Willamette University Panhellenic Association
Membership Recruitment Guidelines

The Willamette University Panhellenic Association Recruitment Guidelines are intended to help guide sorority women and potential new members throughout the membership selection process and formal recruitment week. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC) to which all chapters belonging to the Willamette University Panhellenic Association must adhere. The purpose of formal recruitment is two fold:

1) to ensure that sororities have equal opportunities for recruiting and membership selection within the Panhellenic system, and

2) to provide potential new members every opportunity to become acquainted with as many sororities as possible in order that they make wise, unbiased decisions concerning membership.

I. CHAPTER OBLIGATIONS

A. Chapters are responsible for informing their initiated members, new members/pledges, and alumnae of the recruitment guidelines that are binding on all concerned. Each chapter is held responsible for the actions of its members.

B. All decorations shall be limited to within the chapter house, and the outside of the house shall not appear any different than usual. Each sorority will uphold a “No-Frills” mentality when planning recruitment events.

C. Chapters wishing assistance from members or recruitment teams of collegians from other chapters of their sorority must request permission from the Panhellenic Council in writing prior to the formal recruitment period.

D. Chapter advisors, house directors, alumnae and national officers may be present at recruitment events. They must wear nametags to identify their status. Others may help “behind the scenes” at anytime.

E. All entertainment at a recruitment event shall only be performed by the members and new members/pledges of that chapter; alumnae may not participate. Entertainment is defined as everything that occurs during a recruitment event with the exception of eating and conversation And it will represent or convey one of the sorority’s values.

F. No men shall be present at sorority recruitment events or play any part in sorority recruitment, including bid day activities.

G. No alcoholic beverages may be served at recruitment events.

H. Budget limitations will be set at a previously arranged dollar amount to be used at the sorority’s own discretion throughout the formal recruitment period, and shall include the value of donated goods and services. A summary of total expenses from each recruitment officer is due to Panhellenic two weeks after the formal recruitment period has concluded, or a $50 fine will be imposed. In addition, any chapter who exceeds the set budget will receive a fine from Panhellenic Council in the amount of 5% of the total amount of expenditures above the set budget.
I. All invitations to formal recruitment events must be issued through Panhellenic Council.

J. No sorority chapter or member may present a gift or favor to any potential new member.

K. If a potential new member accepts an invitation to a chapter’s preference event, her name must appear on the bid list of that sorority unless she does not attend the preference event.

L. If a potential new member does not attend a recruitment event which she was scheduled to attend, the chapter is to notify Panhellenic immediately.

M. Tours Night and Preference Night events must take place in the chapter houses and/or on chapter property.

N. Freshmen women shall not attend COB events during fall semester.

O. FAN events are limited to first year women only.

II. FORMAL RECRUITMENT PERIOD

A. The formal recruitment period shall be observed starting the day that sorority members move back into the chapter house following winter break (also known as work week) and conclude the afternoon after bid day at 12:00noon. All formal recruitment guidelines will therefore be in effect during that time period.

B. During the formal recruitment period, sorority women are not allowed in the residence halls or fraternities, unless they are a Panhellenic representative, recruitment guide, community mentor, or received special permission from Panhellenic Council. Affiliated women who live in the residence halls may be there from 7:30 am-5:30 pm each day unless special permission is given. Affiliated women who live in Kaneko Commons apartments, Haseldorf or University Apartments may live in their apartments during the formal recruitment period, as freshmen women are not permitted to live there.

C. During the formal recruitment period, a chapter member, alumnae member, or anyone acting on a sorority’s behalf may not initiate contact with a potential new member outside of scheduled recruitment events through email, phone, campus mail, Facebook, or any other online communication, unless it is specifically related to an academic course, club, or team. Normal friendly contact, such as a friendly “hello” when passing on campus or in class and the wearing of badges and insignia is encouraged.

III. RECRUITER OBLIGATIONS

A. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not imply to a potential new member that she has an invitation to a recruitment event, ask her to pledge, or imply she will receive a bid. Specifically, she may not say something like “We hope to see you back at Alpha Alpha”, “see you tomorrow” or any other statement that could imply an entire chapter’s intentions. This includes “you speak” during tours such as “you would sleep here”.

B. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not make derogatory remarks to a potential new member about a sorority, sorority member, or another potential new member.
C. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not send or give flowers, gifts, preference letters/notes, poems or any other mementos to potential members prior to when bids are extended or accepted.

D. Any depledging shall be reported to Panhellenic Council in the Office of Student Activities within 24 hours.

E. Recruiters should never intentionally place a potential new member in an awkward situation (i.e., surrounding her at an event or in a common area on campus). “Hotboxing” is not allowed and is defined as having more than two members of one sorority chapter engaging in conversation with one potential new member, whether at a recruitment event or not. However, the total number of women in the room is not relevant.

F. Sorority members who serve as community mentors, (CM’s) may choose to participate in the formal recruitment period, informal recruitment, and in the membership selection process. They will not be penalized by their chapter for choosing not to participate in the formal recruitment period, informal recruitment, or in the membership selection process.

G. There shall be no contact, on or off campus, between sorority members and their Panhellenic representatives or recruitment guides during the formal recruitment period, especially concerning membership selection and the potential new members. Rho Gammas must request permission from the VP of Recruitment to live off-campus with a woman of the same affiliation during the formal recruitment period. If this request is permitted, both parties are forbidden to speak on the topic of recruitment. If a Panhellenic representative must visit a chapter house during the formal recruitment period for the purpose of communicating information about recruitment or for personal needs, she shall be escorted by a Panhellenic representative of another affiliation.

H. Opening Days staff members may disclose their affiliation during Opening Days activities, but may not specifically discuss their chapter. Rather, they should speak in general terms about sorority life.

IV. FORMAL RECRUITMENT PERIOD PROCEDURES

A. Total shall be 94 in the Spring and 85 in the Fall.

B. Chapters reaching Quota/Total during the formal recruitment process may not recruit until the next recruitment period unless they fall below Total.

C. Chapters filling Quota during the formal recruitment process, but not reaching Total, may recruit (COB) until they reach Total.

D. Chapters not filling Quota during the formal recruitment process, but reaching Total, may recruit (COB) until they reach Quota, but may not recruit again unless they fall below Total.

F. An RFM Specialist will be assigned to work with the Panhellenic Council during the formal recruitment process. It is imperative for all chapters to follow all directions and all steps and to invite the maximum number of potential new members for each round in order for the Release Figures to properly work.

G. Panhellenic representatives and recruitment guides may not wear or display identifying insignia or emblems of their chapter from the time that recruitment registration publications are distributed in
November until after the formal recruitment period. They may not inform any potential new member of their affiliation. They may live in their chapter house, attend chapter meetings, and participate in chapter events during fall semester. Due to the extension of formal recruitment to the second week of school, Panhellenic representatives may live off-campus with a member of the same affiliation with permission from the VP of Recruitment. In addition, Panhellenic Representatives who live in the chapter houses may live in their respective chapter house during the formal recruitment period, but must move out for the week of formal recruitment no later than the Saturday before formal recruitment orientation. During this first week of the formal recruitment period, Representatives may not participate in chapter events, i.e. work week and house meetings.


I. Snap bidding will take place following the bid matching procedures. Snap bidding procedures should follow the NPC Snap Bidding guidelines.

J. All event lists shall be submitted on ICS as requested by published deadlines. Once final lists have been submitted, they may not be changed.

V. ELIGIBILITY AND EXPECTATIONS OF POTENTIAL MEMBERS

A. Women must be enrolled, full-time students (as defined by the University Registrar) at Willamette University to be eligible to participate in the formal recruitment period as well as COB.

B. Only transfer students, sophomores, juniors, and seniors may participate in Fall COB. First year students may only participate in the formal recruitment period or Spring COB, if a chapter is still below Quota or Total after the formal recruitment period.

C. Potential new members must register with Panhellenic to participate in formal recruitment.

D. Potential new members must wear the standardized Panhellenic nametag to all recruitment events.

E. If a potential new member has a scheduling problem, she needs to contact her recruitment counselor immediately.

F. Potential new members must carry a full recruitment event schedule at all times, unless they have been released from at least one sorority chapter which would not allow them to carry a full schedule.

H. Potential new members must contact their recruitment guide to drop from the formal recruitment period and complete an evaluation form.

I. If a potential new member attends a preference event, then she must report to the University Center and complete a Membership Recruitment Acceptance Binding Agreement immediately after the last preference event she attends. Potential new members are entitled to privacy when signing their Membership Recruitment Acceptance Binding Agreements. Once they sign their agreements and give them to Panhellenic, they may not change them. Recruitment guides will not participate, or be physically present in the room, when potential new members complete their Membership Recruitment Acceptance Binding Agreement. The completion of the Membership Recruitment Acceptance Binding Agreement process shall be coordinated by the Panhellenic Advisor.
J. Potential new members who sign Membership Recruitment Acceptance Binding Agreements and receive bids at the end of the formal recruitment period are bound to that sorority for one calendar year at Willamette University. While they are not obligated to pledge that sorority, they may not pledge another NPC sorority on the Willamette University campus within that year. If there is a depledging involved, she must wait one calendar year before pledging again, unless she is invited to repledge the same sorority chapter.

K. Questions concerning eligibility for recruitment participation and fulfillment of membership obligation should be referred to the Panhellenic Vice President for Recruitment.

VI. RECRUITMENT EVENTS

A. Recruitment will be “No-Frills”. The emphasis of recruitment events should be the interactions between sorority members and potential new members rather than elaborate refreshments, entertainment, and atmosphere.

B. The first recruitment event will be Values Night. The event will be held in a meeting room on campus and each chapter will participate by having members staff a value table of their choice. Potential new members will have the option of visiting the tables at their discretion. By the end of the second evening, each potential new member must have attended Values Night in order to continue with recruitment unless previous commitments have been approved by the VP of Recruitment.

C. The second recruitment event will be Open House. All chapters will take potential new members on a complete tour of their chapter house if requested and keep a positive all Greek attitude during their tours. All chapters will facilitate an activity of their choice, with an emphasis on their philanthropy and service to the community. The second round of recruitment will have a five-minute slot for entertainment that is focused on the values of their chapter. Decorations will be kept to a minimum; the idea is to have the chapter house look and feel like any other day. The only decorations permitted are to display activities and values. Each chapter will only display values and activities from an approved list compiled by the VP of Recruitment and each chapter’s recruitment chair in order to have universality among the three chapters. Food for this event will be a compilation of all three chapters; each chapter is responsible for making three of the same dish to be dispersed among each chapter. Only water is permitted unless otherwise stated by the VP of recruitment in which each chapter would be required to have the additional option.

D. Each chapter must display (standard poster size) their financial obligations for pledging and a total breakdown of the costs for the new member/pledge semester as well as both in-house and out-of-house initiated members. This is to be posted inside the chapter house and clearly visible to potential new members. A copy of this information must also be provided to the Panhellenic Vice President of Recruitment, so that it may be included in the materials provided for recruitment guides.

E. The final recruitment event is Preference, which is the final opportunity for potential new members and sorority members to discuss membership commitment. Minimal decorations, “ceremonial” desserts, and water are allowed.
VII. RECRUITMENT GUIDES

A. Any affiliated woman in good standing with their organization and the university may apply for a recruitment guide position. Women who are selected shall exhibit a positive attitude towards Panhellenic and demonstrate involvement within their chapter. Recruitment guides must be available to attend training during the fall semester.

B. The chosen recruitment guide representation will reflect the representation of all chapters and will average four (4) from each chapter, except in extenuating circumstances where a chapter may only have three representatives.

C. Recruitment guides must attend all training workshops during fall and spring semester and the training weekend in January. They are not permitted to attend freshman activity nights.

D. During the formal recruitment period, recruitment guides must separate themselves, emotionally and physically, from their chapter. They may not communicate or visit with their chapter members unless given permission to live with them off campus by Panhellenic VP of Recruitment, in which case they agree not to discuss formal recruitment in any capacity.

E. From the time that invitation to register recruitment publications are distributed in November until the end of the formal recruitment period, recruitment guides may not reveal their sorority affiliation and they must remain neutral at all times to potential new members. They may not wear or display any sorority jewelry, clothing, or any other identifying articles.

F. Recruitment guides will be selected by a committee comprised of the Panhellenic Vice President of Recruitment, Vice President of Internal Programming, and one previous recruitment guide. Every effort will be made to ensure appropriate chapter representation on the selection committee.

G. Recruitment guides may not attend recruitment events at the chapter houses during the formal recruitment period. However, they will assist potential new members by escorting them to and from chapter houses between events, and if they must leave an event early or arrive late.

VIII. RECRUITMENT STAFF

A. The recruitment staff consists of the Panhellenic President, Vice President of Recruitment, Vice President of Recruitment-Elect and the Panhellenic Advisor. If an elect officer is serving in an important recruitment role in her chapter, she will not be expected to serve on the recruitment staff. Members of the recruitment staff should be objective and impartial in their opinions and should promote a positive image of sorority life.

B. The recruitment staff is responsible for the preparation of the formal recruitment period in consultation with the chapter recruitment officers.

C. During the formal recruitment period, the recruitment staff works to ensure that all Panhellenic procedures are followed and that the recruitment period runs smoothly. They visit recruitment events, run the computer processing, direct the recruitment guide program, and assist potential new members when needed.
IX. RECRUITMENT INFRACTIONS

A. Infractions may only be filed by a sorority chapter president, a recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential new member. The infraction must be in written form with specifics as to time, place, and witnesses. The infractions must be based on a violation of the NPC Unanimous Agreements, the Willamette University membership recruitment guidelines, or the Willamette University Panhellenic Constitution and Bylaws. The reported incidence must be based on fact, not hearsay or rumor, and witnessed.

B. The infraction must be submitted to the Panhellenic President using the Violation Report Form. The report form must be presented to the President within 30 calendar days from the date of the alleged infraction (the 30 calendar day timeline even applies during university breaks). The President shall notify the member group using the College Panhellenic Notice of Infraction Form within one week of the President’s receipt of the Violation Report Form. A copy of the form shall be given to the Panhellenic Advisor and NPC Area Advisor within the same time period.

C. Upon receipt of the form, the accused group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial hearing.

D. If an amicable solution cannot be reached through mediation or if the decision of the Judicial Board is not acceptable, then an appeal can be made by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the College Panhellenic Notice of Appeal Form within one week of the decision.

E. A complete description of recruitment infraction procedures may be found in the NPC Manual of Information (17th edition).

X. CONTINUOUS OPEN BIDDING (COB OR INFORMAL RECRUITMENT)

A. Any full-time, enrolled, unaffiliated female student at Willamette University is eligible for COB, with the exception of first semester freshmen. A potential new member who has accepted a bid during the formal recruitment period or during COB is not eligible to pledge another NPC sorority on the Willamette University campus for one calendar year.


C. During COB, a potential member may be extended a bid orally or in writing. Potential new members must be informed of their options, by means of a letter from the Panhellenic Vice President of Recruitment included with their bid. A signed Continuous Open Bidding Acceptance Binding Agreement must be filed with Panhellenic in the Office of Student Activities within 24 hours after a potential member accepts an invitation to membership.

D. No restrictions on the times or places will be issued during COB. Recruitment events during the COB period shall be minimal in nature. If the chapter chooses to have activities during the event, at least one must be values-based. Chapters are encouraged to have informal events or to invite potential new members to regularly scheduled chapter events. When more than one chapter is participating in COB, chapters are encouraged to coordinate with the other chapter(s) so that the events do not overlap and potential new members may be exposed to all of their options.
E. To alleviate miscommunication among chapters, a formal meeting shall be held prior to the start of fall semester informal recruitment (COB). The Panhellenic President, Panhellenic Vice President of Recruitment, and the Presidents and Vice Presidents of Recruitment from each chapter will attend. During this meeting, each chapter will agree upon informal recruitment procedures for the academic year (i.e., when events will be scheduled, bid distribution, etc.). During the fall COB period, no bids shall be extended until each chapter has had the opportunity to host one COB event. A copy of these procedures will be distributed by Panhellenic Council to ensure understanding from all chapter members.

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