

RECRUITMENT RULES

ANGELO STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION (CPA)

Article I. Statement of Positive Panhellenic Contact

We, the women of Angelo State University, will promote positive Panhellenic-spirited contact with all potential new members (PNMs) throughout the year. To help increase the number of PNMs, sorority women must promote general NPC sorority membership. Various publics should understand the benefits of NPC sorority membership, including high scholastic attainment, dynamic leadership opportunities, philanthropic contributions and an immediate campus-based circle of lifelong friendships.

Article II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC sororities represented at Angelo State University believe in strictly adhering to NPC Unanimous Agreements and Policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

Article III. Statement of Values-Based Recruitment

All NPC sororities represented at Angelo State University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Educate PNMs about the values, benefits and obligations of NPC sorority membership.

Article IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The Angelo State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each PNM interested in joining an NPC sorority, whether during Primary Recruitment or Continuous Open Bidding. We agree to all policies and steps pertaining to the MRABA.

Article V. Statement of Automatic Reset of Total

Total is the allowable NPC sorority chapter size as determined by the College Panhellenic. Total will be determined by the largest chapter size at the end of the Primary Recruitment Term, and again at the beginning of the Spring Term.

Article VI. Recruitment Requirements

- A. All NPC Unanimous Agreements shall be upheld.
 - a. Each CPC shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
 - b. Each CPC shall prohibit the participation of men in membership recruitment and Bid Day activities.
 - c. All NPC sorority members (including alumnae and new members) are responsible for understanding and observing the CPC Recruitment Rules, as well as the CPC Code of Ethics, CPC Standing Rules, and CPC By-laws.
 - i. Primary Recruitment will begin with the Fall All-Sorority Meeting and will conclude when the last bid is distributed.
 - ii. Primary Recruitment may be held as early as the week before the first week of

- class of the academic semester, but no later than the fourth week of classes.
 - iii. The CPC Recruitment Rules will be sent to each chapter Recruitment/Membership Chairman no later than the first New Student Orientation.
 - d. All Sorority Meetings
 - i. All active NPC sorority members must be present at these meetings.
 - 1. If a member is unable to attend she must submit in writing to the CPC Vice President of Recruitment at least 5 days in advance.
 - 2. If a member does not attend she will incur a \$75 fine.
 - ii. A member will be counted absent if she is more than five minutes late after the scheduled time of the meeting.
 - e. Recruitment Budget Guidelines
 - i. CPC strongly recommends and urges each NPC sorority to use values-based judgment, in planning and maintaining a financial budget for Primary Recruitment. The budget guidelines for each chapter's recruitment expenses are as follows:
 - 1. The budget for Primary Recruitment shall be \$1,000.00.
 - 2. Any materials (paper, paint, etc.) provided by the Center for Student Involvement or the Multicultural & Student Activities Center do not count towards the budget.
 - 3. The budget for any monetary donations or items (estimated at replacement value) by alumnae or other sources must be included in the \$1,000.00 set budget.
 - 4. The budget does not include individual chapter invitations for the purposes of membership.
 - 5. Bid Day is not included in the Primary Recruitment budget.
 - 6. A chapter can petition the CPC for additional funding before Primary Recruitment begins. Additional funding shall not exceed \$250.00.
 - 7. Submission of budget
 - a. Budget reports are due to the FSA no later than 2 weeks following the completion of Primary Recruitment.
 - b. A photo copy of recruitment receipts along with an itemized list of purchases/donations shall be included in the report.
 - f. Confidentiality
 - i. CPC Executive Board
 - 1. If an NPC sorority member identifies or reveals (verbally or written) the affiliation of any CPC Executive Board member to a PNM, she will be fined \$200.
 - ii. Potential New Members
 - 1. All information regarding PNMs shall remain confidential and not for public distribution.

Article VII. Recruitment Procedures

- A. Invitation/Bid Procedures
 - a. NPC sorority chapters are strongly encouraged to follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.
 - b. All PNMs who attend Preference night must be placed on the chapter's bid list.
 - c. Each chapter is responsible for submitting their bid list.
 - d. All invitations of membership shall be turned in to the FSA.
 - i. A \$25.00 fine will be assessed if the invitations are late up to fifteen (15) minutes.
 - ii. A \$2.00 fine will be assessed for every minute thereafter.
 - e. Bids must be addressed on front of the envelope in black ink. Envelopes should be sealed

- and must be no larger than a 5x7.
- B. Primary Recruitment shall conclude on Bid Day when the last bid is distributed.
 - C. Bid Day activities shall not include men as required in the Unanimous Agreements.

Article VIII. Summer Guidelines

- A. NPC sorority members may contact the Alumnae Panhellenic Council in their areas to organize recruitment information events for prospective students at Angelo State University. In the event there are no organized Alumnae Panhellenic Councils in the area, NPC sorority members may have informational functions for the purpose of providing information for Greek Life. If at all possible, the events not governed by an Alumnae Panhellenic Council should be approved by CPC Exec and include members from all NPC sororities.
- B. All websites and/or publications will not over highlight Recruitment Counselors (RC's) individually or in a group with less than 4 members in the picture.
- C. During the Orientation Programs student organization fair, individual NPC sororities may choose to have representatives of their chapter present.
 - a. Individual NPC sorority tables are to be set up on either side of the CPC table.
 - b. NPC sorority chapters are unable to give gifts or favors to PNMs.

Article IX. Rules Regarding Social Networking Sites

- A. Social Networking sites include, but are not limited to: Facebook, Instagram, Twitter, Vine, Pinterest, Tinder, Tumblr, etc.
 - a. If a Recruitment Counselor is already "friends" with a registered PNM, the PNM should be "de-friended" or similar designation from 30 days before the Fall All-Sorority Meeting through the end of Primary Recruitment bid distribution. PNMs shall be educated of this practice once registration is completed.
 - b. If the removal does not happen within twenty-four hours of notification to the member, it will be considered a minor infraction.
- B. No CPC Executive Officer or Recruitment Counselor may be pictured in a display photo by any women's fraternity member.

Article X. Sanctions for Infractions of Recruitment Rules

- A. Judicial Procedures are to abide by the CPC Standing Rules Article IV. All infractions, hearings and sanctions will remain confidential.
- B. Sanctions for Primary Recruitment infractions are in accordance with the NPC Unanimous Agreements. These sanctions shall be fair and reasonable resolutions for infractions and shall fit the nature and degree of the offense.
- C. NPC Notification of Sanctions
Within 24 hours of the completion of mediation or the judicial board hearing, the CPC President or Vice President shall send a copy of the College Panhellenic Mediation Summary Report (CPMSR) or College Panhellenic Judicial Board Hearing Summary Report (CPJBHSR) (not including the minutes) to parties indicated on the report form.

Article XI. Event Rules

- A. Location & Event Information
 - a. All Primary Recruitment events shall be held in the University Center or other designated places on campus. All NPC sorority members are expected to follow the University's reservations rules.
 - b. Any problems or concerns will be addressed to the chapter's Vice President of Recruitment/Membership.
- B. Recruitment Event Regulations
 - a. All recruitment events must begin and end on time. Failure to do so is an infraction subject to sanction by the CPC.

- b. A list of attendees will be provided at room check each day.
 - c. If a PNM does not show up for a designated event, the CPC Vice President will inform each NPC sorority of the absence.
- C. Alumnae Information
- a. NPC sororities may seek additional assistance from up to 5 alumnae and members from other chapters during Primary Recruitment week.
 - i. These Primary Recruitment helpers will be identified by a nametag provided by the CPC recruitment staff with the specific role and/or NPC sorority on the nametag.
 - ii. A list of these Recruitment helpers should be submitted to the CPC Vice President of Recruitment at the mandatory Fall All-Sorority Meeting.
 - iii. Alumnae may not have any contact with PNMs at any time during the Primary Recruitment process.
 - 1. Alumnae may not participate in other recruitment activities including, but not limited to: singing, chanting or wearing of chapter's recruitment attire.
- D. Decorations, Gifts, & Refreshments
- a. Props such as flowers, jewels or any other symbol may be used during Primary Recruitment events, but not taken from the events by the PNMs. Notes, letters, gifts, or anything which could be construed as promising a bid are inappropriate and should not be used during the Primary Recruitment process.
 - b. Event decorations will be limited to inside the event room. No decorations should be seen from outside the room when the door is closed.
 - c. No food or drinks will be provided to PNMs by the chapters during Primary Membership recruitment. Water and feminine products may be made available to the PNMs upon request.
- E. Event Invitations
- a. Will be provided by the CPC recruitment staff through ICS.
- F. NPC sorority members, new members, and alumnae may not ask a PNM which NPC sorority she is going to pledge.

Article XII. Potential New Member (PNM) Rules

- A. Eligibility
- a. A woman is eligible to participate in Primary Recruitment if she is a regularly matriculated student at Angelo State University,
 - b. A woman who registers for Primary Recruitment will pay a registration fee.
 - c. A PNM shall not be, nor have been, an initiated member of an NPC women's fraternity.
 - d. If through the membership recruitment process, a PNM signs a membership recruitment acceptance binding agreement (MRABA), receives a bid and then declines it, she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next primary recruitment period. However, a woman who has accepted a bid either through primary or COB recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary recruitment period, even if the chapter is over total.
- B. PNM Bill of Rights
- a. The right to be treated as an individual.
 - b. The right to be fully informed about the recruitment process.
 - c. The right to ask questions and receive true and objective answers from Recruitment Counselors and members.
 - d. The right to be treated with respect.
 - e. The right to be treated as a capable and mature person without being patronized.
 - f. The right to ask how and why and receive straight answers.
 - g. The right to have and express opinions to Recruitment Counselors.

- h. The right to have inviolable confidentiality when sharing information with Recruitment Counselors.
 - i. The right to make informed choices without undue pressure from others.
 - j. The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process.
 - k. The right to make one's own choice and decision and accept full responsibility for the results of that decision.
 - l. The right to have a positive, safe and enriching recruitment and new member experience.
- C. Attendance/Withdrawal
- a. A PNM shall attend the Recruitment Orientation event and is required to attend all events to which she has received an invitation.
 - b. In the event of illness or other emergencies, a PNM shall notify the CPC President, Vice President of Recruitment, or a Recruitment Counselor, who will immediately notify the FSA.
 - c. At the discretion of the chapter, the PNM may or may not be invited back by the women's fraternity.
 - d. A PNM must consult the FSA to withdraw from Primary Recruitment.
- D. Functions Outside of Primary Recruitment
- a. From the beginning of PNM orientation through the end of Primary Recruitment, no PNM may visit a men's fraternity or NPC sorority member residence, suite, lodge, or chapter function except for the designated Primary Recruitment events.
- E. Bid Cards/Invitations to Membership
- a. Membership Recruitment Acceptance Binding Agreement (MRABA)
 - i. A PNM must fill out the MRABA immediately following the last Preference event. PNM's are encouraged to list on this agreement the names of all the NPC sororities from which she is willing to accept a bid of membership.
 - ii. These names will be listed in order of preference, without any outside interference.
 - iii. The MRABA will be submitted online.
 - iv. The signing of the MRABA is final and binding, so no changes may be made after it is signed.
 - v. Any PNM signing a MRABA, and then receiving a bid at the end of Primary Recruitment, is bound at the same university until the next year's Primary Recruitment.
- F. Silence and Strict Silence
- a. Silence
 - i. All PNM's shall observe silence. The purpose of silence is to provide an atmosphere whereby the PNM makes her own decisions, free from NPC sorority members, alumnae, and/or other PNM's' pressure or influence.
 - b. Strict Silence
 - i. Strict Silence begins after the PNM has left the third round of events (Preference) and ends after bids are distributed.
 - c. During the silence period, there shall be no extended conversation between a PNM and any NPC sorority member, alumna, or PNM, except at designated Primary Recruitment events.
 - i. All conversations are to adhere to the CPC Recruitment Rules.
 - ii. During the designated period of silence, NPC sorority members, alumnae, and PNM's are bound by rules of silence, and are not to make phone calls, text messages, give or send flowers, letters, notes, cards, etc.
 - d. PNM's must also observe rules of silence with those who are not members or new members of a NPC sorority.
 - i. It is understood that PNM's will be in contact with adults, independents, male acquaintances, and other PNM's during the period of Primary Recruitment; however, there should be no conversation concerning NPC sororities.
 - e. PNM's may associate with each other during the Primary Recruitment period, but should not discuss Greek life. An invitation to join a NPC sorority is an important one and each

PNM should be given the privilege to determine her choice of NPC sororities privately without the pressures of other PNMs.

- f. NPC sorority members should not provide rides to PNMs during Primary Recruitment.
 - g. PNMs who do not receive or accept an event invitation are not required to observe silence except to other PNMs still active in the process of Primary Recruitment.
- G. Interaction with a PNM
- a. No NPC sorority member may buy anything for a PNM (meal, soda, gifts, or favors, etc.).
 - b. No PNM may buy anything for an NPC sorority member or alumna.
 - c. NPC sorority members must inform the PNM that she must register with the CPC to participate in Primary Recruitment week.
 - d. There will be no visitation allowed at a PNM's residence by an NPC sorority member or alumna, unless the member/alumna is a part of Residence Life staff or a Recruitment Counselor and is visiting as a part of their job requirements.
 - e. An NPC sorority member and/or alumna may not interact with a PNM once she has paid her Primary Recruitment fees (family situations will be handled case by case).
 - f. NPC sorority members should disclose to their chapter recruitment leadership if there are any personal relationships to PNMs.
 - i. A personal relationship is defined as but not limited to: a friendship, relationship, family member, roommate, future roommate, or travel partner.

Article XIII. Recruitment Counselor Rules

- A. Qualifications & Selection
- a. It is preferred that the Recruitment Counselors have participated in Primary Recruitment as an active member of a women's fraternity.
 - b. Recruitment Counselors will be selected at the beginning of the Spring semester prior to Primary Recruitment. Each shall sign and abide by these Recruitment Rules.
- B. The Role of the Recruitment Counselor
- a. Recruitment Counselors will adhere to all NPC and Angelo State University Panhellenic guidelines established for the purpose of Primary Recruitment.
 - b. Recruitment Counselors are required to attend all training sessions and complete all duties assigned to this office, unless otherwise approved by the CPC Vice President of Recruitment and the FSA. In the case of a missed training session, the Recruitment Counselor must make arrangements with the CPC Vice President of Recruitment to make up the training session, assuming the excuse was viable.
 - c. Recruitment Counselors should make Panhellenic Recruitment events a priority over other obligations. All excuses must be approved by the CPC Vice President of Recruitment and FSA.
 - d. Violation of the Recruitment Rules could result in the removal from this role.
 - e. Required events will be established each Spring Semester, a list of which will be distributed to Recruitment Counselors in a timely fashion. The President will take attendance at each required event.
 - f. All excuses must be approved two weeks prior by the CPC Vice President of Recruitment and the FSA.
 - g. In the case of a vacancy due to dismissal, no replacement will be allowed unless the registration of PNMs is abundant.
- C. Disciplinary Actions
- a. If there is a complaint against a Recruitment Counselor during the summer or Primary Recruitment week, the complaint must be reported to the Vice President of Recruitment within 7 days of the offense.
 - i. Social media infractions will be addressed immediately with the individual, and the chapter will be notified.
 - ii. Within 3 days of the complaint, a conference will be held between the Recruitment Counselor, the CPC President and Vice President of Recruitment, and the FSA to discuss the situation.

- iii. Infractions by Recruitment Counselors will be considered infractions to her NPC sorority and will be handled according to the current NPC Manual of Information (Section, VII, B of the Unanimous Agreements and the College Panhellenic Judicial Procedure section).
- b. A Recruitment Counselor will be fined \$50 for missing a required recruitment event including, but not limited to: Orientation Program Events, Recruitment Counselor trainings, and Primary Recruitment activities.
- c. If a Recruitment Counselor is more than five minutes late to a required event, without prior approval, she will be fined \$10 per event.
- d. Recruitment Counselors using disparaging or derogatory remarks towards any NPC sorority will be immediately removed from her position.
- e. If for any reason a Recruitment Counselor is not fulfilling the duties required of her, she may be dismissed as agreed upon by the CPC Vice President of Recruitment, the CPC President, and FSA.
 - i. A \$200 fine will be placed on the Recruitment Counselor if dismissal should occur.
 - ii. If a recruitment counselor steps down from her role she will also be fined \$200 unless there are extenuating circumstances.
- f. All fines placed upon the Recruitment Counselor shall be assessed to her chapter and paid in full to the CPC no later than two months after the conclusion of Primary Recruitment.

D. Association

- a. Recruitment Counselors may remain associated with their chapters during Primary Recruitment under the following conditions:
 - i. Recruitment Counselors actions and decisions should support the welfare and best interests of the Panhellenic Community from the time she receives her position until the conclusion of Primary Recruitment.
 - ii. During Panhellenic Recruitment and Pre-Recruitment events Recruitment Counselors and Executive board members must wear Panhellenic approved attire.
 - iii. No participation in any chapter phase of recruitment events including Work Week, recruitment preparation, and attending membership sessions or discussions.
 - iv. May uphold their membership responsibilities, such as holding officer positions and attending chapter meetings.
 - v. Recruitment Counselors will not discuss details pertaining to the recruitment process including but not limited to PNM information and voting process.
 - vi. Association status will be determined by the FSA and Panhellenic Council on a year to year basis. If disassociation is ruled in favor Recruitment Counselors must follow the same guidelines as the Panhellenic Executive Board.

Article XIV. Panhellenic Executive Board Disassociation

- A. The CPC Executive Officers (President, Vice President of Recruitment, Secretary, and Treasurer) will disassociate from their individual women's fraternities beginning no earlier than 30 days prior to the start of Primary Recruitment.
- B. The CPC Executive Officers will be held to the same rules, standards, and disciplinary actions as outlined in Article XIV. Recruitment Counselor Rules.
- C. The CPC Executive Officers will serve as representatives of the CPC and will represent all women's fraternities equally without bias during the summer and Primary Recruitment.