

MICHIGAN STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

ARTICLE I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

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

All Michigan State University rules, policies, procedures, and local, state and federal laws must be followed at all times.

ARTICLE II. 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 (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

ARTICLE III. Strict Silence

Strict silence begins at the end of a PNM's last preference round, and ends when the PNMs receive their bids on Bid Day. Strict silence is defined as spoken, nonverbal, written, printed, text, message and electronic communication or communicating through any member of the Panhellenic community at Michigan State about the recruitment process.

ARTICLE IV. Promotion of the Sorority Experience

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means 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 or be penalized for talking about their membership.

- A. Recruitment promotion should not be individual chapter promotion, but rather the Panhellenic community (ex. Use "Go Panhellenic" instead of "Go (chapter name)")
- B. Panhellenic communications should promote every chapter equally (ie. reposting each chapter's posts promoting recruitment).

ARTICLE V. Values-Based Recruitment

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

- A. Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- B. Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
- C. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- D. Eliminate the required purchasing of recruitment event attire for chapter members.
- E. Eliminate gifts, favors, letters and notes for PNMs. PNMs should not be given any of these items during parties or leaving with them.
- F. Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.
- G. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
 - a. Any conversations through social media that pressures 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.
 - b. Bid promising is defined as:
 - i. A recruiter giving a PNM any indication that she will be asked back for the next round or will be issued a bid.
 - ii. A recruiter suggesting or pressuring a PNM to refuse any bid from another chapter.
 - iii. Chapter members discussing SIP or potential COB opportunities in the Primary Recruitment process.
 - c. Hotboxing or intentionally intimidating a PNM to join or not join a specific chapter is strictly prohibited. Hotboxing is defined as 3 or more active members engaging with a PNM at one single time.
- H. Frill Definition: Adding anything to the recruitment areas, or changing everyday items, for the purpose of recruitment, to differentiate or exaggerate your chapter representation. Examples of this include custom made napkins, tablecloths, water bottles, wristbands, pens, stationary. Examples of house additions are extra flowers that are not normally present, banners, posters, etc.
 - a. All drinks provided to new members and chapter members during recruitment rounds can only be plain water in a plain cup. (ex. no Champagne flutes, wine glasses, custom cups, etc.)

- b. Preference Round: Chapters are not permitted to have custom items during this round like other rounds. Traditional ceremonial decorations are allowed, including curtains, lights, and candles. The following are permitted during preference round only: food, and non-alcoholic beverages other than water.
- I. Conversations
 - a. Conversations during and in between parties should NOT involve:
 - i. Fraternity associations
 - ii. Social events involving alcohol
 - iii. Alcohol consumption
 - iv. Political affiliation
 - v. Household income
 - vi. Sexual/romantic affairs
 - vii. Religion (Unless the PNM has initiated this conversation)
- J. Conversations with PNMs are allowed to take place to promote the overall sorority experience at Michigan State.
- K. Disaffiliated members should not be communicating with affiliated members about the status of their chapters during formal recruitment. This includes disaffiliated members letting affiliated members know how PNMs feel about their chapter, etc.
- L. Respect: **The right to be treated with respect.**
 - a. The Panhellenic Council, FSL staff, potential new members, recruitment guides, chapter leaders, and any other party involved with Michigan State Panhellenic formal recruitment have the right to be treated with respect.
 - b. Chapter members must be respectful to all sorority women and PNMs and may not spread rumors or make disparaging remarks about chapters, chapter members, or PNMs.

VI. Standards of Ethical Conduct in Recruitment

- A. It is appropriate for sorority women to have conversations about promoting the Panhellenic sorority experience outside of formal recruitment functions in the normal course of their day. It is not appropriate for sorority women to promote one chapter over the other to recruit a PNM to a particular organization outside of formal recruitment events.
- B. 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.
- C. It is always appropriate to provide GPA requirements, live-in requirements, and financial costs upon request of the Potential New Member.
- D. Chapter members should maintain appropriate boundaries with potential new members, avoiding any physical contact that could be perceived as excessive or make others uncomfortable. Natural, casual body language—such as giving directions, talking with hands, or a hug initiated by a PNM—is acceptable when it occurs organically and

respectfully. Chapter members should prioritize the comfort and experience of the PNM at all times.

- E. 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 SIP or COB, or to deny that it happens.
- F. It is appropriate for chapter women to wear only one's own letters or designation, as long as they positively represent the Greek experience.
- G. It is appropriate for active members to mention or discuss chapters besides one's own in a positive light only.
- H. 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.
- I. 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.
- J. It is not appropriate for an active member of a Panhellenic organization to go into any official men's fraternity chapter or annex house from 12:00 AM on PNM Orientation through 8:00 AM on the morning following Bid Day.

ARTICLE VII. Primary Recruitment Logistics

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.
- d. Once the last PNM has entered the chapter house during a party, the doors must shut immediately after.
- e. Chapters should be silent from 5 minutes up until the beginning of the party.
- f. Chapters must set up the plain tent **provided by Panhellenic** and water for PNMs and recruitment guides on their lawns before the beginning of the first party each day.
- g. Chapters must use the attendance list provided by Panhellenic Council.

B. Philanthropy Day

- a. Philanthropy 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. 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. Chapters may sing/chant an entrance and exit song.
- C. Values Day
- a. House Tours will be given during this round.
 - b. Chapters may sing/chant an entrance and an exit song.
- D. Preference Day
- a. The chapter may serve food and beverage (may serve non-alcoholic beverages aside from water during this round if they choose).
 - 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.
- E. 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.
- F. General Rules and Expectations
- a. Recruitment parties should not exceed the time limit for each party (over one minute).
 - b. Anything that requires submission to the Panhellenic Council must be submitted on time. This includes but is not limited to invitation and bid lists, financial transparency forms, recruitment receipts, spirit day videos, videos shown during recruitment rounds, and bid day theme preferences.
 - c. All videos shown during recruitment must be approved by the Panhellenic Council.
 - d. Recruiting members should remain in the chapter house during all recruitment rounds unless there is an emergency, including breaks. Non-recruiting members assigned to specific recruitment support roles—such as food, errands, or backroom operations—may leave the house briefly if necessary to fulfill their duties. Any movement in or out of the house during formal recruitment times

should be purposeful and minimal to ensure the integrity of the recruitment process and maintain a cohesive chapter presence.

- e. During all recruitment events there shall be no pictures of collegiate men (excluding immediate family members) in any rooms. There will also be no pictures of alcohol, drugs or drug paraphernalia allowed.

ARTICLE VIII. 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 alumnae about women who are participating in recruitment.
 - e. Recruitment Guides, Panhellenic Council members and any Recruitment-specific assistants ie.) VPRG assistants, VP Communication assistants etc., 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 from spirit day to bid day 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.

IX. Recruitment Finances

- A. 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 Philanthropy 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. Each chapter's recruitment budget cannot exceed \$3,000.00.
- b. Recruitment budgets must be submitted to Panhellenic Council for review prior to formal recruitment by the date specified by VPF .
- c. 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.
- d. If a chapter goes over the budget stated by Panhellenic Council, it will result in a mediation, and may be subject to other sanctions.

ARTICLE X. Continuous Open Bidding (COB)

- A. Continuous Open Bidding (COB) is defined as an informal recruitment process that chapters use to take on new members and fill open spots in their chapters. This process happens outside of the formal recruitment process.
- B. A calendar of all of the chapters COB events for both fall and spring is required to be submitted.
 - a. For the fall, the calendar must be finalized and submitted by the third week after formal recruitment ends to the Vice President of Recruitment Logistics.
 - b. For the spring, the calendar must be finalized and submitted by the third week after second semester classes begin to the Vice President of Recruitment Logistics.
- C. Each chapter has the right to COB to reach quota and/or the total allowable chapter size (campus total) during the regular academic year. COB begins on Bid Day for chapters who did not achieve quota or total.
- D. Chapters will receive their number of open spots after the formal recruitment process ends in the fall and once classes begin in the spring.
- E. When a chapter is ready to give a COB bid to a PNM, the recruitment chair must notify both the current Panhellenic advisor and the Vice President of Recruitment Logistics via email.
- F. All PNMs who join through COB must complete a COB MRABA form.
- G. COB can continue until the end of each semester.

XI. Alumnae Involvement

- A. Notify FSL staff and Panhellenic Council if national visitors and/or volunteers will be present during formal recruitment practice (work week) or rounds.

ARTICLE XII. Recruitment Violations

- A. All recruitment violations are subject to an accountability resolution meeting (mediation) with the Panhellenic Executive Vice President. These meetings will result in accountability measures and educational outcomes. Mediation with the President of Panhellenic Council can be requested from a Chapter President.

- B. **Reporting and Filing Violations:** Michigan State University will follow the NPC Peer Accountability Process as outlined in the NPC Unanimous Agreements. A detailed written report signed by the accusing party must be submitted to the Executive Vice President specifying the time, place, and witnesses to the alleged infraction. Violation forms must be thoroughly completed and include the names and contact information of witnesses. PNMs are the only individuals excused from the NPC policy requiring identification in front of the accused parties.
- C. Panhellenic Council will provide a reporting form for PNMs within their recruitment booklet to allow PNMs to report concerns during recruitment that will be monitored by the Panhellenic Executive Vice President.
- D. Violation Notification and Resolution Timeline:
 - a. Infractions **must be filed within 30 days** of the infraction occurring.
 - b. The Panhellenic Council has **7 days after receiving a violation report** to notify the accused chapter.
 - c. The accused chapter then has **7 days to determine whether they will proceed with an informal or formal resolution meeting**.
 - d. The **resolution meeting must occur within 21 days** of the accused chapter receiving the infraction notice.
 - e. Panhellenic Council must provide clear and detailed information about recruitment rules to recruitment teams, PNMs, and Recruitment Guides.
 - f. All fines are due within 30 days of each chapter's final receipt invoice for Recruitment infractions. For every day that they are late a \$50 fine will be added.
- E. The Panhellenic Council Advisor reserves the right to contact the Inter/National Headquarters of any sorority involved in a Recruitment Code of Conduct violation.
- F. All National Panhellenic Conference Unanimous Agreements and Policies, particularly those related to Primary Recruitment, will be upheld. All members are responsible for knowing and following these rules.
- G. All Michigan State University rules, policies, procedures, and local, state, and federal laws must be followed at all times.

ARTICLE XIII: Recruitment Fines and Infractions:

- A. Panhellenic Council reserves the right to administer community service or education learning hours instead of or on top of fines as a result from mediations.
- B. Infractions that involve community service hours or educational learning hours as a sanction shall be completed by 80% of the active sorority members, not including New Members, Panhellenic Executive Board, Recruitment Judicial Board or Recruitment Guide. Community service hours may be specified by the Panhellenic Executive Board to include specific events.

C. Hours must be completed and turned in to the Executive Vice President by the date set in mediation. Failure to complete community service hours will result in a \$500 fine per chapter per hour not completed.

D. All sanctions are subject to change by Panhellenic Council discretion.

General Recruitment Fines and Infractions	Fine Amount
1. Late submission of recruitment receipts: turning in recruitment receipts after the 6-week deadline.	\$50/day for 15 days then mediation
2. Late submission of recruitment videos. Videos include: Spirit Day Videos, Philanthropy Videos, Values Day Videos.	\$250/day per video
3. Late submission of invitation and/or bid lists to the FSL Office.	\$150/15 minutes
4. Showing an unapproved video during recruitment.	\$500/party
5. Creating Snapchat filters talking about recruitment- i.e. "Welcome to our chapter on values day."	\$50/day
6. Failing to provide a plain tent on the lawn (no chapter letters or embroidery).	\$50/day
7. Entering a fraternity chapter house or annex from 12:00 AM the night of PNM Orientation through 8:00 AM on the morning following Bid Day.	\$150/occurrence/member

Recruitment Party Violations	Fine Amount
8. Recruitment party going over time limit.	\$25/minute
9. Failure to maintain complete silence from 5 minutes prior to the start of the party until the party begins.	\$50/occurrence after 2 warnings
10. Allowing PNMs to leave a party with items or favors except for financial documents on the designated day.	\$20/PNM
11. Use of door stacks during recruitment.	\$100/occurrence
12. Chapter members initiating any physical contact that could be perceived as excessive or make PNM uncomfortable.	\$20/occurrence

13. Anyone using the front door (other than Recruitment/Greek Life personnel) at any time prior to or after a party.	\$50/occurrence
14. Chapters writing any written correspondence, including preference letters, to PNMs.	\$100/PNM
15. Degradation of another sorority.	Direct Referral for Mediation
16. Violation of strict silence as defined in Section III.	\$300/occurrence and/or referral for mediation
17. Hotboxing or intentionally intimidating a PNM to join or not join a specific chapter as defined in Section V.	\$300/occurrence and Values Based Recruitment Education
18. Promising of bids directly or indirectly by any member, new member or alumna of a chapter as defined in Section V.	Direct referral for mediation

Chapter House Violations	Fine Amount
19. Existence of any pictures of collegiate men (excluding immediate family members), alcohol, drugs, or drug paraphernalia in any rooms during recruitment.	\$100/party
20. Use of flower walls– simple flowers in a vase will be allowed. Any permanent structures, approved by PC, that are not utilized for the sole purpose of recruitment, are allowed to remain in chapter facilities.	\$500/party
21. Use of embroidered/ custom tablecloths or napkins or having PNMs handle any non-generic items.	\$25/party
22. Use of banners or large areas of decorations such as balloons– unless approved by the Panhellenic Council	\$150/party
23. Use of tulle or glitter.	\$25/party
24. Any lemon or fruit in water provided– water must be plain.	\$50/party

All rules are subject to change by Panhellenic Council discretion.

ARTICLE XIV. Bid Day Expectations

- A. All chapters must get their Bid Day theme approved before planning
 - a. All changes made to the original theme must be first submitted for approval to the VPIR.
- B. All chapters must follow and maintain doing their respective Bid Day themes that they individually signed up for.
- C. Bid Day Theme Selection Rules:
 - a. All themes must be submitted on time of the due date set by the Panhellenic Council.
 - b. Any changes made to the chapter's original Bid Day theme (after it has been established/sent by VPIR) must be approved by VPIR.
 - c. No themes submitted can have been previously done in the past 3 years (includes all 14 chapters, not just of the original chapter).
- D. Bid Day Event Rules
 - a. Absolutely NO trash is to be left behind at the Bid Day field.
 - b. Chapter members CANNOT bring sparkles, feather boas, confetti cannons, silly string, i.e. anything that can cause large messes.
 - c. Negative comments about other chapters will not be tolerated.
 - d. There should be NO alcohol present at the DEM field.
 - e. There should be NO men at individual chapter's houses on Bid Day. The only excuse for this is if it is for formal/needed use and MUST be approved by the VPIR ahead of time.

For more information about this policy, please contact:

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Last revised by:

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