

# **Willamette University Panhellenic Association**

## **Membership Recruitment Guidelines**

Revised 10/06

The Willamette University Panhellenic Association Recruitment Guidelines are intended to help guide

sorority women and potential 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 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. Decorations shall be minimal in nature with the exception of the preference event.

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.

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.

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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 member.

K. If a potential member accepts an invitation to a chapter's preference event, her name must appear on

the bid list of a sorority unless she does not attend the preference event.

L. If a potential member does not attend a recruitment event which she was scheduled to attend, notify

Panhellenic immediately.

M. All formal recruitment events must take place in the chapter houses and/or on chapter property.

N. No sorority chapter may put a freshman woman on their event guest list during the fall semester.

## **II. FORMAL RECRUITMENT PERIOD**

A. The formal recruitment period shall be observed starting the first day of the pre-recruitment activities

(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 counselor, resident assistant, 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. Affiliated women who live in Haseldorf or University

Apartments may live in their apartments during the formal recruitment period, as freshmen women are

not permitted to live there.

C. There shall be no communication between a sorority woman and a potential member via email, phone,

or campus mail, unless it is specifically related to an academic course or project.

## **III. RECRUITER OBLIGATIONS**

A. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not imply to a

potential 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.

B. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not make derogatory remarks to a potential member about a sorority, sorority member, or another potential member.

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 member by phone, in person, or in writing

outside of scheduled recruitment events. Likewise, they 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

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accepted. Normal friendly contact, such as a friendly “hello” when passing on campus or in class and the wearing of badges and insignia is encouraged.

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 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 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 resident assistants (RA’s) may choose to participate in the formal recruitment period either out of sight of potential members or not at all. In doing so, they may not take part in the membership selection process. They will not be penalized by their chapter for choosing not to participate in the formal recruitment period.

G. Potential members (freshmen who have matriculated in the current academic year) are not permitted in the sorority chapter houses at any time, with the exception of immediate family members and Panhellenic sponsored events during the fall semester of each academic year.

H. There shall be no contact, on or off campus, between sorority members and their Panhellenic representatives or recruitment counselors during the formal recruitment period, especially concerning membership selection and the potential members. If a Panhellenic representative must visit a chapter

house during the formal recruitment period for the purpose of communicating information about recruitment, she should make every attempt to bring another Panhellenic member with her.

I. 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. If an

Opening Days staff member is a recruitment counselor, she may not disclose her affiliation.

#### **IV. FORMAL RECRUITMENT PERIOD PROCEDURES**

A. Total shall be 80.

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.

E. Panhellenic Council will follow the Quota addition rule: no chapter may exceed quota by more than

5% of Quota.

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F. Chapters should make every attempt to follow release figures, to the benefit of all sorority chapters at

Willamette University. Panhellenic will provide release figures to each chapter during the formal recruitment period.

G. Panhellenic representatives and recruitment counselors may not wear or display identifying insignia or

emblems of their chapter until after the formal recruitment period. They may not inform any potential

member of their affiliation. However, they may live in their chapter house, attend chapter meetings, and

participate in chapter events during fall semester. During the formal recruitment period, they may not

live in the chapter house, live off-campus with other chapter members, or participate in chapter events.

H. The Willamette Panhellenic shall use the Preferential Bidding System and establish Quota as outlined

in the NPC Manual of Information (14<sup>th</sup> edition).

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 to Panhellenic Council typed and in alphabetical order.

Handwritten

lists will not be accepted. All event lists must have the correct number of potential members invited back

and of those released.

## **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 members must register with Panhellenic to participate in formal recruitment.

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

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

F. During rounds one, two, and three, potential 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.

G. Legacies are recruited the same as any other potential member.

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

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I. If a potential member attends a preference event, then she must report to the University Center and complete a Membership Recruitment Acceptance Agreement immediately after the last preference event they attend. Potential members are entitled to privacy when signing their Membership Recruitment Acceptance Agreements. Once they sign their agreements and give them to Panhellenic, they may not change them.

J. Potential members who sign Membership Recruitment Acceptance 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. The emphasis of recruitment events should be the interactions between sorority members and potential members rather than elaborate refreshments, entertainment, and atmosphere.

B. The first recruitment event will be Tours Night. All chapters will take potential members on a complete tour of their chapter house if requested, and keep a positive all Greek attitude during their tours.

During Tours Night, 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 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 counselors. In addition, each chapter must include all Greek activities or other Greek chapter philanthropies in one specific additional "Go Greek" display, or integrate all-Greek activities in several displays throughout the house to

maintain the "Go Greek" attitude. There will be no songs, skits, or dances on the first night of recruitment. Each chapter member shall wear a t-shirt designed by Panhellenic Council.

C. The second recruitment event will be Activity Night. All chapters will facilitate an activity of their

choice. Each chapter may perform up to two pieces of entertainment.

D. The third recruitment event will be Sisterhood Night. Each chapter will provide nice finger foods in a progressive order for potential members. Each chapter may perform up to two pieces of entertainment.

E. The final recruitment event is Preference, which is the final opportunity for potential members and sorority members to discuss membership commitment.

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## **VII. RECRUITMENT COUNSELORS**

A. Each chapter may submit seven (7) recruitment counselor applications. Women who are nominated to apply shall exhibit a positive attitude towards Panhellenic and demonstrated involvement within their chapter. Nominees may be abroad during the spring semester prior to formal recruitment, but are expected to submit an application and be available for a phone interview. Members that submit an application before going abroad count towards the seven (7) recruitment counselor applications that each

chapter is allowed. Nominees must be available to attend training during the fall semester.

B. The chosen recruitment counselor representation will reflect the representation of all chapters and will

average four (4) from each chapter, except in extenuating circumstances where a chapter may choose to

only have three representatives. If a recruitment counselor resigns before the formal recruitment period,

she must be replaced by a designated alternative.

C. Recruitment counselors must attend all training workshops during fall and spring semester and the

training weekend in January. Recruitment counselors who are abroad during spring semester are not

expected to attend training during that time.

D. Recruitment counselors must separate themselves, emotionally and physically, from their chapter for

the purposes of formal recruitment. They may not communicate or visit with their chapter members

during the formal recruitment period. Recruitment counselors may not reveal their sorority affiliation and

they must remain neutral at all times to potential members. They may not wear or display any sorority

jewelry, clothing, or any other identifying articles during the spring or fall semester or formal recruitment period.

E. Recruitment counselors will be selected by a committee comprised of the Panhellenic Vice President

of Recruitment, Vice President of Risk Management, and one previous recruitment counselors.

Every

effort will be made to ensure appropriate chapter representation on the selection committee.

F. Recruitment counselors may not attend recruitment events at the chapter houses during the formal

recruitment period. However, they will assist potential new members who must leave an event early or arrive late by escorting them between chapters.

### **VIII. RECRUITMENT STAFF**

A. The recruitment staff consists of the Panhellenic President, Vice President of Recruitment, and the Panhellenic Advisor. 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.

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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 counselor program, and assist potential members when needed.

### **IX. RECRUITMENT INFRACTIONS**

A. Infractions may only be filed by a sorority chapter, recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential 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, Willamette University membership recruitment guidelines, 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 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 48 hours of the decision.

E. A complete description of recruitment infraction procedures may be found in the NPC Manual of Information (14<sup>th</sup> 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 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 within that year.

B. COB procedure shall be followed as outlined in the NPC Manual of Information (14<sup>th</sup> edition).

C. During COB, a potential member may be extended a bid orally or in writing. However, 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. *Willamette University Panhellenic Association Recruitment Guidelines, page 8*

D. No restrictions on the times, places, or kinds of recruitment events will be issued during COB. Chapters are encouraged to have informal events or to invite potential 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 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.). A copy of these procedures will be distributed by Panhellenic Council to ensure understanding from all chapter members.