

## **RECRUITMENT RULES OF MICHIGAN STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION**

### **I. Statement of Positive Panhellenic Contact**

We, the women of Michigan State University will promote Panhellenic-spirited contact with all potential new members throughout the year. 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 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 Michigan State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

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

- A. All NPC member organizations represented at Michigan State University will 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 values, benefits and obligations of sorority membership.
- B. In accordance with NPC policy, Michigan State University recruitment events do not include skits, elaborate decorations and costumes.

### **IV. Administration of Membership Selection**

- A. Fall formal recruitment will be held as soon as possible providing the University schedule as decided by the Vice President of Recruitment Logistics and the Vice President of Recruitment Guides with ample notice given to recruitment chairs.
- B. The *Michigan State University* Panhellenic Council shall provide a comprehensive Recruitment Meeting Schedule to all chapters prior to the beginning of the Fall Semester. This schedule shall include all meetings and activities related to the Fall Formal Recruitment Process. If a Chapter does not have a Chapter house as a location to participate in recruitment, request and approval of a different location must be completed by the last day of the spring semester of the preceding academic year.

- C. Recruitment Guidelines for the Fall Formal Recruitment Period will be finalized during the preceding Spring Semester. Recruitment Guidelines will remain in accordance with all National Panhellenic Conference Unanimous Agreements and Policies.
- D. Every regularly enrolled new member and initiate of a chapter shall be counted in the chapter total.
  - a. A regularly enrolled student at *Michigan State University* is defined as a student taking at least 12 credit hours.
  - b. A list of pledged and initiated members of each chapter shall be filed with the Vice President of Finance no later than the first Friday of every semester.
  - c. Any de-pledging, termination or other change in membership shall be reported to the Vice President of Finance no later than 48 hours after it has occurred.

## V. Membership Selection.

- A. *Michigan State University* will use the Release Figure Methodology, facilitated by our recruitment computer program.
- B. The National Panhellenic Conference Quota-Total System will be used.
  - a. Michigan State University's quota range is determined before the end of Preference Day during the Formal Recruitment process. Quota Range is determined by the RFM Specialist, utilizing ICS historical data and statistics of the current year's recruitment numbers. The final quota number is determined by the Panhellenic Advisor and RFM Specialist.
  - b. The Panhellenic Council, under direction of the RFM specialist and Panhellenic Advisor, will provide the maximum number of women each chapter may invite back to Phases B, C, Preference. Chapters should adhere to the Release Figures determined by the RFM Specialist.
  - c. Release figures will be provided to chapters electronically following each phase of recruitment.
  - d. It is the expectation that all chapters provide a flex minus list as deemed appropriate by the RFM Specialist. A chapter is strongly encouraged to provide a flex plus list each round as well based on numbers provided by the RFM Specialist. These lists are used to provide a chapter a stronger return rate if needed in a particular round. If a chapter will not be following the flex plus list numbers provided for any round, they must have prior approval from their National organization. A flex minus list is not an option and will be required by all chapters for each round.
  - e. Chapters must list every woman who attends their Preference party in either their A or B bid list.
- C. The preferential bidding system shall be used.
  - a. The *Michigan State University* Panhellenic Council will adhere to the *2007 NPC Resolution on Quota Additions*.
  - b. Quota additions occur immediately following bid matching. The unmatched Potential New Members must be listed on the chapter's preference list.
  - c. The Potential New Members must also be eligible by the following criteria:
    - a. The Potential New Member must maximize her options on her MRABA in accordance with how many preference events she attended.
    - b. The Potential New Member must have participated in all possible events each round to which she received an invitation and accepted.
    - c. The Potential New Member must have listed the chapter on her MRABA.
  - d. The Chapters must also be eligible by the following criteria:
    - a. Chapters must have followed the RFM throughout recruitment.
      - i. Chapter must have already filled quota

- ii. Chapter must have the Potential New Member listed on the chapter's bid list or the snap bid list.
  - b. Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system, Potential New Members and the situation even if such placement exceeds quota by more than 5 percent.
  - c. The RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing Potential New Members with chapters with lower relative recruiting strength, for Potential New Members' first choice, for even distribution of Potential New Members, and for Potential New Member position on a chapter's bid list.
  - d. This quota addition procedure shall never include a woman who has failed to attend any membership recruitment event for which there was room in her membership recruitment schedule, or has failed to list on her MRABA all fraternity chapters appearing on her Preference schedule.
  - e. The goal of quota additions is to achieve as much parity as possible while matching the remaining Potential New Members who completed the membership recruitment process in good faith.
- D. Chapters who do not achieve Quota will have the option of Snap Bidding. Snap Bidding is intended to fill vacant spaces in a chapter's quota only.
- (i) Snap Bidding is limited to any woman who participated in the designated formal recruitment process. However, if a woman listed a Single-Intentional Preference during the MRABA period she is ineligible for Snap Bidding.
  - (ii) Panhellenic Council will facilitate the extension of Snap Bids to women.
- E. In an encouragement for chapters to extend bids to upper division Potential New Members, any Potential New Members with more than 56 cumulative credit hours will not count towards any chapter's Quota, Quota Additions, Snap Bidding or Total for Fall Formal Recruitment.

## VI. Recruitment Infractions.

- A. Infractions of recruitment shall be adjudicated according to the NPC judicial process as defined in the Manual of Information.
- B. In addition to all Unanimous Agreements and Policies set forward by the National Panhellenic Conference, all members of the *Michigan State University* Panhellenic community must abide by the following policies. Before participating in any recruitment activity in which Potential New Members are present, the Chapter President and Vice President of Recruitment of each chapter must have signed the statement of understanding of all recruitment rules.
- C. Panhellenic Council will publish a Recruitment Infraction Violation Guide at the beginning of each summer before formal recruitment for the purpose of outlining frills and fines. The Panhellenic Council while following the guide of NPC has authority to change the frill document each year.
- D. Chapter members may not promote their specific chapters from the time of return to campus in the fall until the conclusion of the formal recruitment process. The Panhellenic Council may provide a promotional video that represents all Panhellenic Sororities.
- E. Panhellenic Council reserves the right to walk through every chapter house to check for these items before each round.
- F. In situations in which these guidelines are not specific, the NPC *Manual of Information* shall be consulted.

## VII. Financial Guidelines

*Michigan State University* Panhellenic Council participates in a "No Frill" recruitment process. This includes chapters creating chapter t-shirts and other extra material goods for the recruitment process, with the exception of

Spirit Day shirts. Chapters shall not exceed the predetermined recruitment budget as set by Panhellenic Council each year. All recruitment expenses will be paid for by each individual chapter and will not be reimbursed by Panhellenic Council.

- A. Recruitment budgets must be submitted to Panhellenic Council for review prior to formal recruitment by the date specified.
- B. Recruitment budgets, along with all receipts and appropriate documentation, must be submitted to Panhellenic Council again for verification no more than 30 days after Bid Day.

### **VIII. Potential New Members**

A Potential New Member is defined as a woman who registers for recruitment. She is considered a Potential New Member until the time set by the Panhellenic Council for continuous open bidding to begin.

- A. In order to be eligible to participate in recruitment, a woman must:
  - a. Complete registration by the deadline set by the Panhellenic Council if participating in the formal recruitment process. This includes payment of the registration.
- B. The Potential New Member Contract is set forth to protect the right of the PNM and set expectation for the PNM going through recruitment. Every PNM must sign this contract in order to be eligible to participate in Michigan State Recruitment.

### **IX. Panhellenic Council and Recruitment Guides**

- A. Recruitment Guides and Panhellenic Council members must disaffiliate with their chapters during the recruitment process. Specifically:
  - a. Recruitment Guides and Panhellenic Council members may not participate in any chapter recruitment events. This includes but is not limited to party preparation, practice, actual parties, transportation, membership selection, discussion sessions, etc.
  - b. Recruitment Guides and Panhellenic Council members may not wear or display chapter jewelry, letters, emblems, symbols, etc. from the date selected by Panhellenic Council each year to the completion of the formal recruitment process. They also may not display chapter symbols in their residence hall rooms, laptops and/or automobiles during this time.
  - c. Recruitment Guides may not reveal their chapter affiliation in any way to Potential New Members designated by Panhellenic Council.
  - d. Recruitment Guides and Panhellenic Council members may not be questioned by chapter members or any alumna about women who are participating in recruitment.
  - e. Recruitment Guides and Panhellenic Council members may live in their chapter facilities, but may not enter until all chapter recruitment activities have completed each day. Recruitment Guides and Panhellenic Council members who do not live in their chapter facilities may not enter any chapter house except on official business, to use the restroom, or in case of inclement weather.
  - f. Chapters should not use any pictures nor make any reference to Recruitment Guides or Panhellenic Council members as members of a specific affiliation.

### **X. Formal (Fall) Recruitment Event Guidelines**

- A. Policies for all Recruitment Days
  - a. Beginning 15 minutes prior to potential new members arriving on chapter lawns at the beginning of the day chapter members are not permitted to use the front door. During this time, only Chapter Presidents, Chapter Recruitment Chairs, and alumnae assisting with recruitment are permitted to answer the front door.
  - b. Collegiate men are not permitted to enter chapter facilities during the formal recruitment process until Bid Day events have concluded. This does not include designated employees (i.e. bus boys, Bid Day entertainment) present for official business.
  - c. Potential New Members are not permitted inside of chapter houses unless attending their designated recruitment party, in case of inclement weather or using the restroom.

- B. Spirit Day
  - a. Spirit Day T-shirts may not be altered in any way (cut, shrunk, additional artwork, tied, etc.) and must be worn as delivered by the Panhellenic Council.
  - b. Entrance songs and exit songs are forbidden on Spirit Day.
- C. Philanthropy Day
  - a. Chapters may provide water on the front lawn/porch for Potential New Members and Recruitment Guides.
  - b. Philanthropy projects may be completed by each chapter to help introduce their philanthropy.
  - c. No videos may be shown unless they are associated with the National Philanthropy.
  - d. Decorations may be limited to philanthropy materials approved by Panhellenic Council by the date specified.
  - e. The chapters will provide chapter financial information to Potential New Members this day following the template provided by Panhellenic Council.
  - f. Chapters may sing/chant an entrance and exit song.
- D. Values Day
  - a. Chapters may provide water on the front lawn/porch for Potential New Members and Recruitment Guides.
  - b. House Tours will be given during this round.
  - c. Chapters may sing/chant an entrance and an exit song
- E. Preference Day
  - a. The chapter may serve food and beverage.
  - b. Preference ceremonies will be presented.
  - c. Decorations will be limited to items pertinent to the preference ceremony.
  - d. Chapters may sing an entrance and an exit song.
- F. Bid Day
  - a. Invitations for membership will be distributed by the Recruitment Guides.
  - b. Bid Day activities may begin at the time designated by Panhellenic Council.
  - c. Bid Distribution will take place in a common area with all Potential New Members, Recruitment Guides, Panhellenic Council members and representatives of all chapter members.
  - d. All NPC Unanimous Agreements will be followed on Bid Day.

## **XI. Continuous Open Bidding**

Continuous Open Bidding, for those chapters who failed to make quota or are below campus total, shall commence the day following Bid Day as directed by Panhellenic Council. All students must be eligible as explained in the NPC Manual of Information.

1. Chapters must hand in Continuous Open Bidding acceptance cards and new member lists to update all chapter lists within twenty-four (24) hours to the Panhellenic Council.
2. The Continuous Open Bidding acceptance form is a binding agreement.
3. Events must be submitted to the Vice President of Recruitment Logistics at least 1 week prior to the events and approved.

## **XII. Women's Participation in Men's Recruitment**

- A. Per the National Panhellenic Conference "Unanimous Agreement X" women cannot participate in men's recruitment events.
  - a. Women are not to be in men's chapter houses or meeting places one hour prior to, one hour after, and during recruitment events.
- B. Women are forbidden from attending any event hosted by a men's chapter where there is a men's Potential New Member who has not yet accepted a bid.
- C. Women are not allowed to promote any specific fraternity/chapter through social media, clothing, or any other avenues during men's recruitment, this includes:

### XIII. Standards of Ethical Conduct in Recruitment

- A. *It is appropriate for Greek women to have conversations about the general Greek experience outside of formal recruitment functions in the normal course of their day. It is not appropriate* for Greek women to promote their specific chapter before or during Fall Formal Recruitment outside of formal recruitment events. Conversations should be directed towards the overall Greek experience.
- B. **It is not appropriate** to seek out potential new members for conversation. This form of contact will be considered inappropriate.
- C. **It is not appropriate** to discuss the membership selection process with anyone, members or nonmembers, (invitations to the next phase, comments such as “see you tomorrow” to a potential new member, bid promising, etc.) outside of a formal chapter meeting.
- D. *It is always appropriate to provide completely honest answers to a potential new member’s questions as long as it does not violate any of the recruitment rules.*
- E. *It is always appropriate to provide GPA requirements, live-in requirements, and financial costs upon request of the Potential New Member*
- F. **It is not appropriate** to initiate physical contact of any kind (hugs, touching backs, shoulders, arms, etc.)
- G. *It is appropriate to refer a potential new member to her Recruitment Guide or Panhellenic Executive Board Member when she asks about Continuous Open Bidding or Intentional Single Preference. It is not appropriate* to discuss ISP or COB, or to deny that it happens.
- H. **It is not appropriate** to mention or discuss a chapter other than your own.
- I. *It is appropriate for chapter women to wear one’s own letters or designation, as long as they positively represent the Greek experience. It is not appropriate* to wear men’s chapter letters or designation until after formal recruitment.
- J. **It is not appropriate** to use men's fraternity letters or alcohol in any way during the process or promotion of recruitment of new members. Any space where potential new members are being recruited must be void of men's fraternity letters and alcohol.
- K. **It is not appropriate** for an active member of a Panhellenic organization to go into any official men’s fraternity chapter house from 12:00 AM on Spirit Day through 8:00 AM on the morning following bid day.
- L. **It is not appropriate** to give a potential new member a personal note, gift, party favor, etc., until after bids have been distributed.