WILLAMETTE UNIVERSITY PANHELLENIC ASSOCIATION

MEMBERSHIP RECRUITMENT GUIDELINES

The Willamette University Panhellenic Association Recruitment Guidelines are intended to help guide sorority women and potential new members throughout the membership selection process and formal recruitment week. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC) to which all chapters belonging to the Willamette University Panhellenic Association must adhere. The purpose of formal recruitment is two fold:

1) To ensure that sororities have equal opportunities for recruiting and membership selection within the Panhellenic system, and

2) To provide potential new members every opportunity to become acquainted with as many sororities as possible in order that they make wise, values based, unbiased decisions concerning membership.

I. Statement of Values-Based Recruitment

NOTE: The purpose of values-based recruitment is to focus on the core goal of the recruitment process: to have meaningful conversations with potential new members and recruit/pledge women who will have a positive impact on their chapter and the Panhellenic community.

We, the members of Willamette University Panhellenic, pledge to 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. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the chapter’s values, and connect to these values.

II. CHAPTER OBLIGATIONS

A. Chapters are responsible for informing their initiated members, new members/pledges, and alumnae of the recruitment guidelines that are binding to all concerned. Each chapter is held responsible for the actions of its members.

B. All decorations shall be limited to within the chapter house, and the outside of the house shall not appear any different than usual. Each sorority will uphold a “No-Frills” mentality when planning recruitment events. (See Appendix A) In addition to a “No-Frills” mentality, all chapters shall uphold and follow “values based recruitment” by holding Open Houses and COBs that are inherently based around the chapters respective values, and creates meaningful conversation between the affiliated member and the potential new member. In turn the Panhellenic VP Recruitment has the ability to overturn plans for Open Houses and COBs, if she does not feel they are conversation or values based.
C. Chapters wishing assistance from members or recruitment teams of collegians from other chapters of their sorority must request permission from the Panhellenic Council in writing prior to the formal recruitment period.

D. Chapter advisors, house directors, alumnae and national officers may be present at recruitment events. They must wear nametags to identify their status. Others may help “behind the scenes” at anytime.

E. All entertainment at a recruitment event shall only be performed by the members and new members/pledges of that chapter; alumnae may not participate. Entertainment is defined as everything that occurs during a recruitment event with the exception of eating and conversation and it will represent or convey the sorority’s values. All entertainment must be approved ahead of time by Panhellenic VP Recruitment.

F. No men shall be present at sorority recruitment events or play any part in sorority recruitment, including bid day activities.

G. No alcoholic beverages may be served at recruitment events.

H. Budget limitations will be set at a previously arranged dollar amount to be used at the sorority’s own discretion throughout the formal recruitment period, and shall include the value of donated goods and services. A summary of total expenses from each recruitment officer is due to Panhellenic two weeks after the formal recruitment period has concluded, or a $50 fine will be imposed. In addition, any chapter who exceeds the set budget will receive a fine from Panhellenic Council in the amount of 5% of the total amount of expenditures above the set budget. Budgets are due to VP of Recruitment before winter break.

I. All invitations to formal recruitment events must be issued through Panhellenic Council.

J. No sorority chapter or member may present a gift or favor to any potential new member. Crafts, food, or items created by the Potential New Member are not considered gifts. No favors of any kind, gift or otherwise, shall be presented to Potential New Members during the Formal Recruitment period.

K. If a potential new member accepts an invitation to a chapter’s preference event, her name must appear on the bid list of that sorority unless she does not attend the preference event.

L. If a potential new member does not attend a recruitment event which she was scheduled to attend, the chapter is to notify Panhellenic immediately.

M. Tours Night and Preference Night events must take place in the chapter houses and/or on chapter property.

N. Freshmen women shall not attend COB events during fall semester.
O. Due to the recent rise in non-first year women participating in Formal Recruitment, all FANs will be instead replaced by Open Houses, allowing women who are not a member of the “traditional” base of students that go through formal recruitment to attend fall events if they do not wish to go through the COB process.

III. FORMAL RECRUITMENT PERIOD

A. The formal recruitment period shall be observed starting the day that sorority members move back into the chapter house following winter break (also known as work week) and conclude the afternoon after bid day at 12:00. All formal recruitment guidelines will therefore be in effect during that time period.

B. During the formal recruitment period, all affiliated women are allowed in the residence halls so long as they do not initiate contact with a potential new member outside of the scheduled recruitment events. All affiliated women are not allowed in fraternities from 12:00pm on Saturday before the start of Formal Recruitment until 12:00pm on Sunday following Bid Day.

C. During the formal recruitment period, a chapter member, alumnae member, or anyone acting on a sorority’s behalf may not initiate contact with a potential new member outside of scheduled recruitment events through email, phone, campus mail, Facebook, or any other online communication, unless it is specifically related to an academic course, club, or team. Any behavior considered to be unethical will also be under consideration. Normal friendly contact, such as a friendly “hello” when passing on campus or in class and the wearing of badges and insignia is encouraged.

D. It is recommended that Chapters restrict access to the chapter houses for any unaffiliated women who may potentially go through the formal recruitment process, beginning on the first day of the formal recruitment period stated above in Article III, Section A. This is to insure that the unaffiliated women, and the Rho Gammas, are not placed in uncomfortable situations, and in order to uphold Article III, Section C.

IV. RECRUITER OBLIGATIONS

A. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not imply to a potential new member that she has an invitation to a recruitment event, ask her to pledge, or imply she will receive a bid. Specifically, she may not say something like “We hope to see you back at Alpha Alpha”, “see you tomorrow” or any other statement that could imply an entire chapter’s intentions. This includes “you speak” during tours such as “you would sleep here”.

B. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not make derogatory remarks to a potential new member about a sorority, sorority member, or another potential new member.
C. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not send or give flowers, gifts, preference letters/notes, poems or any other mementos to potential members prior to when bids are extended or accepted.

D. Any depledging shall be reported to Panhellenic Council in the Office of Student Activities within 24 hours.

E. Recruiters should never intentionally place a potential new member in an awkward situation (i.e., surrounding her at an event or in a common area on campus). “Hotboxing” is not allowed and is defined as having more than two members of one sorority chapter engaging in conversation with one potential new member, whether at a recruitment event or not. However, the total number of women in the room is not relevant.

F. Sorority members who serve as community mentors, (CM’s) may choose to participate in the formal recruitment period, informal recruitment, and in the membership selection process. They will not be penalized by their chapter for choosing not to participate in the formal recruitment period, informal recruitment, or in the membership selection process. Community mentors who do choose to participate in the formal recruitment process are not allowed to host/preference their residents.

G. There shall be limited contact, on or off campus, between sorority members and their Panhellenic representatives or recruitment guides during the formal recruitment period, especially concerning membership selection and the potential new members. Recruitment Guides will not be required to move out of their chapter houses except on the night of Preference Night of the Formal Recruitment period. However, to insure that Recruitment Guides, or Panhellenic Representatives are not participating in any of the recruitment processes they are not allowed to participate in, they will not be able to go back to their chapter houses until member selection is over. Both parties are forbidden to speak on the topic of recruitment. No Panhellenic Representatives may enter their chapter house during the formal recruitment period unless they are living there. If a Panhellenic representative must visit a chapter house during the formal recruitment period for the purpose of communicating information about recruitment or for personal needs, she shall be escorted by a Panhellenic representative of another affiliation.

H. Opening Days staff members may disclose their affiliation during Opening Days activities, but may not specifically discuss their chapter. Rather, they should speak in general terms about sorority life. Panhellenic Representatives may not disclose their affiliation during Opening Days activities.

V. FORMAL RECRUITMENT PERIOD PROCEDURES

A. Chapters reaching Quota/Total during the formal recruitment process may not recruit until the next recruitment period unless they fall below Total.

B. Chapters filling Quota during the formal recruitment process, but not reaching Total, may recruit (COB) until they reach Total.
C. Chapters not filling Quota during the formal recruitment process, but reaching Total, may recruit (COB) until they reach Quota, but may not recruit again unless they fall below Total.

D. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be automatically adjusted no later than 72 hours following bid distribution. The adjustment will be to average chapter size unless the College Panhellenic adopts an acceptable formula according to the NPC Manual of Information.

E. An RFM Specialist will be assigned to work with the Panhellenic Council during the formal recruitment process. It is imperative for all chapters to follow all directions and all steps and to invite the maximum number of potential new members for each round in order for the Release Figures to properly work.

F. Panhellenic representatives and recruitment guides may not wear or display identifying insignia or emblems of their chapter from the time that recruitment registration publications are distributed in November until after the formal recruitment period. They may not inform any potential new member of their affiliation. They may live in their chapter house, attend chapter meetings, and participate in chapter events during fall semester. Due to the extension of formal recruitment to the second week of school, Panhellenic representatives may live off-campus with a member of the same affiliation with permission from the VP of Recruitment. In addition, Panhellenic Representatives who live in the chapter houses may live in their respective chapter house during the formal recruitment period, but must move out for the week of formal recruitment no later than the Saturday before formal recruitment orientation. During this first week of the formal recruitment period, Representatives may not participate in chapter events, i.e. work week and chapter meetings.


H. Snap bidding will take place following the bid matching procedures. Snap bidding procedures should follow the NPC Snap Bidding guidelines.

I. All event lists shall be submitted on ICS as requested by published deadlines. Once final lists have been submitted, they may not be changed.

VI. ELIGIBILITY AND EXPECTATIONS OF POTENTIAL MEMBERS

A. Women must be enrolled, full-time students (as defined by the University Registrar) at Willamette University to be eligible to participate in the formal recruitment period as well as COB.

B. Only transfer students, sophomores, juniors, and seniors may participate in Fall COB. First year students may only participate in the formal recruitment period or Spring COB, if a chapter is still below Quota or Total after the formal recruitment period.
C. Potential new members must register with Panhellenic to participate in formal recruitment.

D. Potential new members must wear the standardized Panhellenic nametag to all recruitment events.

E. If a potential new member has a scheduling problem, she needs to contact her recruitment guide or VP of Recruitment immediately.

F. Potential new members must carry a full recruitment event schedule at all times, unless they have been released from at least one sorority chapter which would not allow them to carry a full schedule.

H. Potential new members must contact their recruitment guide or VP of Recruitment to drop from the formal recruitment period and complete an evaluation form.

I. If a potential new member attends a preference event, then she must report to the University Center and complete a Membership Recruitment Acceptance Binding Agreement immediately after the last preference event she attends. Potential new members are entitled to privacy when signing their Membership Recruitment Acceptance Binding Agreements. Once they sign their agreements and give them to Panhellenic, they may not change them. Recruitment guides will not participate, or be physically present in the room, when potential new members complete their Membership Recruitment Acceptance Binding Agreement. The completion of the Membership Recruitment Acceptance Binding Agreement process shall be coordinated by the Panhellenic Advisor.

J. Potential new members who sign Membership Recruitment Acceptance Binding Agreements and receive bids at the end of the formal recruitment period are bound to that sorority for one calendar year at Willamette University. While they are not obligated to pledge that sorority, they may not pledge another NPC sorority on the Willamette University campus within that year. If there is a depledding involved, she must wait one calendar year before pledging again, unless she is invited to repledge the same sorority chapter.

K. Questions concerning eligibility for recruitment participation and fulfillment of membership obligation should be referred to the Panhellenic Vice President for Recruitment.

VII. RECRUITMENT EVENTS

A. Recruitment will be “No-Frills” and “Values-Based”. (See Appendix A) The emphasis of recruitment events should be the interactions between sorority members and potential new members rather than elaborate refreshments, entertainment, and atmosphere.

B. The first recruitment event will be Meet & Greet Night. The event will be held in a meeting room on campus and each chapter will participate by having members staff a value table of their choice. Potential new members will have the option of visiting the tables at their discretion. Potential new member must have attended Values Night in order to continue with recruitment unless previous commitments have been approved by the VP of Recruitment.
C. The second recruitment event will be Tours & Philanthropy Night. All chapters will take potential new members on a complete tour of their chapter house if requested and keep a positive all Greek attitude during their tours. All chapters will facilitate an activity of their choice, with an emphasis on their philanthropy and service to the community. The second round of recruitment will have a five-minute slot for a presentation that is focused on the values of their chapter. The presentation must be approved by Panhellenic VP Recruitment. Decorations will be kept to a minimum; the idea is to have the chapter house, or chapter space look and feel like any other day. The only decorations permitted are to display activities and values. Each chapter will only display values and activities from an approved list compiled by the VP of Recruitment and each chapter’s recruitment chair in order to have universality among the four chapters. Food for this event will be a compilation of all four chapters; each chapter is responsible for making four of the same dish to be dispersed among each chapter. Only water is permitted unless otherwise stated by the VP of Recruitment in which each chapter would be required to have the additional option.

D. Each chapter must display (standard poster size) their financial obligations for pledging and a total breakdown of the costs for the new member/pledge semester as well as both in-house and out-of-house initiated members. This is to be posted inside the chapter house and clearly visible to potential new members. A copy of this information must also be provided to the Panhellenic VP of Recruitment, so that it may be included in the materials provided for recruitment guides.

E. The final recruitment event is Preference, which is the final opportunity for potential new members and sorority members to discuss membership commitment. Minimal decorations, which must be approved by the Panhellenic VP Recruitment, “ceremonial” desserts, and water are allowed.

VIII. RECRUITMENT GUIDES

A. Any affiliated woman in good standing with their organization and the university may apply for a recruitment guide position. Women who are selected shall exhibit a positive attitude towards Panhellenic and demonstrate involvement within their chapter.

B. The chosen recruitment guide representation will reflect the representation of all chapters and will average Three (3) from each chapter, except in extenuating circumstances where a chapter may only have two representatives.

C. Recruitment guides must attend all training workshops during fall and spring semester and the training weekend in January. They are not permitted to attend Open Houses.

D. During the formal recruitment period, recruitment guides must separate themselves, emotionally and physically, from their chapter. They may not communicate or visit with their chapter members unless given permission to live with them off campus by Panhellenic VP of Recruitment, in which case they agree not to discuss formal recruitment in any capacity.
E. Recruitment guides must remain neutral at all times to potential new members.

F. Recruitment guides will be selected by a committee comprised of the Panhellenic Vice President of Recruitment, President, and one previous recruitment guide. Every effort will be made to ensure appropriate chapter representation on the selection committee.

G. Recruitment guides may not attend recruitment events at the chapter houses during the formal recruitment period. However, they will assist potential new members by escorting them to and from chapter houses between events, and if they must leave an event early or arrive late.

H. Rho Gammas will agree to remain unbiased and keep a Panhellenic mindset in all dealings with the Potential New Members.

I. It is the job and responsibility of a Rho Gamma to work for the greater good of Panhellenic by being impartial and fair in dealings with others. There should be no special information shared nor implication given to the PNM about their chapter or its membership selection process/decisions.

J. A Rho Gamma will disclose her affiliation at the PNM Orientation, but will indicate their role is to be Panhellenic and supportive of all chapters on the campus. It is agreed that Rho Gammas should work if at all possible in pairs within their PNM groups so as to alleviate any attempt by the PNMs to lead a Rho Gamma into specific chapter conversations. Rho Gammas will also work in groups of two when outside of residence hall groups. Questions asked by PNMs that speak directly to a chapter’s specific activities or policies should be directed back to the chapter, Panhellenic President, or Panhellenic Vice President of Recruitment.

K. Rho Gammas will agree to be women of ethical behavior who outwardly live the values outlined in the Panhellenic Creed.

L. There should be no direct connections or communication with the Rho Gammas’ chapter and member groups. This includes but is not limited to the following:
   i. Rho Gammas shall not attend chapter meetings, ritualistic functions, or social events during the formal recruitment period.
   ii. Rho Gammas shall not provide assistance with recruiting during the fall semester or formal recruitment period. This includes attending Open Houses that are hosted by the chapters.
   iii. There will be no exclusive contact with the members of your chapter, as outlined in the Panhellenic Recruitment Rules, Article IV, Section C, and in Article VIII, Section D.
   iv. Rho Gammas will not wear their organizational letters, jewelry, sportswear, etc. beginning with the opening of recruitment registration through the conclusion of the formal recruitment period.
   v. Rho Gammas will not be in communication with members of their chapter, other students, alumnae and parents regarding the chapter’s membership selection process and decisions regarding PNM
M. The Panhellenic Vice President of Recruitment will remain disaffiliated for the entirety of the fall semester through the conclusion of the formal recruitment period.

**IX. RECRUITMENT STAFF**

A. The recruitment staff consists of the Panhellenic President, Vice President of Recruitment, Vice President of Recruitment-Elect and the Panhellenic Advisor. If an elect officer is serving in an important recruitment role in her chapter, she will not be expected to serve on the recruitment staff. Members of the recruitment staff should be objective and impartial in their opinions and should promote a positive image of sorority life.

B. The recruitment staff is responsible for the preparation of the formal recruitment period in consultation with the chapter recruitment officers.

C. During the formal recruitment period, the recruitment staff works to ensure that all Panhellenic procedures are followed and that the recruitment period runs smoothly. They visit recruitment events, run the computer processing, direct the recruitment guide program, and assist potential new members when needed.

**X. RECRUITMENT INFRACTIONS**

A. Infractions may only be filed by a sorority chapter president, a recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential new member. The infraction must be in written form with specifics as to time, place, and witnesses. The infractions must be based on a violation of the NPC Unanimous Agreements, the Willamette University membership recruitment guidelines, or the Willamette University Panhellenic Constitution and Bylaws. The reported incidence must be based on fact, not hearsay or rumor, and witnessed.

B. The infraction must be submitted to the Panhellenic President using the Violation Report Form. The report form must be presented to the President within 30 calendar days from the date of the alleged infraction (the 30 calendar day timeline even applies during university breaks). The President shall notify the member group using the College Panhellenic Notice of Infraction Form within one week of the President’s receipt of the Violation Report Form. A copy of the form shall be given to the Panhellenic Advisor and NPC Area Advisor within the same time period.

C. Upon receipt of the form, the accused group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial hearing.

D. If an amicable solution cannot be reached through mediation or if the decision of the Judicial Board is not acceptable, then an appeal can be made by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the College Panhellenic Notice of Appeal Form within one week of the decision.
E. A complete description of recruitment infraction procedures may be found in the NPC Manual of Information (18th edition).

XI. CONTINUOUS OPEN BIDDING (COB OR INFORMAL RECRUITMENT)

A. Any full-time, enrolled, unaffiliated female student at Willamette University is eligible for COB, with the exception of first semester freshmen. A potential new member who has accepted a bid during the formal recruitment period or during COB is not eligible to pledge another NPC sorority on the Willamette University campus for one calendar year.

B. COB procedure shall be followed as outlined in the NPC Manual of Information (18th edition).

C. During COB, a potential member may be extended a bid orally, or in writing. Potential new members must be informed of their options, by means of a letter from the Panhellenic Vice President of Recruitment included with their bid. A signed Continuous Open Bidding Acceptance Binding Agreement must be filed with Panhellenic in the Office of Student Activities within 24 hours after a potential member accepts an invitation to membership.

D. No restrictions on the times or places will be issued during COB. Recruitment events during the COB period shall be minimal in nature. If the chapter chooses to have activities during the event, at least one must be values-based. Chapters are encouraged to have informal events or to invite potential new members to regularly scheduled chapter events. When more than one chapter is participating in COB, chapters are encouraged to coordinate with the other chapter(s) so that the events do not overlap and potential new members may be exposed to all of their options.

E. To alleviate miscommunication among chapters, a formal meeting shall be held prior to the start of fall semester informal recruitment (COB). The Panhellenic President, Panhellenic Vice President of Recruitment, and the Presidents and Vice Presidents of Recruitment from each chapter will attend. During this meeting, each chapter will agree upon informal recruitment procedures for the academic year (i.e., when events will be scheduled, bid distribution, etc.). During the fall COB period, no bids shall be extended until each chapter has had the opportunity to host one COB event. A copy of these procedures will be distributed by Panhellenic Council to ensure understanding from all chapter members.

XII. Gifts

A. Gifts are defined as any item(s) that are not created by the Potential New Member. Gifts are not crafts, food, or items created by the Potential New Member.

B. The only exception to “gifts” are any item directly related to the organization's philanthropy. Items should not have the organization’s name anywhere on the item.

C. No sorority chapter, or member may present a gift, or favor to any potential new member. No favors of any kind, gift or otherwise, shall be presented to Potential New Members during the Formal Recruitment period. This applies to the informal recruitment period.
D. No gifts shall be given to first year women at Open Houses.

E. A chapter member, alumnae member, or anyone acting on a sorority’s behalf may not send or give flowers, gifts, preference letters/notes, poems or any other mementos to potential members prior to when bids are extended or accepted.

F. Gifts shall not be given at the Activities Fair and Expo that takes place in the fall semester, or the Activities Fair that takes place in the spring.

G. If chapters have booths at the activities fair, items given out to anyone that stops by must be related to the philanthropy, and shall not have the chapter’s name, or greek letters on the item.

Appendix A: A “no frills” format is appropriate regardless of recruitment style chosen. College Panhellenics as well as individual chapters remain responsible for ensuring that recruitment events are values-based and reflective of the women’s fraternal experience. Prior to making a final decision regarding recruitment style, the College Panhellenic should review the philosophy of no-frills recruitment and plan to incorporate it into its style selection.

Policy (2003), The concept of “no frills” recruitment should not be used in any form, model or style of recruitment.

Policy (1991), All College Panhellenics and their member chapters shall incorporate the following into their recruitment programs as soon as possible:

- Establish guidelines for recruitment budgets and set a cap on recruitment expenses including the value of all donated goods and services in the cap figure.
- Inside decorations should be kept to a minimum for all recruitment events
- Eliminate all outside decorations.
- Confine all recruitment entertainment within the chapter house or other recruitment facility.
- Evaluate all recruitment skits as to length and content.
- Discourage the use of recruitment skits at the first round of events.
- Discourage elaborate costuming and purchase of special outfits.
- Eliminate all gifts, favors, preference letters or notes for potential new members until they have accepted bids.
- Eliminate specific or the same clothing to be worn by chapter members during each round of recruitment.
- Develop conversation and interviewing skills.
- Follow NPC recommendations for release figures.
- Clarify that gifts are not Crafts, food, or items created by the Potential New Member

I. Statement of Values-Based Recruitment
NOTE: The purpose of values-based recruitment is to focus on the core goal of the recruitment process: to have meaningful conversations with potential new members and recruit/pledge women who will have a positive impact on their chapter and the Panhellenic community. We, the members of [name of institution] Panhellenic, pledge to 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. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the chapter’s values, and connect to these values.

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