

**West Chester University Panhellenic Council
Recruitment Code of Conduct
Fall Formal Recruitment 2012**

General Guidelines:

1. All National Panhellenic Conference Unanimous Agreements will be followed.
2. All West Chester University policies and procedures will be upheld.
3. All sorority members, potential new members, chapter advisors, and alumnae are responsible for knowing and observing WCU and NPC recruitment rules. Chapters are responsible for informing their members of the rules and seeing that they are upheld. The chapter is responsible for any infractions committed by the members, new members, or alumnae.
4. The Recruitment Team consists of the Panhellenic Executive Board, the Assistant Director of Recruitment, Recruitment Counselors (Pi Chi's), and the Graduate Assistant of Greek Life, and the Director of Greek Life Programs.
5. Sorority members, new members, or alumnae may not invite groups or potential new members to meals on or off campus, or to public establishments such as movies, shopping or restaurants; and vice versa.
6. No sorority member, new member or alumnae may visit a potential new member in her room, apartment, or place of residence during formal recruitment and vice versa.
7. No sorority member may buy anything for a potential new member, and no potential new member may buy anything for a sister.
8. During the fall student organization showcase, each sorority may display a photo album, and 2 small objects they choose at the unity table.
9. There are to be no sisters at the unity table. Panhellenic counselors and members of the Recruitment Team will staff the unity table.
10. Each chapter's recruitment budget is \$500.00; no chapter may spend over that amount.
11. No sorority member is to have any contact with a member of the Panhellenic system, who is disaffiliated, except for during recruitment events. This includes the time period between **August 24, 2012** (30 days prior to Bid Day) until Bid Day, **September 23, 2012**, when their affiliation is revealed. (If there is an extenuating circumstance it must be approved by the Recruitment Team.)
12. No pictures of disaffiliated members are to be visible from **August 24, 2012 until September 23, 2012 (Bid Day)**.

13. Beginning on **August 24, 2012 through September 23, 2012**, affiliated women are encouraged to promote the Fall Formal Recruitment processes to potential members (but should not be promoting their individual chapters).

Panhellenic Counselors Guidelines & Team Recruitment Assistant Guidelines

1. All Panhellenic counselors must have a cumulative GPA of at least a 2.5
2. All Panhellenic counselors must have gone through recruitment as a sister in their respective chapter.
3. Panhellenic counselors will be selected during the spring semester at a time and number to be determined by the Panhellenic Council.
4. Panhellenic counselors will be determined by application and interview. Presidents of the chapters or advisors will also be contacted for a verbal recommendation of each applicant. References may be sought from the Chapter Presidents of Chapter Advisors.
5. Panhellenic counselors and the Panhellenic Executive Board will be disaffiliated from their respective chapters 30 days prior to Bid Day (**August 24, 2012 through September 23, 2012**) in all matters concerning recruitment. They may not attend any chapter activities or have any contact with their chapter members until after Bid Day, when they reveal their affiliation.
6. Panhellenic Counselors and the Panhellenic Executive Board shall not wear or carry any items that would cause them to be identified as a member of a specific sorority beginning August 24, 2012.
7. Panhellenic counselors and the Panhellenic Executive Board may not reveal their affiliation verbally or nonverbally to any potential new member.
8. Panhellenic counselors, the Panhellenic Executive Board, and the Recruitment Team may not have any contact what so ever with their chapters during the formal recruitment period other than escorting potential new members to and from parties, escorting sorority members to and from restrooms, and checking the sororities' rooms to make sure they are in compliance with the Recruitment Code of Conduct.
9. Panhellenic counselors will keep all conversations with potential new members in confidence.
10. Panhellenic counselors will keep all information gained about potential new members' sorority choices in confidence. This includes invitations and choices of sororities' parties to attend as well as preferential choices. Failure to abide by this rule will result in a recruitment infractions being filed against the individual and her respective sorority.
11. Panhellenic counselors will not be allowed to ask potential new members the order in which they have selected organizations, after each party. Any Panhellenic counselor found in violation

of this rule will result in their organizations' suspension of three years without a Panhellenic counselor from their chapter.

12. Panhellenic counselors must return their binders to the Office of Greek Life Programs office (238 Sykes) at the end of formal recruitment. Failure to do so will result in a \$10 fine.

Potential New Member Guidelines

1. To participate in recruitment, a woman must be a student at West Chester University carrying a minimum of 12 credits. She must have a cumulative GPA of 2.5 (first semester and transfer students have no required GPA).

2. Potential new members must fill out their preference card after the completion of all of their preference parties.

3. Potential new members may not tell other people which sorority Panhellenic counselors, the Panhellenic Executive Board, or members of the Recruitment Team belong to, if they have knowledge of that affiliation.

4. Potential new members must attend all parties during the first round of recruitment (Philanthropy). For all subsequent rounds potential new members must accept invitations to the maximum number of parties they are able to attend. Any potential new member not attending a party for which she accepted an invitation may be dismissed from recruitment.

5. Potential new members withdrawing from recruitment must give proper notification to her Panhellenic Counselor or to a member of the Recruitment Team. Also any potential new member who withdraws from the process will have to fill out a survey from the National Panhellenic Unanimous Agreement.

6. Any potential new member signing a preference card and receiving a bid, is bound to accept her bid. If a potential new member does not receive a bid from her first preference, she will be willing to accept a bid from her second preference. A potential new member cannot change her preference choices once they have been submitted to the Panhellenic Council, via the Office of Greek Life and Student Organizations. If she receives a bid from one of the sororities that she has listed on her preference card and does not accept, she will be ineligible to join any NPC sorority for one calendar year.

7. Potential new members found in violation of any of the Recruitment rules and procedures will be subject to dismissal from the recruitment program.

8. Potential new members must sign-up electronically and pay the Recruitment fee (\$10.00) prior to the start of Formal Recruitment on September 20, 2012.

9. Potential new members must attend one of the three information sessions prior to the start of recruitment either September 10, 2012, September 13, 2012, or September 19, 2012.

10. A social will be held prior to recruitment on where sisters and potential new members are invited to gather and socialize. A specific % of chapter attendance will be communicated prior to the event.

Formal Recruitment Guidelines

1. During the formal recruitment period, there is to be no contact between the prospective new member and sorority members outside of the recruitment process. This includes letters, phone calls, emails, online contact or conversation, Facebook, MySpace, **Twitter**, text messages, and ANY other technological contact. (Siblings, roommates, academic work, work groups and sports teams are exempt; however, there is to be no talk of recruitment among these exemptions.)

2. Recruitment Counselors (Pi Chi's) must either remove themselves from Facebook, MySpace, Twitter, and any other online profile service, or change the settings which allow nobody to view or search their profile, from 30 days prior to Bid Day (August 24, 2012) to Bid Day (September 23, 2012). Any sorority woman found in violation of this rule will be fined \$10.

3. Strict silence will be observed as the period beginning immediately following preference parties and continues until all new members are announced at Bid Day. Strict silence is the period when no conversation should occur between potential new members and active members.

4. There are to be only 35 sisters at the first two recruitment events. There is only to be a maximum of 35 sisters show up to the events; there is to be NO subbing in and out of a party, with the exception of a chapter has less than 35 members present and sisters come out late or leave early. The number of sisters for Preference Parties needs to be within code depending on the room including potential members. (Room 209 – 50ppl & Room 210 – 50ppl)

5. There should be no promising of bids directly or indirectly, by sisters, alumnae, or any Greek student. This includes comments such as, and not limited to “hope to see you tomorrow”, and “hope your wish is the same as ours.” This also includes actions such as, and not limited to, hugging a potential new member when they leave a party.

6. There is to be no talking about men or alcohol during recruitment events. Any conversations or actions unbecoming of a sorority member are prohibited.

7. No pins or lavalieres other than sorority jewelry may be worn during parties – you cannot wear boyfriend's pins or letters (honorary pins and those showing a position in the Greek System may be worn).

8. Sorority women are not permitted to discuss or mention any other sorority or fraternity in a negative or degrading manner at any time during recruitment.

9. There is to be no mention of membership selection outside of the individual chapter.

10. Every chapter will follow the recruitment release figures recommendation from the *National Panhellenic Conference Manual of Information* (most current edition.) These figures will be given to each chapter at the appropriate times.
11. Invitation lists are to be completed and submitted to the Office of Greek Life Programs office directly after Philanthropy and Theme.
12. Any skits that occur during the recruitment process must first be approved by the Recruitment Team, as this is considered a “frill.”
13. Any visual materials used in the recruitment process such as video, slide shows, and photo albums need to be previewed by the Recruitment Team.
14. There will be no discussion between sorority members and potential new members concerning quota, invitation lists, or preference cards. Any such questions should be referred to the Recruitment Team or Recruitment counselors.
15. A member of the recruitment team will periodically come through each chapter room during each round of recruitment to ensure all regulations are being followed.
16. No burning of candles is allowed during any recruitment party (due to fire code).
17. Regarding the decoration of rooms during recruitment parties, there is to be no use of duck tape. There is to be no tape at all on wood, or plaster board walls. There is to be no confetti in the rooms and no glitter. There are to be no candles. There is to be no moving of furniture out of the rooms.
18. Do not leave anything on the floor in the hallways outside of the recruitment rooms except for provided recruitment bags.
19. During recruitment parties, all rooms are to be cleaned and in the same condition you found them in or a minimum of \$150 fine will be incurred.
20. Panhellenic counselors or members of the Recruitment Team will walk through each chapter’s room before each recruitment event to be sure all rules and regulations are being followed.
21. Any questions concerning the Recruitment Rules or any party guidelines should be directed to the Panhellenic Vice President of Recruitment, the Graduate Assistant of Greek Life or the Director of Greek Life Programs.
22. If an incident occurs in which one or more of the NPC or WCU’s recruitment rules have been violated, a recruitment infraction form must be filed immediately.

23. All organizations must have read the Recruitment Rules before the start of the first round of recruitment. Any sorority woman who has not heard the recruitment rules shall not be able to participate in formal recruitment.

25. The Sykes Theater will be used as Headquarters for Panhellenic counselors and Panhellenic Executive Board.

26. There will be 10 min. between parties. During this time sisters must remain in their rooms.

27. Sisters, Panhellenic counselors, or members of the Panhellenic Executive Board will not let potential new members out of the recruitment rounds before designated time.

28. Potential new members will have business like name cards. These cards will be handed to the sorority and will be used as attendance.

29. On Bid Day NO balloons are allowed inside the Purple Gym.

30. There will be no food or drink inside the rooms. Food will be available during Preference Parties in a designated area of Sykes, and only drinks will be provided during Philanthropy, Theme, and Preference days in a designated area of Sykes.

31. No groups are to be created through Facebook, MySpace, Twitter, etc, to promote joining your individual chapter. The Recruitment Team will create one on behalf of Panhellenic to promote the Recruitment process.

32. At the end of each night during Recruitment, each Chapter must complete their selection list within the amount of time allotted. The amount of time will be assigned by the Director of Greek Life and for any group that finishes after the allotted time will be fined \$50.

33. A formal agenda will be distributed for the Information Sessions, but the following is permitted:

- 5 active sisters will represent each chapter
- Sisters will be wearing letters and jeans
- Potential members will spend five minutes at each group
- There will not be tables with crafts at the information sessions

34. During Philanthropy, each recruitment round will last 25 minutes. During Theme, each recruitment round will last 35 minutes. During Preference, each recruitment round will last 45 minutes.

35. Room selection will be decided as follows:

Philanthropy – Spring 2012 Overall Chapter GPA

Theme – Spring 2012 New Member GPA (if no new members for the Spring, then Fall 2011 will be used)

Preference – Rotate to second choice based on Spring 2012 Overall Chapter GPA

36. No banging on doors/walls at any point during or before any round begins.
37. During Preference, there will be no clapping, yelling, or chanting at any point.

Recruitment Infractions

1. All recruitment infractions will be governed by the *National Panhellenic Conference Manual of Information (most current edition)*. Collegiate chapters shall be responsible for any infractions of the rules committed by members of alumnae groups, chapter members, and their advisors. Any violation to these recruitment rules upheld by the NPC standards will result in the following:
2. All Recruitment Infractions will be process within two weeks after Bid Day.

Upperclassmen Bids

1. Each chapter who is not at chapter total (65) may extend bids anytime between the first day of class (August 27, 2012) and before the first informational session (September 10, 2012.)
2. Prior to extending a bid, each chapter must first confirm that the PNM meets the minimum GPA standards. Names with Student ID#'s must be submitted to the Director of Greek Life no later than September 8, 2012. (Chapters can submit them any time, with a 24 hour turnaround confirmation response.)
3. If a chapter wishes to extend a bid to a PNM, she must complete a PHC Acceptance Card (available on the Greek Life Website) prior to September 23, 2012. (Bid Day)
4. All upperclassmen women will also join the Fall 2012 New Member Classes on Bid Day. Their names will also be announced and they will join the chapter in the same fashion as a formal recruitment process PNM.
5. Upperclassmen women who receive a bid prior to recruitment do not have to register for recruitment or go through the process.

Important Dates in Summary:

August 1, 2012 – Online Registration opens
August 24, 2012 – Disaffiliation of Recruitment Team
August 27, 2012 – First Day of Class
August 30, 2012 – Ice Cream Social (7:30pm, Sykes 117B/C)
September 10, 2012 – Information Session #1 (6:30pm, Sykes Ballrooms) & final day to extend bids to upperclassmen
September 13, 2012 – Information Session #2 (6:30pm, Sykes Ballrooms)
September 19, 2012 – Information Session #3 (6:30pm, Sykes Ballrooms)
September 20, 2012 – Philanthropy Round (Registration Closes)
September 21, 2012 – Theme Round
September 22, 2012 – Preference Round
September 23, 2012 – Bid Day