

## **RECRUITMENT GUIDELINES OF VANDERBILT UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION**

### **Introduction**

Vanderbilt University Panhellenic Association Recruitment Guidelines are intended to help guide sorority women and Potential New Members throughout the membership selection process and formal recruitment weekends. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC), to which all chapters belonging to the Vanderbilt University Panhellenic Association must adhere. It is the role of the Panhellenic Council to aid in organizing, executing, communicating, and establishing guidelines and schedule formal and informal recruitment events. The purpose of membership recruitment processes is as follows:

- To ensure that all sororities have equal opportunity to recruit and participate in recruitment processes.
- To provide Potential New Members every opportunity to become better acquainted with as many sororities as possible, in order that they make wise, unbiased decisions, concerning membership.
- For Potential New Members and chapters to get to know one another well enough for the two to make an important lifetime choice. The recruitment process should portray the values and benefits of sorority life in an honest and mutually beneficial way.

## **Article I. Code of Ethics**

This code serves as a guide for all sorority members, financially inactive members, alumnae, and potential new members (PNMs) to promote honesty, respect, and sisterhood. All concerned are responsible for observing the rules proposed by the Vanderbilt University Panhellenic Council and agreed upon by each member organization, and thereby agree to the following:

In agreement with NPC Unanimous Agreements and Vanderbilt University Panhellenic Guidelines:

- NPC sorority members shall not suggest to any PNM that an invitation or bid is assured from their chapter, nor encourage a PNM to list only one choice on her Preference List.
- The use of alcoholic beverages and the participation of men in membership recruitment and Bid Day activities are prohibited.

It is in accord with the dignity and good standing of sorority members:

- To avoid disparaging remarks about any sorority or non-sorority women.
- To create and encourage friendly relations between sorority and non-sorority women.
- To lay aside competition and strive for respect, mutual trust, and cooperation among Greek organizations.
- To prevent negative publicity regarding the Greek community.
- To not exploit personal relationships for recruitment purposes. The best interest of the PNM should be kept in mind at all times.

## **Article II. Statement of Positive Panhellenic Contact**

We, the women of Vanderbilt University, will promote Panhellenic-spirited contact with all PNMs throughout the year. Strict silence will begin at the end of the last Preference event and last until formal recruitment bid distribution. No sorority member, including alumnae and new members, may communicate or live with PNMs during this period. Strict silence is defined as all verbal, nonverbal, written, printed, text message and electronic communications or any communications through a third party. If PNMs live in a residence hall with sorority members, only casual greetings and contact are permitted, unless the sorority member is in a romantic relationship with or biologically related to a PNM.

All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.

## **Article III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations represented at Vanderbilt 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 IV. Statement of Values-Based Recruitment**

*The purpose of values-based recruitment is to focus on meaningful conversations with PNMs and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.*

All NPC member organizations represented at Vanderbilt University will promote the following practices during membership recruitment:

*Different guidelines may apply for Continuous Open Bidding and should be clarified with the Panhellenic advisor.*

1. Focus on conversations between chapter members and PNMs about organizational values and member organizations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about PNMs.
4. Educate PNMs about the values, benefits and obligations of sorority membership.
5. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
6. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
7. Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
8. Eliminate gifts, favors, letters and notes for PNMs.
9. Eliminate recruitment skits.

#### **Article V. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The Vanderbilt University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each PNM interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

#### **Article VI. Statement of Automatic Reset of Total**

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held. The Vanderbilt Panhellenic will set campus total 48 hours following formal recruitment bid distribution. Total will be determined by the median chapter size (MCS) or average chapter size (ACS), whichever is larger.

#### **Article VII. Recruitment Standing Rules**

##### **Section 1. Requirements**

Any potential new member (PNM) must have completed a minimum of 12 hours at Vanderbilt University and have achieved a cumulative GPA of at least 2.50. Any woman who does not meet these requirements may submit an appeal to the Vice President of Recruitment, which will be looked over and decided on by the Panhellenic Executive Board. No potential new member currently on disciplinary probation may participate in Formal Recruitment.

##### **Section 2. General Rules and Chapter Obligations**

As sorority members, we will abide by the NPC Unanimous Agreements in addition to the Vanderbilt University Panhellenic Standing Rules. This includes, but is not limited to:

1. The illegal use of alcohol, drugs, and fake identification is strictly prohibited.
2. According to the NPC Manual of Information, "NPC believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contacts between sorority women and potential [members]." Normal contacts include relatives, friends, neighbors, and co-workers prior to attending Vanderbilt. However, each sorority is charged with the responsibility of seeing that unfair advantage is not taken of such contacts.
3. Only national fraternity representatives, house directors, alumnae, new members, and initiated members of each woman's fraternity/sorority may participate in the recruitment process.
4. Nametags must designate who is not an active sorority member or a member from another chapter.

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5. Recruiters should never intentionally place a PNM in any type of uncomfortable situation or make a PNM feel uncomfortable. This will be determined on a situational basis.
6. Any excessive touching of PNMs reported by a PNM or a Recruitment Counselor is prohibited. Recruitment Counselors will instruct PNMs to avoid handshakes, hugs, or any touching for health reasons.
7. Chapters must provide the Panhellenic Council with a financial breakdown of dues (the format will be determined by the Panhellenic Council).
8. Chapters will adhere to \$5,000.00 budget on all expenses related to recruitment related to Display Round, Philanthropy Round, Sisterhood Round, and Preference Round. Exceeding the \$5,000.00 budget will result in a recruitment infraction.
9. Any national sorority representatives wishing to attend recruitment events to observe should notify the Panhellenic Advisor at least 2 weeks prior to recruitment so that Panhellenic can organize a schedule for them to visit various NPC sororities.
10. All Panhellenic Chapters will abstain from alcohol for 48 hours starting at the end of all chapters' Bid Day event.

Chapters are responsible for informing their active members, new members, and alumnae of the recruitment guidelines, which are binding, no matter their actual involvement with the recruitment process. Each chapter is held responsible for the actions of its members. Penalties for the violation of any recruitment regulations may and will apply to any chapter or any member.

### **Section 3. Potential New Member Contact**

1. All meetings between active members and PNMs must adhere to all health advisory guidelines provided by Vanderbilt University.
2. Active members and PNM's may not enter one another's personal residences (e.g., Commons room, Towers suite) at any time, except in the case of biological sisters. However, if a biological sister lives in a sorority residence, the PNM may not enter.
  - a. If a PNM and an active member are engaging in a romantic relationship, the active member and PNM may enter one another's personal residences. However, if the active member lives in a sorority residence, the PNM may not enter.
  - b. For PNMs who are not first years (i.e. transfer or upperclassmen who are sophomores, juniors, or seniors), the active member and PNM may enter one another's personal residence. However, if the active member lives in a sorority residence, the PNM may not enter.
3. Active members may not spend money, nor give or receive gifts from PNMs.
  - a. If a PNM and an active member are engaging in a romantic relationship, the active member and the PNM may spend money or receive and give gifts from PNMs.
4. The joint use of personal cars or cabs/Uber/Lyfts between active members and PNMs is prohibited. This includes trips to and from bars, airports, stores, malls, etc. This includes any fraternity sponsored events or off-campus social gatherings. However, rides for academic or extracurricular purposes and rides to and from school to one's permanent home address are acceptable.
  - a. If the PNM and the active member are engaging in a romantic relationship, the joint use of personal cars or cabs is allowed.
  - b. If the PNM and active member are required or assigned to share a ride it is acceptable. However, neither party should facilitate or incentivize such a ride.
  - c. For PNMs who are not first years (i.e. transfer or upperclassmen who are sophomores, juniors, or seniors), the use of personal cars and cabs between the PNM and active member is allowed, so long as all other Interaction Protocols are followed.

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5. Intentionally separating PNMs and engaging in inappropriate, intimidating conversation and/or being in a situation where there are three (3) or more active members in the same sorority with one (1) PNM is considered hotboxing and is not permitted.
6. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not imply to a PNM that she has an invitation to a recruitment function, ask her to join, or imply that she will receive a bid. This is considered oral bidding and will result in a recruitment infraction.
7. Inviting a PNM off-campus, or intentionally meeting a PNM off-campus is prohibited. This includes all off-campus parties and Taste of Nashville.
  - a. If the PNM and the active member are engaging in a romantic relationship, they may go off-campus together.
  - b. If the PNM and active member are required or assigned to go off-campus for an extracurricular or scholastic event, it is acceptable. However, neither party should facilitate or incentivize such a meeting or event.
  - c. For PNMs who are not first years (i.e. transfer or upperclassmen who are sophomores, juniors, or seniors), invitations to/from active members to attend off-campus events or meeting off-campus is acceptable.
8. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not make derogatory remarks, of any kind, to a PNM, about another chapter, another sorority member (within their own chapter or otherwise), nor about any other PNM. Derogatory remarks will result in a recruitment infraction.
9. During formal recruitment, an active member, active member not recruiting, new member, alumnae member, or anyone acting on a sorority's behalf may not initiate contact with a PNM by telephone, over the internet, in person, or in writing outside of scheduled recruitment functions. Likewise, no one may send or give flowers, gifts of any kind, preference letters, notes, poems, etc. to any PNMs, prior to when bids are extended. Any such behavior will result in a strict punishment, as resolved by the Panhellenic Judicial Board, sanctioned by the Panhellenic Association at Vanderbilt, and the National Panhellenic Conference.
10. If a PNM contacts an active chapter member during the formal recruitment process, the active member should refer the PNM to the Panhellenic Council.
11. During the Gap in Formal Recruitment, a hi-bye relationship between the active members and PNMs is to be maintained.
  - a. A hi-bye relationship is defined as a casual greeting on a superficial level. Active members and PNMs should not be communicating electronically in any way during the Gap.
  - b. No active members are to loiter on Commons campus except in the case of classes or dining.
  - c. No PNMs are to "go out" during the Gap. This includes but is not limited to bars, fraternities, residence hall parties, etc.
  - d. No PNMs are to consume alcohol during the Gap.
12. Interactions between chapter members and PNMs during the fall semester are allowed, but must adhere to all other regulations. This includes that they may not be off-campus, they must follow the member to PNM ratio to avoid hotboxing, and they may not be incentivized or required.
  - a. Lunches and other informal meetings between chapter members and PNMs are allowed in the fall semester.
13. Chapters may not incentivize or require their members to interact with PNMs in the first semester. Chapters may not incentivize or require activities such as lunches with PNMs, collecting information like names and phone numbers, or meeting with them, etc. unless it is part of Panhellenic programming. Incentivizing includes but is not limited to "points", prizes, money, chapter privileges, parking spaces, etc.

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#### **Section 4. Social Media Guidelines**

1. Facebook fan pages, chapter social media profiles or websites may not contain any references to or pictures containing alcohol, pictures of Panhellenic Executive Council members, or Recruitment Counselors.
2. Chapter members may not make disparaging remarks against other chapters or chapter members via any social media platform.

#### **Section 5. Fraternity Involvement in Panhellenic Recruitment**

1. No active members or PNMs are to be on fraternity property at any point during Formal Recruitment and the following week, until the first registered event.
2. The participation of men in any aspect of membership recruitment and/or Bid Day activities is strictly prohibited.
  - a. Men may not be used, in any way, to persuade PNMs to join or not join a specific chapter.
  - b. Men may not wear recruitment shirts for any chapter. No organized PR efforts may be made by any fraternity to support or represent any sorority

#### **Section 6. Recruitment Procedures**

An effective recruitment is based upon the policies and recommendations of the National Panhellenic Conference. These procedures are considered valid because members of each NPC organization have discussed them, to their fullest potential.

1. Vanderbilt University follows the Release Figure Methodology set forth by NPC.
2. Total chapter size shall be reevaluated each semester as outlined in the NPC Manual of Information.
3. Each sorority is entitled to pledge quota, even if it may bring the chapter above the established total chapter size
4. Snap bidding will take place following the final bid matching process, and prior to the beginning of bid day, as necessary.
5. Continuous Open Bidding will begin on Bid Day and no bid should be distributed until campus total has been set.
6. The Panhellenic Executive Council will set the formal recruitment schedule prior to formal recruitment starting. Last minute changes can occur and Panhellenic Executive Council reserves the right to do this for improving recruitment for the Chapters and PNMs.
7. All PNMs will be in alphabetical order and wearing name tags provided by the Panhellenic Executive Council.
8. For each party, each chapter is responsible for their own timing. PNMs may not enter the house until after the event has begun and the last PNM must leave the house by the ending time of the event.
9. All Panhellenic Chapters will be held responsible for turning in their recruitments lists at the previously agreed upon times after each round. The due dates and times of the lists will be notified and agreed upon before the start of formal recruitment. Failure to turn recruitment lists in on time will result in fine of \$10.00 per minute that the list is late.
10. The new member program should only include activities where alcohol isn't provided or present.

#### **Section 7. Recruitment Counselors and Panhellenic Executive Officers**

The role of the Recruitment Counselor and Panhellenic Executive Officers, during recruitment, is crucial to the success of the recruitment process, and PNM experience. Thus, their disassociation is of the utmost importance, throughout formal recruitment.

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1. Recruitment Counselors must be in good standing in their member organizations, be active participants in their chapter and must be enrolled in the institution where the chapter is located.
2. Barring extenuating circumstance, active members will in no way be discouraged from applying to become Recruitment Counselors. Executive officers will not require members to inform them that they are applying to the position, unless approval is required by the sorority's inter/national governing documents.
3. Recruitment Counselors are required to attend all training meetings instructed by the Vice President of Recruitment Counselors.
4. In addition to all training dates, Recruitment Counselors must be present for Panhellenic Preview Day, any Panhellenic Recruitment Event, Recruitment 101, and Formal Recruitment including Bid Day.
5. Recruitment Counselors are expected to hold and facilitate regular meetings with their group members.
6. The Recruitment Counselors and Panhellenic Executive Council Officers must disassociate themselves from all recruitment related activities/conversations/meetings, etc. within their respective chapter.
7. During the disassociation period, Recruitment Counselors may not reveal their sorority affiliation to PNMs, and must remain completely neutral at all times. They may not wear or display any type of sorority jewelry, clothing, car decorations, or any other identifying articles during the recruitment process.
8. 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 Vanderbilt at all times. They will treat all sorority members, advisors, alumnae, Panhellenic Council members, and OGL Staff members with extreme respect to make recruitment a positive experience for all involved.
9. Recruitment Counselors are not allowed to watch any recruiting activities
10. Recruitment Counselors will not communicate with chapter members before or during formal recruitment about any PNMs. This includes any in-person or digital communication of any kind about a PNM.
11. Chapters must provide water and sustainable snacks for Recruitment Counselors during each event and may not ask them to do additional work.
12. Recruitment Counselors will complete all necessary forms and paperwork properly to ensure that recruitment is handled in the most professional manner possible.
13. Recruitment Counselors understand that they may be entrusted to use Intercollegiate Solutions (ICS), and they understand only use it for their assigned duties at the assigned times during recruitment.
14. Recruitment Counselors will not be involved with any PNMs in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).

## **Article VIII. Formal Recruitment Schedule**

### **Section 1. All Rounds**

1. The emphasis of recruitment functions should be on the interactions between sorority members and the PNMs, rather than on elaborate refreshments, entertainment, or atmosphere.
2. Composite pictures of all Recruitment Counselors or Panhellenic Executive Officers must be concealed. The same is to be applied to any other pictures that are within the chapter house/facility.
3. No skits shall be permitted throughout formal recruitment.
4. No gifts, favors, letters and notes for PNMs are allowed.

### **Section 2. Display Round**

The first membership recruitment function will be open house style only, intended to provide PNMs with an informative introduction to sorority life and Greek membership.

1. Each PNM must attend all nine (9) events in order to be eligible to continue with the recruitment process.

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2. These events are 30 minutes in length, with no set conversation time.
3. There will be 15 minutes walking time between each event.

### **Section 3. Philanthropy and Service Round**

The second membership recruitment function is intended to further familiarize the PNMs with sorority life, active sorority women, and each chapter's philanthropy and their involvement in other organizations on campus.

1. PNMs will attend up to seven (7) events. Each PNM must attend all chapters to they were invited to continue with the recruitment process.
2. The length of the events will be 35 minutes, with no specified conversation time concentrating on philanthropy.
3. There will be 15 minutes walking time between each event.
4. Each chapter is responsible for providing PNMs with a general knowledge of the philanthropy and organizations in which the chapter or its members participates.
5. Any presentational or video material must relate to the chapter's philanthropy. The presentational or video must be made from the philanthropic foundation or the chapter's National Headquarters. The Panhellenic Executive Board must approve the presentational or video material.

### **Section 4. Sisterhood Round**

The third recruitment function is intended to provide the PNMs with the chapter's expectations of its membership (i.e. housing obligations, service hours and commitments, new member education, etc.). Per the NPC financial transparency policy, the round must include a brief presentation about the financial obligations of membership. Each chapter must make a handout following the NPC guidelines and template for reference during the round.

1. PNMs will attend up to five (5) events. Each PNM must attend all chapters to which they were invited in order to continue with the recruitment process.
2. The length of events will be 40 minutes, with no specified conversation time.
3. There will be 15 minutes walking time between each event.

### **Section 5. Preference Round**

The fourth and final recruitment function is referred to as Preference Night. This will be the final opportunity for PNMs and sorority women to discuss membership recruitment and commitment.

1. PNMs will attend up to two (2) events. Each PNM must attend all chapters to which they were invited to continue with the recruitment process.
2. Preference events are each 60 minutes long.
3. There will be a 20 minute walking period between each event.
4. After attending their last event, PNMs must immediately complete their MRABA signing.

### **Section 6. Bid Day**

The conclusion of Formal Recruitment is Bid Day, where New Members will receive bids for membership and will partake in fun, safe events with the chapter members.

#### **A. Transportation**

1. All New Members, after receiving their bids, must immediately meet with their designated chapter representatives.

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2. All New Members will be transported to their Bid Day event location by Panhellenic-provided transportation, chapter-provided transportation, or walking to Bid Day venue with chapter members.
3. Panhellenic will reserve one (1) bus for new members per chapter.

B. Behavior

1. As stated in the NPC Unanimous Agreements, Agreement 6, Section 2, Article C: Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
2. As stated in the NPC Unanimous Agreements, Agreement 6, Section 2, Article D: Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
3. No glitter will be permitted in the SLC. The chapter will incur any fees that are distributed by the Student Life Center.