

University of South Dakota Panhellenic Council Recruitment Standards and Policies

PURPOSE

The University of South Dakota (USD) Panhellenic Council (PHC) exists to develop and maintain fraternity life and interfraternal relations, as well as serve as the coordinating body for member recruitment at USD. The following are the USD Panhellenic Council Recruitment Rules which represent the standards and policies for member recruitment at USD. It will be each Panhellenic sorority's responsibility to uphold these standards and ensure their individual members/alumnae/representatives adhere to them as well. All members (including participating alumnae and new members) are responsible for knowing and adhering to the recruitment standards and policies.

ELIGIBILITY FOR RECRUITMENT

A woman is eligible to participate in recruitment activities or to pledge a sorority at USD if she is:

- A full-time, undergraduate female student at the University of South Dakota (at least twelve hours taken per semester);
- A prospective USD female student, to include any high school senior or transfer interested in attending the University of South Dakota and provides proof of enrollment as a full time student;
- Not a previous or current initiate of an NPC-member sorority on the USD campus or any other campus; and,
- Has not signed a Membership Recruitment Acceptance Agreement, Preference Card and/or accepted a bid from an NPC sorority in the past 12 months.
- Has obtained a High School GPA of at least a 2.50 or above, and/or if college credits have been taken, a cumulative college GPA of 2.50 or above is required.

DEFINITION OF TERMS

Bid: A bid is defined as a verbal statement or written note alluding to the fact that a PNM will be invited back to the chapter. Bids, whether verbal or written, are not to be issued by any sorority member prior to the official bid awards by Panhellenic on Bid Day of Fall Formal Recruitment.

Bid Matching: The process of comparing PNM and individual chapter preferences to determine sorority membership.

Continuous Open Recruitment (COR): The process individual chapters go through to reach chapter total outside of the formal recruitment period. COR can begin immediately following the formal recruitment period, throughout the Fall and/or Spring semesters. During COR, bids can be extended verbally or in writing.

Formal Recruitment: The process where the USD Panhellenic sororities join together to recruit new members into their chapters. Formal Recruitment lasts three days and consists of different "rounds" where the potential new members and sorority chapters get acquainted. Through a process of mutual selection (by potential new members and the sororities), the potential new members have the opportunity to join the chapter that best fits their interests.

Membership Recruitment Acceptance Agreement (MRAA) Form: A binding agreement signed by Potential New Members on preference day and kept on file by the Sorority and Fraternity Life Office. By signing this document, the Potential New Member is committing to any chapter, regardless of if they choose to affiliate or not, that they matched to during formal recruitment for one calendar year.

NPC Unanimous Agreements: Rulings determined by the National Panhellenic Conference, and agreed upon by representatives from all the National Panhellenic Sororities. These must be followed by all Panhellenic Council Sororities.

Panhellenic Recruitment Exec: The executive officers for Panhellenic. These women shall serve as the recruitment assistants to the Panhellenic Council during recruitment and shall disaffiliate from their chapter.

Potential New Member (PNM): Any person that meets the eligibility requirements for USD Panhellenic Recruitment as described above.

Quota Range: The number of Potential New Members (determined at the end of recruitment) that each chapter is allowed to take during formal recruitment regardless of a chapter's total membership number. Every chapter is entitled to bid the same quota number which is determined by the Fraternity/Sorority Life Advisors following NPC guidelines following the final invitational round.

Recruitment Infraction or Violation: A recruitment violation is failure to uphold the USD Panhellenic Council recruitment policies and/or violation of an NPC recruitment policy.

Release Figures: Are used to determine the number of PNMs that each recruiting chapter must release from contention after each round of formal recruitment. Release figures are used to ensure the most positive and realistic recruitment experience for both PNMs and individual chapters.

Gamma Chi: Recruitment Counselors selected by individual chapters to facilitate the formal recruitment process and serve as a liaison between PNMs and the Panhellenic Council.

Silence: Silence means no conversation related to recruitment or contact between PNMs and initiated members in a way that disrupts the spirit of recruitment. PNMs may not discuss sorority membership with other PNMs as each woman should make an independent decision through the formal recruitment process.

Snap Bidding: The process that chapters who have not met quota after bid matching use to extend membership bids to women who have been released from recruitment. Snap bidding occurs immediately following bid matching until one hour prior to giving out bids.

Total: All chapters, regardless of their size going into formal recruitment, are allowed to pledge up to the quota. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be adjusted annually no

later than 72 hours following bid distribution, and will be based on average chapter size at that time. Panhellenic will reserve the right to reassess this campus total if necessary utilizing one of the acceptable alternatives according to the NPC Manual of information. Chapters who reach total through formal recruitment or at any other time throughout the year may not participate in Open Recruitment unless their membership falls below total. If a chapter's total membership is still below the chapter total set by Panhellenic, the chapter may continue pledging during Continuous Open Recruitment until chapter total is reached.

Vacancy: A vacancy occurs when a member either withdraws from the university or de-pledges the sorority, graduates or is granted alumnae status, or the sorority terminates her membership and the member leaving brings the chapter below total.

Web Postings: Internet forums, weblogs, message boards, Web sites and social networking services such as, but not limited to, Facebook, twitter, myspace, blogspot, greekchat, live journal, etc., that are public venues and potentially read by thousands of people daily, including PNMs, new members, alumnae and parents.

SUMMER RECRUITMENT CONTACT

- A. The summer recruitment period is considered 12:01 am the day after May convocation and ends at 12:01 a.m. on August 14th (PNM Move-In).
- B. The following rules will apply:
 1. PNMs may not attend any organized sorority function that has not been approved by the Panhellenic Council, to include organized activities and social functions.
 2. Chapters may extend bids to PNMs who have attended at least one previous semester at USD during the summer recruitment period provided they have a vacancy as defined in this document. However, when the rules of silence begin they take precedence and no contact is allowed under any circumstances.
 3. PNMs who have not attended at least one semester at USD may not be deliberately contacted in any way. This includes, but is not limited to, telephone calls, text messages, letters, e-mail, web postings, and gifts of any sort. However, normal, social contacts should not be disrupted in the case of long-standing friendships and family relations.
 4. A PNM may not stay overnight or visit a sorority house.
 5. At no time during the summer break should a chapter house be used for recruitment purposes. Chapter houses may only be used for recruitment practices where no PNMs are in attendance.

GENERAL RULES FOR FORMAL RECRUITMENT

- A. **ALL NPC UNANIMOUS AGREEMENTS will be upheld.** NPC agreements and policies supersede any other local, university or campus sorority recruitment policy.
- B. **No sorority member is qualified to tell a PNM about a sorority other than her own.** This includes any discussion of sorority invitations or legacies. No disparaging remarks may be made by a sorority member about another sorority. Attempts may not be made to evaluate or rank another sorority.
- C. **Alcohol** - Alcoholic beverages may not be available or consumed at any type of recruitment event for any reason in any form by a recruitment participant. This includes PNMs, initiated chapter members (active or inactive), disaffiliated Gamma Chis and Panhellenic Executive members, visiting chapter members, or any other representative of the chapter. The time period for this rule will be from 12:01 a.m. on the day prior to "PNM Move-In", until time designated by Panhellenic Council.
- D. **Men** – There shall be no participation by men in any sorority formal recruitment function or recruitment video. This includes bid day and all related bid day activities, unless approved by Panhellenic Council. In addition, no chapter women are allowed to visit a fraternity chapter house during the formal recruitment week OR during men's Fall recruitment week.
- E. **Discussion of Open Recruitment during Formal Recruitment** - Discussion of Open Recruitment is not allowed during Formal Recruitment. Members should NOT encourage a PNM to drop out of recruitment in order to receive a bid from a promised house.
- F. **Grade Releases** - Every sorority has established its own academic standards and follows the guidelines set by their inter/national organizations when determining grade cutoff. It is also important to note that very few, if any, grade exceptions are made by each chapter. Potential new members who do not meet a chapter's academic requirements should be released as early as possible in the recruitment process to allow them the opportunity to explore other alternatives. However, grades may be considered throughout the entire process.
- G. **Formal Recruitment Silence** - Silence is observed to allow each PNM to decide for herself, free of outside pressures and the opinions of others, which group she wishes to join.
 1. **Rules of Silence**
 - a. Total silence begins between PNMs/Chapter Gamma Chis/Panhellenic Recruitment Exec members in regards to all sorority initiated members, new members, alumnae, and anyone who could represent the chapter on "Move-In Day". Only Chapter Gamma Chis/Panhellenic Recruitment Exec members are allowed to converse with PNMs.
 - b. PNMs may not receive gifts or be contacted by individual chapters under any circumstances. **Contacts and gifts include, but are not limited to:** facebook messages, social networking messages, telephone calls, text messages, telegrams, letters, e-mail, web postings, flowers, or gifts for the purpose of

recruitment from sorority members, alumnae or anyone who represents the chapter until they have accepted their bids. PNMs may not give gifts to individual chapter members or affiliates.

- c. Other sorority members or PNMs may not be present in the residence during Silence.
 - d. Participating alumnae or anyone who represents the chapter will also be held to rigid observance of Silence. All rules of Silence must be observed until Bid Day Convocation.
 - e. All sororities will cover or remove any openly exposed pictures of their members that are serving as Chapter Gamma Chi/Panhellenic Recruitment Exec. This includes pictures on composites, in all chapter members' rooms, on chapter or individual's websites, etc. by the Thursday of "work week."
2. **Withdrawn PNMs Silence:** PNMs who register for Formal Recruitment, but who withdraw sometime during recruitment, are still under the rules of silence to all other PNMs and sorority members until Bid Day activities begin.
 3. **End of Silence:** Silence ends when Bid Day activities begin. Continuous Open Recruitment begins one (1) hour after Bids have been released.

FORMAL RECRUITMENT WEEK **(August 14, 2017 – August 16, 2017)**

General Policies:

- A. **Bids** - No sorority initiated member, new member, alumna, nor agent may suggest to any PNM that she refuse a bid from one group in order to wait for a bid from another group, nor suggest that a PNM list only one choice on her preference card, nor encourage her to change her preference. Promising of bids, directly or indirectly, by any party will not be tolerated. Bids are not to be issued by any sorority member prior to the official bid awards by Panhellenic.
- B. **Location of recruitment events** - All events must be held in the chapter house, or in a location approved by the Panhellenic Recruitment Chair and Sorority/Fraternity Life Advisor.
 1. All recruitment entertainment shall be confined within the chapter house or other designated area.
 2. There shall be no outside decorations with the exception of one set of wooden letters against the house. No front yard displays are permitted.
 3. No outside recruitment parties without the consent of the vice president of recruitment and the Sorority/Fraternity Life Advisor.
 4. Recruitment locations are subject to periodic visits by the Panhellenic President, VP Recruitment, Panhellenic Advisor and/or d Gamma Chi no less than one (1) hour prior to the start of events during Recruitment. Random visits may be made at any time during recruitment by the Sorority/Fraternity Life advisor and/or his or her designee.
- C. **Gifts** - No gifts, flowers or favors of any sort may be taken from the sorority house by a PNM.
- D. **Entertainment** - Entertainment will be provided by active initiated members from USD only, unless alumnae, visiting members from other chapters, inactive members or any other non-collegiate representative of the chapter are approved in advance by the Panhellenic Council.
- E. **Recruitment Videos**- Recruitment videos may be show during Sisterhood Round only; they are not to be shown or shared outside of this round until the completion of fall recruitment. This video is limited to 4 minutes in length. The video must show at least 3 of the 6 topics: Sisterhood, Leadership, Scholarship, Panhellenic, Philanthropy, National organization and Alumnae activities. The budget for the video will come out of the total recruitment budget of \$1000.00. The video must follow the recruitment rules, this includes but is not limited to: no men and no alcohol. Any video to be presented during Sisterhood Round must be approved by the Vice President of Recruitment. **All items for review are due Monday, July 16th, 2017 by 11:59pm.**
- F. **Visibility of sorority members** – Only three representatives are allowed outside of the house to welcome the PNMs for each round. Sorority members are not to be visible from their houses between events.
- G. **Official timing of recruitment parties** - The party will officially begin when the first PNM enters the sorority house and will officially end when the last PNM exits the house.
- H. **Isolation of PNMs** - At no time should a PNM be removed from the general event grouping by one or more sorority members for the purpose of recruitment during a formal Fall Recruitment event. At no time should a PNM and a sorority member be alone in a room. Both of these situations are considered a violation of recruitment rules. Rotation patterns for recruitment events should be evaluated with this rule in mind.
- I. **PNM Attendance Policy** -
 1. A PNM excused by the Panhellenic Executive Board for illness or emergency will be permitted to accept invitations to the next round of events if she is able to attend.
 2. A PNM who has missed a formal recruitment event can re-enter recruitment at the discretion of the Panhellenic Executive Board and the recruiting chapters.
 3. A PNM must attend all invitations to the maximum number of events scheduled. (EX. Second Round- 3 possible events: If PNM "A" receives three invitations, she must attend three events. If PNM "B" receives two, she must accept two.) Failure to abide by this rule may result in the PNMs removal from Formal Recruitment. In addition, Sorority/Fraternity Life will not tolerate collegiate or alumnae members encouraging PNMs to not attend their entire invitation list.

4. A PNM must notify her Gamma Chi, the Panhellenic President, and/or the Sorority/Fraternity Life Advisor if she decides to withdraw from Formal Recruitment.

J. Chapter Expenses –

1. **Budget** - Panhellenic sororities are not to exceed \$1000.00 in the purchase, rental, or donation of any new decorations for all periods of Formal Recruitment. These new decorations are classified as anything that is visible to the PNM during Formal Recruitment. This amount includes all materials, decorations, recruitment videos, donations, contributions and other expenses used for Recruitment.
2. **Items not included in the budget** - Outfits that are purchased by individuals and kept by individuals should not be included in the budget total. Other items not included are tables and chairs, room rental, and personal possessions of the fraternity members/national organization.

Formal Recruitment Days

A. Round 1 – House Tour/Philanthropy Round (45 minutes/party)

1. Purpose: to teach PNMs about sorority life and the chapter values and philanthropies.
2. A video/slide show may be shown for recruitment and philanthropy purposes; brag boards and sorority paraphernalia are acceptable; no skits are allowed. The chapter house should generally look as it would for any open house tour in the spirit of low frills.
3. No Refreshments are allowed this round.
4. Dress for sorority members is at the individual chapter's discretion and should support the theme and image of their respective house.
5. House tours are not allowed. PNMs are only allowed on the first level of each chapter during this round.

B. Round 2 – Sisterhood/Finance Round (45 minutes/party)

1. Purpose: this will be for each sorority to familiarize PNMs with chapter facilities and finances.
2. House tours are allowed. No skits are allowed.
3. Round 2 is the first invitational round.
4. Dress for sorority members is at the individual chapter's discretion and should support the theme and image of their respective house.
5. The chapter house should generally look as it would for any open house tour in the spirit of low frills.
6. No Refreshments are allowed this round.

C. Round 3 – Preference Round (60 minutes/party)

1. Purpose: This round is carried out in a serious format, designed to help the PNM in her final decision.
2. House and ceremony area may be decorated to portray the appropriate ceremony environment.
3. Dress for sorority members is at the individual chapter's discretion and is typically more formal.
4. Refreshments are limited to a dessert and beverage only.
5. No skits are allowed.

D. Bid Day

1. The Gamma Chis and the Panhellenic Recruitment Exec team will facilitate bid awards.
2. No oral or written bids are permitted until the Bid Cards are extended on Bid Day.
3. Should a PNM not accept a bid from her preferences, she is ineligible to participate in recruitment until the next Formal Recruitment period.
4. Bid Day activities are included in the time frame and restrictions outlined in the recruitment rules.

BID MATCHING

A. MRABA System -

1. On preference night, PNMs are to sit alone while filling out their MRABA. PNMs are not allowed to speak with other PNMs until all MRABAs have been submitted via My Campus Director and all surveys have been completed.
2. No collegiate members and participating alumnae (except designated Panhellenic Exec and Gamma Chis) are to be present at or around the location of preference card signing (i.e. inside the designated room).

B. Bid Cards – Chapter representative must bring enough formal bids in envelopes to equal the top of the quota range.

C. Bid Lists - The bid list shall be submitted in preference order and shall contain the exact number of quota. Bid lists are sent through the online recruitment system.

D. Released PNMs - Any PNM not receiving a bid must be contacted by Panhellenic before bids are distributed. The PNM will be told she did not match. However, she can then be informed another sorority wants to snap bid to her. The PNM has the choice of accepting the bid or waiting to participate in Open Recruitment.

E. Snap Bidding - Chapters which do not fill to quota during bid matching may snap bid to quota. Snap bidding ends immediately prior to Formal Recruitment bid distribution. If a bid is not extended to a PNM, she is eligible for Open Recruitment immediately following Bid Day.

F. Bid Acceptance – A PNM accepting a bid from her preferences or through the snap bid process will be ineligible to participate in recruitment until the next formal recruitment period.

RELEASE FIGURES

The NPC recommendations according to manual shall be followed for release figures. NPC endorses a formula which USD Panhellenic Council uses to ensure Membership Recruiting success as well as to provide an opportunity to recruit the greatest number of women.

- A. The use of release figures will be utilized for each event period of Recruitment.
- B. After the first invitational round, each sorority is strongly encouraged to re-invite only those women whom they are seriously considering for membership. This will enable both the PNMs and chapter members to know their options early in the Formal Recruitment process.
 1. At the conclusion of party rounds one and two, a list of invitations for each party will be submitted via My Campus Director.
 2. The lists should be submitted in alphabetical order. On the evening of preference, they should be submitted in order of preference.
- C. Each sorority will only put women on their preference list that will be invited to Bid Day.
- D. Panhellenic Recruitment Staff will make every effort to update My Campus Director with release figures for each round as close to the conclusion of each daily priority ranking as possible.
- E. Chapter invitation and release lists for each round are to be submitted via My Campus Director by designated time on recruitment schedule. Each chapter should maintain a hard copy of the invitation and release lists as back up.
- F. Panhellenic Recruitment Staff will make every effort to inform chapters of the set quota no later than two hours after final preference party concludes.
- G. On preference night, chapter bid lists are to be submitted via My Campus Director no later than two hours after quota is released by the Panhellenic Recruitment Staff. Each chapter should maintain a hard copy of the invitation and release lists.

CHAPTER/MEMBER RECRUITMENT INFRACTIONS

USD Panhellenic Council will follow NPC directives for filing and mediation of Recruitment infractions. Infractions shall be handled as specified in the Unanimous Agreement, Article VII. In the Unanimous Agreement it states how the Panhellenic Judicial Board is established and the duties it will perform.

A. Filing Infractions -

1. Recruitment infractions will be filed via online submission document.
2. Infractions can be filed by the Panhellenic President, Panhellenic Vice President of Recruitment, Gamma Chi and any chapter member.
3. Proper documentation must be provided.

B. Fines for recruitment violations (ie: Silence, promoting Gamma Chi affiliation, etc.) – Sanctions for recruitment violations will be at the discretion of the Panhellenic Judicial Committee consisting of members from the Panhellenic Executive Committee.

C. Fines for exceeding party time limits - There will be an automatic, monetary fine for chapters releasing potential members late from an event. Due to discrepancies in watches, the first ninety seconds will be a grace period. The fines will be \$20 after the first 90 seconds and another \$10 will be fined for every minute after.

D. Fines for late party/invitation lists - There will be a penalty for chapters turning in their release and invitation lists late. The fine will be \$10 per minute past the deadline. Times for lists will be given each evening. Chapters are encouraged to get lists in as soon as possible to assist with the process.

E. To pay fines - All fines are payable to the USD Panhellenic Council.

CONTINUOUS OPEN RECRUITMENT (COR)

A. Fall COR - Groups which do not fill their new member quota or reach chapter total during Fall Recruitment may recruit and pledge women at their own discretion after Bid Day through the Recruitment Rules. During COR, a prospective new member may be extended a bid orally or in writing. The PNM's Bid Agreement must be signed and turned in to the Greek Life office by 5 p.m. within two business days following her acceptance of the bid for membership.

B. Spring COR – All sororities will participate in one open house round for Spring COR scheduled by PHC no later than the third week of school. Chapters who are not at total may begin Spring COR as soon as the first day of classes and continue through the end of the semester, or until they reach quota, whichever is sooner. Events are the discretion of each individual chapter and no budget is set.

PLEDGING

A. MRABA - A signed MRABA is binding. If a PNM receives a bid under the MRABA system, she is ineligible to be pledged to any other sorority for one calendar year.

B. Breaking a pledge - A student who has had her pledge broken by a sorority, or who has broken her pledge to a sorority, may not be asked to join another sorority for one calendar year from the date she was originally pledged. However, she may be re-pledged to the same sorority chapter at any time within that calendar year.

C. Transferring - When a new member transfers to another campus during her new member period, her pledge is broken, and she is eligible to pledge a NPC sorority on that campus at the earliest opportunity, unless the organization's rules dictate otherwise. A person who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC sorority, even upon transferring schools.

GAMMA CHIS

- A. **Requirements** - Selected by the Panhellenic Council through an application and interview process in the beginning of the spring semester. Gamma Chis must meet the following requirements:
 - 1. Have a cumulative and previous semester GPA of 2.50 or above.
 - 2. Have participated on both sides of recruitment.
 - 3. Be available to fulfill duties during the spring, summer and formal recruitment terms.
- B. **Promoting Affiliation** - At no time before bids are given out will Gamma Chis promote their recruitment group, or members of any other group, the chapter with which they are affiliated. There will be no tolerance for this type of behavior for Recruitment Counselors. By doing so she will be removed from her duties as a Gamma Chi and her chapter will be penalized according to the provisions in this document.
- C. **Chapter Discussion** - Gamma Chis may not discuss the activities of any chapter (including, but not limited to her own) during Formal Recruitment. There will be no tolerance for this type of behavior for Recruitment Counselors. By doing so she will be removed from her duties as a Gamma Chi and her chapter will be penalized according to the provisions in this document.
- D. **Official Business with PNMs** - Gamma Chi's may not meet with or talk to PNMs with any intention other than to conduct the official duties of a Gamma Chi. Except when she is performing official duties, Gamma Chi's are bound by the rules of Silence as defined by the Panhellenic Council in this document.
- E. **Confidentiality** - All conversations with PNMs are confidential. Not adhering to the rules of confidentiality are grounds for the Gamma Chi being removed from her duties and her chapter being penalized according to the provisions in this document.
- F. **Promoting affiliation** - Gamma Chis shall wear NO identifying insignia starting 8 AM the morning of PNM Move-in until the end of recruitment (i.e. badge, jewelry, Greek letters, party shirts, car decals, key chains, etc.)
 - 1. All members, including new members and alumnae, are to respect the recruitment counselor's disassociation with her sorority.