

Chapman University Panhellenic Council
Recruitment Rules
Formal Recruitment Spring 2024
Adopted: May 1st, 2023

The following rules have been compiled from the NPC Unanimous Agreements, NPC Policies and recommendations for recruitment, and previous rules discussed by the 2024 Recruitment Team and the Panhellenic Council at Chapman University. These rules were passed by a majority vote during the Spring 2024 Recruitment Meetings and ratified by vote of the Panhellenic Council.

Code of Ethics

This code serves as a guide for all sorority members, inactive members, alumnae, and potential new members (PNMs) to promote honesty, respect, and sisterhood. All concerned are responsible for observing the rules proposed by the Chapman University Panhellenic Council and agreed upon by each member organization, and thereby agree to the following:

In agreement with NPC Unanimous Agreements and Chapman University Panhellenic Recruitment Rules:

1. NPC sorority members shall not suggest to any PNM that an invitation or bid is assured from their chapter, nor encourage a PNM to list only one choice on their Preference List.
2. The use of alcoholic beverages and the participation of men in membership recruitment and Bid Day activities are prohibited.

We, as members of the College Panhellenic, agree to abide by and honor the Chapman University Student Code of Conduct and subsequent Article III of the Chapman University Panhellenic Bylaws regarding nondiscrimination:

1. NPC sorority members shall not engage in inappropriate conversations that could be considered discriminatory based on what is outlined in the Chapman University Student Code of Conduct.
 - a. These policies aim to uphold that:
 - i. Chapman University Panhellenic prohibits harmful behavior towards a member of the community in regard, but not limited to; race, ethnicity, socio-economic standing, sexual orientation, disability, nationality, or other aspects of one's character.

It is in accord with the dignity and good standing of sorority members:

1. To demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the Chapman Panhellenic community, each inter/national organization and our institution.
2. To avoid disparaging remarks about any sorority or collegiate members and refrain from discussing Panhellenic matters with nonmembers.
3. To recognize friendly relations with all collegiate members, both sorority members and nonmembers, realizing the importance of creating and building friendships.
4. To lay aside competition and strive for respect, mutual trust, and cooperation amongst organizations.
5. To prevent negative publicity regarding the Greek community.
6. To not exploit personal relationships for recruitment purposes. The best interest of the PNM should be kept in mind at all times. Refrain from limiting a potential new member's chances of

becoming a member of the Panhellenic community by encouraging them to make a single intentional preference or to limit their choices.

As members of the College Panhellenic we also agree on and commit to:

1. Respectfully adhere to the bylaws and Recruitment Rules of the Chapman University Panhellenic Association.
2. Abide by all local and federal laws and NPC inter/national member organization bylaws.
3. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

The Following are Prohibited:

1. Initiating conversations with PNMs specifically related to their chapter's recruitment, or discussing/promoting their specific sorority outside of Panhellenic sponsored recruitment events.
2. Sorority members or alumnae entering the personal residence of a PNM during formal recruitment or a PNM entering the personal residence of any sorority members or alumni.
3. Spending money on PNMs, or giving/accepting gifts from PNMs. This includes but is not limited to food, gifts, drinks, or photos.
 - a. Favors, including but not limited to driving potential new members, is prohibited by any active member or alumnae and vice versa.
4. Using any social media platforms between sorority members and PNMs, with the exception of chapter accounts.
 - a. To clarify, members may not be "Facebook friends" with or "following" a PNM unless the Instagram/Twitter/Facebook etc. friendship:
 1. Predates the PNMs acceptance to Chapman University
 2. Is necessary for Chapman University purposes such as
 1. Academics
 2. Clubs and Organizations
 3. Internship/Employment
 3. NOT for recruitment purposes or the promotion of one's Panhellenic organization
5. Inviting potential new members to any official or unofficial events that any reasonable person can deem affiliated with a particular Greek organization for recruitment purposes (i.e. the PNM is being invited to this event to specifically expose them to the active member's organization) in the semester leading up to recruitment. This includes:
 - a. Unofficial house parties
 - b. Date parties/Formals/Semi-formals
 - c. Philanthropy Events
6. Intentionally directing an interaction and/or behavior towards a specific PNM and engaging in inappropriate/intimidating conversation and/or being in a situation where there are 3 or more active members in the same sorority with one PNM.

According to the NPC Manual of Information, "NPC believes that normal, social contacts should not be disrupted in the case of long standing friendships by prohibiting all contacts between sorority members and potential [members]." Normal contacts include relatives, friends, neighbors, and co-workers prior to attending Chapman. However, each sorority is charged with the responsibility of seeing that unfair advantage is not taken of such contacts.

College Panhellenic Recruitment Rules

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

NOTE: All College Panhellenics should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between MRABA signing and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as National Panhellenic Conference (NPC) policies. It means holding yourself and others accountable to make good choices.

We, the College Panhellenic members, will promote Panhellenic-spirited contact with all potential new members throughout the year. **Strict silence will begin at January 28th time TBD and last until bid distribution January 28th time TBD.** No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. If potential new members live or interact 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 Chapman University adhere 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

NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging potential new members who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

All NPC member organizations represented at Chapman University will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019, 2022, 2023) – POLICY during membership recruitment:

1. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
2. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
3. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
4. Eliminate the required purchasing of recruitment attire for chapter members.
5. Eliminate gifts, favors, letters and notes for potential new members.

6. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
7. Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

NOTE: NPC member organizations want every potential new member to be informed about the options for joining a sorority. To be certain that each potential new member has this information, College Panhellenics must use the MRABA script immediately prior to a potential new member signing the 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.

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year.

Total will be automatically adjusted using the following method:

- Average or Median chapter size, whichever is higher.

Chapman University College Panhellenic Recruitment Rules

1. RECRUITMENT DATES

- a. Chapman Panhellenic shall hold a formal deferred recruitment from **Thursday, January 25th, 2024 to Sunday, January 28th, 2024**. Continuous Open Bidding will begin **Monday, January 29th, 2024** at 10 pm.

2. RECRUITMENT ADMINISTRATION

- a. Recruitment shall be administered by the Panhellenic Executive Council who will be responsible for all aspects of recruitment, including but not limited to the potential new member handbook, registration, forms, invitations, Rho Gammas, infractions, facility reservations, schedules and office reports.
- b. A potential new member shall register for formal recruitment for a fee of \$49 between 12:00 am on **Monday, October 9th, 2023** through 11:59:59 pm **Sunday, December 10th, 2023**, and \$75 between 12:00am on **Monday, December 11th, 2023** through 11:59:59 pm on **Friday, January 5th, 2024**.
- c. Chapman Panhellenic will use Campus Director to manage recruitment registrations, schedules and selection.

- d. Chapman Panhellenic will consult with the NPC RFM Specialist (Release Figure Methodology) throughout the recruitment weekend.
- e. Only the VP Recruitment and President of Panhellenic, and the Panhellenic Advisor shall have access to the recruitment files and invitation information. The Panhellenic Executive Board and chapter advisors or headquarter representatives may have limited access, determined by the Panhellenic Advisor.
- f. Designated trained staff members, and the Panhellenic Advisor are the only individuals that may be present at MRABA signing.
- g. A potential new member will complete the membership recruitment acceptance binding agreement (MRABA) after the last event they attend. It is a binding contract and once it has been signed, no changes may be made.
- h. Any potential new member who signs an MRABA and receives a bid at the end of membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.
- i. The Panhellenic Executive Council may enter the recruitment events to monitor observance of recruitment rules before and after events. No chapter alumnae other than chapter advisors are allowed into recruitment events of any chapter other than their own (though exceptions may be made at the discretion of the Panhellenic Advisor). Chapter Advisor's and national sorority officers may visit chapter events per visiting schedule on Day 1, Day 2 and Day 3. Visitors will be escorted by the Panhellenic Executive Council into recruitment rooms at the beginning of the event. Each chapter will be notified of any visitors in the daily recruitment meeting before events start.

3. FINANCES

- a. For each day of recruitment, decorations and items must be listed, budgeted for, and sent to VP Recruitment in a budget by **Sunday, December 17th, 2023**. This includes but is not limited to linens, table decorations, wall decals, picture frames, and anything seen by a PNM. The VP of Recruitment will use this list to check rooms during recruitment.
- b. Budget
 - i. No chapter may spend more than **\$2,000.00** for the formal recruitment week. For purposes of these Recruitment Rules, the amounts spent shall include, but are not limited to:
 1. The fair market value of items given by chapter members, alumnae, local businesses, friends, parents, etc.
 2. The value of items donated (Donations are from vendors only)
 3. The cost of decorations
 - ii. Items in storage or that are used as decor during a round and then returned to chapter members (i.e. chapter paraphernalia) must be listed on the itemized budget and are included in the **\$2,000.00** budget limit.
 1. Wooden chapter letters over 4' will be documented \$200 per set of letters.
 - a. A set of letters is 3 or less.
 2. Wooden chapter letters under 4' will be documented as \$100 per set of letters.
 3. Chair covers will be documented as \$1 each.
 4. Table clothes will be documented as \$7 each.
 5. Chapter memorabilia will be documented as \$10 per item.
 - iii. There will be a \$500 cap on the donations given to each chapter for recruitment. Donations come from vendors (i.e. a flower shop donating flowers).

- iv. Chapters that are two years old and younger have the opportunity to exceed budget by up to \$1,000 with approval by the Panhellenic Advisor and Panhellenic VP of Recruitment.
- c. Each chapter will turn in an itemized list of all final recruitment expenditures to the VP Recruitment by **Monday, February 19th, 2024**. Chapters submitting late final budgets will be fined \$100 per day that their budget is late.
- d. Chapter budgets are not to be exceeded. Chapters that go over budget will be fined \$300.
- e. Original receipts are required for new purchases and must be submitted with the final budget or it will not be accepted.
- f. No chapter may spend funds outside of the Recruitment budget on clothing to be worn for the sole purpose of formal recruitment.
 - i. **This does not include Bid Day, Go Greek Shirts, and Day 2 Shirts.**

4. CHAPTER OBLIGATIONS AND GENERAL RULES

- a. Each chapter's VP Finance/Treasurer will compile and submit a fact sheet concerning financial responsibilities of membership in their chapter and confirm that this number is correct in the recruitment booklet by **Friday, September 15, 2023** to the Panhellenic Vice President of Recruitment. This includes new member and active member semester dues. These will be compiled into an information table on the Panhellenic website and will be included in the recruitment booklet distributed to the Rho Gammas/PNMs.
- b. Each chapter will submit the chapter's minimum GPA to the Panhellenic Vice President of Recruitment. This will be included in the booklet distributed to the PNMs when recruitment begins. Chapters will provide this information by **Friday, September 15, 2023**.
- c. Panhellenic Council will sponsor Recruitment Information Sessions to take place during the fall semester for any potential new members that would like more information about the recruitment process.
- d. Each chapter is expected to provide Diversity, Equity, and Inclusion training for their members prior to the formal recruitment process. Verification that the training will take place prior to formal recruitment is requested by the Panhellenic VP of Recruitment and VP of Community Advancement by **Monday, October 2, 2023**.
- e. All Membership Recruitment events shall take place within the designated room and time determined by the Chapman Panhellenic Council.
 - i. No items pre-existing in the rooms provided to each chapter can be removed or altered from their original state, including but not limited to clocks, plants and photographs on the walls. Such actions may result in restitution; infractions, and/or loss of room use privileges. Chapters will be signing room contracts prior to and after using on campus facilities for recruitment stating they will abide by university policies and no damage will be done to the rooms. Should any damage be done that the chapter has caused, they will pay to have it repaired.
- f. **Each day before voting may begin, the chapter's designated rooms must be cleaned and trash must be taken out.** A member of the Panhellenic Executive Council will be going around to each chapter room approximately 30 minutes after the last event ends to check the space. If the trash is not taken out to the dumpsters outside of designated buildings, or any messes not cleaned, the chapter will receive a warning and must clean it immediately. If the room is still not clean 30 minutes after the warning, an infraction will be filed and the chapter will be fined \$100.00 per piece of trash left. This includes the period between the end of Preference and the beginning of Bid Day. Rooms that must be cleaned include workrooms, and the chapter recruitment room. Restrooms will be checked and must be clear of all chapter-related items (eg. curling irons, appeal,

decorations, etc.) **Any failure to do this by 7pm on Bid Day will result in an infraction and \$200 fine per room.** Rooms must be left the way they were found.

- g. **Trash must be taken to the designated dumpster and thrown out. DO NOT leave it in a hallway, or in your room. Chapters who do not properly dispose of their trash will be fined \$100 per bag of trash.**
- h. All trash from the designated section on Wilson Field at Bid Day must be picked up. Chapters who do not properly dispose of their trash on the field will be fined \$100.
- i. Only active, alumnae, or associate sorority members, as well as chapter advisors, may be present in their chapter's formal recruitment events, in addition to any chapter representatives approved by Panhellenic Executive Council. Any active sorority members not listed on this roster will not be permitted to participate or attend formal Membership Recruitment events.
- j. Event invitation lists must be submitted on time according to the Round Schedule. If chapters miss the deadline, they must call the Panhellenic Advisor to extend their submission timeframe. Panhellenic will file infractions for late submissions and will fine \$100 per deadline missed in addition to \$3.00 per minute late.
- k. If a PNM voluntarily chooses to not attend parties, voluntarily misses parties, or voluntarily does not attend recruitment weekend, the Panhellenic Council reserves the right to remove the PNM from the recruitment process (unless the PNM is in contact with the Panhellenic Council and has filled out an excused absence form).
- l. **Chapter room choices and shirt color choices will not be solely based on GPA.**
 - i. **Chapter rankings will be based off of the Recruitment Infraction Point System (RIPS).**
- m. The use of alcoholic beverages and the participation of men during membership recruitment and Bid Day activities are prohibited. This includes male participation for entertainment purposes e.g. Acapella/dance Groups.
 - i. If men are hired (photography, videography, DJ, etc.) for Bid Day purposes, they must not be wearing any Greek letters and maintain a professional relationship with the chapter membership in completing their work.

5. GENERAL RULES REGARDING RHO GAMMAS

- a. All Rho Gammas are expected to follow the code of ethics, recruitment rules, and display a positive Panhellenic outlook, which includes no negative language regarding other chapters and maintaining neutral encouragement for PNM's.
- b. Members, new members or alumni of Chapman University sororities shall have no contact whatsoever with Rho Gammas beginning **Monday, January 1st, 2024** until Rho Gamma Reveal on Bid Day, **January 28th, 2024**. Contact with the Panhellenic Recruitment Team during that period is limited to the conduct of Panhellenic business pertaining to recruitment. If contact is made with a recruitment counselor, the counselor will be removed from their position.
 - i. Special circumstances may allow with contact with active members:
 - 1. Active members are roommates to the Rho Gamma
 - 2. Academic purposes
 - 3. Employment purposes
- c. Rho Gammas shall progressively disassociate from their chapters starting **Monday, November 6th, 2023**.
 - i. **This includes no posting about their chapters on their social media (Facebook, Twitter, Instagram, Pinterest, etc.)**
 - ii. **Social media accounts must be completely private.**
- d. After an individual is selected as a Rho Gamma in the **Fall semester of 2023**, they are allowed to attend their chapter meetings, as well as date parties, formals, etc. The

Panhellenic Executive Council strongly suggests that individuals selected as Rho Gammas refrain from posting about their chapter on social media platforms as well as wearing letters on campus during the progressive disassociation starting in early **November 2023**.

- e. Rho Gammas are required to attend all training meetings instructed by the Director of Recruitment during **Fall 2023 and Interterm 2024**.
- f. If a Rho Gamma drops out of the process after **December 1st, 2023**, there will be a fine of \$100 assessed to the corresponding chapter. Exceptions may apply in unique circumstances.
- g. There will be a minimum number of 3 Rho Gammas and a maximum number of 10 Rho Gammas, including alternates, per chapter.
 - i. The Panhellenic Council will take into consideration chapter size, especially chapters under total, when deciding the number of Rho Gamma assignments.
- h. The number of applications submitted for the Rho Gamma position from each chapter must be equivalent to 8% of that chapter's total membership.**
 - i. All applications submitted must be legitimate, and every applicant accepts the responsibility of going through the entire Rho Gamma process.**
- i. Rho Gammas will conduct themselves in an appropriate manner, adhering to Chapman University conduct code as well as rules set forth by the Panhellenic Vice President of Recruitment and the Director of Recruitment.
- j. The recruitment weekend (Thursday, January 25th, 2024 to Sunday, January 28th, 2024) is substance-free for Rho Gammas. Failure to comply may result in removal from their position as Rho Gamma and a corresponding fine.**
- k. Rho Gammas and the Panhellenic Recruitment Team may not attend or participate in the planning or implementation of chapter formal recruitment events in any fashion. They must be excused from recruitment planning workshops.
- l. Rho Gammas may not enter any recruitment events except in emergency situations.
- m. Rho Gammas must attend every meeting, retreat, Campus Director training, and complete the online Launchpoint education. In not doing so, the Rho Gamma will be asked to leave their position. In special cases, such as illnesses and emergencies, the Rho Gamma will be at the discretion of the Panhellenic Executive Council's decision.

6. CONTACT WITH PNMS

- a. The National Panhellenic Conference Unanimous Agreements must be upheld at all times, both outside of, and during, recruitment periods.
- b. Positive Panhellenic contact shall be observed throughout the academic year.
- c. Having conversations with PNMs which specifically relate to their chapter's recruitment, or discussing/promoting their specific sorority outside of Panhellenic sponsored recruitment events is prohibited.**
- d. Social media platforms are not to be used between sorority members and PNMs, with the exception of chapter accounts.
 - i. To clarify, members may not be "Facebook friends" with or "following" unless the Instagram/Twitter/Facebook etc. friendship:
 1. Predates the PNMs acceptance to Chapman University
 2. Is necessary for Chapman University purposes such as
 - a. Academics
 - b. Clubs and Organizations
 - c. Internship/Employment
 3. Is NOT for recruitment purposes or the promotion of one's Panhellenic organization
 - ii. Chapter platforms may not "follow" any PNM.

- e. We, the members of Chapman University, will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin after the PNM's final preference event concludes and lasts until bid distribution. 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.
- f. The Following are Prohibited:
 - i. Sorority members or alumni entering the personal residence of a PNM during formal recruitment or a PNM entering the personal residence of any sorority members or alumni.
 - 1. According to the NPC Manual of Information, "NPC believes that normal, social contacts should not be disrupted in the case of long standing friendships by prohibiting all contacts between sorority women and potential [members]." Normal contacts include relatives, friends, neighbors, and co-workers prior to attending Chapman. However, each sorority is charged with the responsibility of seeing that unfair advantage is not taken of such contacts.
 - ii. Spending money on PNMs, or giving/accepting gifts from PNMs. This includes but is not limited to food, gifts, drinks, rides, or photos.
 - 1. Favors, including but not limited to driving potential new members, is prohibited by any active, alumnae, and associate sorority members, and vice versa.
 - iii. Inviting potential new members who are first semester Chapman students to any official or unofficial events that any reasonable person can deem affiliated with a particular Greek organization for recruitment purposes (i.e. The PNM is being invited to this event to specifically expose them to the active member's organization) in the semester leading up to recruitment. This includes:
 - 1. Unofficial house parties
 - 2. Date parties/Formals/Semi-formals
 - 3. Community Participation in Philanthropy Events
 - a. Community participation is defined as any physical participation or time commitment that is required by the host to make the event successful.
 - iv. Intentionally directing an interaction and/or behavior towards a specific PNM and engaging in inappropriate/intimidating conversation and/or being in a situation where there are 3 or more active members in the same sorority with one PNM.
 - v. **Self-promoting phrases (e.g. "I see you as my sister", "Rush my house", "I can't wait to see you again tomorrow") as determined and interpreted as promising or self-promoting by any reasonable person including but not limited to the PNMs themselves.**
 - vi. Exploiting personal relationships for recruitment purposes.
 - vii. Limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging them to intentionally single preference or to limit their choices.
 - viii. **Suggesting to any PNM that an invitation or bid is assured from their chapter. (Bid Promising).**
 - ix. **Promoting, advertising, or discussing your own chapter's Continuous Open Bidding process while not eligible for Continuous Open Bidding.**

1. Chapters may direct interested potential new members to seek information about Continuous Open Bidding from Panhellenic resources.

- g. PNMs are allowed to attend chapter philanthropy events as long as these guidelines are upheld.

7. ELIGIBILITY

a. CHAPTER MEMBERS

- i. Only the chapter members and affiliated transfers whose names appear on the chapter membership roster submitted to the Office of Greek Life are eligible to participate in formal recruitment.
1. Alumnae, national officers, advisors may not recruit. They may attend events and coordinate voting procedures or assist with preparations.
 2. Alumnae who graduate in the fall may recruit with their chapter.
 3. Anyone who is not a current active member of Chapman Greek life must have on a name tag depicting their position/role.
 4. Chapters who are under total may have alumnae and local collegian actives assist with recruitment. The maximum number of members allowed to assist is the number that it would take to fill Chapter Total for said chapter.

b. POTENTIAL NEW MEMBERS

- i. All PNMs must be regularly matriculated full-time undergraduate Chapman students in **Spring 2024**.
- ii. All PNMs must have successfully earned a minimum of **12** credit hours at Chapman University, or transferred to Chapman University with a minimum of **12** credit hours from another college or university.
- iii. All PNMs must have a minimum cumulative college GPA of 2.5.
- iv. To be eligible to participate in recruitment, a potential new member must not be simultaneously enrolled in high school and attending college.
- v. A potential new member shall not be, or have ever been, an initiated member of an NPC or NPHC organization and join another NPC organization.

8. ADVERTISING AND PROMOTION

- a. Panhellenic will do all advertising for formal recruitment over summer. Individual chapters are not to do any campus chapter advertising or promotion over summer until the first day of classes in the Fall.
- b. Chapter promotion can start the first day of the Fall semester including car paint, social media, and apparel (i.e. Business cards, any social media posts specifically targeted toward recruitment, etc).
- c. Chapter recruitment videos must be sent in and approved by the Vice President of Recruitment by **January 12th, 2024** to ensure video content highlights chapter's values, purpose and member experience.
 - i. If video is released after Rho Gamma selection, the selected Rho Gammas must not be featured in the video at any point.
- d. During the weeks leading up to recruitment, Panhellenic encourages men to not wear apparel with any representation of the sorority chapters e.g. date party or formal tanks.
- e. Live animals cannot be used as a part of chapter publicity (with the exception of registered service animals).
- f. Chapters may not have any chalk drawings for any public relations or recruitment purposes.

- g. Chapter tabling cannot occur during the **Fall 2023** semester for recruitment or PR purposes. However, chapters may table:
 - i. For Philanthropic Purposes
 - ii. At the Student Involvement Fair
 - 1. No more than 5 chapter members at the table at one time
 - 2. All decorations must be approved by the Vice President of Recruitment
 - iii. At the Panhellenic Sponsored Open House Philanthropy Event
 - iv. At the Panhellenic Sponsored tabling event
 - 1. Panhellenic will assign which chapters will table each day
 - v. For a public or open Chapter Event such as:
 - 1. An awareness week
 - vi. Rules regarding each of the allowed tabling events listed above will be outlined by the Panhellenic Executive Council in a separate document.

9. RECRUITMENT PRACTICES

- a. Chapter Recruitment Chairs are allowed to hold one strictly voluntary recruitment “office hours” session at a designated time reported to panhellenic within the first week of Interterm.
- b. Chapter Recruitment Chairs can not ask their chapter members participating in recruitment to come back for recruitment before **January 20th, 2024.**
 - i. Official Formal Recruitment practices cannot take place between **December 4th, 2023 to January 19th, 2024.**
- c. Panhellenic will reserve and assign on campus practice space based on recruitment space availability.

10. FORMAL RECRUITMENT STRUCTURE

- a. Additional event details are outlined in the 2023 Round Schedule
- 1. DAY ONE: GO GREEK
 - i. There will be 12 Go Greek events with potential new members attending 9, 25 minute rounds.
 - ii. All chapters will wear the Go Greek shirts. New T-shirt orders are due to the VP Recruitment by **July 10th, 2023.**
 - iii. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members on Day 1.
 - iv. The opening of each event shall be limited to the approved song, chant or cheer. Chapters may be in a formation but no dancing is permitted.
 - v. No slide shows, skits, dances, entertainment, or other theatrics are allowed. Speeches are permitted.
 - vi. No pre-recorded or professional music is allowed other than an opening and closing song sung by the sorority members, or a time “bell”.
 - vii. The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).
 - viii. No banging on walls during any duration of the party.
 - ix. Any self-promotion of the chapter relating to men is prohibited.
 - 1. This includes the mention of men in songs, chants, etc.
- 2. DAY TWO: PHILANTHROPY DAY
 - i. There will be 10, 35 minute rounds with potential new members attending a maximum of 7 events.
 - ii. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members on the opening of each event on Day 2.

- iii. All chapters will wear the Panhellenic-approved Day 2 shirt.
 - 1. Colors for these shirts are due to the Panhellenic VP Recruitment by **August 1st, 2023**. Shirt color selection order will be based off of the chapter GPA (infraction penalties included) from the Spring semester of the previous academic year.
 - 2. Designs and style for these shirts are due to the Panhellenic VP Recruitment by **August 1st, 2023**.
 - iv. For Day 2 (Philanthropy Day), a philanthropy video is permitted. The video must be provided or approved by the chapter's inter/national organization or by the international nonprofit organization about its philanthropy and cannot be longer than eight minutes (or, if longer, shall be played no longer than eight minutes). The video must not include pictures of any current members and must be pre-screened and approved by the Panhellenic Council. The video is due to the VP Recruitment on **September 29th, 2023**.
 - v. The opening of each event shall be limited to the approved song, chant or cheer. Chapters may be in a formation but no dancing is permitted.
 - vi. The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).
 - vii. No slide shows, skits, dances, entertainment, or other theatrics are allowed. Speeches are permitted.
 - viii. No pre-recorded or professional music is allowed other than in the philanthropy video. Opening and closing song must be sung by the sorority members.
 - ix. No banging on walls during any duration of the party.
 - x. Any self-promotion of the chapter relating to men is prohibited.
 - 1. This includes the mention of men in songs, chants. etc.
3. DAY THREE: VALUES DAY
- i. There will be 8, 45 minute rounds with potential new members attending a maximum of 4 events.
 - ii. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members on Day 3.
 - iii. There must be an itemized presentation showing the financial commitment and the layout of dues. This presentation must use the template provided by NPC.
 - 1. The presentation must be provided to the VP Recruitment of Panhellenic by **September 29th, 2023**.
 - 2. PNMs will be provided this information in a take home version and will be accessible throughout recruitment
 - iv. The opening of each event shall be limited to the approved song, chant, or cheer. Chapters may be in a formation but no dancing is permitted.
 - v. The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).
 - vi. No slide shows, skits, dances, entertainment, or other theatrics are allowed. Speeches are permitted.
 - vii. No pre-recorded or professional music is allowed other than an opening and closing song sung by the sorority members, or a time "bell".
 - viii. No banging on walls during any duration of the party.
 - ix. Any self-promotion of the chapter relating to men is prohibited.
 - 1. This includes the mention of men in songs, chants. etc.
4. DAY FOUR: PREFERENCE MORNING/BID DAY
- i. There will be 4, 1 hour rounds with potential new members attending a maximum of 2 events.

- ii. Potential new members may receive notes or gifts (i.e. flowers) in Preference Events, but they must leave these behind at the end of the event and they may not be personalized to the PNM. The place card or envelope may say the PNM's name but it should have no further personalization.
- iii. No slide shows, skits, dances, entertainment, or other theatrics are allowed, unless it is part of the ritual preference ceremony.
 - 1. Pre-recorded music is allowed during Preference, as well as an approved opening and closing song sung by the sorority members. Chapters may be in a formation but no dancing is permitted.
 - 2. No banging on walls during any duration of the party.
 - 3. Any self-promotion of the chapter relating to men is prohibited.
 - a. This includes the mention of men in songs, chants. etc.
 - 4. Chapters will be responsible for providing their own bid cards.
 - a. Bid cards must be submitted to the Panhellenic Council by **January 27th, 2024.**
 - 5. Chapters must submit their initial Bid Day plans to the VP of Recruitment for Panhellenic by **December 15th, 2023.**
 - 6. Chapters must let the VP of Recruitment for Panhellenic know detailed Bid Day plans, etc. by **January 5th, 2024.**
 - 7. All chapters participating in Formal Recruitment must end their Bid Day events by 10PM on Sunday, **January 28th, 2024.**
 - 8. **Any trash left on Wilson Field at Bid Day will result in a \$100 fine.**
- b. **IMPORTANT: The number of events is subject to change at the discretion of the Panhellenic Recruitment Team depending upon the number of enrolled PMNs and return figures.**
- c. Songs/lyrics for each event are required to be submitted to Panhellenic by Monday, **December 4th, 2023.**

11. GENERAL RULES FOR ALL FORMAL RECRUITMENT EVENTS

- a. Formal recruitment shall take place only in rooms reserved by Panhellenic on the main campus.
 - i. All recruitment rooms must have an accessible entrance.
- b. Decorations for ALL days:
 - i. The colors or decorations for any round of recruitment should not associate the chapter with a commercially recognizable logo or an overall brand identity.
 - ii. There shall be no decorations outside the designated room space.
 - iii. University policy must be adhered to (fire code, capacity, etc.)
 - iv. No food or living items other than plants may be used as decorations (i.e. anything that can leave a mess, including water, etc.)
- c. Refreshments: Outside the chapter rooms, water will be ordered and paid for by Panhellenic for potential new members. No outside beverages or food may be used in events.
- d. All basic event plans shall be submitted to the VP of Recruitment by **November 10th, 2023** to ensure communication among chapters for the layout (tables, chairs), media requests (microphone, projectors, computers, speakers, etc.), theme (e.g. Day 2 - tea party), and dress (e.g. Day 2 - blue tops, tan skirts). The Panhellenic Recruitment team has the responsibility to inform chapters of any event plan overlap.

- e. All media requests for a room must go through Panhellenic.
- f. Song selections for each day are due Monday, **December 4th, 2023**.
- g. All chapter members must stay in the room during the recruitment event except in case of emergency.
- h. Do not drag anything across the floor (including trash bags), which might make skid marks or stains.
- i. Chapters must supply power strips and extension cords for themselves.
- j. There shall be no usage of live animals (with the exception of registered service animals) in any events, including for decorations.
- k. Panhellenic will provide name tags for all potential new members at all events.
- l. The Panhellenic Executive Council or Rho Gammas will provide chapters with a list of all potential new members absent prior to the beginning of each event.
- m. All sororities are responsible for adhering to the times for beginning and ending events and the deadlines for invitations. Fines (see appendix) will be administered for not adhering to these times and deadlines.
- n. Sorority memorabilia may be displayed (ex - pictures), however Rho Gammas and the Panhellenic Recruitment Team's pictures in displays may not be present. If group pictures and or composites must be used, Rho Gammas and Panhellenic Recruitment Team's pictures and names must be covered completely, with no exceptions.
- o. Men shall not be present during Formal Recruitment in any form including participation in any way, pictures, slideshows, and videos. Exceptions can be made by the Recruitment Team. (One exception could include pictures on Philanthropy day.)
- p. Chapters are responsible for knowing and abiding by all University rules including contracts and facility use for recruitment events. This applies to recruitment practice periods as well as formal recruitment.
- q. Room schedule requests for formal recruitment events are due to the Panhellenic VP of Recruitment by **September 8th, 2023**. Formal recruitment room selection order will be based off of the chapter GPA (infraction penalties included) from the Spring semester of the previous academic year.

12. DECORATIONS

- a. Decorations are limited to:
 - i. Chapter paraphernalia which include chapter composite, letters, paddles, pictures, etc.
 - ii. One accent piece per day for formal recruitment submitted for approval to the VP of Recruitment by Friday, **October 6th, 2023**.
 - 1. Accent pieces include but are not limited to ribbon around chairs, banners, balloon clusters, hanging decorations that are not considered chapter paraphernalia, etc.
 - 2. Your centerpiece is not considered an accent piece or a statement piece.
 - 3. You may have decorations stringing along more than one wall as your accent piece if it is subtle and consistent.
 - iii. One statement piece per day for formal recruitment submitted for approval to the VP of Recruitment by Friday, **October 6th, 2023**.
 - 1. A statement piece is usually a large item that takes most of the attention in the room.
 - 2. Examples of statement pieces include balloon arches, flowers, artwork/structures, flower walls, gold/silver letter balloons, etc.

- iv. Solid color piping, sheets, chair covers and paper to cover the walls, windows, floors and carpets.
 - 1. Pipe and drape in a room with four walls is at the chapter's expense. If a chapter is making a room out of pipe and drape, Panhellenic will pay for that expense.
- v. Centerpieces:
 - 1. There must only be one type of centerpiece per table.
 - 2. No extra items surrounding the centerpiece.
 - 3. Centerpieces must relate to one's chapter
 - a. E.g. Chapter philanthropy, chapter colors, symbols, pictures, etc.
- b. String lights are only allowed on Day 4: Preference Morning.
- c. Inside decorations and scenery must fall within the parameters of rules and must have the approval of the Panhellenic Executive Council.
- d. No decorations may be placed outside of the room during any of the recruitment events. Prior to events beginning, Panhellenic Executive Council will monitor compliance with this rule and decorations deemed in violation will be removed.
- e. If the Panhellenic Executive Council returns and sees any previously removed items have been placed back in the room, said chapter may not resume recruiting until the room reflects the plans previously approved by the Vice President of Recruitment.
- f. No decorations may hang from the ceiling, unless it is a statement piece approved by the VP of Recruitment of Panhellenic.
- g. Each chapter VP of Membership/Recruitment must meet with the VP Recruitment of Panhellenic one-on-one to discuss decoration plans at least once during the Fall Semester and once during Interterm.
- h. You may not adhere signage or other objects to walls or windows by any method due to the building policies of Chapman University (tape, wax, gum, etc.). Blue tape is allowed for covering windows with solid paper/sheets only. No nails, staples or thumbtacks may be driven into the ceiling or walls of the room. Easels and freestanding signage is acceptable.
- i. All chapters participating in any day of Formal Recruitment are required to follow the Chapman University Building Policy and Fire Code. As such, no confetti or glitter may be used, candles/open flames are not permitted, and helium tanks must be secured to a base as stated by the appropriate policies.
- j. It is each chapter's responsibility to have items approved by Fire and Life Safety before the Formal Recruitment weekend.
- k. There should be no outside entertainment.
- l. Music and inside entertainment is limited to opening songs or videos as the day specific rules allow.

13. BID DAY

- a. **Rooms that must be cleaned include workrooms, and the chapter recruitment room. Restrooms will be checked and must be clear of all chapter-related items (eg. curling irons, apparel, decorations, etc.) Any failure to do this by 7pm on Bid Day will result in an infraction and \$200 fine per room. Rooms must be left the way they were found.**
- b. No heels allowed on Wilson Field.
- c. No glitter of any kind or feather boas on Wilson Field.
- d. All Bid Day Festivities must end by 10:00pm.
- e. No chapter or fraternity hosted events are allowed after Bid Day.

- f. The use of alcoholic beverages and the participation of men during membership recruitment and Bid Day activities are prohibited. This includes male participation for entertainment purposes e.g. A capella/dance Groups.
 - i. If men are hired (photography, videography, DJ, etc.) for Bid Day purposes, they must not be wearing any Greek letters and maintain a professional relationship with the chapter membership in completing their work.
- g. **Any trash left on Wilson Field after Bid Day will result in a \$100 fine.**
- h. Bid day theme requests are due to the Panhellenic VP of Recruitment by **November 10th, 2023**. Bid day theme order will be based off of the chapter GPA (infraction penalties included) from the Spring semester of the previous academic year.
- i. **Piazza locations for Philanthropy Open House are due to the Panhellenic VP Recruitment by November 10th, 2023. Piazza selection order will be based off of the chapter GPA (infraction penalties included) from the Spring semester of the previous academic year.**

14. CONTINUOUS OPEN BIDDING

- a. PNM Eligibility
 - i. All PNMs must be regularly matriculated full-time undergraduate Chapman students.
 - ii. All PNMs must have successfully earned a minimum of **12** credit hours at Chapman University, or transferred to Chapman University with a minimum of **12** credit hours from another college or university.
 - iii. All PNMs must have a minimum cumulative college GPA of 2.5.
 - iv. To be eligible to participate in recruitment, a potential new member must not be simultaneously enrolled in high school and attending college.
 - v. A potential new member shall not be, or have ever been, an initiated member of an NPC or NPHC organization and join another NPC organization.
- b. Chapter Eligibility
 - i. Chapters will be eligible for Continuous Open Bidding if they do not pledge a number of new members equal to Quota during formal recruitment or if they are below Total at any time during the academic year. Chapters are always entitled to Quota, even if they exceed Total by taking that number of new members.
 - ii. Chapter eligibility must be verified before open bidding begins.
 - iii. Continuous Open Bidding for eligible chapters shall extend throughout the academic Fall (subject to the limitations on eligible new members) semester after total has been calculated, and throughout the Spring semester except during the breaks between semesters, during the formal recruitment silence period, and during defined new chapter extension efforts. It begins again upon the completion of snap bidding; with the timing as determined by the Panhellenic president as long as it is accomplished within 72 hours after the completion of the primary recruitment period. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.
- c. The use of alcoholic beverages and the participation of men in C.O.B. activities are prohibited.
- d. A chapter may not encourage a potential member to drop out of formal recruitment to wait for a bid during subsequent C.O.B.

- e. Chapters must submit a PNM's name and ID to the Panhellenic Executive Council before extending a Bid. The Panhellenic will confirm eligibility of the PNM and chapter.
- f. When a potential member receives a bid during C.O.B. the chapter is responsible for delivering the C.O.B. MRABA and grade release card to the Panhellenic Office within 36 hours.
- g. C.O.B. MRABA signed during C.O.B. are binding until the next formal recruitment period.
- h. A C.O.B acceptance is a binding agreement. If a PNM accepts a bid, signs a C.O.B acceptance and then has their pledge broken by an NPC sorority or breaks their pledge, then they are ineligible to be pledged to another NPC sorority on that campus until the beginning of next year's primary membership recruitment period.

15. INFRACTION PROCESS

Infractions are serious transgressions of the recruitment rules or the NPC Unanimous Agreements. They are not to be taken lightly, and the penalties imposed will be enforced. To protect the harmonious and cooperative relationships between sororities, chapters are asked to carefully consider prior to filing an infraction. Minor transgressions can usually be addressed with a conversation, and generally are the result of rumor or misunderstanding. In such cases, infractions should not be filed.

- a. Judicial Process as stipulated in the NPC Unanimous Agreements and Manual of Information will be used for all infractions that come to the attention of the Chapman Panhellenic.
- b. Recruitment infractions may only be reported and signed by one of these people:
 - i. Chapter president on behalf of their chapter
 - ii. Panhellenic officer in charge of recruitment or a recruitment counselor
 - iii. Potential new member
 - iv. Fraternity/sorority advisor

16. RECRUITMENT INFRACTION POINT SYSTEM

- a. The Recruitment Infraction Point System outlines penalties for specific rule violations. All infractions will continue to be addressed through mediation.
- b. Chapter GPA will be dropped based off of the Recruitment Infraction Point System outlined below:
 - i. There will be three incremental drops: 0.01, 0.03, and 0.05 depending on the violation.
 - ii. Each incident in which these rules are violated is separate and GPA decreases will compound throughout the year. The point system will renew for the following recruitment after recruitment room selections are finalized.
 - iii. The drop in GPA will solely be used for recruitment selection purposes.
 - 1. Recruitment items impacted by chapter GPA include: Day 2 shirt color and design, Day 3 dress colors, Bid Day themes, and room selections.
- c. A drop in GPA of 0.01 includes, but is not limited to:
 - i. Section 3.b. (i).
 - 1. Exceeding budget by an amount less than or equal to \$299.
 - ii. Section 5.h.
 - iii. Section 6.d.
 - iv. Section 8.a.

- d. A drop in GPA of 0.03 includes:
 - i. Section 3.b. (i).
 - 1. Exceeding budget by an amount equivalent to or between \$300 and \$499.
 - ii. Section 4.i.
 - iii. Section 6.c.
 - iv. Section 6.e.
 - v. Section 8.g.
 - vi. Section 11.o.
 - vii. Section 11.p.
- e. A drop in GPA of 0.05 includes:
 - i. Section 3.b. (i).
 - 1. Exceeding budget by an amount equivalent to or over \$500.
 - ii. Section 4.m.
 - iii. Section 6.f.**
 - iv. Section 9.b.
 - v. Section 13.e.
 - vi. Section 13.f.
 - vii. Section 14.c.
- f. Other infractions including, but not limited to trash, room damages, late budgets, rho gamma drops position, etc. will remain monetary

APPENDIX: FINES

Rule Carrying Fine

Fine Amount

Final Budget Being Turned in Late

\$100/day late

Trash Left Behind

\$100 per day

Rooms Left in Poor Cond. At End of Week

\$200 per room + damage

Submitting Chapter Invitation Lists Late

\$100, and \$3 for every minute late

Rho Gamma Drops Position

\$100 after December 1st

Rho Gamma Alcohol Use During Recruitment

\$100 per person

Early Entrance or Late Exit

\$10 per minute