

2010

RECRUITMENT RULES OF OPERATION
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 recruitment, ideas and previous 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.*

I. RECRUITMENT DATE

- A. Panhellenic shall hold a formal deferred recruitment from January 19-24, 2010. Continuous open bidding will start at 2:00 PM on January 24, 2010. See below for additional rules regarding Continuous Open Bidding.
- B. Continuous Open Bidding for eligible chapters shall extend throughout the academic fall and spring semesters (subject to the limitations on eligible new members) except during the break between semesters and during formal recruitment silence period.

II. RECRUITING ADMINISTRATION

- A. The Panhellenic Office shall be used for handling invitations, answering questions and contributing to Panhellenic harmony.
- B. Recruitment shall be administered by a Recruitment Chairwoman and the Panhellenic Executive Board, who will be responsible for all aspects of recruitment, including potential member's handbook, forms, invitations, facility reservations, catering requests and office reports.
- C. A potential member shall register for formal recruitment with a fee of \$30.00 before midnight on **December 14, 2009** or \$45.00 beginning **December 15, 2009** through **January 13, 2010**.
- D. Only the Panhellenic Recruitment Chairwoman, Panhellenic Advisor and the Panhellenic Executive Board shall have access to the recruitment files and invitation information, with the Executive Board having limited access as set by the Panhellenic Advisor.
- E. The official Panhellenic Office shall be off limits during formal recruitment except to the Chapter Presidents, Sigma Rho Chis, disaffiliated Panhellenic Executive Board, Chapter Recruitment Chairwomen, Chapter Alumnae Advisors, visiting national sorority officers and potential members.
- F. Panhellenic Officers, Sorority Recruitment Counselors and the Panhellenic Advisor may be present at Formal Membership Acceptance Card Signing. Sigma Rho Chis may not enter any recruitment events. Panhellenic Officers may enter recruitment events to monitor observance of recruitment rules.

III. ELIGIBILITY

A. CHAPTER MEMBERS

1. Only the chapter members and affiliated transfers whose names appear on the chapter membership list are eligible to participate in formal deferred recruitment.
2. Actives or new members from other campuses may not be in the recruitment rooms during formal recruitment events.
3. Alumnae and national officers may not recruit. They may attend events to watch entertainment, coordinate voting procedures or to assist with preparations of refreshments. Only USD collegiate sorority members may participate in songs. Mothers of members may assist with serving and clean-up.

B. SORORITY RECRUITMENT COUNSELORS & PANHELLENIC OFFICERS

1. Sorority Recruitment Counselors (Sigma Rho Chis) will be undergraduate members of USD sororities.
2. Once selected as a Sigma Rho Chi, a member is obligated to this position through the formal recruitment period and may not return to recruit with her chapter.
3. The Panhellenic President, Panhellenic Vice President of Membership, and the Sigma Rho Chis may not represent their chapter in any manner where their affiliation is publicly stated starting **January 1, 2010**.
4. Sigma Rho Chis and those Panhellenic Officers mentions above may not participate in the planning or implementation of chapter formal recruitment events in any fashion. They must be excused from recruitment planning workshops.

C. POTENTIAL MEMBERS

1. Determined by the Greek Guidelines, the minimum chapter GPA for participating in Recruitment is equal to the lowest chapter minimum GPA.

IV. GENERAL RULES REGARDING CONTACT WITH POTENTIAL NEW MEMBERS EFFECTIVE JANUARY 1, 2010 THROUGH BID DAY

- A. Every sorority member has an obligation to promote Greek life in a spirit of Panhellenic cooperation.
- B. Potential members may not be invited (either formally or informally) to any events that are hosted by a sorority (e.g. exchanges, date events, etc.), or be the guest of a sorority member at an event hosted by another organization.
- C. There shall be no telephone calls, written or internet (including facebook) correspondence or planned meetings between actives and potential members promoting individual Greek chapters.
- D. No money may be spent on a potential member by an active or a chapter member, and no potential member may spend money on a sorority member.
- E. These rules do not apply to the IMMEDIATE family of a sorority member (i.e., sisters, cousins). However, contact is limited and must be positive Panhellenic contact.
- F. There will be no promising of bids to potential members directly or indirectly or by any means whatsoever.
- G. No potential member may promise to accept a bid before bids are issued formally through Panhellenic.
- H. Panhellenic will do all advertising on formal recruitment. Individual chapters are not to do any advertising of formal recruitment, including Open House Day and New Student Orientation.

V. GENERAL RULES REGARDING CONTACT WITH POTENTIAL NEW MEMBERS DURING FORMAL RECRUITMENT

- A. Members, new members or alumnae of USD sororities shall have no contact whatsoever with Sorority Recruitment Counselors beginning January 1, **2010**, 12:00 AM until Bid Day (**January 24, 2010**, 2:00 PM). Contact with Panhellenic Officers who are involved in the administration of recruitment during that period is limited to the conduct of Panhellenic business pertaining to recruitment. If contact is made with a recruitment counselor, the counselor will be removed from her position.
- B. Positive Panhellenic contact shall be observed throughout the entire formal recruitment period. Strict silence will begin after preference events and end after bid distribution. This means that there will be no contact; written, verbal, printed or typed, with the potential members by sorority members, new members or alumnae. No sorority member, alumna or new member may visit a potential member in her residence hall room or place of residence during formal recruitment (12:00 AM on **1/19/2010** to 2:00 PM on **1/24/2010**). There shall be no promising of bids, directly or indirectly, by any member, new member or alumna of a sorority.

VI. GENERAL RULES FOR ALL FORMAL RECRUITMENT EVENTS

- A. Formal recruitment shall take place only in rooms reserved by Panhellenic on the main USD campus.
- B. An event plan shall protect the exclusivity of each chapter and ensure communication among chapters for the content of theme, song, decoration, dress, and philanthropy project.
- C. No decorations outside of the room are allowed during any of the events. Prior to events beginning, Panhellenic officers will monitor compliance with this rule and decorations deemed in violation will be removed.
- D. No alcoholic beverages shall be allowed during formal recruitment events.
- E. Favors of any nature may not be given to potential members at any recruitment event. Panhellenic will provide nametags for all potential members at all events. (Instead of calling cards Panhellenic and Sigma Rho Chis will provide chapters with attendance lists of all PNMs present prior to the beginning of each event.)
- F. All sororities are responsible for adhering to the times for beginning and ending events and the deadlines for invitations.
- G. Scrapbooks and other sorority memorabilia may be displayed, however sorority recruitment counselors and the previously mentions Panhellenic officers' pictures in scrapbooks and throughout any displays may not be displayed. If a group picture or composite must be used, sorority recruitment counselors and Panhellenic officers' pictures must be covered completely.
- H. Pictures of sorority recruitment counselors and Panhellenic Officers may not appear in the chapter slide shows.
- I. Chapters are responsible for knowing and abiding by all University Center rules and requests regarding the rooms they are using for recruitment events and for dressing areas. This applies to recruitment practice periods as well as recruitment events. Written notice of these rules will be provided to each chapter recruitment chairwoman by Panhellenic.
- J. Chairs, tables, table cloths and chair covers cannot be purchased or rented. USD must be the only supplier.
- K. POTENTIAL MEMBER ATTENDANCE RULES:

1. All potential members shall attend the orientation and formal recruitment events to which they have accepted invitations. In case of illness or other emergency, the potential member shall notify the Panhellenic Advisor in writing, and excuses will be listed for the sororities in a bulletin prior to their membership selection meetings for the round of recruitment. One unexcused absence will result in the potential member being removed from recruitment.
2. All potential members who receive six invitations to Philanthropy Day events are required to go to five and only five. If a potential member receives five or less invitations, she is required to go to those events.
3. All potential members who receive five or more invitations to Sisterhood Day events are required to go to four and only four. If a potential member receives four or less invitations, she is required to go to those events.
4. All potential members who receive four or more invitations to preference events are required to go to two and only two. If a potential member receives two or less invitations, she is required to go to those events.
5. A potential member shall consult with her sorority recruitment counselor before withdrawing from recruitment. In the event the potential member feels she must withdraw from recruitment, she must go to the Panhellenic Office and sign a withdrawal form.

VII. QUOTA & BIDMATCHING

- A. The chapter total will be recalculated at the Bid Day luncheon in the spring semester and the 3rd Panhellenic meeting in the fall semester. The chapter total formula is the average chapter size, minus five.
- B. The USD Panhellenic Association follows the NPC system of preferential bid matching. During formal recruitment, all invitations and bids are preferential, made in writing and distributed through the Panhellenic Officers and Sorority Recruitment Counselors.
- C. Names of all potential members attending Preference events must appear on the chapter's first or second bid list.
- D. Quota shall be set on Bid Day by the Panhellenic advisor and the NPC release figures methodology consultant. Quota range will be given during recruitment. Carry figures for each set of invitational events shall be determined by the Panhellenic Advisor and the NPC Release Figures Methodology Consultant (RFM).
- E. Formal Membership Acceptance cards will be signed the same night of the preference events by 9:30 PM. Failure to do so will result in the potential member being dropped from formal recruitment. Once a card is signed, no changes can be made.
- F. Any potential member signing a Formal Membership Acceptance card and receiving a bid from one of the sororities she has marked on her card shall be bound by the agreement for one calendar year if she remains a student at USD. This means she may not pledge any sorority other than the one she was matched to in bid matching. It does not mean that she cannot de-pledge once she has accepted a bid.
- G. Panhellenic Council is responsible for explaining all options and consequences to potential new members before they fill in their formal membership acceptance cards.
- H. All potential members who attended preference events shall be notified by their sorority recruitment counselor if they do not receive a bid, or will receive bids at the designated time and place on Bid Day. They shall inform their sorority recruitment counselor whether they

accept or regret their bid and will sign formal bid/grade release cards at that time. The sorority recruitment counselor will return all bid/grade release cards for her recruitment group to the Panhellenic Office and will notify the Panhellenic Office of any declined bids at that time.

- I. Chapters may replace those potential members who decline bids (vacancies in quota) with women pledged in Continuous Open Bidding.
- J. The Panhellenic Advisor will keep all records from formal recruitment invitations and bidmatching on file in the Panhellenic Office for one year.

VIII. CONTINUOUS OPEN BIDDING

- A. Students may register for Continuous Open Bidding with the Panhellenic Office, but such registration is not required. If the Panhellenic Office receives the name of a student interested in Continuous Open Bidding, her name and phone number will be placed in the mailboxes of all chapters eligible for C.O.B. at that time.
- B. Chapters will be eligible for Continuous Open Bidding if they do not pledge a number of new members equal to quota during formal recruitment or if they are below Total at any time during the academic year. Chapters are always entitled to Quota, even if they exceed Total by taking that number of new members.
- C. Chapter eligibility must be verified before open bidding begins.
- D. Chapters eligible for C.O.B. during fall semester may only pledge new students with at least 24 college units completed or continuing students. All continuing students who have completed 12 units and have the required GPA specified above are eligible for C.O.B. during spring semester.
- E. Continuous Open Bidding is suspended during the break between fall and spring semesters and during formal recruitment. It begins again at 2:00 PM on Bid Day (January 27, 2008).
- F. C.O.B. is not allowed from the last day of classes for spring semester until the first day of classes for fall semester.
- G. A chapter may not encourage a potential member to drop out of formal recruitment to wait for a bid during subsequent C.O.B.
- H. When a potential member receives a bid during C.O.B. the chapter is responsible for delivering the pledge card and grade release card to the Panhellenic Office within 36 hours.
- I. Pledge cards signed during C.O.B. are binding for one calendar year. This means that the new member may not pledge any other NPC sorority at USD for one calendar year from the date on her C.O.B. pledge card.