

Panhellenic Council of
West Chester University of Pennsylvania
Recruitment Regulations and Guidelines

Presented: September 6th, 2018
To Be Adopted: October 4th, 2018

In accordance with the 14th edition of the National Panhellenic Conference Manual of Information and the 1991 and 2003 NPC Recruitment Resolutions

I. The Panhellenic Creed – NPC Manual, page 1-3

We, the Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

II. The Panhellenic Compact – NPC Manual, page UA-2 and 3

1. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
2. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
 - A. Not be simultaneously enrolled in high school and attending college.
 - B. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
 - C. Have a minimum GPA of 2.5 and 12 WCU credits OR 24 transfer credits
3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.
4. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.
5. If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.

6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.

7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.

8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.

9. A COB acceptance is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period.

10. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.

11. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity. *Manual of Information, 22nd Edition 2017 Unanimous Agreements 32*

12. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or if a colony that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

III. Standards of Ethical Conduct – *NPC Manual, page UA-3*

1. National Panhellenic Conference (NPC) sororities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.

2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.

3. NPC denounces the arbitrary priority rating of women's sororities.

4. NPC denounces the ranking or categorization of chapters determined by administrative personnel, according to a chapter's compliance with university standards or guidelines.

5. NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA).

6. It is in accord with the dignity and good manners of sorority women to:

- A. Avoid disparaging remarks about any sorority or college woman.
- B. Create friendly relations between sorority and non-sorority women.
- C. Avoid negative publicity on Panhellenic matters.

7. NPC discourages the use of Greek-letter sorority names and insignia in inappropriate or distasteful commercial advertising.

8. NPC has no affiliation or connection with any high school sorority.

9. NPC supports all efforts to eliminate hazing.

IV. The NPC UNANIMOUS AGREEMENTS are as follows:

Recruitment UNANIMOUS AGREEMENTS - *NPC Manual, page UA-5*

- a. Each Panhellenic Council shall establish rules governing membership recruitment activities.
- b. Each NPC fraternity chapter has the right to COB to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its members, the Panhellenic Council may vote to suspend COB for a period not to exceed three weeks.
- c. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities. (This includes verbal and visual references).
- d. Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities. (This includes verbal and visual references).
- e. All members, including alumnae and new members, shall be bound by College Panhellenic Association rules governing membership recruitment.
- f. Regardless of recruitment style, a Potential New Member shall sign a binding agreement of membership.

Preferential Bidding - *NPC Manual, page UA-6*

When a Preferential Bidding System is used, the College Panhellenic Association shall observe the following:

- a. When a woman receives a bid under the Preferential System, the signing of the Membership Acceptance is binding to the extent that she shall be considered ineligible for one calendar year to accept a bid from any other NPC fraternity on the same campus. However, she may be re-pledged by the same NPC fraternity chapter at any time within that calendar year.
- b. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.

Continuous Open Bidding (COB) - NPC Manual, page UA-6

- a. During COB, the proof of a woman’s acceptance of membership shall be a dated COB Acceptance signed by the woman and witnessed by a member of the NPC fraternity chapter.
 - i. WCU COB Regulations found in Section XI
- b. The person in charge of record keeping shall be required to safeguard all COB records and keep them for one year from the date of signing.
- c. See Section XI. for more detail about WCU COB regulations

V. West Chester University Panhellenic Council Recruitment Regulations and Procedures

- 1. The Panhellenic Council hosts both formal and informal recruitment periods. All rules and regulations guiding the formal recruitment process also apply to individual chapter events during informal recruitment.
- 2. Formal Membership recruitment shall be held beginning January 16th, 2019 and concluding with bid day on January 20th, 2019.

Wednesday 1/16- Open House
 Thursday 1/17- Invitation Round 1 (Philanthropy)
 Friday 1/18- Invitation Round 2 (Sisterhood)
 Saturday 1/19- Invitation Round 3 (Preference)
 Sunday 1/20- Bid Day

- 3. All NPC UNANIMOUS AGREEMENTS shall be upheld. Please see section IV of the West Chester University Panhellenic Council Recruitment Regulations and Guidelines.
- 4. West Chester University Panhellenic recruitment process is open to all women.
- 5. All members (including alumnae and new members) are responsible for understanding and observing the membership recruitment regulations.
- 6. All chapters must submit a roster of all chapter members participating in the Formal Recruitment process to determine academic eligibility.
- 7. Panhellenic will provide a recruitment regulation Powerpoint for each chapter to include in

individual chapter recruitment training opportunities. All members that will be present for any of the rounds must be present for the powerpoint or they will not be permitted to participate.

- a. A photo must be sent to the External Vice President for Membership Recruitment to show proof that the Powerpoint was presented.
8. All formal membership recruitment events shall be held in West Chester University buildings.
 9. The Panhellenic Council will provide supplies for nametags for potential members during formal recruitment. All decorations will be in relation to potential members' values.
 10. Membership Recruitment Acceptance Agreements will be signed immediately after the last event the woman attends. Continuous Open Bidding Acceptance Agreements should be signed within 24 hours of when a woman accepts a bid.
 11. Normal social contact and conversation shall be allowed between potential members and fraternity members, new members, and/or alumnae during formal membership recruitment.
 - a. This includes letters, phone calls, emails, online contact or conversation, Facebook, MySpace, Twitter, Instagram, Yik YTak, Fade, Snapchat, Vsco, 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.
 - b. Sorority members, new members, or alumnae may not invite groups or potential new members to meals on or off campus, to public establishments such as movies, shopping or restaurants, or their place of residence; and vice versa.
 - c. No members, including alumnae, may visit a potential member in her place of residence during formal recruitment.
 - d. There will be no promising of bids directly or indirectly by any member, new member or alumna of a fraternity. 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.
 - e. No favors or gifts may be given to or promised to women by the fraternity and/or by individual members.
 - f. The council will promote and encourage personal and informative Panhellenic-spirited contact with potential members at all time, year round.
 - g. Potential New Members and Chapter members, both those who are and are not participating in formal recruitment will refrain from drinking and will not be permitted to attend any social events with alcohol at fraternity houses or attend a bar establishment, unless the individual is working, beginning Tuesday, January 15th, 2019 until Tuesday, January 22nd, 2019. Failure to refrain from such activity will result in terminating their formal recruitment process.
 - i. Violation of this will result in the chapter's Bid day activities to be moved to an on campus location.

12. Strict silence is designated as the period of time from the end of the woman's last event until the issue of bids. Strict silence is defined as verbal, written, printed or electronic communication between potential members by fraternity members, new members, or alumnae.
13. Initiated collegiate members, new members and inter/national fraternity representatives may assist the chapter with membership recruitment activities. Alumnae present will be under advisement of the inter/national fraternity representatives.
14. The 2018-2019 formal recruitment budget will not exceed \$850.00 and shall include the value of all donated good and services, as well as all sisterhood video production costs. Any items that are reusable for at least 1 year are exempt from the total amount. This is not including Bid Day apparel and materials. All receipts will be collected and analyzed by the VP of Operations.
15. If a chapter chooses to create or hire someone to create a video for Sisterhood Round, all costs must be included in the recruitment budget.
 - a. Videos must be submitted to the External Vice President for Membership Recruitment for approval no later than November 15th, 2018 before posting on any social media outlets. The External Vice President for Membership Recruitment will return feedback by November 28th, 2018, and then revisions will be due by December 5th, 2018. No additional changes can be made after approval from the External Vice President for Membership Recruitment.
 - b. To be approved, videos must contain the following elements:
 - i. Highlight chapter's involvement with West Chester University campus community for example, clubs and organizations outside of Fraternity and Sorority Life community.
 - ii. Identify organization's values
 - iii. Showcase what value organization will bring to PNM's experience at West Chester University.
 - c. No men may be included in the video unless they are present at a chapter event being highlighted
16. Attire:
 - a. Open House: Sorority women will wear a Panhellenic Open House Shirt worn during first round. No heels, skirts, or dresses are permitted. Payment for these shirts will be split between Panhellenic and each chapter. (Panhellenic will pay X amount). Sizes will need to be submitted with each Recruitment Plan (due November 15)
 - b. Invitation Round 1: Philanthropy, outfits may include either; skirts and flats, or wedges and pants., or wedges and pants. NO HEELS, dresses, or skirts are permitted
 - c. Invitation Round 2: Sisterhood, No dresses or heels are permitted, skirts, sundresses, rompers and wedges are acceptable .
 - d. Preference Round 3: Preference, dresses, skirts and heels are permitted.
 - e. Bid Day – No heels permitted in the Holinger Fieldhouse.

17. All membership recruitment publicity for the Formal Recruitment Process will be the sole responsibility of the Panhellenic Council.
 - a. Affiliated women are encouraged to promote the Spring Formal Recruitment processes to potential members (but should not be promoting their individual chapters).
 - i. Chapters are not permitted to use language both online and offline such as, “Go Alpha Alpha” or “Alpha Alpha is the best sorority on campus.”
 - b. An informal 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.
 - i. The event will be called Meet Panhellenic and will take place on Saturday November 17th, 2018. It will be laid out similar to Open House Round where chapters will each have their own rooms with minimal decorations, and Potential New Members will be able to visit the rooms freely and engage with chapter members.
 - c. No groups are to be created through Facebook, Instagram, Twitter, etc, to promote joining your individual chapter. The Recruitment Team will create one on behalf of Panhellenic to promote the Recruitment process.
 - d. Individual chapter events and programs are not permitted. However, one table event will be permitted.
 - e. All individual members are not to permit potential new members to follow them on any social media accounts or contact them through any social media outlet.
18. For formal recruitment, each chapter must submit a “Chapter Recruitment Plan” to the External Vice President for Membership Recruitment by November 15th, 2018. This plan will include descriptions of each round of recruitment, including room layout and equipment/set up needs. A checklist and sample plan will be provided to each Recruitment Chair by October 1, 2018.
19. A factual sheet including a list of fees to be incurred by members during collegiate membership and grade requirement will be provided to each Potential New Member by the Panhellenic Council. Each chapter will be responsible for turning this information into the External Vice President for Membership Recruitment by November 15th, 2018.
20. All slideshows and videos for each round used during formal recruitment are due to the External Vice President for Membership Recruitment no later than 5pm on November 15, 2018. The External Vice President for Membership Recruitment will return feedback by November 28th, 2018, and then revisions will be due by December 5th, 2018. No additional changes can be made after approval from the External Vice President for Membership Recruitment.
21. The length of slideshows and videos shown during formal recruitment must not exceed the length of 5 minutes. Slideshows and videos are permitted during open house, philanthropy, and sisterhood rounds permitting they do not distract from conversation. During open house, no slideshows or videos will be shown. Videos and slideshows are permitted during sisterhood and philanthropy rounds. PowerPoint slideshows of photos in the background are permitted.

VI. Formal Recruitment Room Regulations and Logistics

1. Chapters will be assigned one room rotated on an annual basis chosen at random. In order to help potential new members, chapters will be in the same room for all rounds. Room assignments will be determined no later than October 1.
 - a. Burning of candles is not permitted due to fire code.
 - b. The only material used to adhere items to walls is the black tape provided by Sykes Student Union, purchased by the Panhellenic Council and distributed to chapters ahead of time.
 - c. There is to be no confetti or glitter.
 - d. There is to be no moving of furniture out of the rooms.
 - e. Do not leave anything on the floor in the hallways outside of the recruitment rooms except for provided recruitment bags.
 - f. 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.
 - g. No banging on doors/walls at any point during or before any round begins. During Preference, there will be no clapping, yelling, or chanting at any point.
 - h. There will be no food inside the rooms for Potential New Members. However, water will be permitted inside the room to prevent overheating and dehydration of PNM's. Food will be available during Preference Parties in a designated area of Sykes, and water will be provided in a designated area of Sykes for all parties.
 - i. In accordance with Fire Code Regulations, chapters will adhere to the prescribed number of women permitted in the assigned room. This number is determined based on projected amount of registered potential new members, number of parties, and overall fairness to each chapter no matter what room. The number is also including any alumni advisors present.
 - j. The number of balloons in a room that serves as decorations may not exceed 18 balloons, and may not be displayed in any other manner other than bunches. (No balloon arches, or sculptures of any kind.) Chapters may choose to have lettered balloons instead of the 18 balloon bunches that spell out their organizations abbreviation. For example, Alpha Alpha sorority may have AA but may not have A-L-P-H-A A-L-P-H-A. This choice must be submitted on the floor plans.
2. There is to be no references to men or alcohol during recruitment events.
3. There will be no skits, as this is considered a "frill." (Implementation of the 2003 NPC Recruitment Resolutions). Personalization and decoration of rooms for each night will be approved by the External Vice President for Membership Recruitment, and evaluated by the chapter's recruitment checklist that is submitted.
4. 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.
5. 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.

6. Members of the Recruitment Team will use door knocks to alert chapters of start and end time of each party and will not let potential new members out of the recruitment rounds before designated time.
7. Potential new members will have business like name cards. These cards will be handed to the sorority and will be used as attendance. In addition to the name cards, Attendance will be taken before parties begin and given to chapters by a member of the Recruitment Team at the 3 minute knock before each party.
8. Every chapter will follow the recruitment release figures recommendation from the National Panhellenic Conference Manual of Information. These figures will be given to each chapter at the appropriate times.
9. Invitation lists are to be completed and submitted via ICS directly after each round.
 - a. Chapter officers and related positions will be briefed on the ICS system prior to recruitment.

VII. Potential New Member Guidelines

1. A woman must be a regularly matriculated student, enrolled in 12 credits or more at WCU to be eligible for recruitment and new membership. She must have a minimum GPA of 2.5 and must have already accumulated 12 WCU Credits OR 24 transfer credits.
2. Potential new members must attend one PNM Office Orientation and one PHC Orientation.
 - a. PNM Office Orientations will be held on
 - i. October 11th at 7 PM
 - ii. October 29th at 5 PM
 - iii. November 6th at 7 PM
 - iv. December 9th at 2 PM
 - b. PHC Orientations will be held on
 - i. October 17th at 6:30 PM
 - ii. November 5th at 7:30 PM
 - iii. December 9th at 5:30 PM
3. Each potential new member will register online at www.wcupa.edu/greeklife and pay a \$50.00 registration fee.
4. If participating in formal recruitment, a woman shall attend one PNM Office Orientation and one PHC Orientation and membership recruitment events to which she has accepted invitations. Missing a round or event due to holiday commitments is grounds for immediate dismissal. In case of illness or other emergency, the woman shall notify the Director of Fraternity and Sorority Life and/or her Recruitment Counselor. The Director of Fraternity

and Sorority Life shall notify the sororities involved.

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

VIII. Disaffiliation of Recruitment Team Members

1. The outgoing Panhellenic Executive Board will be disaffiliated from their respective chapters from December 1st, 2018 through January 20th, 2019.
2. The outgoing 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 fall semester.

X. Infractions of the Recruitment Rules and Guidelines or the Code of Ethical Conduct

1. Information regarding the Panhellenic Council Judicial Procedures for Recruitment Infractions and/or violations of the Code of Ethical Conduct can be found on pages 2-8 of the Judicial Procedures section of the NPC Manual. The West Chester University Panhellenic Council will follow these procedures.
2. All infractions will be processed after formal recruitment concludes, with notifications being sent no later than two weeks after Bid Day.
3. After all infractions and sanctioning have been issued, they will be shared at General Body. The organization will remain anonymous but the Vice President of Standards will share all infractions and their consequence.

XI. Continuous Open Bidding Regulations and Guidelines

1. Each NPC fraternity chapter has the right to COB to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar. [NPC Unanimous Agreement]
2. Timeframes
 - a. Fall semester: must be notified 24 hours after chapter rosters have been emailed out to organizations if they intend to distribute COB invitations (chapter size must be confirmed).
 - b. Spring semester: Chapters may extend COB invitations as early as the Monday following Bid Day, if that woman was registered for formal recruitment but did not complete the process. (Eligibility has then been confirmed.)
 - i. Based on the WCU Anti-Hazing policy, new member education can only last 7 weeks and distribution of bids marks the beginning of the NM Education period. This means - bids must be distributed in the same semester in which education begins.
3. Eligibility verification for each woman must be confirmed before offering membership.

- a. Minimum standard verification: Chapters will send names and student ID numbers of PNMs to the Panhellenic Council Recruitment Advisor.
 - b. To receive woman's specific GPA range: The PNM must sign the [Recruitment Release Form](#) (available on the OFSL website) that the chapter then sends to Panhellenic Council Recruitment Advisor.
4. The Panhellenic CPC Recruitment Advisor must be notified 24 hours after chapter roasters have been emailed out to organizations if the chapter intends to COB prior to formal recruitment. (This is to ensure that the chapter has space available). If the chapter does not notify, they are not permitted to extend bids.
5. Eligibility verification for each woman must be confirmed through one form which will be submitted by the Recruitment chair no later than one week prior to when they plan to distribute bids.
6. A woman has 24 hours to accept or decline a bid.
 - a. An accepted bid is a binding agreement. The woman must fill out a membership agreement form and a grade release card MRABA and Office of Fraternity and Sorority Life Membership Card within 24 hours after bid acceptance. This paperwork must be submitted to the Panhellenic Recruitment Advisor within 48 hours after bid acceptance.
 - b. If a woman accepts a COB she cannot accept a bid from another sorority until one calendar year from the time of new member education.