

Social Distancing Recruitment Manual *2020*

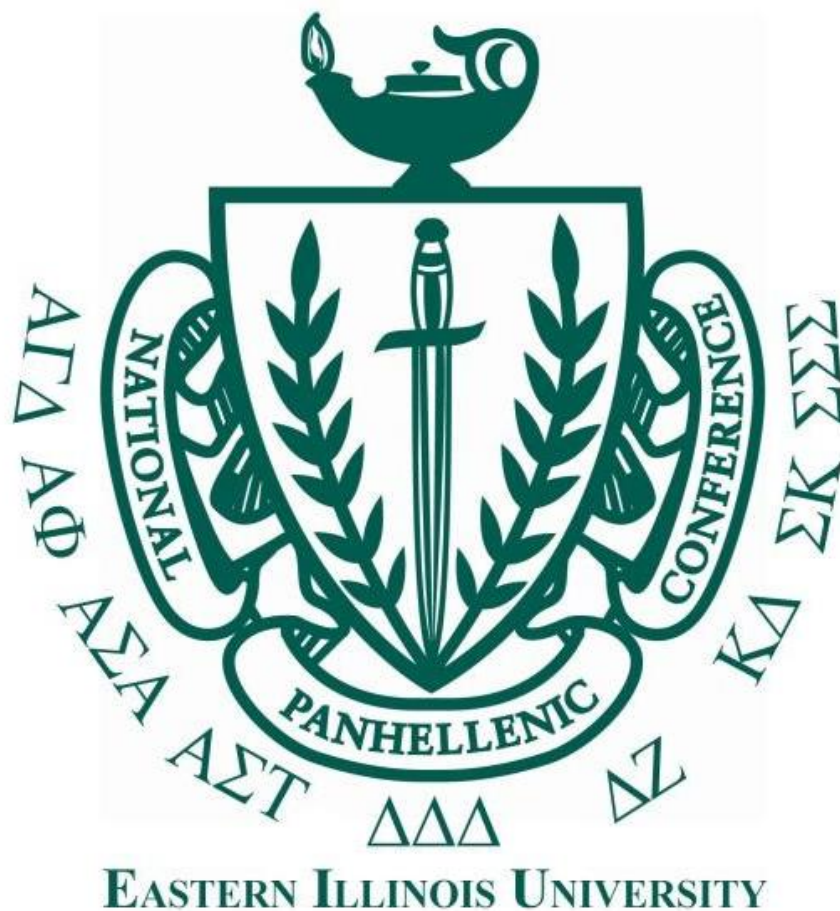


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I. Fall 2020 Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Sorority Open House Day/ PNM Orientation	31 SDR Event	1 SDR Events	2 SDR Events	3 SDR Events	4	5
6	7 Labor Day	8 SDR Events	9 SDR Events	10 SDR Events	11 SDR Events	12 SDR Events/ Preference Night
13 BID DAY!!!!	14	15	16 Post Recruitment Survey	17	18	19
20	21	22	23 Recruitment Feedback Meeting	24	25	26

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.

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

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, Executive Vice President, Vice President of Recruitment, and Vice President of Recruitment Counselors.

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.

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.

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.

Recruitment Video: An all encompassing video that portrays each chapter's values, purpose, and events that shows the chapter in a positive manner.

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

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

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

III. Important Dates and Deadlines

Items are due between 12:00 am – 5:00pm on due date unless previously arranged

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

First Come/First Served.

Due: April 22, 2020

Recruitment Outfits

Bid Day Theme

Budget & Donation Items

Layout of Preference Night:

Go Greek Banner Proof

Due June 1, 2020

Philanthropy Video

Philanthropic Activity

August 24, 2020

Recruitment Video

Set up Go Greek Banner: August 30, 2020

*Will not be fined if Go Greek Banner is not up by Aug. 30 due to facility requests.

PHC Rain Jackets: September 14, 2020

IV. People to Know

Nathan Wehr - Director of Fraternity & Sorority Programs

Office Phone: (217) 581-3967

Cell Phone: (812) 661-0632

Jake Mueller - Graduate Assistant for Fraternity & Sorority Programs

***Panhellenic Graduate Advisor**

Cell Phone: (618) 772-8834

Catie Witt - Associate Resident Director – Greek Court

Panhellenic Council Recruitment Team:

Hannah Gillaspie - Panhellenic President

Email: hgillaspie@eiu.edu

Cell Phone: (636) 222 – 3811

Bayley Neece – Executive Vice President

Email: bmneece@eiu.edu

Cell Phone: (217) 690-3096

Michelle Shaffer- Panhellenic Vice President of Recruitment

Email: mrshaffer@eiu.edu

Cell Phone: (815) 592-5656

Karen Gonski - Panhellenic Vice President of Recruitment Counselors

Email: kmgonski@eiu.edu

Cell Phone: (815) 351-9615

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.
 - Early Registration Period is from May 25 – August 30, 2020
 - Registration fee is \$20.00
 - Late Registration will be Monday, August 31, 2020 till on
Wednesday, September 9 by Noon.
 - Late Registration fee is \$25.00
- C. It is highly encourage that all Potential New Members should attend at least two chapters 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 Recruitment process, she must sign a COB 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) 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, Executive Vice President, Vice President of Recruitment Counselors, and the Vice President of Recruitment along with 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 Counselors, 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 remain outside the event room / chapter house while recruitment events are in progress.
- 8) 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) Although temporarily disassociated, all Recruitment Counselor behavior reflects their chapter and in the event of recruitment rules being violated by an RC, their affiliated chapter will be held liable.
- 9) 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.
- 10) 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, plus the Panhellenic Recruitment Team.
- 11) 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 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
- 5) Please set your social networking web sites, such as Facebook, Instagram, Twitter, Pinterest, etc. to the discretion of the Panhellenic Recruitment Team.
- 6) 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 (2020, NPC MOI, 24th ed.)

General

All sign-up tables will be run by Recruitment Counselors, Panhellenic Recruitment Team, and/or Panhellenic Advisor(s). No alumnae or inter/national headquarters representatives 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) 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.
 - b) 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.
 - c) Bid Day and Preference Round may not adhere to the "Values-Based Recruitment" policy.
- 2) 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 be based on Panhellenic and chapter values.

Positive Contact

- 1) All members (new members, initiates, and alumnae) and advisors (both members and non-members of that sorority) are responsible for following all recruitment rules.
 - a) During the recruitment 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. Sorority women may NOT spend ANY money on ANY Potential New Members.
 - (1) Not Normal Interactions: Parties (IFC, NPHC, PHC, and Athletics), and Pre-Games, etc.
 - b) 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 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).
 - a) A chapter may discuss their social functions, events, etc. at the discretion of their chapter keeping it aligned with their chapter values.
- 3) It is highly encouraged that all recruitment rounds and conversations take place within the sororities chapter room.
- 4) Only chapter's designated "man" (sweetheart) can be present on Bid Day.
- 5) Immediate family members/partners may be shown in recruitment slideshows and pictures, that are registered events hosted by the chapter (i.e Guy's Weekend, formals, Dad's weekends, EIU and FSP hosted events, etc.)
- 6) Immediate family members/partners may be discussed in recruitment round conversations.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) No talking down of any chapter or sorority members will be tolerated.
- 11) Chapters may not host philanthropy/community service, recruitment tables, etc. prior to the start and completion of SDR Recruitment.

- 12) The PHC Recruitment Team reserves the right to visit any social function, event, pre-game, party, etc. (that is registered) to evaluate the conversations/interactions between initiated members, fraternity men, and Potential New Members.
- 13) INFORMAL RECRUITMENT
 - 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. Recruitment Schedule and Regulations

- 1) Chapters may begin to host SDR events starting Monday, August 31 and conclude on Saturday, September 12.
- 2) Chapters may host five SDR events.
- 3) Chapters can host SDR events virtually, if they chose to do so.
 - a) Chapters will need to create they own Zooms/Team virtual event
 - b) The chapter must notify the PHC Recruitment Team if they chose to host a virtual event 24 hours prior to the event start time.
 - c) If a chapter fails to do, they will be fined \$75.00.
- 4) Each SDR event must not be hosted for more than one hour.
- 5) Chapters will sign-up for SDR events via Doodle scheduler
 - a) Dates and times will be a first come, first serve basis.
 - b) Once a date and time is selected it will no longer be available.
- 6) It is recommended that SDR events follow the themes of the Formal Recruitment Schedule
 - a) i.e. Chapters are encouraged to discuss R&R, Philanthropy and Community Service, and Sisterhood and Values.
- 7) All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with PNM's prior to extending a bid.
 - a) This information will also be included in the PNM Booklets distributed to PNM's
- 8) Each chapter President and Recruitment Chair information will be included in the PNM Booklet, along with a schedule of each chapters SDR events.
- 9) NO candles may be used in Greek Court and electric alternatives must be used. This is a University policy.
- 10) There will be NO favors extended at any of the events (including at informational events and on Preference Night) except for 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.
- 11) 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.
- 12) 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.

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- 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.
- 13) Each chapter must have pitchers of ice water available to be served at each SDR events when requested by a Potential New Member.
- 14) Seating should always be available to Potential New Members throughout all recruitment events.
- 15) Chapter room tours will be permitted throughout the recruitment process.
 - a) Chapters can show a dolled-up room, however, cannot be the President Suites.
- 16) Recruitment Dates:
Annually, the EIU Panhellenic Council shall establish the dates for Panhellenic Membership Recruitment.
- 17) 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.

Sorority Open House/Preview Day

- 1) Preview Day will be an introduction to the chapter/sorority and should strongly encourage any PNM to attend whether register for recruitment or not.
- 2) Chapters may have the following during Sorority Preview Day:
 - a. Chapter may have a Tri-Fold, Decorations, show their recruitment video, chapter may have light snacks or finger food.
- 3) Chapters will show their recruitment video approved by the PHC Recruitment Team.
 - a. Recruitment Videos can be no longer than 3 minutes.
- 4) Chapters will show an empty bedroom during their first round
- 5) Rounds will be 20 minutes with a 5 min walk in-between
- 6) The whole chapter may be present during the round and following safety guidelines.
- 7) Chapters will wear the “Go Greek” shirt
- 8) Presidents and Recruitment Chair will lead the Preview Day/Open House
- 9) Recruitment Counselors will be placed outside the chapter facility.
- 10) Chapters may answer any general questions, such as chapter dues, personal development, etc.

Preference Round:

- 1) Chapters will not line up/down their respective sidewalk prior to the start of each recruitment event. At “The Round is Beginning” notification via walkie-talkie to the Recruitment Counselors and Chapters, two members from each chapter (preferably recruitment directors) will open the “crest” doors and the Recruitment Counselors will walk the PNM’s to the “crest” doors.
- 2) There will be NO favors extended at any of the events (including at informational events and on Preference Night) except for 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.
- 3) 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.
- 4) No potential new member is to be walked down the sidewalk by a chapter member following a round.
- 5) Chapters **must** walk **OUTSIDE** of their chapter houses onto the patio and say goodbye to all Potential New Members after every round.
- 6) 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 round.
- 7) Confine all conversations within the sororities chapter room.
 - a) This includes the following rounds: Preference.
 - b) If Chapters violate the above recruitment rule, Chapters will be fined \$100.00.
- 8) The chapter may dress in any attire they choose.

Bid Day and Bid Distribution

- 1) Bid Day will still be hosted on Sunday, September 13 following the original scheduled that was previously discussed and agreed upon.

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- 2) The President, Recruitment Chair, and Advisor from each chapter will attend a Bid Matching meeting scheduled for 12:00pm on Sunday, September 13.
- 3) Potential New Members will sign the MRABA when they have decided upon their choice of chapter after their Preference Round.
- 4) PNM's will open their Bids in the Union/The Egg.
 - a) If they open them in the Union, their RC will walk them to The Egg where they will run home
 - b) If they open them in The Egg, they will be released to run to their new home.
- 5) Chapters will remain on their front lawn or evenly spaced around The Egg for safety reasons.
- 6) Chapters, PNM's, Advisors, Alumnae, and other guests will need to wear PPE.
 - a) Chapter Bid Day attendance cannot exceed more than 50 individuals
- 7) All bids will be issued through the formal bidding system during formal recruitment.
- 8) Bid matching will be done through the ICS Recruitment Program.
- 9) Quota will be determined by the Director of Fraternity & Sorority Programs and the appointed National Panhellenic Conference release figure specialist.
- 10) Release figures for the number of Potential New Members each chapter may invite to the Preference Events shall be determined by a formula determined by the National Panhellenic Conference.
- 11) 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.
- 12) The Director of Fraternity & Sorority Programs and the Panhellenic Recruitment Team will oversee the bid-matching process.

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 or controlled substances within 48 hours of Bid Day.

X. Panhellenic Regulations

If chapters Bid prior to Total being set a chapter will receive a fine of \$500.00

- 1) 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.
- 2) 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 the Manual of Information created by the National Panhellenic Conference.

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 several factors are taken into consideration in issuing invitations to join.

XII. Administration of Membership Recruitment

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

- i) The type of membership recruitment will be determined by the Panhellenic Council.

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.

- i) Unless designated otherwise by the above stated rules.

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.
- Chapters will not line up/down their respective sidewalk prior to the start of each recruitment event. At “The Round is Beginning” notification via walkie-talkie to the Recruitment Counselors and Chapters, two members from each chapter (preferably recruitment directors) will open the “crest” doors and the Recruitment Counselors will walk the PNM’s to the “crest” doors.
- 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 2020 chapter contact information

Alpha Gamma Delta

President: Jenna
Recruitment Chair(s): Elli
Advisor(s): Blair Jones,

Alpha Phi

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

Alpha Sigma Alpha

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

Alpha Sigma Tau

President: Corryn Brock
Recruitment Chair(s): Taylor Comer
Advisor(s): Dani

Delta Delta Delta

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

Delta Zeta

President: Erin Shulk
Recruitment Chair(s): Taylor Salmon
Advisor(s): Connie Morgan

Kappa Delta

President: Kendall Kurza
Recruitment Chair(s): Alyssa Bitner
Advisor(s): Lacey Jo Reed, laceyjo.reed@gmail.com

Sigma Kappa

President: Kierstan W.
Recruitment Chair(s): Mia Falbo
Advisor(s): Jorie Stavropoulos

Sigma Sigma Sigma

President: Itzel Gomez
Recruitment Chair(s): Amber Clark
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.