Recruitment of new members is vital to the future of each member organization of the DePauw Panhellenic Association. The association is strongest when each of its member organizations recruits and retains a maximum number of members. In an effort to become not just a strong but also an exemplary organization, the DePauw Panhellenic Association desires to ensure not only the success of each of its member organizations but also to ensure that each potential new member’s experience throughout the Recruitment process is positive.

I. **Formal Recruitment Policies: Statement of Purpose**
   a. The Formal Recruitment process has a two-fold purpose:
      i. To give the potential new member every opportunity to become acquainted with as many women’s fraternities as possible so that she may make a wise, unbiased decision concerning membership.
      ii. To insure that all member organizations have equal opportunities to recruit and select new members.
      iii. The primary method of Recruitment at DePauw University is the Fully Structured Formal Recruitment Method as defined by NPC, the Panhellenic Community understands that there are guidelines in place year-round to:
         1. Protect the rights of the potential new members and individual organizations
         2. Positively promote the Greek/Panhellenic community

II. **General Rules**
   a. All members, including alumnae and new members, are responsible for understanding and observing the Recruitment rules as well as the Panhellenic code of ethics.
      i. The Code of Ethics is listed later in this document. A copy of the Code of Ethics will be provided to chapters to have their membership sign and return to the Panhellenic Recruitment team prior to the start of Formal Recruitment.
      ii. Amendments to these rules will be made when necessary and will be amended with the following process:
         1. The proposed changes will be given, in writing, to Recruitment Chairs.
         2. After discussion, a vote will be taken at the next regularly scheduled All Council meeting.
         3. With majority vote, the amendment will pass.
         4. No rule may be altered or amended two months prior to Formal Recruitment.
         5. All NPC Unanimous Agreements shall be upheld, including:
            a. A woman must be a regularly matriculated student in the institution to be eligible to participate in membership recruitment.
            b. The use of alcoholic beverages is prohibited in membership recruitment and Bid Day activities.
            c. The participation of men is prohibited in membership recruitment and Bid Day activities.
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III. Panhellenic Association Code of Ethics regarding Recruitment

a. The Code of Ethics states the following:
   i. We, the women of National Panhellenic Conference (NPC) fraternities at DePauw University, declare acceptance of the following standards of practice during any recruitment period and throughout the year. As Panhellenic women, we are obligated by the standards set forth from NPC to follow DePauw University’s Pre-Recruitment and Formal Membership Recruitment Policies Code of Conduct. We have the responsibility to incorporate those standards into our everyday behavior. Our purpose as Panhellenic women is to serve our community and act as representatives of our chapters and of Panhellenic. Panhellenic women who violate the Code of Conduct for selfish or other unworthy motives violate a high trust and a mutual respect among the DePauw University women’s fraternities. We have a responsibility to Potential New Members, to the DePauw University community, to our respective chapters, to our National Organizations, to each other and to ourselves to act in a respectful manner during Formal Recruitment. Trust is our ultimate goal. We have an obligation to improve and enhance the welfare of others, and our actions during Recruitment will not interfere with this. We have the right to demand trust and respect from each of our chapter members and from Panhellenic sororities. The DePauw University Code of Ethics is intended to preserve, protect, and strengthen the bond of trust and respect among the DePauw University sororities, Potential New Members and the community during any recruitment period and throughout the year. This bond is essential to sustain the principles upon which every NPC fraternity and the DePauw University’s Panhellenic Association were founded. Every member of the DePauw Panhellenic community is expected to sign and comply with the Recruitment Code of Ethics for Sorority Members.

b. Expectations of Sorority Members is as follows:
   i. All sorority members (initiates, new members, alumnae, and advisors) are responsible for knowing and observing all Pre-Recruitment Rules, Formal Recruitment Rules, procedures, and guidelines.
   ii. There should be no pre-gaming or drinking of any kind before any round of Formal Recruitment or Alternative Track Recruitment.
   iii. Every member of the DePauw Panhellenic community is expected to sign and comply with the Recruitment Code of Conduct for Sorority Members.
   iv. No sorority member may comment or refer to particular chapters or negatively comment on any chapter throughout the school year, in any context.
   v. No sorority member may ask a potential new member any questions about her preference of chapters or to which chapters she will be returning.

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vi. No sorority member may tell a potential member anything about her list placement weeks prior to and/or during the Formal Recruitment period.

vii. No sorority member may offer or promise a bid to any potential member directly or indirectly at any time.

viii. No sorority member may participate in men’s fraternity Recruitment activities. This includes attending events and chanting or cheering for a men’s’ fraternity during the fraternity Recruitment process.

ix. Sorority members may continue regular contact with potential members in class, in study groups outside of living units, in the course of campus organizations, or athletic activities.

x. Sorority members may not visit other sorority members living in the residence halls during Formal Recruitment.

xi. In accordance with NPC’s policies regarding Bid Day, no sorority member or new member may attend events at men’s fraternities or with fraternity men within a 24-hour period of the distribution of bids.

c. A copy of the Code of Ethics will be provided to each chapter’s Recruitment Chairs for membership to sign.

IV. Pre-Recruitment Communication

a. There will be no promising of bids directly or indirectly by any member, new member or alumnae of a fraternity. This rule is to be observed at ALL times.

b. Sorority members may not contact or visit a potential new member with the purpose of persuading her to join a sorority. This includes sending sorority literature, purchasing gifts for potential members, or financing social activities.

c. Sorority members may not use any form of social media to contact a potential member with the purpose of persuading her to join a sorority or promise bids to any potential new member. This rule must be observed at ALL times.

d. Sorority members may only attend social outings (i.e. dinner, movie, etc. off campus) with potential new members if they have known them prior to the beginning of the school year, or have met them through a class, club, organization, sport, or through Panhellenic sponsored events (i.e. Panhellenic Open House, Informal Chapter Events, or during chapter house open hours).

e. No first-year student is permitted to attend a sorority social function until Formal Recruitment is complete. This includes, but is not limited to, formals, in-formals, holiday parties, sisterhood activities, or co-sponsored Greek events.

f. If 50% of the residents of a group of students living in University Owned Apartments and Houses or Rector Village belong to the Panhellenic community, that housing is considered Greek property and first-years are not allowed on this property until sorority open hours.

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i. If the Panhellenic woman has siblings that are first-years, the immediate family
members are allowed in her UOAH/RV as long as no alcohol is present.
g. Women’s fraternity property will be closed to first-year students until the Panhellenic Kick
Off in mid-October. It will also be closed during all academic breaks throughout fall
semester – Fall Break, Thanksgiving Break, and Winter Break – and also during Winter
Term.
   i. Recommended hours are 11 a.m. to 11 p.m.
   ii. Chapters must inform the Panhellenic Executive Council if their hours are less than
       the recommended hours.
h. Women’s fraternity property will be open to first-year women during Panhellenic-
sponsored open house events.
i. If approached by a potential new member with questions about Recruitment, all sorority
members should direct any questions that are more than simple procedural issues to a
member of the Panhellenic Recruitment Team or the office of Campus Living and
Community Development (CLCD). If approached by a potential new member with
questions about sorority life, a sorority member should do her best to answer the questions
openly and honestly about her particular chapter. If a question pertains to another chapter
or to the reputation of another sorority, the sorority members should direct the potential
member to a member of the chapter in question, a member of the Panhellenic Recruitment
Team, or the Campus Living and Community Development (CLCD) office.
j. Sorority members may not finance or organize any summer functions for potential new
members.
k. Recruitment Counselors are required to maintain neutrality throughout the entire First
Semester, as well as during Winter Term and Formal Recruitment.
l. Recruitment Counselors will act as liaisons between the Panhellenic Executive Council Vice
President of Recruitment and first year women.
   i. Any reports of uncomfortable situations, promissory bids, gifts, blind calling, etc.
      should be reported to a Recruitment Counselor.
m. First-Year Resident Assistants (FYRAs) who are affiliated with Panhellenic chapters and
living in residence halls should use discretion in their display of sorority and fraternity
paraphernalia within their rooms so as to prevent them from being influential.
n. Sorority members may not finance or organize any functions for potential new members
during Winter Term.

V. Pre-Recruitment Communication Consequences
a. Consequences for violations of Pre-Recruitment rules will be handled through the
   Panhellenic judicial process. Each case will be examined individually
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i. Sanctions for violations may include financing the Panhellenic speaker or hosting a Panhellenic event, fines, or mediation and a meeting with the Panhellenic Vice President of Recruitment and the Panhellenic advisor.

b. First-year women will be excused from Recruitment for the violation of Panhellenic Pre-Recruitment policies and/or IFC’s Return to Values Initiative, for violating federal or state laws, or for endangering a chapter house in any way.

VI. Panhellenic Recruitment Team (PRT)

a. The Recruitment Team (PRT) shall consist of the Panhellenic Association Executive Council members, the Head Recruitment Counselor(s), and the Recruitment Counselors.
   i. To ensure their ability to properly support potential new members, the members of the PRT must protect confidentiality and be fair throughout the Recruitment process.

b. The Head Recruitment Counselors and Recruitment Counselors will disaffiliate from their respective chapters starting on First-Year Move-in Day (see DePauw Academic calendar for specific date) and will remain disaffiliated through the release of bids.

c. The Panhellenic Executive Board will exercise caution throughout the fall semester, regarding their respective chapter affiliation. They will disaffiliate 30 days prior to Recruitment and will remain disaffiliated through the release of bids.

d. The PRT may not participate in the membership selection process of their chapter.

e. The PRT may not discuss potential new members with any chapter member.

f. The Vice President of Recruitment will facilitate the selection and training of Recruitment Counselors with the assistance of the Panhellenic Executive Board.

g. The PRT will facilitate the Recruitment process through:
   i. The coordination of the registration of potential new members;
   ii. The administration of Formal Recruitment;
   iii. The monitoring of any alleged violations of the Recruitment Policies.

h. Members of the PRT who do not uphold neutrality may be relieved of her duties. She also may be prohibited from participating in any portion of Formal Recruitment. The chapter of the PRT offending member may also face consequences for the member’s actions.

VII. Fall Panhellenic Recruitment Events

a. The Panhellenic Recruitment Team will plan and organize events that promote and encourage first-year students to join member organizations. These events include, but are not limited to, Panhellenic Orientation, Panhellenic Kick-off, Panhellenic Family Open House, Informal Chapter Events, and Recruitment 101.

b. The Panhellenic Kick-off and Panhellenic Family Open House are informal event and requires no special preparation by sorority chapters or first-year women.

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VIII. Formal Recruitment Communication
   a. No sorority member may offer or promise a bid to any potential new member directly or indirectly at any time.
   b. No sorority member may comment or refer to particular chapters or negatively comment on any chapter throughout the school year, in any context.
   c. No sorority member may ask a potential new member any questions about her preference of chapters or to which chapters she will be returning.
   d. No sorority member may tell a potential member anything about her list placement during the Formal Recruitment period.
   e. Limited Contact
      i. Limited contact is designated as the period of time from the beginning of the first event of the First Round of Recruitment to the end of the last Preference Round event.
      ii. Communication between chapter members, including alumnae, and potential new members outside of the scheduled Recruitment events must be limited to simple greetings.
         1. Sorority members may continue regular contact with potential new members in class, in study groups outside of living units, in the course of campus organizations, or athletic activities.
      iii. All chapter members are prohibited from unauthorized recruitment and conversation through verbal, written, printed or text message communication.
      iv. No chapter members, including alumnae, may visit a potential new member in her place of residence during membership recruitment.
   f. Strict Silence
      i. Strict silence is the period of time from the end of the potential new members’ last Preference Round event until the issuance of bids. Strict silence is defined as verbal, written, printed, or text message communication between the potential new members and fraternity members, new members, or alumnae.

IX. Chapter Responsibilities and Formal Recruitment
   a. Every chapter is limited to a total Recruitment Budget of $1,500.
      i. Chapters are required to submit a budget listing all recruitment expenses to the Panhellenic Recruitment Team’s Vice President of Recruitment each month.
      ii. All gifts to the house that may be used in Recruitment must be disclosed to Panhellenic Recruitment Team’s Vice President of Recruitment.
   b. In an effort to move in the direction of NPC “No Frills Recruitment,” the following rules shall be observed.
      i. Recruitment decorations should be limited, to maintain a normal look of the house.
         1. The use of balloons will be prohibited.
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2. The use of butcher/construction paper shall be limited to door decorations and the backgrounds of bulletin boards.
3. There will be no wall coverings other than bulletin boards and decorations found in the house permanently.
4. Decorations should be completed and displayed before first-year women are allowed on sorority property.
5. External decorations are prohibited.
6. Flowers are an acceptable decoration for Recruitment as long as they do not exceed the normal décor for the house.

ii. The same specific attire cannot be worn for Second and Third Round.
   1. Uniforming and/or costuming will not be allowed during any round of Recruitment. This includes, but is not limited to: tops, bottoms, dresses, hair accessories, etc.

iii. In compliance with National Panhellenic Conference Resolutions, DePauw University women’s fraternities may no longer provide, purchase, or give men shirts that promote or advertise their chapter (i.e. Recruitment shirts).

iv. Food at events shall be limited to:
   1. First Round: No food shall be allowed. Water in disposable cups may be served. No bottled water should be served to PNMs.
   2. Second Round: The food for Second Round should be limited to finger foods that do not require the use of utensils and/or a plate in order to eat. A plate may be used for convenience, and utensils may only be used to serve the food. Napkins are acceptable for use during Recruitment. Disposable cups may be used.
   3. Third Round: Desserts that require the use of utensils are permissible. Plates and utensils do not have to be disposable.
   4. At the end of each event, no items provided to PNMs during the events should leave the chapter facility. This applies to all three rounds.

v. Music is permitted during all three rounds of Recruitment. Any live music to be performed during Recruitment must be performed by an active undergraduate member of the chapter.

vi. The use of chanting shall be limited to First Round. Chanting can occur at the end of First Round events for no longer than 2 minutes, as potential new members are leaving the chapter house. The chanting must be finished by the timed end of the event. Silent chanting is prohibited and is defined as organized non-verbal chanting from windows and doorways by all members participating in Recruitment.

vii. No favors or gifts may be given to potential new members by the chapter and/or individual chapter members, including alumnae.

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c. In accordance with NPC’s policies regarding Bid Day, no sorority member or new member may attend events at men’s fraternities or with fraternity men within a 24-hour period of the distribution of bids.

X. Potential New Member Policies

a. First-year students are not eligible for Continuous Open Bidding until Formal Recruitment has concluded.
b. Every unaffiliated woman wishing to participate in Formal Recruitment must register with the Panhellenic Association.
c. Each potential new member registering for Formal Recruitment will pay a $35 registration fee.
d. The Panhellenic Association does not require a specific grade-point average to participate in recruitment as each group makes its own membership decisions. However, each sorority has a minimum grade requirement to be considered for membership and initiation.
e. All potential new members, including those who have participated in the Formal Recruitment process before, are required to attend all First Round events at every sorority. Failure to do so, barring extenuating circumstances such as class or an athletic event, will result in an automatic withdrawal from the Recruitment process.
f. If sudden illness or other emergency prohibits a potential member from attending any Recruitment event, the Vice President of Recruitment must be notified immediately.
g. Potential new members must attend all events for which they have accepted invitations. Failure to do so will result in an automatic withdrawal from the Recruitment process.
h. If a potential new member is excused from attending a First Round event, every chapter must extend an invitation to that potential member to return Second Round.
i. First-years may not:
   i. Wear Greek letters
   ii. Consume alcohol underage or on women’s fraternity chapter/membership property
   iii. Visit women’s fraternity chapter/members living units uninvited. They may only attend if invited by a member of that chapter.
   iv. Show disregard for sorority property or show disrespect for any of the women’s fraternity chapter membership and residents.

XI. Formal Recruitment Mechanics

a. The primary method of recruiting new members is through the Fully Structured Recruitment process as defined by NPC.
b. All NPC Unanimous Agreements should be followed by the Panhellenic Recruitment Team and member organizations.
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XII. Total/Quota
a. Chapter Total for the DePauw University Panhellenic community will be determined every semester as the average chapter size.
b. Carry figures for each round will be provided by the RFM Specialist assigned to DePauw’s campus by the National Panhellenic Conference. Chapters must strictly follow these release figures.
c. The RFM Specialist in consultation with the Panhellenic Advisor will set quota during the bid matching process. Description of this method will be provided to all chapters prior to the beginning of Formal Recruitment.
d. Quota additions as described in the NPC Manual of Information shall be used to place as many unmatched women as possible.
e. Snap Bidding is available to chapters who do not match to quota through the Formal Recruitment process, using the process in the NPC Manual of Information. When the PRT realizes that a chapter did not reach quota, a member of the PRT will contact that chapter and inform them that they may offer snap bid(s). Only a member of the PRT should contact the PNM the chapter wishes to snap.
   i. Snap bidding is limited to any woman who participated in Formal Recruitment.
   ii. Snap bidding shall begin immediately after bid matching and shall end with the distribution of bids.

XIII. Continuous Open Bidding (COB)
  a. Continuous Open Bidding (COB) begins immediately after the conclusion of the Formal Recruitment process.
  b. COB enables chapters to take additional members if the chapter:
    i. Did not take quota
    ii. Pledged quota but is not at total
  c. The Campus Living and Community Development (CLCD) Office will provide a list of all women who are eligible for COB by 5:00 p.m. on the Monday following Formal Recruitment.

XIV. Handling of Infractions
  b. All sororities will be provided with a copy of the NPC judicial guidelines
  c. Monetary fines shall be acceptable only for measurable Recruitment infractions.
    i. Chapters’ events that end late will be extended a 30 second courtesy. Events that are more than 30 seconds late will be $50 for each additional 30 seconds.
    ii. Chapters that submit their invitation or bid lists after the specified time will be fined $100 for the first 10 minutes and $50 for each additional 10 minutes.

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