

Valparaiso University Panhellenic Council

2012-2013 Recruitment Regulations and Guidelines

Adopted: October 2012

In accordance with the 17th edition of the National Panhellenic Conference Manual of Information and the 1991 and 2003 NPC Recruitment Resolutions

I. The Panhellenic Creed – NPC Manual, page 4

We, the Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

II. The Panhellenic Compact – NPC Manual, page 30

1. A woman who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
2. To be eligible to pledge an NPC fraternity chapter on the campus where a woman is enrolled, she shall be regularly matriculated according to the definition of matriculation established by that institution.
3. No female student shall be asked to join an NPC fraternity during any school recess except during a formal membership recruitment period and the ensuing continuous open bidding held immediately prior to an academic term.
4. A signed membership recruitment acceptance or a continuous open bidding (COB) acceptance is binding. If a potential member receives a bid under the preference system, she is ineligible to be pledged to any other NPC fraternity on the same campus for one calendar year. If a potential member does not receive a bid under the preference system, she is eligible for COB.
5. If through the primary membership recruitment process, a potential member receives a bid and declines it, then she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year's primary membership recruitment period.
6. At a later date but before the next primary membership recruitment period, if the potential member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid to her and has quota or total spaces to fill.

7. If a potential member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in continuous open bidding (COB).
8. If through the primary recruitment process a potential member accepts a bid and then has her pledge broken by an NPC fraternity or breaks her pledge, then she is ineligible to be pledged to another NPC fraternity on the same campus until the beginning of the next year's primary membership recruitment period.
9. A COB acceptance is a binding agreement. If a potential member accepts a bid, signs a COB acceptance and then has her pledge broken by an NPC fraternity or breaks her pledge, then she is ineligible to be pledged to another NPC fraternity on that campus until the beginning of the next year's primary membership recruitment period.
10. A woman who has accepted a bid either through primary or COB recruitment and who has had her pledge broken by an NPC fraternity or has broken her pledge, may be re-pledged by the same NPC fraternity chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.

III. Standards of Ethical Conduct – *NPC Manual, page 31*

1. National Panhellenic Conference fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.
2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.
3. National Panhellenic Conference denounces the arbitrary priority rating of women's fraternities.
4. National Panhellenic Conference denounces the ranking or categorization of chapters determined by administrative personnel according to a chapter's compliance with university standards or guidelines.
5. National Panhellenic Conference fraternity members shall not suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance.
6. It is in accord with the dignity and good manners of fraternity women to:
 - A. Avoid disparaging remarks about any fraternity or college woman.
 - B. Create friendly relations between fraternity and non-fraternity women.
 - C. Avoid negative publicity on Panhellenic matters.

7. National Panhellenic Conference discourages the use of Greek-letter fraternity names and insignia in inappropriate or distasteful commercial advertising.
8. National Panhellenic Conference has no affiliation or connection with any high school sorority.
9. National Panhellenic Conference supports all efforts to eliminate hazing.

IV. Valparaiso University Panhellenic Council Code of Ethics

This Code of Ethics was written to replace the lengthy recruitment rules used in the past by the Valparaiso University Panhellenic Council. This Code of Ethics, in combination with the National Panhellenic Conference UNANIMOUS AGREEMENTS and recommendations for recruitment, will now serve as the recruitment regulations and guidelines for the Valparaiso University Panhellenic Council.

1. The Valparaiso University Panhellenic Council Code of Ethics:

We, the sorority women of Valparaiso University, strive to maintain the following Code of Ethics. We do hereby agree to abide by Valparaiso University Policies and Procedures, Fraternity and Sorority Life student policies, and the National Panhellenic Conference “Unanimous Agreements.”

In our effort to achieve excellence, our goal is to hold the following ideals:

- To promote and develop leadership characteristics amongst our members.
- To act as positive role models to both the campus and the community.
- To uphold the GPA requirements set forth by our respective inter/national organizations.
- To foster and protect the Valparaiso Fraternity and Sorority Community, by uniting, so as to solidify our common goals.
- To recruit for the betterment and support of our fraternity and sorority community.
- To preserve the rights of all members, no matter their status or affiliation.
- To be respectful of all chapters and commit to make no disparaging remarks about members or other chapters.
- To respect and uphold the regulations and standards we set forth as NPC and local Panhellenic chapters.
- To thrive on the aforementioned ideals, in the security of our future endeavors.

2. Establishment & Regulation of Membership Recruitment - NPC Manual, page 31

- A. Each College Panhellenic Council shall establish rules governing membership recruitment activities.
- B. Each NPC fraternity chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by

the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks.

- C. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- D. Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
- E. All members, including alumnae and new members, shall be bound by College Panhellenic Association rules governing membership recruitment.
- F. Regardless of recruitment style, a potential new member shall sign a binding agreement of membership.

3. Preferential Bidding - NPC Manual, page 31

When a preferential bidding system is used, the College Panhellenic Association shall observe the following:

- A. When a woman receives a bid under the preferential system, the signing of the membership acceptance is binding to the extent she shall be considered ineligible for one calendar year to accept a bid from any other NPC fraternity on the same campus. However, she may be repledged by the same NPC fraternity chapter at any time within that calendar year.
- B. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.

4. Continuous Open Bidding (COB) - NPC Manual, page 31

- A. During COB, the proof of a woman's acceptance of membership shall be a dated COB acceptance signed by the woman and witnessed by a member of the NPC fraternity chapter.
- B. The person in charge of record-keeping shall be required to safeguard all COB records and keep them for one year from the date of signing.

V. Valparaiso University Panhellenic Council Recruitment Regulations & Procedures

- 1. The Panhellenic Council hosts both formal and informal recruitment periods. All rules and regulations guiding the formal recruitment process also apply to individual chapter events during informal recruitment.

2. Formal Membership recruitment shall be held beginning January 8, 2013 and concluding with bid day on January 13, 2013. Each potential new member will register on-line at www.valpo.eu/greek and pay a \$35.00 registration fee.
3. A woman must be a regularly matriculated student to be eligible for recruitment and new membership. She must have a 2.5 cumulative college GPA and 12 or more credits completed at Valparaiso University or another college/university.
4. All NPC UNANIMOUS AGREEMENTS shall be upheld. Please see section IV of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines.
5. All members (including alumnae and new members) are responsible for understanding and observing the membership recruitment regulations as well as the Valparaiso University Panhellenic Council Code of Ethics.
6. If participating in formal recruitment, a woman shall attend orientation and membership recruitment events to which she has accepted invitations. In case of illness or other emergency, the woman shall notify the Panhellenic Vice President of Recruitment and/or her Recruitment Counselor. The Panhellenic Vice President of Recruitment shall notify the fraternities involved.
7. No fraternity members may buy anything for a potential member (meal, soft drink, etc.). No potential member may buy anything for a fraternity member.
8. Women must provide their own transportation to and from all events during formal recruitment.
9. No favors or gifts may be given to or promised to women by the fraternity and/or by individual members.
10. All formal membership recruitment events shall be held in Scheele Hall and/or the Harre Union.
11. The Panhellenic Council will provide supplies for nametags for potential members during formal recruitment.
12. Membership Recruitment Acceptance Agreements will be signed immediately after the last event the woman attends. Continuous Open Bidding Acceptance Agreements should be signed within 48 hours of when a woman accepts a bid.
13. There will be no promising of bids directly or indirectly by any member, new member or alumna of a fraternity.
14. No fraternity members, including new members and alumnae, may visit a potential member in her place of residence during formal recruitment.

15. Normal social contact and conversation shall be allowed between potential members and fraternity members, new members, and/or alumnae during formal membership recruitment.
16. Strict silence is designated as the period of time from the end of the woman's last event until the issue of bids. Strict silence is defined as verbal, written, printed or electronic communication between potential members by fraternity members, new members, or alumnae.
17. A factual sheet including a list of fees to be incurred by members during collegiate membership, grade requirement, and housing obligations will be provided to each Potential New Member by the Panhellenic Council. Each chapter will be responsible for submitting the information to the Vice President of Recruitment by November 1, 2012.
18. For formal recruitment, each chapter must submit a "Chapter Recruitment Plan" to the Vice President of Recruitment by December 1, 2012. This plan will include descriptions of each round of recruitment, including room layout, attire, and food being served. A checklist will be provided to each Recruitment Chair by October 15, 2012.
19. For informal recruitment, each chapter must submit a "Chapter Recruitment Plan" to the Vice President of Recruitment one week prior to the first informal recruitment event. This plan should include date, time and location of events.
20. Initiated collegiate members, new members and inter/national fraternity representatives may assist the chapter with membership recruitment activities. Alumni present will be under advisement of the inter/national fraternity representatives.
21. The Panhellenic Vice President of Recruitment, in combination with the Panhellenic recruitment chairs and the Assistant Dean of Students, will set the formal recruitment budget for each chapter. The 2012-2013 budget will not exceed \$1000.00, and shall include the value of all donated goods and services and all recruitment expenses.
22. All membership recruitment publicity for the Formal Recruitment Process will be the sole responsibility of the Panhellenic Council through the Panhellenic Marketing Team which is made up of active members of the Panhellenic community. Any flyers or promotional items are to go through the Panhellenic approval process.
23. All slideshows and videos for each round used during formal recruitment are due to the Vice President of Recruitment no later than 5:00 pm, Monday, December 3, 2012. Any changes to be made to the final video are to be submitted by 7:00 pm, Friday, December 7, 2012. No additional changes can be made after approval from the Vice President of Recruitment.

25. Per the NPC Unanimous Agreement, no sorority woman or potential new member may have any association with alcohol starting 24 hours before the start of formal recruitment through 24 hours after bid day. For 2012-2013 that would be 7:00 p.m. on Tuesday, January 8 through 6:00 p.m. on Monday, January 14, 2013.

VI. Valparaiso University Panhellenic Council Continuous Open Bidding Guidelines and Procedures

1. Each Panhellenic chapter has the right to extend bids to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar.
2. Each Panhellenic chapter is responsible to turn in a chapter roster no later than five days after the first day of class for the fall semester. The Assistant Dean of Students will determine the number of available spaces between the current chapter size and campus total.
3. For informal recruitment, each chapter must submit a "Chapter Recruitment Plan" to the Vice President of Recruitment one week prior to the first informal recruitment event. This plan should include date, time and location of events.
4. Any woman that accepts a membership invitation must begin her new member education process within 48 hours of bid acceptance.
5. The Assistant Dean of Students must be notified before any bids are extended to ensure that the chapter has space available and to verify that the woman meets the eligibility requirements.
6. A woman has 48 hours to accept or decline a bid. An accepted bid is a binding agreement. The woman must complete the Membership Recruitment Acceptance Binding Agreement and a Valparaiso University Membership Agreement within 48 hours of bid acceptance. If a woman accepts a invitation to membership she cannot accept a bid from another sorority until one calendar year from the time of bid acceptance.

Valparaiso University Panhellenic Council

Recruitment Regulations and Guidelines Appendix

The appendix of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines is under the jurisdiction of the Vice President of Recruitment and the elected recruitment chairperson for each chapter. The appendix will be updated annually during the fall semester.

I. 2012- 2013 Recruitment Schedule and Agreements

1. Potential New Member Orientation

Event: This event will be for all registered PNM's - it will preview formal recruitment, educate the PNM's on all policies and procedures and Recruitment Counselor groups will meet.

Date: Tuesday, January 8, 2013

Time: 8:00 p.m.

People: All potential new members & Recruitment Counselors/Staff

Location: Neils 234

Other: This event will be planned by the Panhellenic Vice President of Recruitment.

The deadline to register for formal recruitment is 11:30 p.m. on Tuesday, January 8, 2013

2. Event: Philanthropy Round

Date: Wednesday, January 9 and Thursday, January 10, 2013

Time: 7:00 – 11:30 p.m. with the first party beginning at 7:30 p.m.

Rounds: 8 rounds, PNM's attend 3 on each night for a total of 6

Length: 40 minutes with 15 minutes between each round

Attire: For potential members – business casual
For chapter members – chapter philanthropy shirt and nice pants

Other:

- Chapters will participate in the progressive philanthropy project
- 1 display table about the chapter philanthropy
- Drink to be served
- Chapter may show a video related to their philanthropy

3. Event: **Sisterhood and Values Round**

Date: Friday, January 11, 2013

Time: 6:30 – 11:30 p.m. with the first party beginning at 7:00 p.m.

Rounds: 4

Length: 50 minutes with 15 minutes between each round

Attire: For potential members – business attire
For chapter members – pin attire

Other:

- Chapters will show a video related to the values and sisterhood of the organization
- 3 display boards about scholarship, finances, sisterhood

- 4. Event: Preference Ceremony**
Date: Saturday, January 12, 2013
Time: 3:30 – 6:30 p.m. with the first party beginning at 4:00 p.m.
Rounds: 2
Length: 60 minutes with 20 minutes between each round
Attire: For potential members- semi-formal attire
 For chapter members- ritual/ceremonial attire
Other: - Food and drink can be served
 - Supplies as related to the ritual/ceremony may be used
- 6. Event: Bid Day**
Date: Sunday, January 13, 2013
Time: 2:00 p.m.
Attire: For potential members – jeans, t-shirt and a hoodie sweatshirt
 For chapter members – jeans and letters
Room: Union Ballrooms
7. Quota will be set according to the National Panhellenic Conference guidelines.
8. The chapter Recruitment Chairperson is responsible for submitting lists and accessing lists in according to the following schedule:
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|-------------------------------------|--|
| Schedule for Philanthropy Round: | 11:30 p.m., Tuesday, January 8, 2013 |
| Invitations for Sisterhood Round: | 8:00 a.m., Friday, January 11, 2013 |
| Schedule for Sisterhood Round: | 12:00 p.m., Friday, January 11, 2013 |
| Invitations for Preference Round: | 8:00 a.m., Saturday, January 12, 2013 |
| Schedule for Preference Round: | 10:00 a.m., Saturday, January 12, 2013 |
| Bid List Due: | 9:00 p.m., Saturday, January 12, 2013 |
| Final Bid Matching (Advisors Only): | 10:00 a.m., Sunday, January 15, 2013 |
| Continuous Open Bidding begins | 1:00 p.m., Sunday, January 15, 2013 |
| Bid Day Activities: | 2:00 p.m., Sunday, January 15, 2013 |
9. All Chapters must submit their budgets and receipts from formal recruitment by Tuesday, January 15, 2013 or the fine will be \$50 per day that is it late.
10. Late Fees for Formal Recruitment Lists and invitations:
- i. A \$30 fine will be charged per item for any material one to fifteen minutes late. An additional \$25 per item will be charged for each additional 15 minutes that each material is not turned in.
 - ii. If the materials are not turned in within one hour from the time due, an ADDITIONAL \$100 fine will be assessed, plus \$1 per minute.

II. Implementation of the 1991 NPC Recruitment Resolutions

1. All outside decorations shall be eliminated. This refers to any decorations outside the confines of the walls of the chapter facility. Decorations on the porches and yards are not permitted.
2. All recruitment entertainment shall be confined to within the chapter facility. There will be no signs, decorations, or singing on the porch or in the yards of the chapter facility.
3. There will be no skits during any round of parties.
4. The formal recruitment budget and expenses shall include the value of all donated goods and services. The sorority recruitment chair shall provide a list of expenses (refreshments, supplies, etc) to the Vice President of Recruitment by January 15.
5. The Vice President of Recruitment and the chapter recruitment chairpersons will set the formal recruitment budget limits for the year. The 2012-2013 Formal Recruitment Budget may not exceed \$1,000.00.
6. No favors, gifts, or preference letters, shall be presented to potential new members prior to their accepting invitations to membership.
7. The Panhellenic Council will continually ask if a conversation workshop would be beneficial to the fraternity members on the annual recruitment evaluation.

I. Implementation of the 2003 NPC Recruitment Resolutions

1. The alternative methodology for Release Figures will be used as designated by the National Panhellenic Conference process for Release Figure Management.
2. Campus Total, which is currently 53, will be reviewed on an annual basis according to the guidelines provided by the National Panhellenic Conference.
3. The Valparaiso University Panhellenic Council may, upon consultation with the Assistant Dean of Students and the approval of the NPC Area Advisor, vote to adopt a more appropriate Recruitment Style for their campus. The options are: Continuous Open Recruitment, Minimally Structured Recruitment, Partially Structured Recruitment and Full Structured Recruitment.
4. The concept of “No Frills” Recruitment will be fully implemented. This means: reduced recruitment budget; total elimination of decorations; elimination of recruitment skits; elimination of all gifts, favors, preference letters or notes for potential members until they have accepted bids; development of conversation skills workshops; and implementation of release figures.

5. The Valparaiso University Panhellenic Council will use the National Panhellenic Conference marketing plan based on the Recruitment Processes Committee Report.
6. The council will promote and encourage personal and informative Panhellenic-spirited contact with potential members at all time, year round.
7. A Recruitment Handbook be prepared that includes all National Panhellenic Conference recruitment programs, i.e. Unanimous Agreements, programs, resolutions and recommendations.
8. The council will establish a Committee on Recruitment to monitor trends and recommend and implement strategies.
9. Member chapters of the Valparaiso University Panhellenic Council will not discriminate in membership selection practices on any basis prohibited by law or by Valparaiso University which states that we do not discriminate based on an individual's race, gender, disability, age, national origin, religion or sexual orientation.

IV. Infractions of the Recruitment Rules and Guidelines or the Code of Ethical Conduct

1. Information regarding the Panhellenic Council Judicial Procedures for Recruitment Infractions and/or violations of the Code of Ethical Conduct can be found on pages 34-37 of the Judicial Procedures section of the NPC Manual. The Valparaiso University Panhellenic Council will follow these procedures.
2. Violations of the Code of Ethics, not in relation to recruitment, will be handled according to the Valparaiso University Fraternity and Sorority Judicial Board Guidelines.