

Southern Illinois University Edwardsville

Panhellenic Council

Recruitment Rules

Updated: May 15, 2024

1. Statement of Positive Panhellenic Contact

- a. We, the Panhellenic women of Southern Illinois University Edwardsville (SIUE), will promote Panhellenic-spirited contact with all Potential New Members throughout the year.
- b. Strict silence is the period of time from the end of a Potential New Member's last event until bids have been distributed. No sorority member, including alumnae and new members, may communicate with potential new members during this period.
 - i. Strict silence is defined as verbal, nonverbal, written, printed, text message, electronic communication, social media, communication through a third party, and all communication about the recruitment process.
 - ii. If Potential New Members live in a residence hall or off-campus residence with sorority members, only casual greetings and contacts are permitted.
- c. Panhellenic sorority women (with the exception of Panhellenic Officers, Panhellenic Advisors, and Recruitment Guides) will not have contact with Potential New Members in between recruitment rounds/events during the primary recruitment process with the exception of emergency situations.
- d. SIUE's Panhellenic Council will participate in an Associated Recruitment style during primary recruitment each fall semester.

2. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

- a. All NPC member organizations represented at SIUE adhere to NPC Unanimous Agreements and policies.
- b. All organizations will follow these valued and non-negotiable policies during the recruitment process.

3. Statement of Values-Based Recruitment

- a. All NPC member organizations represented at SIUE will engage in the following practices that align with Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019, 2022) -- Policy during membership recruitment:
 - i. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
 - ii. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
 - iii. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
 - iv. Eliminate the required purchasing of recruitment event attire for chapter members.
 - v. Eliminate gifts, favors, letters, and notes for potential new members.
 - vi. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
 - vii. Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

- b. If a Potential New Member has a conflict during round times and is unable to make it to a scheduled event, recruitment teams are required to view their submitted video OR their documented responses filled out during registration in Campus Director.
- 4. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**
- a. The SIUE Panhellenic Association will uphold the use of membership recruitment acceptance binding agreement (MRABA) for each Potential New Member interested in joining a sorority, whether during primary recruitment or continuous open bidding (COB).
 - b. We agree to all policies and steps pertaining to the MRABA.
- 5. Statement of Automatic Reset of Total**
- a. Total is the allowable chapter size as determined by SIUE Panhellenic Association. Panhellenic Council should evaluate total every semester. In the academic term that primary recruitment is held, total is determined and announced following bid matching and before the start of bid distribution.
 - b. 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. For fall primary recruiting campuses, total cannot be set to less than 95% of the total that resulted from the adjustment in the most recent academic term in which primary recruitment was held.
 - c. Total will be automatically adjusted to largest chapter size.
- 6. Recruitment Events**
- a. General Guidelines
 - i. Anyone having contact with Potential New Members at recruitment events, other than current SIUE chapter members, must wear a nametag which designates and identifies their status and function.
 - 1. Any alumnae present in the recruitment room may not actively recruit Potential New Members.
 - 2. Chapters must provide the Panhellenic Council Vice President of Internal Affairs with a list of alumnae who will be present during recruitment rounds by 12:00 p.m. CST the day prior to the recruitment round, in which the alumnae will be present.
 - ii. Active chapter members may not leave and re-enter the recruitment rooms during recruitment rounds unless in the case of an emergency (ie. fainting).
 - iii. Active chapter members may not touch PNM's except in the case of an emergency.
 - iv. All chapters are required to abide by the event times as set by the Panhellenic Council. The recruitment schedule is reviewed annually and set at the discretion of the Panhellenic Council.
 - v. For all recruitment events, including Bid Day activities, held at the Morris University Center, Student Success Center, and University Housing, the following policies must be followed:
 - 1. No glitter (includes loose glitter and body glitter), confetti, or feathers
 - 2. No open flame wax candles
 - a. Electric candles are permitted
 - 3. No tape on the walls
 - vi. Potential New Members should not leave recruitment rooms with any gifts.
 - 1. Gifts are defined as any item that a Potential New Member did not have prior to entering the recruitment room.

- vii. The use of alcoholic beverages in membership recruitment and Bid Day activities is prohibited, as stated by NPC's Unanimous Agreements.
- viii. The participation of men in membership recruitment and Bid Day activities is prohibited, as stated by NPC's Unanimous Agreements.

b. Round One

- i. This round will last 20 minutes, with a 15-minute passing period, following its conclusion.
- ii. Chapters must discuss the following:
 - 1. Financial responsibilities
 - 2. GPA standards
 - 3. Values
 - 4. Involvement Opportunities
 - 5. Any other necessary information during the first round of primary recruitment
- iii. Skits are not to be performed during this round. This includes step performances.
- iv. Chapters may show a recruitment video during this round. Videos may not exceed 10 minutes in length.
 - 1. Recruitment Videos must be submitted to the Panhellenic Vice President of Recruitment for review by August 1st.
 - a. No cursing or inappropriate language should be used in the video.
 - 2. Skits and step performances should not be included in the recruitment video.
 - 3. Any current chapter members who are also serving as an officer of the Panhellenic Council Executive Board or as a recruitment guide may participate in a chapter recruitment video but cannot be required to do so.
- v. Chapters are allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6') tables with tablecloths
 - 2. One banner, no longer than six-foot by six-foot (6' x 6') is permitted.
 - a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape
 - a. No more than three (3) sections of pipe and drape are allowed.
 - b. Pipe and drape sections are seven-feet (7') wide.
 - 8. Flower arrangements must not exceed \$50.
- vi. No food is allowed, but beverages are permitted.

c. Round Two

- i. This round will last 35 minutes, with a 15 minute passing period, following its conclusion.
- ii. Chapters may show a philanthropy-related video during this round. Videos may not exceed ten (10) minutes in length.
- iii. Chapters area allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6' x 6') tables with table cloths.
 - 2. One banner, no larger than six-foot by six-foot (6' x 6') is permitted.

- a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape
 - a. No more than three (3) sections of pipe and drape are allowed.
 - b. Pipe and drape sections are seven-feet (7') wide.
 - 8. Flower arrangements must not exceed \$50.
 - iv. No food is allowed, but beverages are permitted.
- d. Round Three**
 - i. This round will last 55 minutes, with a 25 minute passing period, following its conclusion.
 - ii. Chapters are allowed the following decorations for their recruitment room:
 - 1. Maximum of four (4) six-foot (6' x 6') tables with tablecloths.
 - 2. One banner, no larger than six-foot by six-foot (6' x 6') is permitted.
 - a. Banner size will be measured before the beginning of the first round.
 - b. If a banner violates this policy, it will be removed before the beginning of the first round and should not be put back up.
 - 3. Scrapbooks or photobooks
 - 4. Trophies
 - 5. Large wooden letters
 - 6. Framed composites
 - 7. Paddles and/or t-shirt display using pipe and drape
 - a. No more than three (3) sections of pipe and drape are allowed, except if your organization's preference ceremony requires a splitting of the room.
 - b. If required by your chapter's headquarters, proof of this requirement from a headquarters staff member must be provided to the Panhellenic Vice President of Internal Affairs no later than May 1st.
 - c. Pipe and drape sections are seven-feet (7') wide.
 - 8. Flower arrangement must not exceed \$50, except if required by your chapter's headquarters.
 - a. If required by your chapter's headquarters, proof of requirement from a headquarters staff member must be provided to the Panhellenic Vice President of Internal Affairs no later than May 1st.
 - 9. Food and beverage are allowed.
 - a. If your chapter's preference round is in the Morris University Center, your food and beverages must go through University Catering.
- e. At the time that the Vice President of Recruitment and the Vice President of Recruitment Guides are visiting chapter's work weeks, an advisor will need to confirm knocking times for each recruitment round as well as provide a signature as a formal confirmation. After these knocking timesheets are signed, chapter members and advisors will not be permitted to change them.

- f. Chapters will be able provide their recruitment room preference list in order of highest to lowest points entered in the Panhellenic Point System. The Panhellenic Point System will reset on January 1, 2024 for Primary Recruitment in August of 2024. Chapters will be able to earn points from January 1, 2024 - May 1, 2024. If there is a tie between any chapters, the higher GPA will be used as a tiebreaker.

7. Recruitment Budget

- a. Every chapter has a maximum budget of \$1,500.00 that can be spent on all recruitment-related expenses. Any amendments to the budget will be voted on at least four (4) months before primary recruitment begins.
- b. The final budget must be turned into the Panhellenic Vice President of Operations no later than October 1st.
- c. The primary recruitment budget should include the following:
 - i. Items purchased by the chapter for primary recruitment purposes that will put a chapter at an advantage over another chapter. These include those that may be seen or unseen by potential new members. This includes, but is not limited to:
 - 1. Decorations, as specified by each round
 - 2. Food and beverage, as specified by each round
 - 3. Rental equipment (ex: A/V, sound, linens, etc.)
 - 4. Flowers
 - 5. Supplies used for, during, or in between recruitment events.
 - 6. All donations will be deducted from the primary recruitment budget and included in the final primary recruitment budget reports which is provided to the Panhellenic Vice President of Operations.
 - d. The primary budget will *not* include
 - i. Work week space reservation expenses
 - ii. Membership selection costs. This includes, but is not limited to:
 - 1. Copies
 - 2. Food for members
 - 3. Paper
 - 4. Scoring
 - 5. Supplies
 - iii. Values assessed toward re-used decorations
 - iv. Money spent on items required by a chapter's (inter)national headquarters
 - 1. Example: Flowers required for Preference Round
 - 2. Documentation must be given to the Panhellenic Vice President of Internal Affairs verifying the headquarters' requirements no later than May 1st.
 - v. Bid Day expenses do not need to be included in your final primary recruitment budget report.

8. Invitations and Bids

- a. No Potential New Member participating in primary recruitment shall be placed on the final bid list until she has completed the registration process, signed her MRABA, and attended each round of primary recruitment.
 - i. If a Potential New Member is unable to attend a round of primary recruitment due to a class scheduling conflict, she should fill out a Conflict Sheet with her Recruitment Guides, which will then be given to the Panhellenic Vice President of Internal Affairs.

- ii. Illness and any unforeseeable situations beyond the control of the Potential New Member will be excused.
- b. Invitation lists and bid lists are due at the times set by the Panhellenic Council.
- c. If a chapter mistakenly does not include a legacy on their invitation list, the chapter is allowed to invite the legacy to the following round but must carry her through the rest of primary recruitment and must place the woman in quota range on their bid list.
- d. Each chapter will have at least one (1) alumna representative designated by the chapter at the advisor's recruitment meeting prior to Bid Day.
- e. Bid matching will follow the procedures outlined in the NPC Manual of Information with the help and direction of our National Panhellenic Conference (NPC) Release Figure Methodology (RFM) Specialist.
- f. All women recruited at another time other than primary recruitment are required to sign a Continuous Open Bidding (COB) MRABA and must turn this into the Kimmel Student Involvement Center within 72 hours of signing her bid.

9. Recruitment Guides

- a. A Recruitment Guide serves as an unbiased guide during the entire primary recruitment process. Recruitment Guides will not be required to attend any chapter recruitment events during their term.
- b. Recruitment Guides must follow all rules and regulations outlined for Associated Recruitment.
 - i. Recruitment Guides and PHC executive board will be asked to set their social media accounts to private beginning the Monday following finals week in May, ending at noon on Bid Day. They will be asked to remove any chapter-specific information from public areas of social media, such as their bios.
 - ii. Panhellenic Recruitment Guides are intended to promote Panhellenic and the overall sorority experience.
 - iii. Recruitment Guides are responsible for demonstrating positive Panhellenic behavior and remaining impartial in their interactions with PNMs. If a Recruitment Guide is asked about their sorority affiliation, they can acknowledge it; however, their role is to support *all* chapters on campus.
- c. Recruitment Guides are not allowed to watch or to participate in any recruitment round and will remain outside of the rooms during rounds, unless an emergency occurs.
- d. Recruitment Guides are not allowed to enter any spaces designated for chapters or recruitment advisors.
- e. A complaint may be filed to the Panhellenic Vice President of Internal Affairs against a recruitment counselor for any type of misbehavior.
 - i. Examples of misbehavior may include, but are not limited to:
 - 1. Watching a recruitment event.
 - 2. Disclosing confidential information.
 - 3. Talking negatively or inappropriately of a sorority.
 - ii. The complaint must be filed the same day the incident occurs, and the chapter filing will not remain anonymous.
- f. Recruitment Guides may be asked to act as a witness to any alleged violations during the primary recruitment process.
- g. Recruitment Guides will assist in the general recruitment of PNM's and assist with PNM registration.
 - i. This includes volunteering at events during SIUE Experience.

- ii. Providing content for marketing campaigns.

10. Chapter Advisors

- a. For this section, chapter advisors is an all-inclusive term to include all alumnae advisors for an organization.
- b. Chapter advisors are allowed to enter and exit the recruitment rooms during all rounds of the primary recruitment process.
- c. Chapter advisors are not allowed to communicate with Potential New Members, except in emergency situations.
 - i. Emergency situations may include, but are not limited to:
 - 1. Physical or mental illness.
 - 2. Facilitate communication between the Potential New Member and a recruitment counselor.

11. Social Media and Positive Recruitment Public Relations

- a. Chapters and chapter members may display their letters in profile pictures and all social media bios.
- b. Chapters and chapter members will utilize approved messages in the Social Media Guide if a Potential New Member reaches out and asks questions about the primary recruitment process.
 - i. Chapters and chapter members will provide proof of any messaging sent to Potential New Members to the Panhellenic Vice President of Recruitment within one week of the message being sent.
- c. Chapters may not chalk, banner, post flyers, pain the rock, etc. on behalf of their organization beginning promptly at midnight on August 1st until noon on Bid Day.
 - i. This does not include SIUE-sponsored events, including all SIUE Experience events.
- d. Beginning at midnight the Thursday before the week designated for primary recruitment, infractions may be filed if an organization is not adhering to the Panhellenic Positivity Guidelines
 - i. There will be no promoting your individual organization other than wearing apparel or sorority stickers on vehicles and personal items. Exceptions will be made for SIUE or Kimmel sponsored events, examples will include chants and signs during the welcome parade and chapter tables during FSL/Sorority 101 events. The infraction period for Panhellenic Positivity will end at noon on Bid Day.
 - 1. Panhellenic Positivity is promoting Panhellenic and the overall sorority experience, encouraging women to register for recruitment.
- e. Any sorority member (except for the Panhellenic Executive Board and recruitment counselors) involved in a university-sponsored activity, such as New Student Orientation, the SIUE Experience, or Movers and Shakers may wear letters. Members are expected to promote fraternity and sorority life as a whole.
- f. A Panhellenic approved Social Media Guide for Recruitment will be provided to all chapter recruitment teams reviewing what is permitted on social media for chapter accounts and individual members before and during recruitment. Following the publication of this guide, there will be time dedicated during a summer recruitment meeting to discuss questions and unclear expectations.

12. Recruitment Infractions

- a. An infraction is any violation of the National Panhellenic Conference Unanimous Agreements and/or the recruitment rules listed above.
- b. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

- i. I.e. All Panhellenic members should make an initial attempt to approach and resolve issues with each other before formal infractions are filed.
 - ii. Informal discussion will be limited to one (1) per chapter throughout the primary recruitment process.
- c. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The SIUE Panhellenic Association will follow all judicial procedures found in NPC Unanimous Agreement VII
- d. During each chapter's work week, the Vice President of Internal Affairs and the Vice President of Recruitment, and the Vice President of Recruitment Guides will present an Infraction Workshop reviewing recruitment rules and clarifying questions and a Recruitment Guide workshop depicting the jobs of recruitment guides. These two workshops in combination should last no longer than 25 minutes.

13. Sanctions for Infraction of Recruitment Rules

- a. All sanctions granted and imposed by the Panhellenic Vice President of Internal Affairs shall be based upon the seriousness of the violation and serve both as a deterrent and educational tool.
- b. Automatic Recruitment Sanctions
 - i. Turning a list late into Campus Director
 - 1. 0-5 minutes: No fine
 - 2. 6-15 minutes: \$10
 - 3. 16-30 minutes: \$20
 - 4. 31-45 minutes: \$30
 - 5. 45-60 minutes: \$40
 - ii. Submitting Recruitment Video or Recruitment Budget Late
 - 1. 12 hours: No fine
 - 2. 12 hours and 1 minute to 24 hours late: \$10
 - 3. 24 hours and 1 minute to 36 hours late: \$20
 - 4. 36 hours and 1 minute to 48 hours late: \$30
 - 5. 48 hours and 1 minute and on: \$40
 - iii. Starting events early and/or ending events late
 - 1. Recruitment counselors or the Panhellenic Council Executive Board will document how many minutes early an event starts and/or how many minutes late an event ends.
 - 2. There will be a fine of \$10 per minute
 - 3. There will be no fine for ending events early
 - iv. Leaving MUC or housing space late
 - 1. 0-5 minutes: No fine
 - 2. 6-15 minutes: \$10
 - 3. 16-30 minutes: \$20
 - 4. 31-45 minutes: \$30
 - 5. 46-60 minutes: \$40
 - v. Chapters not reachable by phone 24 hours a day during the primary recruitment process will receive a \$25 fine. Each phone number given to the Panhellenic Council Executive Board will be called twice before the fine is implemented.
 - vi. There is a \$50 fine per event/per member that is assessed if a chapter member walks outside and attempts to re-enter their recruitment room during a round.

- c. Appeals to any automatic sanctions will follow the appeals process found in NPC Unanimous Agreement VII.