

2010  
**RECRUITMENT RULES**  
University of San Diego Panhellenic Association  
Approved on April 24, 2008

*The following rules have been composed of NPC Unanimous Agreements, NPC Policies and recommendations for recruitments rules discussed by the **2009-2010** Recruitment Chairwomen of the USD sororities. These rules were passed by a majority vote during the Spring and Fall Recruitment Meetings and ratified by vote of the Panhellenic Council. All chapters and their alumnae are expected to know, understand, and follow all of the recruitment rules. There is an overall expectation of maturity, respect, and Panhellenic friendship for all sorority members, throughout the year, and especially during formal recruitment.*

**Article I: FINANCES**

- 1.) Each sorority should use sound judgment, common sense, and maturity in planning budgets for events during formal recruitment period.
- 2.) Each chapter is responsible for submitting an itemized list of their recruitment expenditures to the Panhellenic Vice President of Membership by the second Thursday of the second semester of school, **February 4, 2010** by 1pm. The budget will be \$1500. Donations, which must come from vendors (ex: a flower shop donating flowers), shall not exceed \$500 total. Vendors must supply an invoice for all donated items that includes their business tax ID number. ALL receipts (or copies), must be turned in with required budget.
- 3.) Chapters submitting budgets after **February 4, 2010** will be charged \$100 a day for everyday late.
- 4.) Any chapter submitting late lists after invitation lists are due will be charged a \$100 fine. In addition, they will be charged \$1.00 for each additional minute they are late.
- 5.) Chapters must have all their active members, participating in formal recruitment; deactivate their Facebook profiles by **January 14, 2010**. If member's profiles are still up beyond this date chapters will be fined \$25 per member's profile still activated. Facebook accounts may be reactivated at 2pm on **January 24, 2010**.
- 6.) Each chapter Treasurer will compile and submit to the Panhellenic Vice President of Membership a fact sheet concerning financial responsibilities of membership in her chapter by **December 14, 2009**. These will be duplicated and included in recruitment booklet distributed to the Sigma Rho Chis when recruitment begins.
- 7.) All catering requests, including water, linens, etc. will be ordered by Panhellenic from USD Banquets & Catering. Chapters will be billed by Panhellenic for their catering orders and for any rented equipment they ordered through Panhellenic at the conclusion of Recruitment. Catered refreshments and extra equipment ordered are to be included in the \$1500 limit on recruitment expenditures.

- 8.) Any chapter exceeding their Recruitment Budget will be fined 300% of the exceeded amount of their total budget. If the total exceeded the amount is above \$100, the sorority will forfeit their spring formal. All social events being held one month within the end of the academic school year must be approved by the Vice President Membership, Panhellenic President, Recruitment advisor and or other SLIC office staff.
- \*See Appendix for compiled table of possible fines*

## **ARTICLE II: GENERAL RULES FOR ALL OF FORMAL RECRUITMENT**

### **A. General Rules for Event Rules**

- 1.) Groups are expected to leave rooms in the same condition as the room was found during formal Recruitment. A Panhellenic officer will come to check your event and prep rooms, and she must check you out before you can leave.
- 2.) You may not adhere signage or other objects to walls or windows by any method (tape, wax, gum, etc.). Blue tape is allowed for covering windows with white paper only. Easels and free-standing signage is acceptable.
- 3.) All catering requests must go through Panhellenic. No outside beverages or food may be brought into events unless approved by Panhellenic and USD Dining Services.
- 4.) Do not drag anything across the floor (including trash bags), which might make skid marks or stains.
- 5.) All media requests for rooms must go through Panhellenic.
- 6.) All entertainment taking place during recruitment events must stay within the rooms.
- 7.) No nails, staples or thumbtacks may be driven into the ceiling or walls of the room.
- 8.) No confetti may be used.
- 9.) Candles/open flames are not permitted.
- 10.) Chapters must supply power strips and extension cords for themselves.

## **ARTICLE II: RULES FOR INDIVIDUAL DAYS OF RECRUITMENT**

### **A. Day 1: Greek Life**

**STRUCTURE:** There will be eight Greek Life Day events with potential new members attending six, 30-minute events. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members. **The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).**

**DRESS:** Potential members and chapter members shall wear casual attire for Greek Life Day events; individual chapters will wear the Panhellenic recruitment T-shirts in different colors without embellishments. Each chapter must wear flat shoes on this day (no heels). The individual chapters may specify color or styles pants preferred, but may not require the purchase of any article of clothing by its members for this event.

**GENERAL:** Inside entertainment is limited to songs or video. No decorations outside the room are allowed. No music is permitted during the event, except for the welcome song and dance. Inside decorations

and scenery are followed within the parameters of rules for use of the recruitment room and with the approval of the Panhellenic Advisor. Decorations are limited to pictures pertaining to the day theme, chapter paraphernalia, balloons, chapter composite, and tablecloths. Decorations may not be placed on an elevated stage.

**REFRESHMENTS:** Beverages will be limited to ice water, which will be ordered and paid for by Panhellenic for all chapters. No outside beverages or food may be used in events. Food may not be used a decoration. No outside dishes or cutlery may be used (including, but not limited to, cups and napkins).

**B. Day 2: Philanthropy**

**STRUCTURE:**

There will be six, 45-minute philanthropy events, with potential new members attending a maximum of five events. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members. Songs are only permitted at the start of each event. Content of the slide show must be 100% philanthropy. There cannot be any pictures of social events (including but not limited to formal, exchanges, and date dashes). The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).

**DRESS:**

Appropriate dress for members shall remain at the discretion of the individual chapters. The individual chapters may specify colors or styles preferred, but may not require the purchase of any articles of clothing by members for this event. Potential new members shall wear business casual attire.

**GENERAL:**

Inside entertainment is limited to songs or video. No decorations outside the room are allowed. Music is only permitted during the slide show. Inside decorations and scenery are followed within the parameters of rules for use of the recruitment room and with the approval of the Panhellenic Advisor. **Decorations are limited to pictures pertaining to the day theme, chapter paraphernalia related to philanthropy and not considered an accent piece by the Vice President Membership and the Panhellenic recruitment team (if chapters have an item that may be considered an accent piece it must be approved before formal recruitment. The last date to do this is December, 14, 2009), chapter composite, tablecloths, and table centerpieces.**

Decorations may not be placed on an elevated stage. Each chapter will be expected to provide a craft/ philanthropic activity, to be approved by the Vice President Membership, for potential new members to do during the events.

**REFRESHMENTS:** Beverages will be limited to ice water, which will be ordered for all chapters through Panhellenic. No outside beverages or food

may be used in events. Food may not be used a decoration. No outside dishes or cutlery may be used (including, but not limited to, cups and napkins).

**C. Day 3: Sisterhood**

**STRUCTURE:**

There will be five, one hour Sisterhood Day Events, with potential new members attending a maximum of four events. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members. **The opening of each event shall be a chapter song, (not a song that has ever been played on the radio), chant or cheer with no music and no choreographed dancing (Clapping/ snapping is okay). Closing of each event shall be limited to chants and cheers without formation (clapping okay, no dancing or music).**

**DRESS:**

Appropriate dress for members shall remain at the discretion of the individual chapters. The individual chapters may specify colors or styles preferred, but may not require the purchase of any articles of clothing by members for this event. Potential new members shall wear business casual attire.

**GENERAL:**

Inside entertainment is limited to songs or video. No decorations outside the room are allowed. Music is only permitted during the slide show. Inside decorations and scenery are followed within the parameters of rules for use of the recruitment room and with the approval of the Panhellenic Advisor. Decorations are limited to pictures pertaining to the day theme, chapter paraphernalia, balloons, chapter composite, tablecloths, and table centerpieces. Decorations may not be placed on an elevated stage.

**REFRESHMENTS:**

Beverages will be limited to ice water, which will be ordered for all chapters through Panhellenic. No outside beverages or food may be used in events. Food may not be used a decoration. No outside dishes or cutlery may be used (including, but not limited to, cups and napkins).

**D. Day 4: Preference Events**

**STRUCTURE:**

There will be three, one hour Preference Events, with potential new members attending a maximum of two events. There should be no outside entertainment. Potential new members may not receive notes or personalized gifts of any kind, including place cards, in Preference Events, even if they leave these behind at the end of the event.

**DRESS:**

Appropriate dress for potential new members and chapter members shall be formal attire. The individual chapters may specify colors

or styles preferred, but may not require the purchase of any articles of clothing by members for this event.

**GENERAL:**

Lights and ceremonial flowers may be used as inside decorations. Ceremonial flowers include real and fake chapter flowers and one additional real or fake flower in one color only. Decorations may include balloons and table centerpieces. 5 Additional accent pieces, which must be approved by Panhellenic Vice President of Membership and the Panhellenic Recruitment team by **December 14, 2009** will be permitted, including ceremonial, functional and decorative pieces. Candles may not be used at any event.

**REFRESHMENTS:**

**Beverages will be limited to ice water, which will be ordered for all chapters through Panhellenic.** No outside beverages or food may be used in events. Food may not be used a decoration. No outside dishes or cutlery may be used (including, but not limited to, cups and napkins).

**E. Day 5: Bid Day**

**STRUCTURE:**

New member lists, withdrawal lists, and recruitment statistics will be distributed to all chapters at the luncheon meeting on Bid Day. Chapters will provide their own bid cards. The chapter total will be recalculated at the Bid Day luncheon in the spring semester and the 3<sup>rd</sup> Panhellenic meeting in the fall semester. The chapter total formula is the average chapter size, minus five.

**GENERAL:**

Panhellenic will notify all chapters of any refused bids by 2:00 pm on Bid Day.

**REFRESHMENTS:**

No alcoholic beverages are permitted at Bid Day functions and no men are allowed to attend bid day activities. This includes gatherings of sorority members and/or potential new members at unofficial pre-gaming and post-events.

**ARTICLE III: INFRACTIONS**

*Infractions are serious transgressions of the recruitment rules or the NPC Unanimous Agreements. They are not to be taken lightly, and the penalties imposed will be enforced. To protect the harmonious and cooperative relationships between fraternities, chapters are asked to carefully consider prior to filing an infraction. Minor transgressions can usually be addressed with a warning, and generally are the result of rumor or misunderstanding. In such cases, infractions should not be filed.*

- A.** All NPC Unanimous Agreements shall be followed.
- B.** If a major, willful infraction of the rules occurs, the process according to the National Panhellenic Conference shall be followed.

**APPENDIX: FINES**

<b>Rule Carrying Fine</b>	<b>Fine Amount</b>
Final Budget Being Turned in Late	\$100/ day late

USD PH Recruitment Rules- 6

Submitting Chapter Invitation Lists Late	\$100 + \$1 for every minute late
Deactivating Facebook Accounts Late	\$25/ member still activated
Chapter Spending more than \$1500	300% of the amount overspent
Exceeding \$1500 Budget by more than \$100	Forfeit of Chapter's Spring Formal
Trash Left Behind/ Rooms Left in Poor Cond.	\$100/ room, per day
Late Checkout from Event Rooms (Including Work week)	\$75 +\$1 for every minute late
Use of Outside Food, Drinks or Cutlery	\$200