

Recruitment Rules University of San Diego Panhellenic Association

The following rules have been composed of NPC Unanimous Agreements, NPC Policies and recommendations for recruitment, ideas and previous rules discussed by the Recruitment Chair women 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 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 DATES

- A. Panhellenic shall hold primary recruitment prior to the start of the spring semester unless deemed otherwise. Continuous open bidding will begin immediately following the opening of bids on bid day. See below for additional rules regarding Continuous Open Bidding.

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 Panhellenic Recruitment Team:
 - a. Who consist of the outgoing VP Recruitment Operations, outgoing VP Recruitment Programming, outgoing Panhellenic President, incoming VP Recruitment Operations, incoming VP Recruitment Programming, incoming Panhellenic President.
 - b. The Panhellenic Recruitment Team is responsible for all aspects of recruitment, including potential member's handbook, forms, invitations, facility reservations, catering requests and office reports.
- C. Panhellenic Recruitment Team and the Fraternity and Sorority life office will determine when recruitment registration opens. Potential members shall register for formal recruitment with a fee of \$45.00 between opening of registration until the last day of fall semester or \$60.00 the day after the last day of classes until registration closes.
- D. Only the Panhellenic Advisor and the Panhellenic Recruitment Team 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 – that shall be designated by the Panhellenic Recruitment Team – shall be off limits during primary recruitment except to the Chapter Presidents, Recruitment Counselors, Chapter Recruitment Chair women, Chapter Alumnae Advisors, visiting national sorority representatives and PNMs.
- F. Only the Panhellenic Recruitment Team, Recruitment Counselors, and Potential New Members are allowed in the Panhellenic Office during Potential Member Selection times.
- G. Panhellenic Officers and the Panhellenic Advisor may be present at Formal Membership

acceptance Card Signing.

- H. Recruitment Counselors may not enter any recruitment events. Panhellenic Recruitment Team may enter the recruitment events at any time to monitor observance of recruitment rules.
- I. No alumnae other than chapter advisors or national sorority representative are allowed into recruitment events of any chapter other than their own (though exceptions may be made at the discretion of the Panhellenic Recruitment Team).
 - a. Chapter Advisor's and national sorority officers may visit chapter events per visiting schedule. Visitors must to be escorted by the Panhellenic Recruitment Team and follow visiting schedule.

III. FINANCES AND CHAPTER OBLIGATIONS

- A. Each sorority should use sound judgment, common sense, and maturity in planning budgets for events during primary recruitment period.
- B. The budget for primary recruitment is \$1500.
 - a. 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.
- C. Each chapter is responsible for submitting an itemized list of their recruitment expenditures to the Panhellenic Vice President Recruitment Operations by the end of business day on the third Thursday of the second semester of school, unless told differently by the Panhellenic recruitment team.
 - a. ALL receipts (or copies), must be turned in with required budget. If you are missing a receipt, you will fill out a missing receipt declaration form, supplied by the Vice President Recruitment Operations, to be filed with your budget.
 - b. Chapters submitting budgets after end of the business day on the third Thursday of the spring semester will be charged \$100 a day for every day late.
 - c. Any chapter exceeding their Recruitment Budget will be fined 200% of the exceeded amount of their total budget. If the total exceeded amount is above \$100, the chapter will have mandated meetings with the Panhellenic Vice President of Administration to plan for the following year's recruitment budget.
- D. New Chapters will be held to the same budget as all chapters with opportunity for purchases that exceed the budget, with approval by the Panhellenic Recruitment Team, for the first two years of participation in primary recruitment.
- E. All catering requests, including water, linens, etc. will be ordered by Panhellenic from one vendor, University of San Diego Dining Services (Banquets and 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.
 - a. Catered refreshments and extra equipment ordered are to be included in the \$1500

- limit on recruitment expenditures.
 - b. Panhellenic will pay for Day One water, the rest of the water is paid for by the chapters from their Recruitment Budgets.
- F. Each chapter will submit a fact sheet concerning financial responsibilities and GPA requirements for their chapter to the Panhellenic Vice President Recruitment Programming by the third week in the fall semester.
- a. These are compiled to provide transparency of the financial and academic responsibilities and upon membership for potential new members.
- G. Chapters must have all active members, participating in any portion of primary recruitment (including all events from Open House to Preference Night, but not Bid Day Events) deactivate their Facebook profiles and refrain from any and all social media activity by 8:00 AM the day before Primary Recruitment Polish Week begins.
- a. If member's profiles are still up beyond this date chapters will be fined \$25 per member's profile that is activated, per day. Vice Presidents of Recruitment are the only members allowed to keep their accounts open to monitor member use.
 - b. The Vice President of Recruitment for each chapter will make a Facebook group with every member on their chapter's recruitment roster as well as the Panhellenic recruitment team for ease of monitoring. The Panhellenic Recruitment Team holds the ability to check these pages at any time of the day.
 - i. If a woman removes herself from the group, she will be fined \$25.
 - ii. Facebook accounts and other social media may be reactivated at 10:00 AM on the morning of Bid Day.
- H. Posts on any form of social media during the primary recruitment period by an active member participating in recruitment will result in a \$25 fine.
- I. Posts on any form of social media by any chapter official social media account during the primary recruitment period will result in a \$50 fine.
- J. See Appendix for compiled table of possible fines which are not subject to appeal.

IV. ELIGIBILITY

- A. Chapter Members
- a. Only the chapter members and affiliated transfers whose names appear on the chapter membership list are eligible to participate in primary recruitment. The chapter roster may be amended up to 3 days after submission (exceptions may be made).
 - b. Alumnae and national representatives may not recruit. They may attend events to watch entertainment, coordinate voting procedures or to assist with preparations of refreshments.
 - i. Only USD collegiate sorority members and their advisor(s) may participate in songs.

- ii. Alumnae and Mothers of members may assist with serving, set-up, and clean-up but may not actively take part in recruitment conversation.
 - iii. Up to a maximum of 5 total alumnae and/or mothers may be present in the recruitment room for recruitment Days 1-3. On Day 4, the maximum will be 12 total alumnae and/or mothers.
 - iv. Anyone not a current active member of USD Fraternity and Sorority life must have a differentiated outfit from what the Chapters are wearing and indicate on nametag their position/role. The limits on alumnae/mothers excludes any advisors/national representative .
 - c. Chapters who are under total may have local collegian actives of the San Diego area or the nearest chapters assist with recruitment. The maximum number of women allowed to assist is the number that it would take to fill Chapter Total for said chapter.
- B. Potential New Members
- a. Determined by the Fraternity and Sorority Guidelines, the minimum GPA required for participating in Recruitment is equal to the lowest chapter minimum GPA. For Recruitment 2018, the minimum GPA for participating in Recruitment will be a 2.7
 - b. The Potential New Member must be a continuing student and have completed 12 college units or a transfer student and have completed 24 college units.

V. GENERAL RULES REGARDING CONTACT WITH POTENTIAL NEW MEMBERS

- A. Pre-Primary Recruitment Period
- a. Every sorority member has an obligation to promote Fraternity and Sorority life in a spirit of Panhellenic cooperation.
 - b. Inappropriate PNM contact during the Fall semester will be defined as any contact with a PNM that either leads the woman to believe she will be given a bid or negatively influences the woman's opinion of a chapter. Instances of this include but are not limited to:
 - i. An active member reaching out to a PNM, with whom she has had no/minimal previous contact with, via social media (e.g. Facebook, Instagram, Twitter, Snapchat, etc.), text/phone, or in person to invite the PNM to an unofficial chapter event or party, or to discuss any details of chapter specific sorority life.
 - ii. An active member telling a PNM to register for recruitment so that she can join the active's chapter.
 - c. If reported, the severity of the violation will be decided upon by the Panhellenic Recruitment Team through formal mediation. Misleading and inappropriate

conduct can be based on the PNM's perception of the action, not the active member's. Investigation will follow before any punitive action is taken.

- d. Inappropriate PNM contact during the fall semester may result in the offending active member's inability to participate in recruitment conversations during the primary Recruitment Period.
 - i. Reactive Responsibility
 - 1. In the case that a PNM initiates contact with an active member during the Fall semester, the active member holds the duty to adhere to the code of conduct.
 - 2. It is the responsibility of the active member to promote positive Panhellenic conversation with PNMs and to redirect any chapter specific conversation, positive or negative, back to Panhellenic conversation.

B. During Primary Recruitment Period

- a. Positive Panhellenic contact shall be observed throughout the entire primary recruitment period.
- b. Strict silence will begin at the start of primary recruitment period and end after bid distribution.
 - i. This means that there will be no contact, including but not limited to telephone calls and text messages, written correspondence, any Facebook or other internet correspondence (Pinterest, Instagram, Twitter, Snapchat, etc.) or planned meetings, with the potential new members by sorority members, new members, alumnae, or advisors.
- c. No sorority member, alumna or new member may visit a potential member in her residence hall room or place of residence during polish week and primary recruitment

C. At all times

- a. No money may be spent on a potential new member by an active chapter member, and no potential new member may spend money on a sorority member.
- b. There shall be no promising of bids, directly or indirectly, by any member, new member or alumna of a sorority during any primary or informal recruitment period.
 - i. Bid Promising shall be defined as, but not limited to, any statement that would suggest that you or your chapter wants a PNM to become a new member. Chapters may request examples of appropriate and inappropriate PNM conversation from the Panhellenic Recruitment Team.
- c. No potential new member may promise to accept a bid before bids are issued formally through Panhellenic.

- d. Panhellenic will create all marketing materials for primary recruitment. Individual chapters should not create their marketing materials for primary recruitment, including the marketing materials for Informational Sessions or another Panhellenic sponsored recruitment events.
 - i. All chapters must adhere to a inclusive Panhellenic messaging. No chapter should promote their chapter over other chapter in the promotion of primary recruitment.
- e. If a chapter chooses to hire a person/company to help them film, edit, or in any other way compose a video for primary recruitment or any other purpose, the chapter is responsible for obtaining a contract with said person/company barring them from releasing the video on any platform prior to bid day.
 - i. If a chapter video is released before bid day, whether by a chapter member, alumna, advisor, parent, or the person/company hired to compose the video, the chapter will be fined \$100 and a formal infraction will be filed.
 - ii. There will be no reposting of old chapter videos by active members during the Summer or Fall semester.
 - iii. Videos must contain authentic footage and may not contain footage from a “photoshoot.”
 - 1. Authentic footage includes footage from formal/informal Sisterhood events, Philanthropy events, Greek-wide events, or any authentic “day-in-the-life” footage.
 - iv. Chapters may share via social media/YouTube/etc. sisterhood, philanthropy, or bidday videos during the Spring semester only, after primary recruitment bid day.
 - 1. Exceptions may be made during the Summer or Fall semester for videos to promote or celebrate chapter philanthropy events, but these videos must be approved by the Panhellenic Recruitment Team. This also includes short Instagram videos.

VI. GENERAL RULES REGARDING RECRUITMENT COUNSELORS

- A. Members, new members or alumnae of USD sororities shall have limited contact with Recruitment Counselors beginning the day before primary recruitment’s polish week to bid day morning.
 - a. Contact with the Panhellenic Recruitment Team 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. Recruitment Counselors shall not have any contact via social media (Facebook, Twitter, Instagram, Pinterest, etc.) and deactivate their accounts during the primary recruitment

period.

- C. Recruitment Counselors are required to attend all PNM informationals and training meetings instructed by the Panhellenic recruitment team, unless excused by Panhellenic recruitment team.
- D. Every chapter must have at least ten percent of its membership complete the application process which includes attending the interview process coordinated by Panhellenic recruitment team. The Panhellenic recruitment team will establish the minimum number of Recruitment Counselors applicants for each chapter based upon the chapters total.
 - a. For every applicant a chapter is short, the chapter will be fined \$50 per woman.
- E. If a Recruitment Counselors drops out of the process at any point, there will be a penalty assessed to the corresponding chapter.
 - a. The fine will be \$50 after she has accepted her position as a Recruitment Counselors, or \$100 after December 1st.
 - b. The Recruitment Counselors will be allowed to return and participate with her chapter in any part of the recruitment process at the discretion of the chapter.
- F. Chapters may not screen applicants before they submit their application to Panhellenic with exception to chapter standing rules.
- G. There will be a minimum number of 1 Recruitment Counselor and a maximum number of 8 Recruitment Counselors per chapter. Extenuating circumstances may be considered, and exceptions may be made by the Panhellenic Recruitment Team.
 - a. Additionally, it is the understanding of Recruitment Counselors applicants that preference in the interview process will be given to applicants on campus at USD in Fall 2018. Abroad students do have the opportunity to apply but must understand these circumstances.
- H. The Recruitment Counselors must positively represent the sorority community and shall remain unbiased through all interactions with potential new members and larger community members.
- I. Recruitment Counselors will act in an appropriate (respectful, polite, and mature) and ethical manner at all times. They will always act as a role model. They represent the Greek system and the University of San Diego at all times. They will treat all sorority members, advisors, alumnae, Panhellenic Council members, and USD employees with extreme respect and make recruitment a positive experience for all involved.
- J. Recruitment Counselors will complete all necessary forms and paperwork properly to ensure that recruitment is handled in the most professional manner possible.
- K. Recruitment Counselors understand that they will be entrusted to use Campus Director and they understand to only use it for assigned duties during assigned times during recruitment, and keep all information regarding Campus Director and the Potential New Members completely confidential.
- L. The entire primary recruitment process is substance-free for Recruitment Counselors.

- a. Failure to comply may result in removal from her position as Recruitment Counselors and a corresponding fine of \$100 to her chapter.
- M. Recruitment Counselors and the Panhellenic Recruitment Team may not participate in the planning or implementation of chapter primary recruitment events in any fashion. They must be excused from recruitment planning workshops.
- N. As for Panhellenic recruitment team must separate themselves, emotionally and physically, from their chapter. They may have limited not communicate or visit with any chapter members (including, but not limited to, new members, active members, active members not recruiting, alumnae, advisors, traveling advisors, headquarter personnel, etc) throughout the entire recruitment process, aside from communication regarding Recruitment management.

VII. GENERAL RULES FOR ALL PRIMARY RECRUITMENT EVENTS

- A. Primary recruitment shall take place only in rooms reserved by Panhellenic on the main USD campus. Groups are expected to leave rooms in the same condition as the room was found during primary recruitment. A Panhellenic officer will come to check your event and prep rooms, and she must check you out before you can leave. Rooms must be checked out on time every night, including polish week. Check out times for each night will be released in the schedule before polish week.
 - a. Any failure to check out on time will result in a \$75 fine. Any failure to leave the room in any condition better than when it was found, will result in a \$100 fine per room (refer to Appendix for compiled table of possible fines).
- B. An event plan shall be submitted to ensure communication among chapters for the content of theme, song, decoration, and dress. Panhellenic Recruitment team has the responsibility to inform chapters of any event plan overlap regarding a different chapter.
- C. All entertainment, taking place during recruitment events, must stay within the rooms.
- D. Do not drag anything across the floor (including trash bags), which might make skid marks or stains.
- E. Chapters must supply power strips and extension cords AND Mac adapters for themselves.
- F. No alcoholic beverages shall be allowed during primary recruitment events.
- G. No outside beverages or food may be brought into events unless approved by Panhellenic and USD Dining Services.
- H. There shall be no usage of live animals in any events, including for decorations.
- I. Favors of any nature may not be given to potential new members at any recruitment event, whether or not the potential new members remove it from the event.
- J. Panhellenic and Recruitment Counselors will provide chapters with attendance lists of all potential new members present prior to the beginning of each event. The Recruitment Counselors will use this list to line up the members in alphabetical order by last name.

The Recruitment Counselors will then provide the attendance list to the chapter, who will line up their members accordingly for PNM pick-up. The chapter shall be responsible for ensuring that PNMs remain in the correct order when entering the event space.

- K. There will be no PNM “name calling” by chapters allowed until Preference night.
- L. All sororities are responsible for adhering to the times for beginning and ending events and the deadlines for invitations.
- M. Men shall not be present during primary Recruitment and/or bid day. This includes in any form including pictures, slideshows, videos and all bid day activities. Exceptions can be made by the Recruitment Team.
 - a. Exception could include the video on Philanthropy day, so long as their presence is related to the chapter Philanthropy/Philanthropy event
- N. Alcoholic beverages and other substances are not permitted during the primary recruitment period through 48 hours after bid day.
 - a. This includes gatherings of sorority members and/or potential new members at unofficial pre-gaming and post-events.
- O. 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.
- P. Chairs and tables cannot be purchased or rented from an outside source.
- Q. All media requests for rooms must go through Panhellenic.
- R. University of San Diego primary recruitment is in compliance with NPC’s “No Frills” Recruitment Policy. Recruitment events shall consist of maximum conversation time, tables with displays pertaining to the day theme as decided by Panhellenic, and water for potential new members. Skits, food or costumes should not be included in recruitment.
- S. All videos should be less than 5 minutes long.
 - a. Exceptions may be made for philanthropy videos that are made by a chapter’s national headquarters, at the discretion of the Panhellenic Recruitment Team.

VIII. STRUCTURE

- A. List of all activities, themes, songs, will be provided to each chapter by the Panhellenic Vice President Recruitment Operations.
 - a. Day 1: Values Day/Open House
 - i. Each event will last 30 minutes with ten minute passing time and potential new member attending seven events.
 - ii. The opening of each event on Day 1 may be a song with music no longer than 2.5 minutes with no choreographed dancing (snapping/clapping is ok) Chapters are expected to keep song length to a minimum.
 - iii. The closing of each event shall be limited to chants and cheers without

formation (Clapping is okay, no dancing or music).

- b. Day 2: Philanthropy
 - i. Each event will last 45 minute with a ten minute passing period with potential new members attending a maximum of six events.
 - ii. The opening of each event on Day 2 may be a song with music no longer than 2 minutes and no choreographed dancing (snapping/clapping is ok). Chapters are expected to keep song length to a minimum.
 - iii. Content of the slideshow or video must be 100% philanthropy. There cannot be any pictures of social events (including but not limited to formal, exchanges, and date dashes).
 - iv. The closing of each event shall be limited to chants and cheers without formation (Clapping is okay, no dancing or music).
- c. Day 3: Sisterhood
 - i. Each event will last one hour with a ten minute passing period with potential new members attending a maximum of four events.
 - ii. The opening of this event shall be a chapter song (a song that has never been played on the radio), chant/cheer with no music and no choreographed dancing (clapping/ snapping is okay).
 - iii. Content of the slideshow or video must be 100% sisterhood. There cannot be any pictures or videos including males. Chapters are expected to produce authentic material that accurately portrays their sisterhood. Chapters are not to hold “photoshoot” days, all material must come from formal or informal sisterhood events, philanthropy events, all-Greek events, or authentic “day-in-the-life” footage.
 - 1. A sisterhood event is defined as any event open to the entire chapter. Sisterhood events must be actual events, not photoshoots.
 - iv. The closing of each event shall be limited to chants and cheers without formation (clapping okay, no dancing or music).
- d. Day 4: Preference
 - i. Each event will last one hour with a ten minute passing period with potential new members attending a maximum of two events.
 - ii. 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.
- e. Day 5: Bid Morning
 - i. New member lists, withdrawal lists, and recruitment statistics will be distributed to all chapters at the breakfast meeting on Bid Morning.
 - ii. Chapters will provide their own bid cards and envelopes.

- f. Applicable to Each Day:
 - i. The number of events is subject to change at the discretion of the Fraternity and Sorority Life Staff, Vice President Recruitment Operations and Panhellenic Recruitment Team depending upon the number of enrolled potential new members.
 - ii. Chapters are expected to use good judgment in the amount of singing and motions used to greet potential new members.
 - iii. All dance movements must be approved by the Panhellenic Recruitment Team, by the night of the last day of Polish Week.

IX. Attire

A. Day 1

- a. Potential members and chapter members shall wear casual attire for Values Day events; individual chapters will wear the Panhellenic Recruitment T-shirt. Chapter members shall be allowed to accessorize as they please, with no dictation by chapter leadership. Potential new members shall wear the Panhellenic Recruitment T-shirt and flat shoes.
- b. Each chapter must wear flat shoes on this day (no heels).

B. Day 2

- a. Potential new members and chapter members shall wear snappy casual attire on Philanthropy Day. Chapters wear either flat shoes or heels/wedges on this day . Each chapter is expected to use sound judgment in planning attire that upholds a casual environment.
- b. Chapters must allow members the option of flats or wedges, with no dictation by chapter leadership.

C. Day 3

- a. Potential new members and chapter members shall wear business formal attire on Sisterhood Day. Chapter members are expected to use sound judgment in planning attire that is slightly more formal than Day 2 and less formal than Day 4.
- b. Chapters must allow members the option of flats, wedges, or heels, with no dictation by chapter leadership.

D. Day 4

- a. Appropriate dress for potential new members and chapter members shall be formal attire.
- b. Chapters must allow members the option of flats, wedges, or heels, with no dictation by chapter leadership unless this is part of their preference ritual as dictated by chapter headquarters.

E. Every Day

- a. Panhellenic will provide name tags for all potential new members at all events.

Panhellenic will provide name tags for all participating active members, alumnae, mothers and advisors in all chapters. No other name tags will be allowed for use.

- b. Chapters may specify colors or styles preferred, but may not require or suggest the purchase of any articles of clothing by members. Brand/specific store cannot be a requirement of any apparel guide.
- c. Chapters may not regulate members' jewelry, accessories, makeup, or hairstyle choices. Members must be allowed to accessorize and present themselves in a way that displays their individuality. Exceptions for accessory recommendations may be made on Preference day at the discretion of the Panhellenic Recruitment Team.
- d. Chapters may purchase (within their budgets) and supply accessories (such as hair bows, neck ties, jewelry, etc.) but may not require members to wear them. It must be optional and up to the individual member whether or not they choose to wear it.
- e. Flat shoes must be an option for every member to wear, every day of recruitment. No chapter may require its members to wear heels, unless this is dictated by their official Preference ritual.

X. REFRESHMENTS

- A. Beverages will be limited to ice water, which will be ordered and paid for by Panhellenic for all chapters on Day 1 only. Ice water will be ordered through Panhellenic and paid for by individual chapters Days 2-4.
- B. No outside beverages or food may be used in events. Food may be used as a decoration.
- C. No outside dishes or cutlery may be used (including, but not limited to, cups and napkins).

XI. DECORATIONS/ENTERTAINMENT

- A. Decorations are limited to pictures pertaining to the day theme as set by Panhellenic, chapter paraphernalia (that is not considered an accent piece), freestanding balloons or balloon clusters, chapter composite, chapter letters (not to exceed 4 ft tall), flowers, tablecloths and table centerpieces. All decorations must pertain to the day theme or to a chapter value. Exceptions may be made by Panhellenic on a case-by-case basis.
- B. Inside decorations and scenery are followed within the parameters of rules for use of the recruitment room and with the approval of the Recruitment Team.
- C. Chapter paraphernalia may be placed on a raised platform or surface.
- D. Chapter paraphernalia may not exceed 3 feet in height.
- E. Decorations may not be placed on an elevated stage.
- F. No decorations outside of the room are allowed during any of the events. Prior to events beginning, Panhellenic Recruitment Team will monitor compliance with this rule and

decorations deemed in violation will be removed.

- G. You may not adhere signage or other objects to walls or windows by any method due to the Building Policies of the University of San Diego and NPC's "No Frills" Recruitment Policy (tape, wax, gum, etc.). No nails, staples or thumbtacks may be driven into the ceiling or walls of the room. Blue tape is allowed for covering windows with plain white paper only. Easels and freestanding signage is acceptable.
- H. All chapters participating in any day of primary Recruitment are required to follow the University of San Diego Building Policy and Fire Code.
 - a. As such, no confetti or glitter may be used, candles/open flames are not permitted, and helium tanks must be secured to a base as stated by the appropriate policies.
 - b. All decorations used during Formal Recruitment may not be elevated above a height that requires assistance from any on human shoulders, chairs, stools, step ladders, ladders, UC Operations, etc.
- I. There should be no outside entertainment.
- J. Music and inside entertainment is limited to opening songs or videos as the day specific rules below allow.

XII. DAY SPECIFIC DECORATION/ENTERTAINMENT

- A. Day 1: Values
 - a. Inside entertainment/music is limited to welcome songs or video slideshows without sound.
- B. Day 2: Philanthropy
 - a. Inside entertainment is limited to a Panhellenic approved philanthropy video/slideshow. Music is only permitted during the slideshow/video and welcome song.
- C. Day 3: Sisterhood
 - a. 1. Inside entertainment is limited to a Panhellenic approved sisterhood video/slideshow. Music is only permitted during the video/slideshow.
- D. Day 4: Preference
 - a. Lights, ceremonial flowers, and one additional flower in one color, including real or fake flowers, may be used as inside decorations.
 - b. Five additional accent pieces will be permitted and must be approved by the Panhellenic Vice President Recruitment Operations and the Panhellenic Recruitment team by last day of class during the fall semester.
 - i. Accent pieces include, but are not limited to centerpieces, arches, stages, canopies, tulle, composites, freestanding photos, etc. An easel with each chapter's composite will be provided each day, and will not count towards the five total pieces.

XIII. POTENTIAL NEW MEMBER ATTENDANCE

- A. All potential new members shall attend the orientation and all primary recruitment events to which they have received invitations.
 - a. 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.
 - b. One or more unexcused absence will result in the potential member being removed from recruitment.
- B. A potential new member shall consult with her Recruitment Counselors and or a member of the recruitment team before withdrawing from recruitment. In the event the potential new member feels she must withdraw from recruitment, she must go to the Panhellenic Office, submit and sign a withdrawal form.
- C. Special Schedules may be made upon request by a PNM, only in the case that a PNM is a student-athlete or is enrolled in intersession classes and only with at least 48 hour notice.
- D. It is understood that PNMs are to attend chapter recruitment events with a positive attitude and an open mind.
 - a. If a PNM is being openly rude to multiple members of one chapter or is closed off to any conversation during an event, the chapter and the Recruitment Counselors can report the PNM to the Panhellenic Recruitment Team, who will meet with her and put her on a “watch list” for future events.

XIV. TOTAL, QUOTA, AND BID MATCHING

- A. Chapter total is equal to the Median chapter size.
 - a. The chapter total will be recalculated at the Bid Day Breakfast in the Spring and no later seven days after the start of the fall semester.
- B. The USD Panhellenic Association follows the NPC system of preferential bid matching. During primary recruitment, all invitations and bids are preferential, made in writing and distributed through the Panhellenic Recruitment Team and Recruitment Counselors.
- C. Names of all potential new members attending Preference events must appear on the chapter’s 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 Recruitment Acceptance Binding Agreement (MRABA) Cards will be signed the same night of the preference events one hour after the last event ends. Failure to do so will result in the potential member being dropped from primary recruitment. Once a card is signed, no changes can be made.
- F. Any potential member signing a MRABA 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 for one year. It does not mean that she cannot de-pledge once she has accepted a bid.

- G. Panhellenic Advisor is responsible for explaining all options and consequences to potential new members before they fill in their MRABA Card.
- H. The Recruitment Counselors 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 new members who decline bids on Bid Morning (vacancies in quota) with women pledged in Continuous Open Bidding.
- J. The Panhellenic Advisor will keep all records from primary recruitment invitations and bid matching on file in the Panhellenic Office for one year.

XV. CONTINUOUS OPEN BIDDING

- A. Students may express interest in register for Continuous Open Bidding with the Panhellenic Office to staff or members of the recruitment team, but such registration is not required.
 - a. If the Panhellenic Office receives the name of a student interested in Continuous Open Bidding, her name, email and phone number will be emailed to Recruitment chairs of all chapters eligible for C.O.B. at that time.
- B. If a chapter is notified by a Potential New Member that she wishes to participate in C.O.B., said chapter shall contact the Panhellenic VP Recruitment Operations with her name, email and phone number, following which that information will be emailed to Recruitment chairs of all chapters eligible for C.O.B. at that time.
- C. Chapters will be eligible for Continuous Open Bidding if they do not pledge a number of new members equal to quota during primary 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.
- D. Chapter eligibility must be verified before open bidding begins.
- E. 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.
- F. Continuous Open Bidding for eligible chapters shall extend throughout the academic fall semester after total has been calculated, and throughout the spring semester (subject to the limitations on eligible new members) except during the breaks between semesters and during primary recruitment silence period. It begins after bids are distributed.
- G. A chapter may not encourage a potential member to drop out of primary 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 Sorority affiliation card and grade release card to the Panhellenic Office within 36 hours of the potential new members primary acceptance.
- I. Sorority affiliation cards signed during C.O.B. are binding until the next primary recruitment. This means that the new member may not pledge any other NPC sorority at USD for the next primary recruitment from the date on her C.O.B. pledge card.

XVI. INFRACTIONS

Infractions are violations of the USD Panhellenic Bylaws, 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 violations 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 an major, willful infraction of the rules occurs, the mediation process according to the National Panhellenic Conference shall be followed and/or will be forwarded to the Panhellenic President. If there is a violation of the Greek Guidelines, these referrals could be moved forward to the Greek Discipline Board.

XVII. APPENDIX

A. Fines

Rule Carrying Fine	Fine Amount
Final Budget Being Turned in Late	\$100/day late
Submitting Chapter Invitation Lists Late	\$100 + \$1 for every minute late, the fee will increase a \$100 each day a chapter is consecutively late
Deactivating Facebook Accounts Late	\$25/ member still activated/ day
Removing Self from the Chapter Roster Facebook Group	\$25/ member
Use of Social Media By Individual Member	\$25 per post
Use of Social Media By Official Chapter Account	\$50 per post
Chapter Video Released before Bid Day or During the Summer or Fall	\$100 and a formal infraction filed

Chapter Spending more than \$1500	200% of the amount overspent
Exceeding \$1500 Budget by more than \$100	Mandated Meetings with Panhellenic Financial Officer
Trash Left Behind/Rooms Left in Poor Cond.	\$100/ room, per day, the fee will increase a \$100 each day a chapter consecutively leaves the room in poor condition
Late Checkout from Event Rooms (Including Polish week)	\$75 +\$1 for every minute late
Recruitment Counselor Drops Position	\$50 until Dec. 1st, \$100 after Dec. 1st
Short Recruitment Counselor Applications	\$50/Applicant short
Substance Use by Recruitment Counselor	\$100

B. Important Dates and Deadlines

- a. Primary Recruitment Period - January 22 - 27, 2019
- b. Polish/Work Week Period - January 18 - 21, 2019
- c. Potential New Member Orientation/ Chapter Keynote - January 21, 2019
- d. PNM Recruitment Registration - October 23, 2018
- e. Recruitment Budgets - February 14, 2019
- f. Deactivation & Reactive of of Chapter Members Social Media -
 - i. Deactivate - January 12, 2019
 - ii. Reactivate - January 26, 2019