

DePauw University  
Pre-Recruitment Policies  
Panhellenic Council  
2009-2010

I. Statement of Purpose

- A. Although the primary method of Recruitment at DePauw 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 members and individual organizations
  - 2) Positively promote the Greek community

II. Rules

A. General:

1. Sorority members may only attend social outings 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 interactions resulting from the first-year Initiative (i.e. a sorority member may attend a social outing with a first-year woman she has met in her chapter house during a sorority lunch or during her chapter house's open hours).
2. There shall be no "blind calling" of any potential new members.
3. No first-year student is permitted to attend a sorority function until Formal Recruitment is complete.
4. 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.
5. If approached by a potential new member with questions about Recruitment, all sorority members should direct any questions which are more than simple procedural issues to a member of the Panhellenic Recruitment Team or the Office of Fraternity and Sorority Life (OFSL). 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 OFSL.
6. Greek Resident Assistants (RAs) 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.

7. There should be no promotion of individual Greek organizations in University owned housing unless prior approval is gained from Residence Life and the OFSL.
8. If a Panhellenic Woman lives in University Owned Apartments and Housing (UOAH), that housing is considered sorority property and first-years are not allowed on this property until sorority open hours.
  - a) If the Panhellenic woman has siblings that are first-years, the immediate family members are allowed in her UOAH as long as no alcohol is present.
9. Potential new members should not be made to feel—by Recruitment Guides or sorority members—as if sorority luncheons are formal affairs. Special food shall not be served by the sorority houses and as such, first-year women should not feel as if they have to dress up or prepare for the luncheons in any way
10. First-year women may be able to go on sorority property but this does entitle them to believe that they have been preemptively asked or allowed to join that sisterhood
  - a) Although they may befriend one sorority woman, they should not assume that they have befriended that sorority woman's entire chapter
11. Sorority houses will be closed to first-year women during all academic breaks throughout fall semester—Fall Break, Thanksgiving Break, Winter Break—and also during Winter Term
12. Hot-boxing rules are no longer applicable
  - a) However, if a potential new member is made to feel uncomfortable due to the number of sorority women approaching her she should report the incident to her Recruitment Guide
13. First-years may not:
  - a) Wear letters
  - b) Attend sorority formals, informals, holiday parties, or sisterhood activities
  - c) Consume alcohol on sorority property
  - d) Abuse their right to go to a sorority house—this can be determined by the members of that chapter or residents of that chapter house
  - e) Show disregard for sorority property or show disrespect for any of the sorority house residents

## B. Summer

1. Sorority members may not finance or organize any summer functions for potential new members.

## C. Academic Year

### 1. First Semester

#### a. Part One. The first six weeks: through Fall Break

i. Beginning September 7<sup>th</sup> Sororities will be opened one day each week 11:30am-12:30pm to potential new member for lunches

ii. Dates the chapter houses will be open for lunches are Monday September 7<sup>th</sup>, Tuesday September 15<sup>th</sup>, Wednesday September 23<sup>rd</sup>, Thursday October 1<sup>st</sup>, Monday October 5<sup>th</sup>, and Tuesday October 13<sup>th</sup>

iii. Potential new members will be divided into groups—generally by dormitory floor—and these groups will rotate to a new house each week

a) The Recruitment Guide will be responsible for accompanying her floor or group to each house

b) A member of the Panhellenic Executive Council will also be present at each chapter participating in the luncheon

iv. Order of rotation will be random so as to encourage potential new members to familiarize themselves with as many houses as possible

a) The Recruitment Guide must collect RSVP's from her floor or group **two** days in advance and forward final numbers to the Panhellenic Council's Vice President of Recruitment

b) The night before the luncheon the Recruitment Guide shall inform her floor or group which sorority they will attend for lunch

#### b. Part Two. The second six weeks: from Fall Break through the end of the semester

i. Beginning October 26<sup>th</sup> Sororities will open to all first-years

a) Panhellenic Council recommended hours: 11 a.m.-11 p.m.

b) Chapters must inform Panhellenic Executive Council of their hours—and these shall be immediately updated if any changes are made. Hours will be posted on the Panhellenic website so as to keep potential new members informed.

ii. The Recruitment Guide should conduct regular conversations with her floor or group to outline appropriate and respectable conduct at sorority houses, particularly stressing personal integrity

iii. The Recruitment Guide should constantly remember her role as a neutral ambassador for the Greek System to her floor or group

- a) Regardless of whether PNM's see the Recruitment Guide at her house, the Recruitment Guide must maintain her neutrality and should never make her floor feel she has an agenda or is reporting back to her chapter
- iv. The Recruitment Guide should encourage her floor or group to report uncomfortable situations, promissory bids, gifts, blind calling
  - a) Any such violation shall be reported to the Panhellenic Council's Vice President of Recruitment immediately
    - i) Anonymity of the reporting PNM will be protected
    - ii) This shall also help to ensure self-policing within chapters and will make sorority women more aware of the consequences of their actions

#### D. Winter Term

1. Sorority members may not finance or organize any functions for potential new members during Winter Term.

### III. Consequences

- A. Consequences for violations of Pre-Recruitment rules will be enforced by the Panhellenic Executive Council. Similarly, all punishments will be conducted and overseen by the Panhellenic Executive Council.
  1. Each case will be examined individually
- 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
  2. A chapter found guilty of violating Pre-Recruitment policies may be closed to first-year women

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I. Statement of Purpose

- A. Recruitment of new members is vital to the future of each member organization of the DePauw Panhellenic Council. The council 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 Council desires to insure not only the success of each of its member organizations but also to insure that each potential member's experience throughout the Recruitment process is positive.
- B. The Formal Recruitment process has a two fold purpose:
  - 1. To give the potential member every opportunity to become acquainted with as many sororities as possible so that she may make a wise, unbiased decision concerning membership
  - 2. To insure that all sororities have equal opportunities to recruit and select new members.

II. Panhellenic Recruitment Team (PRT)

- A. The Recruitment Team shall consist of the Panhellenic Council Executive members, the Head Recruitment Guides, and the Recruitment Guides.
- B. To ensure their ability to properly support potential new members, the members of the PRT must be neutral in thought and behavior throughout the Recruitment process. They may not participate in the membership selection process of their chapter. They should not discuss potential members with any chapter member. Beyond initial introductions Recruitment Guides should refrain from, in any way, from advertising their own affiliation to potential new members.
- C. The PRT will facilitate the Recruitment process through:
  - 1. The selection and training of Recruitment Guides
  - 2. The coordination of the registration of potential new members
  - 3. The administration of Formal Recruitment
  - 4. The monitoring and mediation of any alleged violations of the Recruitment Policies.
- D. Members of the PRT who break neutrality will be subject to appropriate discipline which will include being relieved of duties and also being prohibited from participating in any portion of formal sorority Recruitment. The chapter of the PRT offending member may also face consequences for the member's actions.

III Expectations of Sorority Members

- A. 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.
- B. Every member of the DePauw Panhellenic community is expected to sign and comply with the Recruitment Code of Conduct for Sorority Members.
- C. No sorority member may comment or refer to particular sororities and/or fraternities prior to or during Formal Recruitment or negatively comment on any organization throughout the school year, in any context.
- D. No sorority member may ask a potential new member any questions about her preference of chapters or to which chapters she will be returning.
- E. No sorority member may tell a potential member anything about her list placement weeks prior to and/or during the Formal Recruitment period.
- F. No sorority member may offer or promise a bid to any potential member directly or indirectly at any time.
- G. No sorority member may participate in fraternity Recruitment activities. This includes attending events and chanting or cheering for a fraternity during the fraternity Recruitment process.
- H. 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.
- I. Sorority members may not visit other sorority members living in the residence halls during Formal Recruitment.

#### IV. Chapter Responsibilities

- A. Every chapter is limited to a total Recruitment Budget of \$2,500.
  - 1. \$1,000 of which is limited to the mandatory lunches first semester.
  - 2. Houses are required to submit a budget listing all recruitment expenses to Panhellenic each month.
  - 3. All gifts to the house that may be used in recruitment must be disclosed to Panhellenic
- B. In an effort to move in the direction of NPC “No Frills Recruitment,” the following rules shall be observed.
  - 1. Recruitment Decorations should be limited, so as to create an environment based on the normal look of the house.
    - 1. There shall be minimal use of butcher/construction paper and no use of balloons.
      - a. The use of balloons will be prohibited.
      - b. The use of butcher/construction paper shall be limited to door decorations and the backgrounds of bulletin boards.
      - c. There will be no wall coverings other than bulleting boards or any other decorations found in the house year around.

2. External Decorations are prohibited
2. Chapters will be required to wear Block Letter T-Shirts for First 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
3. In compliance with National Panhellenic Council DePauw University sororities may no longer provide, purchase, or give males shirts that promote or advertise their chapter. i.e. Recruitment shirts.
4. The food for second round should be limited to finger foods.
  1. Finger foods will be defined as anything that does not require the use of utensils and/or a plate in order to eat.
    - a. A plate may be used for convenience, but should not be required in order to eat the food. Due to concerns over the sanitary consumption of food, utensils may be used to serve the food but not to eat it.
  2. Examples of acceptable foods include, but are not limited too: pretzels, M&M's, skittles, popcorn, etc.
  3. Napkins are acceptable for use during recruitment.
  4. Cups can be used during recruitment, however they must be disposable.
5. Music is permitted during all three rounds of recruitment.
6. Flowers are an acceptable decoration for the houses as long as they are used in moderation and not excess. There should not be large flower arrangement throughout the house, nothing that exceeds the normal décor for the house.
  1. In the effort to eliminate excessive flower arrangements, vases shall be no larger than three inches in diameter, and the flowers shall not extend past the vase longer than 8 inches.
7. The use of chanting shall be limited to First Round.
  1. There shall be no chanting after First Round.
  2. The use of silent chanting from windows and doorways is strictly prohibited.

#### V. 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 Council.
- C. Each potential member registering for Formal Recruitment will pay a \$25 registration fee.
- C. Only those women who have earned a cumulative GPA of 2.5 or higher may participate in Formal Recruitment.

- E. All potential new members, including sophomores and 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 VP of Recruitment must be notified immediately.
- G. Potential 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 member is excused from attending a first round event, every chapter must extend an invitation to that potential member to return second round.

## VI. Formal Recruitment Mechanics

- A. The primary method of recruiting new members shall occur during the Formal Recruitment process through the Fully Structured Recruitment (as defined by NPC).
- B. All NPC Unanimous Agreements should be followed by the Panhellenic Recruitment Team and member organizations.
- C. Chapter Total for the DePauw University Panhellenic community is 95.
- D. Release Figures will be calculated by the Panhellenic Advisor in consultation with NPC. The NPC 2003 "Alternative Method for Calculating Release Figures" will be used. Chapters must strictly follow these release figures. Descriptions of this method will be provided to all chapters prior to the beginning of Formal Recruitment.
- E. Quota will be determined by use of NPC's guidelines for "Quota Range". The Panhellenic Advisor will determine quota in consultation with NPC. Description of this method will be provided to all chapters prior to the beginning of Formal Recruitment.
- F. Snap Bidding is an option available to chapters which did not fill Formal Recruitment quota spaces during bid-matching. 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.
  - 1. Snap bidding is limited to any woman who participated in Formal Recruitment.
  - 2. Snap bidding shall begin immediately after bid matching and shall end with the distribution of bids.
- G. Quota additions shall be used within the guidelines of NPC in order to ensure that as many potential members are placed during Formal Recruitment as possible. No chapter will receive more than 5% of quota as quota additions.

- H. In accordance with NPC's policies regarding Bid Night, no sorority member or new member may attend events at fraternity houses or with fraternity men within a 24-hour period of the distribution of bids.

## VII Continuous Open Bidding

- 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:
  - 1. Did not take quota
  - 2. Pledged quota but is not at total
- C. The OFSL will provide a list of all women eligible for COB by 3:00 p.m. on the Monday following Formal Recruitment.
- D. Chapters participating in COB work independently from the Panhellenic Council.

## VIII. Handling of Infractions

- A. The Judicial Process outlined in the NPC Manual of Information, 14<sup>th</sup> Edition, shall govern all proceedings in relations to alleged infractions of these and all Recruitment rules.
- B. All sororities will be provided with a copy of the NPC judicial guidelines during the first week of each academic year.
- C. Monetary fines shall be acceptable only for measurable Recruitment infractions. 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. 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.

## IX Conclusion

- A. These policies for Formal Recruitment are designed to ensure that all member organizations of the DePauw Panhellenic Council participate in and observe rules that help to insure an equal and fair process for all chapters recruiting new members. It is the goal of these policies to foster a positive atmosphere between all members of the Greek community where all chapters and chapter members respect all other members of the Greek community regardless of affiliation. These policies should be carried out with the Panhellenic spirit in mind. The Panhellenic spirit entails good scholarship, maintenance of fine standards, serving the college community and furthering fraternity life. These policies will be followed by all members of the Panhellenic Community to ensure that each member organization successfully recruits new members and that each potential new member's experience is positive.