

2015 Membership Recruitment Rules

Texas Tech University Panhellenic

Certain rules governing membership recruitment are necessary to ensure orderly procedures. Recruitment rules should be simple, fair, and few. Long lists of specific rules are not necessary and sometimes create distrust among chapters and members. The spirit of Panhellenic unity is so important, especially during the membership recruitment process.

Section 1 – Potential New Members

- A. A Potential New Member (Hereinafter Referred to as PNM) shall be defined as any female second semester high school senior.
- B. A woman wishing to participate in fall membership recruitment must be a regularly matriculated student at Texas Tech University.
- C. Freshmen will be defined as students who have graduated high school in May or June prior to Fall Formal Recruitment, regardless of completed college credit hours.
- D. Sophomores will be defined as students who have completed thirty (30) hours, or have completed one (1) year of college.
- E. Juniors will be defined as students who have completed fifty-eight (58) hours, or have completed two (2) years of college.
- F. PNMs must complete the registration process with Texas Tech University Panhellenic on or before the specified deadline prior to the start of fall membership recruitment events with the option of making an extenuating circumstance, special request to register after the deadline.
- G. Mandatory transportation will be provided for all PNMs to and from the individual events. Members, alumnae, patronesses, or new members are not permitted to transport PNMs. If an emergency arises, the Panhellenic Executive Council must be notified.
- H. PNM nametags are distributed by the Panhellenic Executive Council during Recruitment Kick-Off and are to be worn at all times during the week.
- I. PNMs unable to attend all of the scheduled events during Recruitment (due to participation in a University sponsored activity or due to a personal emergency) will be allowed to rank the sororities they are invited to attend. Panhellenic will then attempt to allow them to attend the events of the sororities they most want to attend. However, if a PNM purposely decides to not attend an event for reasons other than illness, a personal emergency, or another conflicting University activity, then she will be removed from Formal Recruitment and not be permitted to accept a bid during Formal Recruitment.
- J. PNMs will abide by the Texas Tech Code of Student Conduct at all times during Formal Recruitment week.

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- K. If a PNM is found in violation of the Texas Tech Code of Student Conduct at any point during Recruitment week, she may be removed from the formal Recruitment process.

Section 2 – Pre Recruitment

A. Chapter Education

Chapters are responsible for educating their members on the membership recruitment rules. If desired, a member of the Panhellenic Executive Council and/or advisor can be asked to assist in this education.

B. Communication with PNM's

- a. Resolved (2003), That all College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round.
- b. Members and alumnae should refer to the Panhellenic Code Ethics and the PNM Bill of Rights for guidance on the nature of all communication.
 - i. Normal, social contacts should not be disrupted in the case of long standing friendships by prohibiting contact between sorority women and potential members. Normal contact implies relatives, long standing friendships (i.e. someone you would vacation with, remain close to after she is no longer a PNM), neighbors, co-workers. This contact should still be focused on "going Greek" not a particular sorority. However, each sorority is charged with the responsibility of seeing that an unfair advantage is not taken of such contacts and reporting if there is a concern.
- c. Strict silence will be observed only between the start of the Recruitment Kick-Off Event (Saturday, August 15, 2015) and end after the bid presentation (Saturday, August 22, 2015), as stated in the NPC Manual of Information, and that normal friendly contact be advocated at all other times. Strict Silence is defined as no communication, including: written, verbal, or electronic other than during specified Recruitment Events, between actives and PNM's, actives and PNM's' family, actives and PNM's' boyfriends/friends, actives and Rho Gammas.

- C. No sorority members, including new members and alumnae, may visit or live with a PNM in her place of residence during the dates selected for fall membership recruitment or the week prior to fall membership recruitment.

D. Recruitment Marketing

- a. Members of the Panhellenic Executive Council will be responsible for all recruitment marketing efforts throughout the year and will provide consistent information for each sorority as agreed upon by the chapters and Panhellenic.
- b. In accordance with local ordinances, car decorations, such as shoe polish, are also prohibited the week before and during the week of Fall Recruitment.

Section 3 – Formal Recruitment

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- A. Budgets - All chapters are highly encouraged to limit the amount budgeted for their Recruitment events both in the fall and spring. This budget includes money spent on items that directly affect the PNMs including but not limited to: decorations, refreshments for PNMs, slide show costs, skit costs, etc. This budget does not include: Bid Day. Chapters are responsible for abiding by the established guidelines for recruitment budgets.
- B. Format
 - a. Recruitment week format will be (university calendar allowing):
 - i. Day 1 – Recruitment Kick-Off
 - ii. Day 2 – Period I (Part 1)
 - iii. Day 3 – Period I (Part 2)
 - iv. Day 4 – Period II
 - v. Day 5 – Period III
 - vi. Day 6 – Preference
 - vii. Day 7 – Bid Day
 - b. Events shall begin and end as scheduled unless the Panhellenic Advisor, President or Recruitment Chairman has rescheduled times.
 - c. All chapter members may be present at each event in accordance with individual chapter guidelines.
 - d. Members are to arrive at the chapter lodge at least an hour prior to the event start time. Chapters will be dismissed by members of the Panhellenic Executive Council once PNMs are off of Greek Circle.
 - e. Only in cases of emergency will sorority members be given permission to leave the circle early. In this case, the Panhellenic Executive Council must be notified in advance.
 - f. Event Length
 - i. Period I
 - 1. Each event will be twenty-five (25) minutes in length with a fifteen (15) minute break in between events.
 - ii. Period II
 - 1. Each event will be thirty (30) minutes in length with a fifteen (15) minute break in between events.
 - iii. Period III
 - 1. Each party will be 45 (45) minutes in length with a fifteen (15) minute break in between events.
 - iv. Preference
 - 1. Each party will be (70) minutes in length with a forty (40) minute break in between events.
- C. Attire
 - a. In agreement with NPC, chapters are prohibited from purchasing special membership recruitment outfits or requiring members individually to buy the same outfit. It is suggested that certain colors or types of outfits be worn rather than using specially

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made or purchased outfits. (Ex. A member wears her own black dress instead of each member wearing identical black dresses).

- b. Period I
 - i. Matching screen printed t-shirts are allowed (See Section 5).
 - ii. All chapter members will wear collarless t-shirts with their sorority affiliation and appropriate bottoms. (Ex. Shorts, jeans, or similar appropriate casual attire) Dresses are prohibited.
- D. Decorations
 - a. All chapters will abide by the baseline set for décor which includes decorating only at the stage area for skits, where PNMs are seated and one additional area for Periods I, II and III.
 - b. All decorations may only be seen from inside the sorority lodge during Periods I, II and III.
 - c. Draping should be used only for functionality (i.e. to hide stored furniture, entrance/exit areas for members, etc.)
 - d. Preference
 - i. Events must be held at the sorority's lodge on Greek Circle.
 - ii. Minimal, additional outside front-yard lighting is permitted only along the sidewalk. The purpose of this lighting must be to improve lighting so the PNMs are better able to see. Enclosed tents and backyards used for this night will be allowed to have additional lighting.
- E. Entertainment/ Conversation
 - a. No gifts, favors, preference letters or notes, etc. may be given to PNMs until they have accepted bids.
 - b. Welcoming and exiting songs/chants are permitted.
 - i. Any song/chant that occurs throughout the week should not be delivered in an amplified way. (Ex. Chapter members may sing in a normal talking voice, not yell).
 - c. All entertainment must be provided by the collegiate members.
 - d. All entertainment will be confined to within the lodge. Singing, skits, clapping, dances or other entertainment will not be permitted outside.
 - e. Chapter members are not allowed to bang on their windows, shutters, etc. at the beginning or end of an event.
 - f. Refreshments are only permitted during Preference Events.
 - g. Period I
 - i. Should be light and casual in nature. The focus should be on conversation.
 - h. Period II
 - i. Should be slightly more serious in nature.
 - ii. Must have a philanthropy focus/theme.
 - iii. Entertainment will be limited to a video or slide show highlighting the chapter's philanthropy and community service.

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- iv. Videos and accompanying introductions should last no more than 8-10 minutes
 - i. Period III
 - i. Should be more serious in nature.
 - ii. Entertainment should last no more than 16-18 minutes.
 - j. Preference
 - i. Preference events should be more serious in nature.
 - ii. Refreshments are allowed at all events.
 - iii. Entertainment should last no more than 25 minutes.
- F. Volunteer Involvement
- a. Alumnae and Mother's Club members may not participate in the recruiting of PNMs throughout the entire week of recruitment. They are permitted to assist with any functional needs of the chapter (i.e. meals for active members, re-filling snacks, checking lines, decorations, etc).
 - b. If a chapter falls below 100 members, alumnae may be permitted to assist with the recruitment of PNMs.
 - i. This will be determined using the Chapter Roster Update forms submitted prior to Fall Formal Recruitment.
 - ii. The total number of alumnae allowed to assist will equal the average chapter size at the time of Fall Formal Recruitment.
 - iii. Chapters utilizing alumnae to recruit are responsible for educating their alumnae on the current year's Recruitment Rules and must designate their alumnae status to PNMs.
 - c. No men may be present at any Recruitment events.
 - d. A chapter member or alumna member is permitted to check the line of PNMs before the event begins to ensure they are in the correct order.
 - e. Initiated collegiate members, new members, and national sorority representatives may assist the chapter with membership recruitment activities.

Section 4 – Release Figure Method (RFM) & Chapter Total

- A. During Recruitment, chapters are strongly encouraged to follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.
- B. Every junior or senior who signs a Preference card will be hand matched and offered a bid. Every attempt to distribute the juniors equally among the sororities, while taking the preferences of the juniors into account, will be made. In order to hand match juniors and seniors, chapters will email their preferences in rank order to gogreekttu@gmail.com by the time lists are due.
- C. If any chapter does not take quota during formal Recruitment, the Snap Bidding Procedures outlined in the NPC Manual of Information 18th ed. will be utilized.
- D. If a chapter did not pledge to quota or pledged to quota but did not pledge to chapter total, they are permitted to conduct Continuous Open Bidding/Recruitment once Formal Recruitment bids have been distributed to PNMs on Bid Day. COB procedures outlined in the NPC Manual of

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Information 18th ed. will be followed. Any women offered a bid through COB/COR will be required to sign a Continuous Open Bidding Acceptance Binding Agreement. This form is due to the Panhellenic Advisor within 24 hours of signing.

Section 5 – Bid Day

- A. Each chapter will be provided with a list of all PNMs who have been matched to their chapter at a time agreed to with Panhellenic Executive Council. Additionally, chapters will be provided with a list of the PNMs who are eligible for COB/COR.
- B. All new members will have the opportunity to sign the New Member Verification cards supplied by Panhellenic Executive Council and accept or decline their bid before they board the Bid Day buses. If a PNM decides to accept the bid at a later date, the chapter is responsible for turning in the appropriate bid card to Panhellenic in an appropriate amount of time.
- C. Chapters must inform the Panhellenic Exec Council as to where Bid Day events will be held. The address and phone number of this location must also be provided prior to Recruitment week.
- D. In accordance with the NPC Unanimous Agreements, Section VI, 2, C-D, alcoholic beverages and the participation of men in recruitment and bid day activities is prohibited. Bid Day is defined as the twenty four (24) hour period following the distribution of bids.

Section 6 – Role of Panhellenic Council

- A. Deadlines/Fines
 - a. Penalties for invitations and bid lists include:
 - i. \$50.00 for the first fifteen (15) minutes and \$10.00 for every five (5) minutes thereafter.
 - ii. \$150.00 for bid lists turned in late on preference night.
 - b. Penalties for coming out of an event late will be \$5.00 per minute.
 - c. Timeline of when lists are due from sororities will be presented on the final recruitment schedule. :
 - d. The final list of eligible PNMs will be available to all chapters on or before August 14.
- B. Rho Gammas
 - a. Selection of Rho Gammas will be in the spring. Responsibilities and Expectations of Rho Gammas
 - i. A Rho Gamma shall not work during Formal Recruitment week.
 - ii. A Rho Gamma must have been through at least one Fall Formal Recruitment as an active.
 - iii. Rho Gammas shall attend pre-Recruitment workshops as scheduled by the Panhellenic Executive Council. Excuses for absences must be approved prior to workshops by the Panhellenic Recruitment Director, Assistant Recruitment Director, or Panhellenic Advisor.

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- iv. A Rho Gamma will be required to pay a fee of \$100 to assist in the costs of lodging for the week as well as t-shirts worn by Rho Gammas.
 - v. A Rho Gamma will be required to move into the official Panhellenic Recruitment hotel beginning at the specified time and will not be in contact with their chapter members at any point during Recruitment.
 - vi. A Rho Gamma will be required to abide by the Texas Tech University Student Code of Conduct at all times.
 - vii. A Rho Gamma will be required to have a minimum of a 2.75 cumulative grade point average prior to Rho Gamma selections.
 - b. Disassociation from their respective chapters will begin six (6) days prior to the Recruitment Kick-Off and end after the PNMs have received their bids for membership.
- C. Stipends
- a. The PH Central Recruitment Chairperson and Assistant Recruitment will be required to remain in Lubbock over the summer in order to manage the preliminary mechanics of Recruitment.
 - b. The PH Central Recruitment Chairperson shall receive a stipend in the amount of \$2000 and the Assistant Recruitment shall receive a stipend in the amount of \$1000. Both stipends shall be distributed either at the conclusion of recruitment or in four payments at the end of each month (May-August).

Section 7 – Infractions

- A. All NPC UNANIMOUS AGREEMENTS shall be upheld.
- B. All recruitment infractions must follow the procedures as outlined in the 18th Edition of the NPC Manual of Information and the Texas Tech University Panhellenic Council Bylaws Article XII.
- C. Enforcement of Guidelines
 - a. To enforce compliance with the sanctioned formal recruitment period, chapters shall be left to police and discipline themselves with oversight and guidance from their national organizations.
 - b. TTU Panhellenic will notify chapter leadership of deviations from this policy when informed and will expect immediate action from the national organization, local organization, and/or TTU Panhellenic judicial action.
 - c. Sanctions will be determined through the mediation or judicial board hearing process.
 - i. Possible sanctions include: social probation, required training from the NPC Area Advisor or chapter's district team at the expense of the chapter, apology letter to community, documented workshops, etc.
 - ii. Sanctions will be determined on a case by case basis.

Section 9 – Continuous Open Bidding

If any chapter does not take quota during formal Recruitment, the Snap Bidding Procedures outlined in the NPC Manual of Information 20th ed. will be utilized.

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