

Westminster College

Panhellenic Council

2023-2024 Recruitment Rules

Panhellenic President – Summer Boswell

Panhellenic VP of Recruitment – Maddie Marrero

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Panhellenic VP of Public Relations – Megan Ueligger

Panhellenic VP of Member Development –

Panhellenic VP of Finance & Records – Jaya Salgaonkar

Recruitment Dates and Deadlines

Bid Day Activities/Location Due	May 31st
Philanthropy and Chapter/HQ Video and Songs/Chant	August 5th
Fraternity/Sorority Move-In	August 16th
Final Recruitment Budgets Due	August 11th
Panhellenic Informational Session	August 20th
Meet the Greeks & Facility Tours	August 21st
Philanthropy and Preference Sisterhood Video Due	August 19th
Last Day to Register for Recruitment	August 31st
Informal Chapter Event Options	August 22nd – August 28th
Panhellenic Sisterhood Event	August 29th
Sorority Panel/Q&A	August 31st
Every PNM Processed in CampusDirector	TBD
First Day of Formal Recruitment	September 3rd
Bid Day	September 8th

This document is as comprehensive as possible but, in the case that there are questions you feel are not adequately addressed in the Recruitment Rules document, please refer to the National Panhellenic Council Manual of Information or contact the current Panhellenic VP of Recruitment. In all cases, these situations should be handled with the best interests of the sorority community in mind.

RECRUITMENT RULES OF WESTMINSTER COLLEGE PANHELLENIC ASSOCIATION

We, the members of women's sororities at Westminster College, agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters, and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Westminster College, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization, and our institution.
- Respectfully adhere to the Unanimous Agreements and policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manner of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit their choices.

We, as Panhellenic women of Westminster College, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Westminster College Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, always remembering that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Westminster College, these are the tenets by which we strive to live.

The dates for the 2023 Panhellenic Formal Recruitment period are September 3rd through September 8th. For the purpose of this contract, the Fall Recruitment period is defined by the date that Sorority women return to campus in August until the day following the formal recruitment Bid Day celebration. Formal Recruitment refers to the official recruitment events, Preference events, and Bid Day celebrations of recruitment.

I. Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience

All College Panhellenics should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between MRABA signing and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as National Panhellenic Conference (NPC) policies. It means holding yourself and others accountable to make good choices.

We, the College Panhellenic members of Westminster College, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin immediately following the PNMs' final round on Preference Day (Thursday, September 7th) and last until bid distribution on Friday, September 8, 2023. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. If potential a new member lives or interacts with sorority members, only casual greetings and contact are permitted.

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

All NPC member organizations represented at Westminster College adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging potential new members who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits, and obligations of membership for each organization.

All NPC member organizations represented at Westminster College will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – POLICY during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.

- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters, and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate recruitment skits.

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

NPC member organizations want every potential new member to be informed about the options for joining a sorority. To be certain that each potential new member has this information, College Panhellenics must use the MRABA script immediately prior to a potential new member's signing the MRABA.

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

Recruitment counselors shall not be involved with any potential new members in the process of completing and signing the membership recruitment acceptance binding agreement. For those assisting in the process of the MRABA forms, they must abide by the following:

- Nothing should be worn to indicate affiliation – no insignia, badge, colors, etc.
- Only speak Panhellenically. Individuals are volunteering to help the Panhellenic community and not representing any particular organization.
- There should be minimal conversation (if any) with the potential new member when making selections. No coaching or questioning should occur to help her make a decision. Conversations should be reserved to procedural questions/answers.
- If questions should arise, the fraternity/sorority advisor should provide the proper answers.

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset within one week (no more than 7 days) from the start of the academic term(s), and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

Total will be automatically adjusted using the largest chapter size method.

VI. Registration for Potential New Members (PNM)

1. Prospective students may register for the fall recruitment period (including formal and informal recruitment) by completing the necessary online form (via PhiredUp CampusDirector software) and submitting the registration fee. The fee includes the recruitment t-shirt, registration fee, and pre-recruitment events.
2. Cost for registration for each PNM is \$20.00.
3. All women interested in the fall recruitment period must register no later than 5:00PM on August 31, 2023.
4. Incoming Westminster students will be notified through SOAR activities, e-book/recruitment guide, social media posts, PHA Canvas Page, and follow-up emails regarding recruitment dates and registration instructions. Summer communication will direct PNM's to the Westminster Panhellenic webpage/Instagram/Canvas and online pamphlet to view information about specific chapters.
5. All questions regarding registration may be referred to the Westminster College Panhellenic Executive board and the assigned Recruitment Counselors.
6. To be eligible to participate in Panhellenic Recruitment and pledge to an NPC sorority as a collegiate member, a woman must:
 - a. Not be simultaneously enrolled in high school and attending college
 - b. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
7. Any woman who has already been initiated into an NPC organization is not eligible for membership in another NPC organization.

VII. Contact with Potential New Members (PNM)

1. No sorority members, new members, alumnae, patroness, or agents may visit a potential new member in her residence hall or be present in her residence hall, apartment or place of residence during Formal Recruitment. Sisters living together, when one is a PNM, must let the Panhellenic VP of Recruitment know about this situation. Any other member living with a PNM must let Panhellenic know about this as well.
2. Interaction of chapter members through social media platforms should be to promote the overall sorority experience, encourage individuals to register for Panhellenic recruitment and answer questions about the sorority experience.
3. Chapter accounts and chapter members can accept friend requests from and send requests to PNM's. They can like/comment on their posts, and answer general questions about the sorority experience.
 - a. During the fall semester, active members can have normal, everyday interactions with unaffiliated women. If the topic of sorority life does come up, the subject should be handled in line with positive Panhellenic contact and promotion of the overall sorority experience.
 - i. A PNM should be learning the specifics of your organization and chapter through recruitment events.

- b. Active members may communicate with incoming students regarding the overall sorority experience and to encourage them to register for recruitment.
 - i. Westminster College Panhellenic will continue to communicate with these students once they have registered for recruitment regarding the recruitment schedule.
 - ii. Additional meetings after a student registers for recruitment could be considered recruiting that student to a specific chapter (Ex: grabbing coffee, ice cream, zoom meetings, etc.).
 - iii. Athletes and mentors are allowed to meet with students, as long as conversations remain Panhellenic in nature.
4. Recruitment Counselors are allowed to communicate with PNMs. All messages, if written, should be saved should an allegation of an infraction occur. These messages should promote sorority life and Panhellenic in nature. If any issues arise, they should be addressed to the Vice President of Panhellenic Recruitment in a timely manner.
5. Situations may be monitored on a case-by-case basis, with priority given to the health and safety of our PNMs.
6. All in-person conversations on campus must be Panhellenic in nature and content. This means that at least two different sororities are represented during these exchanges, when possible. If a member leaves the other member does not have to awkwardly leave, they can finish up the conversation in a timely manner. (This is the 2:1 member-to-PNM ratio or equal distribution policy).
7. Those PNMs living in upper-class housing are permitted to speak with roommates and others in their building in daily conversation. Conversation must remain limited to an overall opinion about the Greek community, and consistent with the spirit of all Westminster Panhellenic rules.
8. When asked about specific information about a chapter's policies or procedures, members are limited to responses about their own chapter. Active members should direct PNMs to an appropriate time or recruitment counselor to ask questions regarding other chapters' policies or procedures.
9. Neither an active sorority member nor advisors may give gifts such as food, drinks, or car rides to any PNMs or their families until the end of the Fall Recruitment period. Active sorority members may give classroom supplies as a response to a request but may not offer them. Exceptions will be made for players on sports teams transporting team members to and from practices and whole team events. In this instance, the 2:1 member-to-PNM ratio is not expected, but the conversation must remain Panhellenic.

Section VIII. Personnel Working for the College and Student Athletes

1. Any official gathering of teams, classes, or groups may be hosted at an active sorority member's residence, as long as Panhellenic Council approves the event.

Section IX. On-Campus Expectations and Limitations

1. The Panhellenic Executive Board and Recruitment Counselors will encourage all PNMs to refrain from visiting our campus fraternity houses or upper-class living quarters for social activities. PNMs will also be urged to refrain from consuming alcohol, on or off campus. Although, we do not wish to make PNMs feel that they will be punished if they

attend a social activity. Rather this rule is in place to promote recruitment and a Panhellenic mindset.

2. ***Active sorority women, including Panhellenic Executive officers and Recruitment Counselors, are required to abstain from alcohol consumption and visiting the fraternity houses, during the week of official recruitment activities. This week falls from Saturday, September 2, 2023, at 8:00AM to Saturday, September 9th, 2023, at 5:00PM. Consumption of alcohol and presence at any establishment serving alcohol as a primary source of income such as bars is not permitted either, whether on or off campus. Conversations with males should follow the Code of Ethics & Positive Panhellenic Recruitment.***
3. Each chapter might have individual regulations and policies for alcohol use during the pre-recruitment time of the fall semester. Panhellenic Executive Board and Recruitment Counselors will not be regulating the social behaviors of members except for the time frame mentioned above.
4. All active sorority members are highly encouraged to educate their fellow male students regarding ethical recruitment procedures.

Section X. Recruitment Counselor Guidelines

Affiliated Recruitment Counselors shall abide by the following rules:

1. Recruitment Counselors will be allowed to wear letters or any form of insignia related to their chapter, including jewelry.
2. Recruitment Counselors should refrain from meeting with chapter members for meals or downtime to avoid discussion about PNMs. They will be allowed to enter chapter lounges outside of the recruitment round times as well. These recruitment counselors are in no way permitted to participate in PNM discussions with their chapter's active members. In addition, Recruitment Counselors are participating in Panhellenic training so they should not be a part of the work week for their individual chapters, although they remain affiliated.
3. Recruitment Counselors may appear on the chapter's social media, but their faces may not appear in any new photos for the chapter's social media starting August 1st. However, recruitment counselors will be allowed to appear in individual chapter members' social media posts. On Recruitment Counselors' individual accounts, letters may remain in bios and accounts may remain public. There will be a Panhellenic cover photo that will be used for all Recruitment Counselors.

Panhellenic Executive Officer Disaffiliation

1. Panhellenic officers should be "disassociated" from their respective NPC chapters for the period immediately preceding recruitment, beginning on August 1st through bid distribution on September 8th so their actions and decisions support the welfare and best interests of the Panhellenic community.
2. Panhellenic officers must remove their affiliation or any indication of their affiliation from their bios on social media sites. In addition, Panhellenic officers must turn off their tagged images on social media and make their accounts private.
3. Chapter social media accounts should archive all images with Panhellenic officers and archive images with comments, or delete comments, from Panhellenic officers until the end of the formal recruitment period (Bid Day).

4. Chapters and chapter members must remove all profile pictures, cover photos, and bio pictures that include a Panhellenic officer.
5. Panhellenic officers should not appear in any pictures in the chapter lounges, rooms shown during facility tours, or videos used during the recruitment process.

*Slide shows may be used during any recruitment round, but must be pre-approved by the Westminster Panhellenic Council. All inter/national videos, slideshows, songs, and chants must be sent to Payton.Cooley@westminster-mo.edu and MMarrero.24@westminster-mo.edu by Wednesday, August 19th, 2023. Sisterhood videos and local philanthropy videos must be submitted to the Panhellenic VP of Recruitment by August 19th.

Section XI. General Rules for all Pre-Recruitment Events

For pre-recruitment events such as “Meet the Greeks”, Sorority Facility tours, and other informational sessions or Panhellenic pre-recruitment activities, the same recruitment rules apply for the traditional recruitment rounds. The equal representation policy still applies to all pre-recruitment and informal events. If there are any questions about pre-recruitment events and the policies, please contact the Panhellenic VP of Recruitment, Panhellenic President, or Panhellenic Advisor.

No more than two (2) sorority members from one chapter may talk to a PNM at the same time.

1. Panhellenic Informational Session + Panhellenic Event– Sunday, August 20th

- a. Time: 6:30-8:00PM
- b. Location: CSC Lecture Hall, followed by the Quad/Latshaw Plaza
- c. Basic information about the recruitment process will be given by Panhellenic and the Sorority Advisor.
 - i. What the recruitment process/schedule will look like, what to expect, etc.
- d. Following the Info Session, Panhellenic will take the PNMs to The Quad where all chapter members will be for an all-Panhellenic event.

2. Meet the Greeks/Facility Tours – Monday, August 21st

- a. Time: 7:00-8:30PM
- b. Location: Chapter Facilities
- c. Pi Chis will check in PNMs so we can encourage those who have not registered to sign up for recruitment at this event.
- d. Each chapter is allowed to show their sorority housing floor and their main lounge in the basement of each facility
- e. PNMs will be brought down to a house to start by Pi Chis and will visit all houses for 15 minutes each.
- f. After PNMs visit each house, they will be led back to the Quad where chapter members will be and they can continue conversations freely with any chapter.
- g. Only downstairs Sorority Lounges and the Sorority Hall may be shown. The common building lounge may not be shown.
- h. At the night's conclusion, Pi Chis will bring the PNMs at the house they are at back to Sloss Lounge for them to receive their recruitment t-shirts.
- i. Conversations should include the requirements for living on the sorority halls.

3. Panhellenic Event – Tuesday, August 29th

- a. Time: 6:00-7:30PM
- b. Location: TBD
- c. Event details to come

- d. This event is meant to be informal and of Panhellenic nature.
- 4. Panhellenic Preview + Q&A – Thursday, August 31st – Formal Recruitment Kick-Off**
 - a. Time: 6:00-7:00PM
 - b. Location: CSC Lecture Hall
 - c. Each chapter will give their Financial Transparency presentation
 - d. Following all 3 presentations, there will be a Q&A panel session
 - e. Questions will be centered on the requirements of being in each sorority.
 - i. Examples: financials, time requirements, GPA/academic requirements, etc.
 - ii. A QR Code will also be given so that PNM's may ask any question they have anonymously
 - f. Chapters will bring their Finance Chairs, Chapter Presidents, and Recruitment/Membership Chairs
 - g. All registered PNM's will be required to attend all three sessions

Section XII. Financial Transparency Program for Formal Recruitment

The College Panhellenic will require chapters to share detailed financial information (member dues, chapter fees, assessments, etc.) with potential new members during a specified round of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template.

Financial Transparency Form

Each PNM that attends the Panhellenic Preview Panel must receive information, in the form of a presentation, regarding the chapter's financial breakdown. PNM's will receive the financial information for all the chapters.

The financial transparency forms are to be completed by the chapter and will be due to the Panhellenic Advisor by **May 31st, 2023** via email. From that information, a range for dues will be calculated and shared with women interested in participating in formal recruitment. Individual chapter financial breakdowns will not be distributed until the Panhellenic Preview.

Financial Transparency Presentation

This information will be presented during the Panhellenic Preview Panel. The formal presentation to address this information must be at least 5 minutes and no longer than 10 minutes. This presentation can be given by the chapter President, Treasurer, and/or Membership/Recruitment chair. The format for this presentation is a PowerPoint presentation given by the previously mentioned officers. The PowerPoint presentation will be given at the beginning of the Panhellenic Preview.

Each chapter can only discuss the financial breakdown for their respective chapter. Chapter members cannot discuss the finances of other chapters with PNM's. Recruitment counselors will not discuss the financial breakdown with PNM's but will direct a PNM to the Panhellenic Advisor to answer questions. The final presentation and forms must be submitted to the Panhellenic Advisor by **5:00PM on August 28th, 2023**.

Required Information to Cover in the Presentation:

- Cover the first and second semester overall fees
- Discuss why the costs for the first year might be different from the next three years
- Discuss the sorority requirement for living in the sorority facility.
- Discuss that a meal plan is required when living on a sorority floor
- Discuss when fees would be due (each semester, prior to initiation, etc.)
- Payment methods/dates

Section XIII. Policies for Recruitment Events

Informal Events – Tuesday, August 22nd – Monday, August 28th

1. Chapters will be allowed to host one open, informal, social, COB-style event on any of the days listed above on a first come first serve basis.
 - a. Panhellenic will help to coordinate the dates and times of these events so that they do not interfere with one another.
 - b. The events should be open to all women on campus who may be interested in membership, not closed to just those who have registered.
 - c. Event Examples:
 - i. Picnic in the Quad, Board Game event, Lunch with the chapter, coffee in JCI, movie night
 - d. All events should be no frills and low budget.

Formal Events – Sunday, September 3rd – Friday, September 8th

1. **Open House – Sunday, September 3rd – Tuesday, September 5th @ TBD**
 - a. Open House Event #1 – Sunday, September 3rd
 - b. Open House Event #2 – Monday, September 4th
 - c. Open House Event #3 – Tuesday, September 5th
 - Open House Rounds will be 45 minutes each.
 - Open House Rounds will be hosted in the Sorority Lounges.
 - Each Open House night there will be 3 rounds
 - Individual PNMs will only have 1 round per night, chapters will have 3 separate rounds on their given night.
 - Pi Chis will escort groups down to each chapter
 - Groups will be lined up in alphabetical order by last name
 - Groups, led by Pi Chis, will enter the chapter facilities through the backdoor and walk down the hallways to the chapter lounges.
 - Timers will start once the first PNM enters the lounge door and stop once the last PNM exits the lounge door at the end of the round.
 - There will be a 10–15-minute break between each round for the chapters to reset and prepare for the next group
2. **Philanthropy Rounds – Wednesday, September 6th @ TBD**
 - a. Philanthropy rounds will be 50 minutes each.
 - b. Philanthropy rounds will be hosted in the sorority lounges.
 - c. Pi Chis will escort groups down to each chapter
 - II. Groups will be lined up in alphabetical order by last name.
 - III. Groups, led by Pi Chis, will enter the chapter facilities through the backdoor and walk down the hallways to the chapter lounges.
 - IV. Timers will start once the first PNM enters the lounge door and stop once the last PNM exits the lounge door at the end of the round.

- d. There will be a 10-minute break between each round for chapters to reset and prepare for the next group.
 - e. At the end of a PNMs rounds, Pi Chis will escort them to the CSC computer lounge.
- 3. Preference Day – Thursday, September 7th @ TBD**
- a. Preference rounds will be 60 minutes each.
 - b. Preference rounds will be hosted in the sorority lounges.
 - c. Pi Chis will escort groups down to each chapter
 - I. Groups will be lined up in alphabetical order by last name.
 - II. Groups, led by Pi Chis, will enter the chapter facilities through the backdoor and walk down the hallways to the chapter lounges.
 - III. Timers will start once the first PNM enters the lounge door and stop once the last PNM exits the lounge door at the end of the round.
 - d. There will be a 10-minute break between each round for chapters to reset and prepare for the next group.
 - e. At the end of a PNMs rounds, Pi Chis will escort them to the CSC computer lounge.
- 4. Bid Day – Friday, September 8th @ 6:00PM (TIME TBD)**
- i. Bid Day shall start at approximately 6:00PM on the Hill. Times are subject to change as it gets closer to recruitment.
 - ii. PNMs will gather in Hunter Activity Center at 5:30PM to receive their bids.
 - iii. Chapters will be notified accordingly.
1. There will be NO ORAL BIDS proceeding or during the Fall Recruitment period. This includes examples, such as; “We’ll see you tomorrow,” or making any mention of a guaranteed invitation back to a Formal Recruitment party of a particular chapter. Oral bids are defined by the NPC Manual as promising, directly or indirectly, a bid to a potential new member by an active sorority member, chapter advisor, or alumna of a sorority. Any statement by an individual, which indicates that a sorority wishes or intends to keep a PNM, is considered oral bidding. Oral bidding is defined as the promise of a bid or specific invitation to visit a sorority. Oral bidding is forbidden during Formal Recruitment, during the summer prior to Recruitment, in the fall 2023 semester, and the days during formal Recruitment. Examples of oral bids:
 - a. “I want you for my little sister.”
 - b. “We have a place for you.”
 - c. “You will be on our bid list.”
 - d. “You’ll have your choice of sororities.”
 - e. “You’ll make a great (sorority name).”
 - f. “See you tomorrow / later”
 2. There will be no more than two active sorority members per PNM at any time during Member Recruitment Rounds (2:1 member to PNM ratio or equal distribution policy)
 3. The campus budget for Recruitment parties is set at \$800 per chapter, not to include bid day t-shirts. All chapters must submit a budget sheet for pre-approval by noon, on Friday, **August 11th, 2023**. These sheets need to be submitted to the Panhellenic VP of Recruitment and Panhellenic Advisor at Payton.Cooley@westminster-mo.edu and MMarrero.24@westminster-mo.edu. This budget does not include bid day t-shirts, food, or materials provided to active sorority members during Membership Recruitment. However, it should include all party supplies purchased or donated for that year’s Membership Recruitment parties and events. This copy of the budget should be itemized

and list the items purchased/received for Recruitment, the quantity of each item, the cost of each item, and the total amount spent.

4. Chapters will be allowed to provide food or drinks at recruitment rounds/events or pre-recruitment events.
 - a. If going out for food for an Informal Event, individual members may not pay for PNMs, as this is seen as a gift.
5. Sorority advisors and alumnae may participate only in “a behind the scenes” manner during Membership Recruitment. Alumnae also include those that continue to pursue college education for a fifth year. Local alumnae and collegiate members from other chapters may only be involved in recruitment as allowed by the Panhellenic recruitment rules. Their participation/assistance should be reserved as a behind-the-scenes role to assist and never to actively participate in the recruitment process and have potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors, and traveling leadership consultants.
6. Every PNM who registers to participate in Membership Recruitment must attend all parties to which she is invited unless excused by Panhellenic Executive. In the case that she misses a party without prior notice and approval from the Panhellenic Advisor, she will be deemed to have withdrawn from formal recruitment and is therefore ineligible to sign a bid card.
 - a. If a PNM is unable to participate in an in-person recruitment round, chapters will be expected to host additional rounds, as coordinated by the College Panhellenic, to ensure all women have access to participate in recruitment.
7. A PNM must attend all Official Events to be eligible to attend Preference Day unless excused by Panhellenic Executive. The chapters will be notified by the Panhellenic Council, through CampusDirector, when a PNM has withdrawn from Membership Recruitment.
8. All Recruitment events are to be confined to the given location specified by the Westminster Panhellenic Council.
9. All chapters must follow a Values Based style of recruitment. As stated in the NPC Manual, Values Based Recruitment is an effort to eliminate high cost and time demands for decorating and entertainment and focuses primarily on quality communication with PNMs.
 - a. Items or decorations in the lounge during the year are acceptable to leave in the lounge during recruitment (picture frames, wooden signs, letters)
 - b. Chapters must keep decorations to a minimum and be confined to the interior space used for recruitment rounds.
 - c. Chapters are not permitted to use streamers during pre-recruitment or recruitment events.
 - d. All decorations for all events need to be contained to tables and chairs (craft items, centerpieces, solid color table cloths, silverware)
 - e. For Preference Day, chapters may use items for rituals or ceremonies (such as flowers, jewels, or ribbons) and those items would not be considered decorations.
10. No favors, gifts, or preference letters/notes may be given or stated that they will be given in the future to PNMs from the sorority and/or individual members or new members. This includes, but is not limited to, letters from active members, family members, and alumnae. The ONLY exception is that PNM’s may temporarily receive a flower or pearl

for the purpose of a sorority's ritual; however, if this is to occur, EVERY PNM must receive a flower or pearl and may not leave the chapter with the flower or pearl.

11. Participation of fraternity men in Recruitment functions is prohibited, including Bid Day (defined as the 24 hours following the distribution of Bid cards). Men can attend the bid day receptions as individuals, but no functions may be co-sponsored with fraternities during Bid Day. Sorority women are not allowed to attend fraternity functions, on or off campus on Bid Day, which is defined as the 24 hours following the distribution of Bid card. Specific details about men participating in Recruitment can be found in the National Panhellenic Council Manual of Information.

Section XIV. Release Figure Method and Invitation Lists

1. There will be a training workshop to educate chapters on how to use the CampusDirector software for our Fall Recruitment period.
2. All active sorority members will follow instructions regarding Release Figure Method provided by the Westminster Fraternity & Sorority Life Advisor and the RFM specialist.
3. Only the following individuals are permitted to deliver invitation lists or assist with recruitment procedures or activities: Panhellenic Delegates, Recruitment Counselors, Chapter Membership/Recruitment Chairs, Chapter Presidents, Fraternity & Sorority Life Advisor, and Registered Advisors. All Advisors must be registered via email with the FSL Advisor one week prior to Formal Recruitment.
4. All lists must be submitted through CampusDirector in a timely matter.

Section XV. Bid Day Procedure and Panhellenic Celebrations

1. From the end of a potential new member's last event until she reports to the sorority from which she accepts a bid, there will be a period of STRICT SILENCE during which no active sorority members shall converse with any potential new member beyond the normal courtesy of campus greetings.
2. Strict Silence shall be observed between the end of preference parties and the bid presentation. There will be NO conversation or contact with PNMs by members, new members, or alumnae. This includes ALL contact – oral, written, printed, typed, or electronic messaging of any kind (e-mail, online, or text message). These types of contact are forbidden during the week as well. PNMs will not converse with one another from the time the first Preference Round ends until they have signed their preference cards. PNMs may only talk to Recruitment Staff.
3. Temporary posters or banners are permitted to be used or put up outside after the signing of formal Membership Acceptance cards. All messages must be Panhellenic in nature and must not degrade another sorority. No sidewalk chalk is allowed during recruitment. Any decorations outside of suites must be Panhellenic in nature and within an area designated by Panhellenic Council. **Any defacement of Westminster College property is strictly prohibited.**
4. All public chapter celebrations must be submitted to the Panhellenic Council no less than one week prior to the event's occurrence. The Panhellenic Executive Board will then notify other chapters that the event is occurring. The celebrations must also abide by college policies.

5. If a chapter participates in an approved campus celebration, they are responsible for cleaning up any remnants of the celebration no later than 11:00PM that evening.
6. Sorority chapters/members and fraternity members cannot bring speakers or play music outside of their facilities or on the hill during Bid Day activities.
7. Sorority chapters must submit their Bid Day activities/location to the VP of Recruitment by May 31st. Once the location has been confirmed, the VP of Recruitment will reserve the Bid Day locations through Reservations.

Section XVI. Disciplinary Procedures

1. The Panhellenic Executive Board, which includes the President, Vice President of Recruitment, Vice President of Programming and Outreach, Vice President of Public Relations, Vice President of Member Education, Vice President of Finance and Records, and Fraternity & Sorority Life Advisor are the final campus authorities on all interpretations of Recruitment Rules. Decisions can be appealed to NPC and the final decision is theirs.
2. The College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
3. Some recruitment violations may be handled through informal discussion, prior to infractions being filed. Often times handling issues in this manner allow for immediate changes to be made, which has the potential to benefit everyone in this process.
4. Failure to comply with the rules stated above will result in any of the following actions, including, but not limited to:
 1. A written apology from the individual in violation to the potential new members and active sorority members stating the violation.
 2. Presentation given by the individual to the campus regarding unethical recruiting and its negative effects.
 3. Intramural limitations for the semester for the entire chapter.
 4. Social Probation for the entire chapter for one semester, set by the Student Life Office/Fraternity & Sorority Life Office.
 5. Fines imposed by the Panhellenic Association
 - a) Fines will be imposed for incidents of unethical recruitment including, but not limited to, oral bids or attempts at persuading PNMs to join a particular sorority.
 - b) Fines can range, dependent on the actions and if they are recurring.
 - c) Late recruitment event invitation lists will result in a \$50 fine.
 - d) Recruitment events that exceed designated event times will result in a \$50 fine.
 - e) Prohibited postings on social media outlets will result in a \$50 fine.
 - f) A lack of required chapter attendance at Panhellenic-sponsored events will result in a \$50 fine.
 - g) If there are violations such as having alcohol or other substances at a pre-recruitment or recruitment event, the organization could be subject to a \$1,000 fine.
 - h) Fines may be appealed by and are up to the discretion of the Panhellenic Advisor, chapter presidents from all sororities, and the judicial board.

Filing of Recruitment Rules infractions will follow NPC UNANIMOUS AGREEMENTS. Judicial procedures will follow the NPC Judicial Procedures from the NPC Manual and the Westminster Panhellenic Association Judicial Committee Rules and Guidelines stated in the Westminster Panhellenic Constitution. **Details regarding judicial procedures will be provided if an infraction occurs.*

1. An official College Panhellenic Violation Report Form must be filed within 30 calendar days of the alleged infraction. The 30-calendar day timeline applies during college breaks. Once the infraction has been filed, the party that filed the infraction and the party that the infraction was committed against meet for mediation. If there is no resolution, the infraction goes to a hearing and the judicial committee will be involved.
2. All member organizations are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before filing an infraction. If the accusing chapter representative is comfortable confronting the representatives of the accused chapter, NPC encourages informal discussion between the disputing chapters. Often the two parties can reach a mutual understanding and resolve the situation without further action needed.
3. Recruitment Infractions may also occur after Bid Day. All oral comments, online postings or correspondence should follow all Membership Recruitment Rules and remain Panhellenic.