for membership, a student must have 12 college units completed. Transferred college units and AP credit can meet this requirement. Students must be currently enrolled in at least 6 units at CSUSM, but cannot be enrolled through Extended Studies/Open University.
- D. Any student who intends on participating in the recruitment process of any fraternity or sorority must be in good standing with California State University San Marcos (academic dishonesty, conduct, housing, etc.).
- E. Each potential new member must submit a registration form to have eligibility verified. No bids may be issued by a chapter without prior Student Leadership & Involvement Center eligibility verification.

#### *New Chapter Support*

- A. If a new organization joins the community, the following efforts will be agreed upon to support the growth and development of this group(s).
- B. The Coordinator of Fraternity & Sorority Life will coordinate with the existing Panhellenic chapters to allow representatives from the new chapter's headquarters staff and/or volunteers attend recruitment events for the purpose of gaining insight of the set-up and structure of these events for the following recruitment cycle. These individuals' purpose is only to observe, and they shall not participate or disrupt the recruitment event in any way. Questions and/or concerns shall be addressed by the chapter to the Coordinator of Fraternity & Sorority Life immediately.
- C. Certain items commonly used for recruitment are owned by existing chapters but must be procured for new chapters. These items include: champagne flutes, lattice or wall panels, round and rectangular linens, table size and large wooden letters, flameless tea lights, beverage dispenser, twinkle lights, and vases. A list of these items will be provided to new chapters, and the one-time cost of procuring such items will not be included in the recruitment budget for the group's first formal recruitment.
- D. Other methods of support may be discussed and/or voted upon as needed.

#### *Recruitment Ethics*

- A. Use of Alcohol: Per NPC policy, College Panhellenic-planned or sponsored events shall be alcohol-free. Moreover, College Panhellenics shall not spend Panhellenic funds to purchase alcoholic beverages for any purpose.
- B. Men
  - a. No men may be present or assist with any recruitment events or sorority events, including Bid Day.
  - b. Sororities may not co-host or co-promote any events with fraternities during the recruitment period. There shall be no participation from men at any membership recruitment or Bid Day activities. Men may assist in transporting and setting up events but should not be present when PNMs are gathering or attending the events.
- C. Events
  - a. Attendance at any social events, calendared or non-calendared, during the recruitment period is prohibited for ALL chapter members (i.e., Parties and Mixers, etc.). Members of legal drinking age may patronize third party vendor establishments serving alcohol.

- b. Chapters may not host philanthropy events or fundraisers during the formal recruitment period.
- D. No members, including collegians and alumnae, may visit a potential new member in her place of residence during the recruitment week. No potential new member may visit an active member or alumnae's place of residence during recruitment week (unless she lives with said individuals).
- E. No gifts shall be given to a potential new member until she has received and accepted her bid from the sorority at Bid Day. Food, utensils, tissues, hygiene products, and trash at recruitment events is not considered a gift.
- F. The Coordinator of Fraternity & Sorority Life may attend any scheduled recruitment event.

#### *Dress*

- A. Uniform dress and/or accessories are not encouraged. If chapters purchase any uniform dress or accessories, the associated cost will count toward the chapter's recruitment budget. Chapters are encouraged to communicate with the Vice President of Membership and Recruitment, no later than December 1 annually to prevent uniformity.
  - a. Day 1: Long jeans or skirts (no shorts) and t-shirt designed by or on behalf of the Vice President of Membership and Recruitment. T-shirts provided will be chosen by the organizations. T-shirts will be paid for out of chapter budgets and will not count towards their recruitment budget.
  - b. Day 2: Non-matching attires; scheme chosen by chapter. Dresses, pants, skirts, rompers, and shirts. No shorts.
  - c. Preference: Formal appropriate attire. Chapter may choose the colors.

#### *Schedule*

- A. Recommended by NPC for 5 chapters or fewer (2 round invitational is recommended).
  - a. Prior to Day 1: Panhellenic orientation (45 minutes), to be held in advance of the primary recruitment process.
  - b. Prior to Day 1: Meeting with recruitment counselors (30 minutes), to be held in advance of the primary recruitment process.
  - c. Open House: 6 or 7 invitational rounds held in person, 30 minutes each, 20-minute break.
  - d. Philanthropy: 4 invitation rounds held in person, 45 minutes each, 15-minute break.
  - e. Preference: 3 preference rounds in person 1 hour each, 15-minute break. Women sign the MRABA virtually and immediately after their last event.
  - f. Bid Day: Planned by chapter, day following preference, held in person.

#### *Space and Room Capacity*

- A. Four chapters will utilize ballroom quadrants A-D, one chapter will utilize USU 2310AB or designated alternate space.
- B. Order of rotation for the chapter using non-ballroom space: Alpha Chi Omega (2023), Alpha Xi Delta (2024), Alpha Omicron Pi (2025), Delta Zeta (2026), Gamma Phi Beta (2027).

#### *Round 1: Open House*

- A. 6 or 7 invitational rounds, 30 minute each, 20 minute break.
- B. Theme: Open House.
- C. Dress: T-shirt designed by Panhellenic.

### Round 2: Philanthropy

- A. PNM visits a maximum of four chapters.
- B. 4 invitational rounds, 45 minutes each, 15-minute break.
- C. Theme: Philanthropy and community service.
- D. Dress: Non-matching attire; scheme chosen by chapter.
- E. Each chapter must do a presentation on their individual chapter's philanthropy and service and cover all points provided by Panhellenic.
- F. Each chapter is encouraged to provide a finance presentation and share financial transparency form covering all details and categories included on the form. See NPC Financial Transparency Program section for details.

### Round 3: Preference

- A. PNM visits a maximum of two chapters.
- B. 3 preference rounds, 1 hour each, 15-minute break.
- C. Theme: Formal event.
- D. Dress: Formal appropriate attire. Chapter may choose the colors.
- E. Entertainment: Ceremonies and songs are permitted.

### Bid Day

- A. No chapter shall extend a bid to any potential new member from the first day of classes to the bid day.
- B. Bid matching will occur on the Monday following the close of recruitment unless otherwise established by Panhellenic in agreement from all chapters.
- C. Panhellenic will coordinate new members opening their bids.
- D. Chapter Bid Day celebrations will be coordinated by chapters.
- E. No chapter may distribute bids before eligibility has been confirmed,

## **IX. Recruitment Counselors**

### Panhellenic and Recruitment Counselors

- A. The Recruitment Team is made up of all Panhellenic Executive Board Officers, the Coordinator of Fraternity & Sorority Life, Graduate Assistant, and the Recruitment Counselors.
- B. The Panhellenic executive officers and Recruitment Team shall administer Primary Recruitment.
- C. The collegiate Recruitment Team members remain affiliated.

### Panhellenic president liaison responsibilities

- A. Panhellenic president will assist the Greek Leadership Council in the coordination of at least one All Greek and/or Sorority/Fraternity community specific event during the recruitment period. This event should highlight the recruitment process and each chapter.
- B. Panhellenic president will ensure the reservation and coordination of space for chapter flags to be hung. An effort will be made to notify each chapter at least a week prior to them being up. The flags will be taken down after week 3 each semester by the University Student Union staff.

### Recruitment Team

- A. Selection
  - a. Will be selected prior to fall sorority showcase.

- i. Vice President of Membership & Recruitment will work with chapter presidents (and/or designee) and the Coordinator of Fraternity and Sorority Life to interview and select the strongest candidates.
- ii. Team will be comprised of at least one member from each NPC sorority.
- iii. Must have and maintain a 2.5 semester and cumulative GPA.
- iv. Each applicant will be reviewed and approved by her chapter president and advisor before submitting her name for consideration.

**B. Responsibilities**

- a. Serve under the Vice President of Membership and Recruitment and Recruitment Counselor Chairwoman.
- b. Recruitment Team Members will emphasize positive sorority contact and become knowledgeable about all chapters so that they can effectively support women going through recruitment.
- c. Help coordinator all aspects of Formal Recruitment promotion and publicity.
- d. Will help foster the accountability of all chapters to the recruitment calendar, procedures, and rules.
- e. Will help coordinate and run any All-Sorority recruitment events.
- f. Recruitment Team Members will be intentional about interacting with Greeks from all chapters during the recruitment period.
- g. The Recruitment Team will remain affiliated. An Affiliated Recruitment Counselor may not:
  - i. Represent her chapter. Example: Letters, T-shirts, Tote Bags, Pants, etc.
  - ii. Represent a chapter through electronics sources or social media (i.e., Facebook, Instagram, Twitter, email/text signature). Social networking accounts must be deactivated (or make private if deactivation is not available) prior to Recruitment Orientation until bids are opened on Bid Day.
  - iii. Promote only her chapter when talking to potential new members or disclose affiliation conversationally or when not asked.
  - iv. Socialize in a public setting with chapter members during recruitment weekend.
- h. Affiliated Recruitment Counselors may:
  - i. Wear sorority jewelry, keep stickers on notebooks or computers.
  - ii. Keep stickers or license plate frames on cars.
  - iii. Participate in any public events (including parties, mixers, a sister's birthday dinner) outside of her home.
  - iv. Attend chapter meetings and Fraternity & Sorority community-wide events (i.e., Meet the Greeks).
  - v. Be showcased in recruitment videos and not covered on composites in chapter rooms.
  - vi. Disclose what chapter they are a member of – only if asked by a potential new member.

**X. Continuous Open Bidding (COB)**

- A. If chapters would like support from Panhellenic for advertisement and promotion, submit event details at least one week prior to events.
- B. First year students who are ineligible for COB may attend open non-recruitment events (no member/invitation-only events) hosted by the chapter.
- C. No men may be present or assist with any recruitment events for organizations participating in COB. Organizations cannot co-host COB events with fraternities (i.e., mixers, etc.).

## **XI. Alumnae Involvement**

- A. Alumnae are subject to the same limited/no contact rules and the ethics guidelines as collegians leading up to and during primary recruitment.
- B. They may attend events to observe, help set up, or assist in preparation.
- C. A maximum of five alumnae members per chapters are allowed in the room during the membership recruitment process. These women must be identified as alumnae on their nametags.
- D. National officers shall remain in an advisory capacity only; unless otherwise approved by the Panhellenic Recruitment Team.
- E. Advisors, chapter consultants, and national organization visitors may visit other organizations' recruitment events. Other than preference, for which may only visit before events begin.

## **XII. Recruitment Violations**

- A. Violations of these Recruitment Rules should be reported to the Vice President of Membership and Recruitment.
- B. A first response will be to facilitate open communication between the involved chapter presidents to resolve the conflict at the lowest and most informal level possible.
- C. Any violations of the Student Code of Conduct and/or behaviors that jeopardize student safety must be reported to the Coordinator of Fraternity & Sorority Life immediately for review and inquiry.
- D. Matters relating to alleged violations by National Panhellenic Conference (NPC) chapters of NPC Unanimous Agreements, this Panhellenic Association's Code of Ethics, or other matters outlined in the NPC Manual of Information shall be referred to the Judicial Committee for resolution in accordance with the NPC judicial process.