



RECRUITMENT RULES OF WILLAMETTE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

The Willamette University Panhellenic Association Recruitment Guidelines are intended to help guide sorority women and potential new members throughout the membership selection process and primary 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 primary 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, values-based, unbiased decisions concerning membership.*

I. Statement of Positive Panhellenic Contact

We, the women of Willamette University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin following the signing of MRABAs and last until bid distribution at 12 noon on bid day. 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.

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

All NPC member organizations represented at Willamette University believe in strictly adhering 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



All NPC member organizations represented at Willamette University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Willamette University recruitment events do not include skits, elaborate decorations and costumes.

IV. Chapter and Recruiter Obligations

- A. Chapters are responsible for informing their initiated members, new members/pledges, and alumnae of the recruitment guidelines that are binding to all concerned. Each chapter is held responsible for the actions of its members.
- B. 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 primary recruitment period.
- C. Chapter advisors, house directors, alumnae, and national officers may be present at recruitment events. They must wear name tags to identify their status. Others may help "behind the scenes" at any time.
- D. No men shall be present at sorority recruitment events or play any part in sorority recruitment, including bid day activities.
- E. No alcoholic beverages may be served at recruitment events.
- F. Budget limitations will be set at a previously arranged dollar amount to be used at the sorority's own discretion throughout the primary 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 primary 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. Budgets are due to VP of Recruitment before winter break.



G. No sorority chapter or member may present a gift or favor to any potential new member. Crafts, food, or items created by the Potential New Member are not considered gifts.

H. 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.

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

J. Chapters will hold at least one Freshman/First Year Activity Night to cater to first-year women who are interested in recruitment in addition to Open Houses. Open houses allow women who are not first years to attend fall events if they do not wish to go through the COB process.

K. 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".

L. 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.

M. Any de-pledging shall be reported to Panhellenic Council in the Office of Student Activities within one business day.

N. 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 any PHC 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.

O. Sorority members who serve as resident advisors, (RA's) may choose to participate in the primary 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 primary recruitment period, informal recruitment, or in the membership selection process.



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Resident Advisors who do choose to participate in the primary recruitment process are not allowed to host/preference their residents.

P. Opening Days staff members may disclose their affiliation during Opening Days activities but may not specifically discuss their chapter. Panhellenic representatives may also disclose their affiliation during Opening Days activities. Instead of discussing individual chapters, members should speak in general terms about sorority life.

Q. A chapter member may not invite first year students into chapter facilities until after Opening Days activities have concluded.

V. Primary Recruitment Period

A. The primary 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 24 hours after bids are opened. All primary recruitment guidelines will, therefore, be in effect during that time period.

B. During the primary recruitment period, affiliated women are allowed in the residence halls so long as the only contact that is initiated is specifically related to academics, clubs, or teams. Affiliated women are not allowed in fraternity designated spaces from 12:00 pm on Saturday before the start of primary recruitment until 12:00 pm on Monday following Bid Day.

C. During the primary 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, social media, text, 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.

VI. Eligibility and Expectations of Potential New Members

A. Women must be enrolled, degree-seeking students (as defined by the University Registrar) at Willamette University to be eligible to participate in the primary 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 primary recruitment period or Spring COB if a chapter is still below Quota or Total after the primary recruitment period.



- C. Potential new members must register with Panhellenic to participate in primary recruitment.
- E. If a potential new member has a scheduling problem, she needs to contact her recruitment guide or VP of Recruitment 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.
- G. Potential new members must contact their recruitment guide or VP of Recruitment to withdraw from the primary recruitment period and complete an evaluation form.
- H. 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.
- I. Potential new members who sign Membership Recruitment Acceptance Binding Agreements and receive bids at the end of the primary recruitment period are bound to that sorority until the next primary recruitment period 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.
- J. Questions concerning eligibility for recruitment participation and fulfillment of membership obligation should be referred to the Panhellenic Vice President of Recruitment.

VII. Recruitment Events

- B. The first recruitment event will be Philanthropy Night. All chapters will facilitate an activity of their choice, with an emphasis on their philanthropy and service to the community. The first round of recruitment will have a five-minute slot for a presentation that is focused on the values of their chapter. The presentation must be approved by the Panhellenic VP Recruitment. The only decorations permitted are to display activities and



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values. Food for this event will be a compilation of all three chapters; each chapter is responsible for providing three of the same dish to be dispersed among each chapter. Only water is permitted.

C. C. The second recruitment event will be Community and Tours Night. The event will be held in chapter houses (if applicable). All chapters will take potential new members on a complete tour of their chapter house (if applicable) if requested and keep a positive all Panhellenic attitude during their tours. Each chapter will have a display detailing philanthropy and financial obligations for membership. A third board may also be present. The only decorations permitted are to display activities and values. Food for this event will be a compilation of all three chapters; each chapter is responsible for providing three of the same dish to be dispersed among each chapter. Only water is permitted.

D. Each chapter must display 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 or chapter space and clearly visible to potential new members. A copy of this information must also be provided to the Panhellenic VP of Recruitment, so that it may be included in the materials provided for recruitment guides. Per NPC statute, PNMs must also be provided with a handout consisting of the detailed financial information of each chapter by Panhellenic.

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.

A. Willamette University Panhellenic will use a Partially Structured Recruitment Process to plan all primary recruitment events.

B. All recruitment events held by Willamette University Panhellenic will be determined in the fall leading up to the partially structured recruitment period. These events will be detailed in a separate document that is to be given to each recruitment chair and president.

C. Willamette University Panhellenic will use the National Panhellenic Conference Financial Transparency Program during the partially structured recruitment period in order to educate all potential new members about the cost associated with sorority membership.

VIII. 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.



- B. The chosen recruitment guide representation will reflect the representation of all chapters and will average two (2) from each chapter.
- C. Recruitment guides must attend all training workshops during the fall and spring semester and the training weekend in January.
- D. During the primary recruitment period, recruitment guides must separate themselves, emotionally and physically, from their chapter. Recruitment guides are allowed to live in chapter facilities but may not communicate with chapter members about anything recruitment related.
- F. Recruitment guides will be selected by a committee comprised of the Panhellenic Vice President of Recruitment, President, 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 primary 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.
- H. Rho Gammas will agree to remain unbiased and keep a Panhellenic mindset in all dealings with the Potential New Members.
- J. A Rho Gamma can disclose her affiliation at the PNM Orientation and will indicate their role is to be Panhellenic and supportive of all chapters on the campus. It is agreed that Rho Gammas should work if at all possible in pairs within their PNM groups so as to alleviate any attempt by the PNMs to lead a Rho Gamma into specific chapter conversations. Rho Gammas will also work in groups of two when outside of residence hall groups. Questions asked by PNMs that speak directly to a chapter's specific activities or policies should be directed back to the chapter, Panhellenic President, or Panhellenic Vice President of Recruitment.
- K. Rho Gammas will agree to be women of ethical behavior who outwardly live the values outlined in the Panhellenic Creed.
- L. There should be no direct connections or communication with the Rho Gammas' chapter and member groups. This includes but is not limited to the following:
 - i. Rho Gammas shall not attend chapter meetings, ritualistic functions, or social events during the primary recruitment period.
 - ii. Rho Gammas shall not provide assistance with recruiting during the fall semester or primary recruitment period. This includes attending Open Houses that are hosted by the chapters and COB events.



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iv. Rho Gammas will not wear their organizational letters, jewelry, sportswear, etc. beginning with the opening of recruitment registration through the conclusion of the primary recruitment period.

M. The Panhellenic Vice President of Recruitment will remain disaffiliated for the entirety of the fall semester through the conclusion of the primary recruitment period.

IX. 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 elected 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 primary recruitment period in consultation with the chapter recruitment officers.

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

X. 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 rules, or the Willamette University Panhellenic 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 a 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 (22nd edition).

XI. Continuous Open Bidding (COB)

- A. Any enrolled, degree-seeking, undergraduate, unaffiliated female student at Willamette University is eligible for COB, with the exception of first semester students. A potential new member who has accepted a bid during the primary recruitment period or during COB is not eligible to pledge another NPC sorority on the Willamette University campus until next primary recruitment.
- B. COB procedure shall be followed as outlined in the NPC Manual of Information (22nd edition).
- C. During COB, a potential member may be extended a bid orally, or in writing. 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.).



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

The Willamette University College Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

XII. Recruitment Procedures

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

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

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

E. An RFM Specialist will be assigned to work with the Panhellenic Council during the primary 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. The Willamette Panhellenic shall use the Preferential Bidding System and establish Quota as outlined in the NPC Manual of Information (22nd edition).

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

I. 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. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven



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days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by the largest chapter size.

Total is the allowable chapter size as determined by the Panhellenic Council. Willamette University Panhellenic should evaluate the 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.

Willamette University Panhellenic has deferred recruitment, so 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: Largest chapter size plus 10%

Total will continue to be automatically adjusted using the method of largest chapter size plus 10% for three consecutive semesters. After the fall of 2021 this method can be assessed and changed if needed.

Updated

10/2019

4/2020