

*Formal Recruitment Manual*  
*2019*



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**I. Fall 2019 Calendar**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					30 Pre-Recruitment Survey	31
1	2 Labor Day	3 PNM Recruitment Orientation	4	5 Open House	6 2nd Round/ Philanthropy/ Community Service	7 3 <sup>rd</sup> Round/ Sisterhood
8 Preference /BID DAY!!!!	9	10	11 Post Recruitment Survey	12	13	14
15	16	17	18 Recruitment Feedback Meeting	19	20	21

## II. Important Terms and Definitions

**Bid Day:** The last day of recruitment, when potential new members receive invitations (bids) to join chapters and become new members. Each chapter will usually host a Bid Day activity to help the new members get to know each other and the rest of the chapter. The Unanimous Agreements state that there is to be no alcohol use or men associated with recruitment or Bid Day.

**Continuous Open Bidding (COB):** An opportunity for chapters that do not reach quota during primary recruitment to bid to total and/or quota. The continuous open bidding process is less formal, and not all chapters will participate in continuous open bidding.

**Day:** EIU Panhellenic defines a day as being 12:00 pm to 12:00 pm the following day. Late fee fines will start at 12:01 pm the day something is due.

Ex: the budget is due July 31, 2018 by 12:00 pm. If by 12:01 pm it is not turned in, the late fee fine will be applied. The chapter has from 12:01pm to 12:00pm on August 1, 2018 to turn in the budget. If they fail to turn it in during that time period, they will be charge for a second day of late fee fines starting 12:01 pm on August 1, 2018.

**Intentional single preference:** When a woman lists only one chapter on her membership recruitment acceptance binding agreement (MRABA) following preference round.

**Legacy:** A daughter, sister or granddaughter of an initiated member of a sorority. Typically, different groups have different definitions of legacies. Being a legacy does not guarantee a bid to a particular sorority. Each inter/national organization has its own policy for invitations to legacies during recruitment

**MRABA:** The Membership Recruitment Acceptance Binding Agreement. This is a one-year binding agreement signed by a potential new member when ranking chapters after preference round. A Potential New Member (PNM) agrees to accept a bid from any chapter she lists on her MRABA. If a PNM receives a bid to a chapter she lists and declines it, she is bound to it for one year or until the next primary recruitment period, meaning she cannot accept a bid to any other organization. If a PNM signs an MRABA and does not receive a bid, she is eligible for continuous open bidding or snap bidding.

**New member:** A person who has accepted a bid from a sorority but is not yet an active member of that chapter. Chapters will have some sort of new member process during which the new members learn more about the sorority and prepare them for initiation.

**“No Frills” recruitment:** A recruitment style that focuses on quality communication with potential new members as opposed to decorations and matching outfits. For purposes of this document and the recruitment period, “No Frills” will be referred to as “Values-Based Recruitment.”

**Panhellenic Recruitment Team:** Collection of Panhellenic Council executive board members who support the recruitment process. This team consists of the Panhellenic President, Vice President of Recruitment Counselors, and Vice President of Membership Development.

**Potential New Member (PNM):** A woman who is eligible to participate in recruitment. On campuses that hold deferred recruitment during second semester, chapters might use the term PNM to refer to any woman eligible for recruitment.

**Quota:** The number of potential new members to which each chapter can offer bids during formal recruitment. This is determined with a formula involving the number of chapters and the number of women participating in bid matching.

**Recruitment Counselor:** A Panhellenic representative who has no contact with her own chapter during membership recruitment and is available to guide women through the recruitment process and answer questions.

**Strict silence:** A period of time after the close of membership recruitment events and prior to the distribution of bids when there is no communication between potential new members and sorority members.

**Snap bidding:** An option available to chapters that did not match to quota during bid matching. This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in the chapter total and is limited to any woman who participated in at least one event during primary recruitment.

**Total:** The allowable chapter size on a campus, as determined by the College Panhellenic that includes both new and initiated members. Chapters that fall under total are allowed to participate in continuous open bidding until they reach total.

**Unanimous Agreements (UAs):** Agreements between the NPC member organizations that provide for fairness and equality among the organizations. The UAs are passed unanimously, ratified by each member organizations inter/national president and binding on all NPC member organizations and their members. Each College Panhellenic (or the equivalent organization) and Alumnae Panhellenic must incorporate the NPC Unanimous Agreements into its governing documents.

The following is a list of (but not limited to) items which are/not considered frills:

<b><u>Considered Frills</u></b>	<b><u>Not Considered Frills</u></b>
Attire that has potential to inflate financial burden of membership and be considered a costume for chapter members.	Recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
Banners, Posters, Flags*	Composite pictures, trophies or plaques, Wooden chapter letters in chapter colors, chapter house banner, display boards
Recruitment video during the rounds	Philanthropy video  Recruitment Slide Show  Recruitment video posted on the chapter social media page.
Crafts	Activity/Discussion of how an individual can connect with the Chapter's philanthropic cause
Music, additional lighting	House hold items, 1 scrapbook, Trifold

\*\*\*Preference Round is an exception due to ceremonies and rituals

### III. Important Dates and Deadlines

**\*Items are due at 11:59 pm on due date unless previously arranged\***

\$25 late fee for all submission turned in late.

First Come/First Served.

Due: April 16, 2019

Recruitment Outfits

Bid Day Theme

Budget & Donation Items

Layout of Preference Night:

Chapter House Banner Proof

Due June 1, 2019

Philanthropy Video

Philanthropic Activity

August 1, 2019

Recruitment Slide Show

Set up Chapter House Sheet: August 16, 2019

PHC Rain Jackets: September 13, 2019



## IV. People to Know

**Nathan Wehr** - Interim Director of Fraternity & Sorority Programs

Office Phone: 217-581-3967

Cell-Phone: (812) 661-0632

**Nora Kollar** - Graduate Assistant for Fraternity & Sorority Programs

**Ramón DeShazer** - Associate Resident Director – Greek Court

Cell-Phone: (618) 216-0338

**\*Panhellenic Graduate Advisor**

**Alex Thompson**- Associate Resident Director – Greek Court

**Catie Witt** - Associate Resident Director – Greek Court

**Josie Johnson** - Associate Resident Director – Greek Court

**Celine Crow** - Panhellenic President

Email: cacrow@eiu.edu

**Victoria Cox**- Panhellenic Vice President of Recruitment

Email: vkcox@eiu.edu

**Lexi Haley** - Panhellenic Vice President of Recruitment Counselors

Email: ahaley@eiu.edu

## **V. Recruitment Regulations**

- A. Participation in recruitment and new member period are restricted to undergraduate students who are currently enrolled as a full-time student in good academic standing (2.50 or above cumulative GPA) at Eastern Illinois University.
- B. To participate in recruitment, the student must register with the Panhellenic Council and pay a non-refundable registration fee to cover the cost of supportive material.
  - Registration Period is from May 1 – September 3. Registration fee is \$35.00
  - Registration will close at Noon on Tuesday, September 3<sup>rd</sup>.
- C. Potential New Members should attend all recruitment events, even if they have previously participated in Fall Formal or Spring Informal Recruitment.
- D. If a Potential New Member wishes to complete the fall Formal Recruitment process, she must sign a membership rights acceptance binding agreement (MRABA).
- E. Any chapter that offers a bid during continuous open bidding to a woman must bring the Potential New Member in to the Director of Fraternity and Sorority Programs and have her sign a continuous open bidding acceptance binding agreement. This must be done within 24 hours of the bid being extended. If the chapter fails to do so, they will be subject to sanctions deemed appropriate by the Director of Fraternity and Sorority Programs and the Panhellenic Recruitment Team, and this woman becomes eligible for membership in any Panhellenic organization.

## **VI. Rights and Responsibilities of Potential New Members**

- 1) If a potential new member intentionally skips a round of recruitment without a conversation and agreement with the Panhellenic Recruitment Team and/or the Panhellenic Graduate Advisor, she may be subject to expulsion from the fall recruitment process.
- 2) The potential new member has the right to withdraw from the fall recruitment process at any time upon conversation and agreement with the Panhellenic Recruitment Team and/or the Panhellenic Graduate Advisor.
- 3) Potential New Member
  - a) Each prospective potential new member is urged to realize that the violation of a recruitment rule or the “Spirit of Panhellenic” by a sorority is a reflection upon the sorority and should not be tolerated by the prospective potential new member. Do not be flattered if any sorority lowers itself to recruiting you illegally. This shows disrespect for the prospective Potential New Member and brings criticism upon the entire sorority.

## **VII. Recruitment Counselor Regulations**

### **Goals of a Panhellenic Recruitment Counselor:**

- 1) Provide support, friendship and personal guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
- 2) Provide objective and impartial counselors.
- 3) Promote an understanding and explanation of the mutual selection process.
- 4) Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's fraternities.
- 5) Provide encouragement to the Potential New Members to continue recruitment through the Preference round during Fully Structured Recruitment and to accept the maximum number of invitations possible during each round of recruitment.
- 6) Promote membership recruitment retention and pledging by lessening disappointments and disillusionments.

### **Affecting the Chapter**

- 1) Recruitment Counselors will be chosen according to the following conditions:
  - a) Applications will be distributed to all chapters and members will apply and interview with the PHC Executive Board.
  - b) Recruitment Counselors will be chosen by the current Panhellenic President, Vice President of Recruitment Counselors, and Vice President of Membership Development
- 2) The President, Vice President of Recruitment Counselors, the Vice President of Membership Development, and the Panhellenic advisor will review and approve the final list of Recruitment Counselors.
- 3) Chapters must provide at least two applicants and complete the interview process for the Recruitment Counselors position. If not, the chapter will be fined \$75 for each applicant that they are short.
  - a) Applicants must meet the minimum cumulative grade point of a 2.50 to count towards the chapters two applicants.
- 4) Chapters will excuse Recruitment Counselors from chapter events or responsibilities to be completed throughout their disassociation period.
- 5) Chapters may not penalize Recruitment Counselors in any form when they are absent from a chapter activity due to Recruitment Counselors assignments or responsibilities.
  
- 6) All sororities must cover or remove any openly exposed pictures of their members who are currently serving as Recruitment Counselors or Panhellenic Officers administering

the recruitment program. This includes, but is not limited to, composite pictures, pictures on social media, or in audio/visual show. No chapter should display or openly recognize the members of any chapter who are serving as Recruitment Counselors or Panhellenic Officers.

### **Regulations Affecting the Recruitment Counselor**

- 1) All Recruitment Counselors must maintain a cumulative grade point average of 2.50 or above at the end of the spring semester to be eligible to become a Recruitment Counselor.
- 2) At no time throughout recruitment will a Recruitment Counselor, or Panhellenic Officer wear her Greek letters, jewelry or other paraphernalia with the exception of Panhellenic Council.
- 3) Recruitment Counselors cannot attend social functions with fraternities or sororities when Potential New Members are present starting at the beginning of the fall recruitment period ending on bid day.
- 4) Recruitment Counselors are prohibited from attending, or participating in, any chapter membership selection processes. Recruitment Counselors may not be in contact with their chapters about anything regarding recruitment.
- 5) Recruitment Counselors are not allowed to disclose their affiliation until reveal with the rest of the recruitment counselors during the designated time or after the designated time if not present at reveal.
- 6) Recruitment Counselors may not attend any chapter activity where Potential New Members are present. This includes, but is not limited to fraternity events, off-campus parties, etc. Recruitment counselors may not take pictures with Potential New Members outside of designated recruitment events.
- 7) Recruitment Counselors will escort Potential New Members to all recruitment events.
- 8) Recruitment Counselors will remain outside the event room / chapter house while recruitment events are in progress.
- 9) All Recruitment Counselors and Panhellenic Recruitment Team members will refrain from consuming alcohol during the Recruitment period (Wednesday, September 4<sup>th</sup> through Bid Day on Sunday, September 8<sup>th</sup>).
- 10) At any point if the Recruitment Counselor does not abide by their contract and/or the Recruitment Manual and is found guilty by the Recruitment Team, Panhellenic Advisor, and Director of Fraternity and Sorority Programs the chapter will be subjected to a \$75 infraction as the first warning any following infractions will result in the dismissal of the Recruitment Counselor and the chapter will be charged for their Recruitment Counselor apparel, etc.

### **Expectations of a Panhellenic Recruitment Counselor**

- 1) Explain all procedures and answer questions concerning the mechanics of recruitment and recruitment activities.
- 2) Stimulate and maintain interest in completing Panhellenic Fall Recruitment.

- 3) Promote a positive attitude towards every sorority through your own words and behavior.
- 4) Hold meetings regularly and frequently with your Recruitment Counselors group in a relaxed and convenient location. Meet at least once before recruitment begins to answer all general questions.
- 5) Be in constant communication with your Recruitment Counselors group at all times. Means of communication also include checking the ICS groups and conflicts daily.
- 6) Hand out phone number, email, etc. to ensure PNM's have several ways in which to contact Recruitment Counselors.
- 7) Be available to handle problems and offer guidance in a one-on-one counseling situation with a potential new member. If you are busy at the moment, make sure to schedule a time to listen. Handle all invitations and assist with computer ranking (ICS) throughout recruitment.
- 8) Collect all schedule conflicts with the PNMs in designated group and report them to the Director of Fraternity and Sorority Programs before the start of recruitment. Collect all schedule conflicts with the PNMs in designated group and report them to the Director of Fraternity and Sorority Programs before the start of recruitment.
- 9) Although temporarily disassociated, all Recruitment Counselor behavior is a reflection of their chapter and in the event of recruitment rules being violated by an RC, their affiliated chapter will be held liable.
- 10) Handle all withdraw and counsel the women who decide to leave recruitment. Notify the Vice President of Recruitment and Director of Fraternity and Sorority Programs of all withdrawals. Make sure that every withdrawal is correct before handing it in. Don't assume that just a withdrawal because a PNM did not show up for the round that she withdrew. Accompany your group to all Panhellenic functions and recruitment activities.
- 11) Try to keep women in the recruitment process and stop the spread of harmful rumors. If there is a problem that you do not know how to handle, don't be afraid to ask Vice President of Recruitment Counselors for assistance in handling any problems. Report all recruitment infractions to the Panhellenic Graduate Advisor and/or the Director of Fraternity & Sorority Programs.
- 12) Talk, listen, assist, explain, help, and be a friend!

### **Disaffiliation Guidelines**

Recruitment Counselors and the Panhellenic Recruitment Team will be disassociated from the following, but is not limited to:

- 1) Any aspect of recruitment will not be discussed with the fraternity and sorority community.
- 2) Affiliation will not be told to anyone (Greek or non-affiliated).
- 3) You may not enter your suite/chapter house or participate in any sorority events (such as chapter meeting, sisterhood events, philanthropy events, chapter community service, social

functions, etc.) unless given specific, written permission from the Panhellenic Recruitment Team.

- 4) No consumption of recreational drugs or alcohol from September 3rd through September 8th.
- 5) No display of your sorority letters anywhere. This includes, but is not limited to, the following places:
  - a) Clothing, shoes, or any accessories (lavaliers)
  - b) Window decals or bumper stickers
  - c) School supplies, such as notebooks, pens, pencils, key chains, etc.
  - d) Displayed in the windows of your chapter house/apartment/house
  - e) Pictures and paddles in your room
- 6) Please set your social networking web sites, such as Facebook, Instagram, Twitter, Pinterest, etc. to the discretion of the Panhellenic Recruitment Team.
- 7) Panhellenic Officer Disassociation During Recruitment (2003) – Policy
  - a) Panhellenic officers and recruitment counselors should be completely “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community (2016, NPC MOI, 21<sup>st</sup> ed.)

### **General**

All sign-up tables will be run by Recruitment Counselors, Panhellenic Recruitment Team, and/or Panhellenic Advisor(s). No alumnae, inter/national, or collegiate members are permitted to be in the area of the Panhellenic recruitment sign-up tables.

### **Recruitment Counselors Judicial**

The Panhellenic Recruitment Team, the Panhellenic Advisor, and Director of Fraternity and Sorority Programs have the right to remove a Recruitment Counselor from their position if they deem necessary.

## VIII. Chapter Regulations

### Values-Based Recruitment

- 1) All Chapters will adhere to the following regulations of the Values Based Recruitment style:
  - a) No additional decorations should be added to each chapter house.
  - b) Crafts will not be allowed during any round of recruitment. An activity which directly reflects a chapter's values/philanthropy and is used to initiate meaningful conversation is allowed and not considered a frill. These activities must also be reviewed by the Panhellenic Recruitment Team.
  - c) Videos will only be allowed during Philanthropy Round if it is a video clip issued directly from a chapter's National Headquarters OR if it is an excerpt/series of excerpts of the chapter's actual philanthropic event(s).
  - d) The only slideshow that is permitted is to be the Recruitment Slideshow shown during Sisterhood – Round 3.
  - e) Photographs are allowed if they are in frames, one scrapbook, one trifold, bulletin boards, and refrigerators.
  - f) Outfits and Bid Day themes must be submitted and reviewed by the Recruitment Team by the deadline listed in III. Important Dates and Deadlines in this document.
  - g) Bid Day and Preference Round may not adhere to the "Values-Based Recruitment" policy.
- 2) Prior to the end of the Spring semester, the Chapter President and Chapter Vice President of Recruitment will meet with the Panhellenic Recruitment Team to discuss and agree upon chapter room layout and appearance for fall recruitment
  - a) The Chapter President and Chapter Vice President of Recruitment will sign an agreement with the Panhellenic Recruitment Team regarding the final room layout and appearance for fall recruitment
  - b) A verification of the signed agreement will take place no later than one week prior to the start of fall recruitment.
  - c) Chapter Room Layout visit will be:
    - i) Tuesday, April 23<sup>rd</sup>, 2019 starting at 8:30pm.
- 3) There will be no elaborate costuming and purchase of special recruitment outfits.
  - a) Between tops, bottoms, shoes/accessories a chapter is permitted to have one of the three categories matching. For example, matching shirt then a varying style of bottoms and shoes/accessories.
  - b) A dress/jumpsuit/romper will be considered both a top and bottom, thus shoes/accessories must be varying in style.
  - c) Any chapter that purchases recruitment attire for recruitment purposes prior to the start of Fall Formal Recruitment must promote "Going Greek", "Picture Yourself Greek", "Go Greek."



### **Limited Contact**

- 1) All members (new members, initiates, and alumnae) and advisors (both members and non-members of that particular sorority) are responsible for following all recruitment rules.
  - a) From the conclusion of the spring semester until fall formal recruitment ends on Bid Day all sororities shall follow the limited contact policy.
  - b) During the limited contact period, **normal** interaction with Potential New Members may occur. Anything you would normally do is acceptable, and we trust you know what would constitute recruiting for your own chapter that is considered unacceptable. In addition, NO Potential New Members may visit sorority houses, and sorority women may NOT spend ANY money on ANY Potential New Members. AT NO TIME ARE YOU PERMITTED TO DISCUSS YOUR SPECIFIC CHAPTER OR YOUR CHAPTER'S RECRUITMENT ACTIVITIES.
  - c) The Recruitment Code of Ethics will serve as each chapter's policy toward permissible behavior during recruitment. Chapters will be required to "police" themselves and abide by an honor code.

### **Strict Silence**

- 1) The period of time after the close of Preference events and prior to the distribution of bids when there is no communication between potential and sorority women. (Glossary)
- 2) This means no sorority member, unless she is a Recruitment Counselors or a Panhellenic Officer, shall make any attempt, oral or written, to contact Potential New Members during the strict silence period.

### **General Rules and Regulations**

- 1) Alcoholic beverages are not to be served at any stage of the Formal Recruitment process.
  - a) Bid Day is to be a non-alcoholic and non-controlled substances event. Chapters that have alcohol/controlled substances present at Bid Day or have members engage in alcohol/controlled substances during Bid Day event will receive a \$250 dollar fine and the chapter will receive one semester of social probation.
  - b) Notification will also be sent to the Chapters National Headquarters.
- 2) Alcohol, or any reference, cannot be in recruitment photos, and videos, (i.e. -beer signs, cups, bar photos, or beer bottles). Partying and drinking should also not be talked about and used as a recruiting tactic.
- 3) Confine all recruitment rounds and conversations within the sororities chapter room.
  - a) This includes the following rounds: Open House, Philanthropy/Community Service, Sisterhood, and Preference.
  - b) If Chapters violate the above recruitment rule, Chapters will be fined \$100.00.

- 4) Chapters will not line up/down their respective sidewalk prior to the start of each recruitment event. Two members from each chapter (preferably recruitment directors) may walk out to bring the potential members to the chapter house at the start of each event.
- 5) No potential new member is to be walked down the sidewalk by a chapter member following a round.
- 6) Chapters **must** walk **OUTSIDE** of their chapter houses onto the patio and say goodbye to all Potential New Members after every round.
- 7) Only chapter's designated "man" (sweetheart) can be present on Bid Day. No men at all should be involved in any rounds or events of recruitment (also includes slideshows and pictures).
- 8) Men will not be allowed to wear that current year's recruitment paraphernalia until after Bid Day. We cannot stop them from wearing previous years.
- 9) No sorority may accept new members into their chapter until Bid Day. This means no continuous open bidding (COB) until after the completion of bid pick-up on Bid Day.
  - a) This also includes until total is set by the Panhellenic Council.
- 10) No physical contact with the exception of shaking hands or hand on the back (i.e. no hugs, holding hands, kissing) will be permitted unless initiated by the potential new member.
- 11) It should not be discussed by a member of a chapter if a Potential New Member is a Legacy of a chapter.
- 12) At no time is a sorority member allowed to discuss a Potential New Member's intention toward a specific chapter nor is the sorority allowed to discuss the sorority's intention towards her as a Potential New Member. A current member of sorority may not discuss with a PNM their intention towards a specific chapter. A chapter may not discuss with the PNM their intentions toward a PNM.
- 13) There will be no promising of bids whether directly or indirectly, by any new member, initiate, alumnae or inter-/national officers of a sorority and any advisor to that sorority. This includes, but is not limited to, phrases such as "See you soon", "See you tomorrow", "Hope to see you again", "I can't wait to be your mom, big sister, etc.", or anything inferring that future recruitment contact will occur. Recruitment Counselors will be listening for said statements at the exit after each round.
- 14) No talking down of any chapter or sorority members will be tolerated.
- 15) The use of any University Union display case areas for publicizing a specific chapter is prohibited for Fall Formal Recruitment.
- 16) Chapters may not host philanthropy/community service, recruitment tables, sisterhood, etc. prior to the start and competition of Fall Formal Recruitment.
- 17) NPC recommendations for release figures will be provided by the Director of Fraternity and Sorority Programs with advisement from NPC Release Figure Manager.

#### 18) INFORMAL RECRUITMENT

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- a) Informal (and informational) Recruitment event dates must be turned in to the Panhellenic Vice President Recruitment and Retention and Director of Greek Life.

## **IX. Formal Recruitment Schedule**

- 1) Prior to the start of each round on each day, at least two people from the Panhellenic Recruitment Team and/or the advisor(s) will conduct an extensive walkthrough of each chapter house to reinforce recruitment rules. Any material disapproved will be removed from the chapter house immediately, and rounds will not begin until done so.
  - a) The Panhellenic Council reserves the right to edit any or all entertainment, attire, and videos for recruitment week.
- 2) NO candles may be used in Greek Court and electric alternatives must be used. This is a University policy.
- 3) There will be NO favors extended at any of the events (including at informational events and on Preference Night) with the exception of refreshments served at a time determined by the Chapter's Vice President of Recruitment.
  - a) This includes notes and/or letters that may be provided to Potential New Members during fall recruitment rounds.
    - i) If a Chapter provides notes and/or letters to Potential New Members during any round, including Preference, the Chapter will receive a \$100.00 fine.
- 4) NO gifts in the form of presents, meals or services involving alcohol (i.e. purchasing alcohol, providing transportation to events where alcohol is present, drinking with Potential New Members where alcohol is present, etc.) shall not be exchanged between Chapter members and Potential New Members.
  - a) If a Chapter is found in violation of the above recruitment rule the Chapter will be fined \$100.00 per violation.
- 5) No gifts, favors, letters and/or notes shall be presented to Potential New Members prior to accepting their invitations to membership on bid day. Tissue and water bottles are accepted in extreme circumstances such as weather and sickness.
  - a) If a Chapter provides notes, gifts, favors, and/or letters to Potential New Members during any round, including Preference, the Chapter will receive a \$100.00 fine.
- 6) An itemized budget must be turned into the Panhellenic Recruitment Team on the designated date and time provided within this document.
  - a) A limit of \$1,500.00 between first round and preference events.
  - b) An unlimited amount of supplies/materials may be donated to the chapter during philanthropy/community service round, but the chapter funds used to purchase supplies/materials for this round must be included in the budget listed above.
- 7) Each chapter must have pitchers of ice water available to be served at each round of events when requested by a Potential New Member.
- 8) Seating should always be available to Potential New Members throughout all recruitment events.
- 9) No chapter house tours will be permitted throughout the formal recruitment process.
  - a) If a Chapter provides house tours during any round of recruitment the Chapter will receive a \$150.00 fine.

- 10) Any additional furniture that will be added or removed must be approved by the Interim Associate Director for Marketing and Greek Court and the Panhellenic Recruitment Team.
- 11) Recruitment Dates:  
Annually, the EIU Panhellenic Council shall establish the dates for Panhellenic Membership Recruitment.
- 12) Non-Panhellenic Member Groups
  - a) Non-Panhellenic Association members are not eligible to participate in any formal or informal/open recruitment as designated by the EIU Panhellenic Association.

### **First Round (Open House Round)**

- 1) All Chapters and PNM's will have a break during Open House Round. Food will be provided to the PNM's by Panhellenic. Food will NOT be served to the PNM's by the chapters at all this day, aside from ice water.
- 2) Singing/chanting, this includes but not limited to door chants, stair chants/songs, outside of the chapter room is prohibited.
- 3) During this Round Chapters must talk about finances, housing requirements, member obligations, grade point average requirements, etc.
- 4) Chapters may have their Chapter Tri-Fold table setup for display
  - a) The following items may be included on the Tri-Fold Table:
    - i) Awards, trophies, rain jackets, Greek unity pictures.....

### **Second Round (Philanthropy/Community Service Round)**

- 1) Projects or crafts are prohibited from this round as they are seen as a frill.
- 2) Activity/Discussion of how an individual can connect with the Chapter's philanthropic cause.
- 3) Attire is casual and must relate to philanthropy.
- 4) Videos will only be allowed during Philanthropy Round if it is a video clip issued directly from a Chapter's National Headquarters OR if it is an excerpt/series of excerpts of the chapter's actual philanthropic event(s). No photo slideshows will be permitted.
- 5) Non-alcoholic beverages and snack items will be provided to the PNM'S by the Panhellenic Council between rounds. Food will NOT be served to the PNM's by the chapters at all on this day, aside from ice water.

### **Third Round (Sisterhood Round)**

- 1) All Chapters and PNM's will have a snack break during Sisterhood Round. Food will be provided to the PNM's by Panhellenic. Food will NOT be served to the PNM's by the chapters at all this day, aside from ice water.
- 2) Singing/chanting, this includes but not limited to door chants, stair chants/songs, outside of the chapter room is prohibited.

- 3) Chapters may talk about the following:
  - a. Sisterhood retreats, sisterhoods, what sisterhood means to your chapter, etc.
- 4) Chapters may show Recruitment Slideshow during this round.
  - a. Slideshow must be of pictures and not a recruitment video.
    - i. No males, with the exception of family members (family members may not be wearing affiliation of other chapters) and no pictures of alcohol/controlled substances may be present in the slideshow.
    - ii. Slideshow can include pictures of Dad's, Mom's, and Family Weekends hosted by the chapter. Pictures must be at the event, not a bar.

### **Preference Events**

- 1) No gifts, favors, letters and/or notes shall be presented to Potential New Members prior to accepting their invitations to membership on bid day. Tissue and water bottles are accepted in extreme circumstances such as weather and sickness.
  - a) If a Chapter provides notes, gifts, favors, and/or letters to Potential New Members during any round, including Preference, the Chapter will receive a \$100.00 fine.
- 2) Water must always be made available. Refreshments and food may be served during this event.
- 3) No items that are not ritual based are allowed with the exception of chairs, table, and tablecloths.
- 4) Confine all conversations within the sororities chapter room.
  - b) If Chapters violate the above recruitment rule, Chapters will be fined \$100.00.
- 5) There will be NO favors extended at any of the events (including at informational events and on Preference Night) with the exception of refreshments served at a time determined by the Chapter's Vice President of Recruitment.
  - a) This includes notes and/or letters that may be provided to Potential New Members during fall recruitment rounds.
    - i) If a Chapter provides notes and/or letters to Potential New Members during any round, including Preference, the Chapter will receive a \$100.00 fine.
- 6) The chapters may not cover walls or use hanging decorations including balloons.
- 7) The chapter may dress in any attire they choose.

### **Bidding**

- 1) All bids will be issued through the formal bidding system during formal recruitment.
- 2) Bid matching will be done through the ICS Recruitment Program.
- 3) Quota will be determined by the Director of Fraternity & Sorority Programs and the appointed National Panhellenic Conference release figure specialist.
- 4) Release figures for the number of Potential New Members each chapter may invite to the Preliminary and Preference Events shall be determined by a formula determined by the National Panhellenic Conference.

- 5) Recruitment Counselors/PHC Recruitment Team will notify Potential New Member of any change in their status, including their release from recruitment or if they did not receive a bid come bid day.
- 6) The Director of Fraternity & Sorority Programs will oversee the bid-matching process. Any Potential New Member attending a chapter's Preference event **MUST** appear somewhere on the chapter's bid list.

**New Member Period**

- 1) No sorority may hold ceremonies until after 5 p.m. on Bid Day and no sorority may sponsor/co-sponsor any function or participate in any activity, involving alcohol within 48 hours of Bid Day.

## **X. Panhellenic Regulations**

- 1) Due to the participation in the National Panhellenic Conference Alternative Pilot Program Continuous Open Bidding will begin once Total is set by the Director of Fraternity and Sorority Programs, along with a representative from the National Panhellenic Conference, and NPC Area Advisor.
  - a) Due to the participation in the Alternative Pilot Program COB Bids may not be distributed until Total is set.
  - b) If chapters Bid prior to Total being set a chapter will receive a fine of \$500.00
- 2) Any Potential New Member who signs a Membership Recruitment Acceptance binding Agreement and regrets the bid of a sorority to whom she is matched via the MRABA is ineligible for one (1) calendar year and may participate in the following Fall Formal Recruitment.
- 3) No sorority may bid a Potential New Member who has received a formal bid from another sorority.

## **Handling infractions of Recruitment Rules according to the National Panhellenic Conference**

- 1) Please refer to the College Panhellenic Judicial Procedure from page 72 through 86 of the Manual of Information 23<sup>rd</sup> Edition

## **XI. Non-Discrimination Policy**

**Section 1.** Eastern Illinois University sororities do not discriminate on the basis of age, race, color, sexual orientation, national origin, religion, or disability. Membership selections are subjective and a number of factors are taken into consideration in issuing invitations to join.

## **XII. Administration of Membership Recruitment**

**Section 1.** In early fall, a formal membership recruitment shall be held.

**Section 2.** The National Panhellenic Conference Quota-Total system shall be followed.

**Section 3.** The preferential bidding system shall be used.

**Section 4.** Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year for all eligible women.

**Section 5.** Chapters who do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Bidding even though reaching Quota puts them over Total.

**Section 6.** All membership events shall be held in the chapter room, or other campus facilities.



**Section 7.** Specific rules shall be formulated and/or revised as needed by the Panhellenic Council with a majority vote. In the case of a tie, the President of the Panhellenic Council shall cast the deciding ballot.

## **Appendix A: Recruitment Time Warnings and Attendance Policy**

### **Time Notification & Attendance Procedures During Recruitment**

- Recruitment Counselors and Chapters will be given a 5-minute & 2-minute warning notification via walkie-talkie before each round begins and ends.
- Recruitment Counselors and Chapters will also receive a “the round is beginning” notification via walkie-talkie to notify the start of each round.
- Recruitment chairs are responsible for letting the PNMs out on time. This is out of respect for the other chapters that the women are attending next.
- Attendance will be as follows: PNMs will be in Alphabetical order.
- Chapters will be notified either that day or before of Potential New Members who will be absent.
- Chapters will be notified via walkie-talkie/ICS about PNMs with split events before each round and then again during the round when the PNM is leaving one chapter and coming to the next. The Potential New Member will be escorted by a Recruitment Counselor.
- Recommendation letters, if applicable, will be given to houses at the start of rounds

## **Appendix B: Recruitment 2019 chapter contact information**

### **Alpha Gamma Delta**

President: Nicole Severson  
Recruitment Chair(s): Julia Beaugureau  
Advisor(s): Blair Jones,

### **Alpha Phi**

President: Lynsey Boushard  
Recruitment Chair(s): Victoria Wasiloski  
Advisor(s): Jenni Passig, jennipassig@gmail.com

### **Alpha Sigma Alpha**

President: Laura Konski  
Recruitment Chair(s): Hannah Rotramel  
Advisor(s): Stacia Ozier, sjozier@yahoo.com

### **Alpha Sigma Tau**

President: Jessica Gomez  
Recruitment Chair(s): Angelina Loparco  
Advisor(s): Kendall Huffman, kendallpatterson07@gmail.com

### **Delta Delta Delta**

President: Candance Mullins  
Recruitment Chair(s): Camryn Studer  
Advisor(s): Heather Webb, epislongammaaa@gmail.com

### **Delta Zeta**

President: Morgan Hasler  
Recruitment Chair(s): Lexi Grindley  
Advisor(s): Connie Morgan

### **Kappa Delta**

President: Paige Olsby  
Recruitment Chair(s):  
Advisor(s): Lacey Jo Reed, laceyjo.reed@gmail.com

### **Sigma Kappa**

President: Alyssa Ferchen  
Recruitment Chair(s): Riley Doran  
Advisor(s): Jorie Stavropoulos

### **Sigma Sigma Sigma**

President: Sandra Ortega  
Recruitment Chair(s): Gisselle Cabrera  
Advisor(s): Jodi Matheny, jodimatheny@gmail.com

## Appendix C: In Case of Emergency

**Greek Court Duty:** The duty number 217-549-9321. The person on duty name and phone number will be posted in each building.

**Campus Police:** Office: (217) 581-3213. Dispatch: (217) 581-3212. Emergency: 9-1-1  
Throughout the past years, we have seen multiple different incidents happen during recruitment. Please remember to stay calm, most likely this has happened before and we have a plan on how to handle it. It is important to note that everything is in the best interest of the potential new members or current member. If you are helping someone and using proper judgment, it is not a recruitment violation.

As stated above, use your best judgment and common sense when handling certain situations. Please remember to always follow Greek Court emergency procedures. If you have any questions, please contact your ARD or SSA. At any time, you can also contact the Greek Court Staff member on duty. Please notify Panhellenic via walkie-talkie if anything happens.

While we cannot prepare for everything, below are incidents that we have seen in the past and how you should handle them. In case of an emergency, all info will be relayed via recruitment walkie-talkies.

**Animal Procedures:** If an animal (bat, squirrel, bird, etc.) is found in the chapter house, DO NOT TOUCH IT. Do not try and kill it- bats need to be captured alive to be tested. Please contact the Greek Court staff person on duty and they will handle the situation. Please create a list of anyone that could have come in contact with the animal incase the supervisor needs it.

**Fire:** Please remember there are to be no candles at all, this is a university policy. If you hear an alarm, please evacuate the building. If you see/cause a fire, follow the procedures below.

**IMMEDIATE ACTION:** Pull Alarm and Contact 911

**SECONDARY ACTION:** Evacuate the building following the emergency evacuation paths (located on the back of each student's room door.

**NEXT ACTION:** Contact Supervisor or Senior Staff on Call

The Potential New Members may not know the buildings emergency evacuation path, please help them get out safe.

**Flooding/Thunder/Lightening/Hurricane:** Potential New Members' are to remain in the houses they are currently at until it is deemed safe to move. Potential New Members shall be kept in the chapter room. The only active members in the chapter room shall be the President, Recruitment Chair(s), House Manager and the chapter advisor. All other chapter members should be in the bedrooms. Please try and keep the Potential New Member's safe and calm. You are allowed to talk to them, play games, etc. Don't be awkward. You will be contacted via walkie-talkie when it is safe to leave. The Panhellenic Recruitment Team and the Director of Fraternity and Sorority Programs will determine if recruitment will continue that day, and adjust the schedule or will adjourn recruitment for the evening and have a modified schedule for the following day.

**Raining:** If it is raining Potential New Member's will wait in the first-floor hallway of the houses until the start of the next round. The Panhellenic Recruitment Team will let each chapter know when the round is over so that the Potential New Members can go into the hallway and again when they shall leave.

**Power Outage Procedures:** Have everyone remain where they are. If it is dark, have the house manager access the flashlights. Wait till you hear further instructions from Panhellenic Recruitment Team or the ARD/SSA. If you leave the building, be careful of any down powerlines.

**Tornado:** Listen for the alarms and follow the instructions. Again, please keep the Potential New Member's calm. It is okay to talk to them; you are not violating any recruitment policies. Like the flood instructions, wait for further information from Panhellenic regarding rounds.

**Tornado Watch** – Weather conditions are such that a tornado **may** develop.

**Tornado Warning** – Tornado **has been sighted** and protective measures should be taken immediately. Seek shelter in the **lowest** protected area in your building and stay away from glass windows, sliding glass doors, etc. Take entire safety kit to lowest protected area and grab the Night Assistant radio, weather radio, and cell phone to take with you to the lowest protected area.

***Upon being notified of a tornado warning Residents should:***

- Close blinds and then stay away from windows.
- Close and lock room.
- Should be directed to the designated tornado area in the building. Residents may return to their rooms after a building staff member gives the “all clear”.

**Fainting:** If a Potential New Member or active member faints, please contact the Greek Court staff member on duty and follow instructions. If someone is about to faint, it is okay to give them water!

**Other Health Emergencies:** Always call the Greek Court staff member on duty and notify the Panhellenic Recruitment Team. Please use your best judgment. If someone is diabetic, it is okay to give them something to eat. As mentioned earlier, everything is in the best interest of the Potential New Member; if you are helping them you are not violating anything.