

# *Panhellenic Recruitment Manual*



## Panhellenic Association Recruitment Manual

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## Important Contact Information

- **Hannah Fluhler:** Panhellenic Vice President of Recruitment  
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- **Brianna Barr:** Panhellenic President  
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- **Maddi Jackowiak:** Panhellenic Vice President of Recruitment Counselors  
bsuphavprecruitmentcounselors@gmail.com  
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- **Office of Greek Life**  
765-285-4733
  
- **Charlie Scofield:** Student Center Reservations  
cscofiel@bsu.edu  
765-285-1850
  
- **Amy Grasso:** University Catering  
ajgrasso@bsu.edu  
765.285.3500

### **Banquet and Catering**

- All of the food and drinks that are to be used during a round that is on campus MUST go through Ball State University Banquet and Catering
- Contact Amy Grasso: Assistant Director of University Catering
  - Email: [ajgrasso@bsu.edu](mailto:ajgrasso@bsu.edu)
  - Phone: 765-285-3500
- Linens for tables will also need to be ordered through University catering. The number of these will be based off of the number of tables a chapter may need during preference rounds.
- You will also order lunch for your chapter through Amy Grasso
- Ball State University Banquet and Catering MUST be contacted before May 1.

### **Tables, Pipe and Drape, Etc.**

- All table reservations, pipe and drape, etc. need to be placed through Ball State University
- Room set up will also be discussed with Charlie
- Contact Charlie Scofield/James Connor
  - Email: [cscofiel@bsu.edu](mailto:cscofiel@bsu.edu) or [jmconner@bsu.edu](mailto:jmconner@bsu.edu)
  - Phone Number: 765-285-1850
  - Fax: 765-285-6615
  - Office: SC 224D
- There MUST be contact made before May 1.
- If your chapter would like to request a specific room to practice in for recruitment, all reservations will also go through Charlie Scofield or James Conner.
- It is recommended to call him or meet with him in person to do your reservation, and to utilize one of them to maintain contact with instead of choosing which instance to contact which person.
- After you complete your reservation, double check very thoroughly that he reserved everything that you want.

### **Suggestions for Reserving Space and Ordering Drinks**

- Make contact early!
- Contact individuals in several different ways. Try email, calling, and personal visits
- Take a diagram to Charlie Scofield so he knows exactly what you want and how the room should look.
- If possible, do all business face-to-face and obtain written confirmation of your requests. This will help to ensure you get what you want.
- Have all reservations documented to prevent any confusion.
- Follow up when school is back in session in August to confirm that all specific reservations have been made.
- Be polite, please! They are doing us a favor.
- Read your contracts from banquet and catering. Make sure everything you need is listed, right down to the napkins.

### **Parking During Recruitment**

- Parking will be open due to recruitment being on Saturdays and Sundays. You may park in any Restricted (Red) parking lot, Faculty/Staff (yellow) lots surrounding the Student Center, and Commuter (Green) lots. Remember, however, that there are only so many parking spots and a lot of women participating in the recruitment process!
- There will be absolutely no special exceptions for parking. All members are expected to follow the parking regulations according to Ball State University.

### **Knock & Attendance Procedures During Recruitment**

- Pi Chis will give a 5-minute warning knock before each round begins! There is no 1-minute final warning knock only the initial 5-minute knock. The recruitment chair should open the door at this time so they know that the round will be starting soon.
- Pi Chis will not knock when the round is over. 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. The Pi Chi will let you know who is missing. If she arrives late, the Pi Chi will knock on the door and let you know.

## Summary of Panhellenic Recruitment Bylaws

### ARTICLE XI. ADMINISTRATION OF MEMBERSHIP SELECTION

- A. An early Fall Formal Recruitment shall be held for regular and associate member chapters of the Ball State University Panhellenic Association.
- B. The National Panhellenic Conference (NPC) quota-total system shall be followed.
- C. The preferential bidding system shall be used during recruitment.
- D. Continuous open bidding shall be in effect during the academic year (Fall through Spring) for all eligible female students except during the formal recruitment period.
- E. Chapters which do not fill quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over total.
- F. Every regularly enrolled new member, initiate or affiliate of a chapter will be counted in the chapter total.
  - 1. A list of new member, initiated or affiliated members shall be filed with the panhellenic advisor by the 10<sup>th</sup> day of classes in each term. A list of new members taken during formal recruitment shall be submitted by the fifth school day after Bid Day. A list of new members taken during continuous open bidding shall be submitted no later than seventy-two hours after pledging.
  - 2. Any termination or other change in membership shall be reported to the Panhellenic Association no later than one school day after it has occurred.
- G. Summer Contacts
  - 1. Initiated members and new members may not host or participate in summer recruitment events held specifically by their Greek organization for women planning to attend Ball State University.
  - 2. Collegiate members shall be encouraged to attend Panhellenic events given by the Panhellenic Association group.
  - 3. Letters, mailing, phone calls, or any contact in which a **specific fraternal organization** is discussed with a PNM is *not* permitted.
  - 4. The Panhellenic Association shall send a brochure to each entering female student with information on all fraternities at Ball State University. An opportunity shall be provided in the brochure for women to express interest in recruitment.

## **Policies & Best Practices for Recruitment**

Taken from the NPC Manual of information

*Positive Panhellenic Contact Policy* (2003): All College Panhellenics and Alumnae Panhellenics will promote personal and informative panhellenic-spirited contact with potential new members **at all times**, year-round.

*Strict Silence Policy* (1995): Strict silence is observed **only** between the end of preference events and the bid distribution. Positive Panhellenic contact shall be advocated at all other times.

*Potential New Member's Bill of Rights Best Practice* (1989): Sorority is a social experience based on the fundamental right of a free people to form voluntary associations, and sorority membership is a social experience arrived at by mutual choice and selection. The mutual selection choice is only as effective as is factual information available; therefore, all College Panhellenics shall be encouraged to adopt the Potential New Member's Bill of Rights.

### **Potential New Member's Bill of Rights**

- The right to be treated as an individual
- The right to be fully informed about the recruitment process
- The right to ask questions and receive true and objective answers from recruitment counselors and members
- The right to be treated with respect
- The right to be treated as a capable and mature person without being patronized
- The right to ask how and why and receive straight answers
- The right to have and express opinions to recruitment counselors
- The right to have inviolable confidentiality when sharing information with recruitment counselors
- The right to make informed choices without undue pressure from others
- The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
- The right to make one's own choice and decision and accept full responsibility for the results of that decision
- The right to have a positive, safe and enriching recruitment and new member experience

“No Frills” Recruitment Recommendations (1989, 1991, 1997, 2003) Incorporation of a “no frills” concept. All College Panhellenics and their member chapters shall incorporate the following into their membership recruitment programs as soon as possible:

- Establish guidelines for recruitment budgets and set a cap on recruitment expenses including the value of all donated goods and services in the cap figure
- Eliminate all outside decorations
- Confine all recruitment entertainment within the chapter house or other recruitment facility
- Evaluate all recruitment videos as to length and content
- Discourage the use of membership recruitment skits at the first round of events.

- Discourage elaborate consuming and purchase of special outfits
- Eliminate all gifts, favors, preference, letters or notes for PNMs until they have accepted bids
- Develop conversation and interviewing skills
- Follow NPC recommendations for release figures

Rules (1963): Evaluation and simplification of membership recruitment rules, eliminating those impossible to enforce or that may bring criticism and misunderstanding of fraternities.

Panhellenic Officer Dissociation During Recruitment (2003): Panhellenic officers should be completely “disassociated” from their respective NPC chapters for the period immediately preceding formal recruitment (not to exceed 30 days) and during formal structured recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community.

Counselors (2010): Recruitment counselors shall not be involved with any PNM’s in the process of completing and signing the MRABA.



## ICS Overview

ICS is the web-based recruitment program used at Ball State. Each chapter is given a username and password to access their portion of the site. They can access names and information for potential new members, print schedules for rounds and submit their invite lists after each day of recruitment through ICS.

Enrollment opens June 1st and the link is made available via the Greek life website. Any individual interested in sorority life should sign up with the online form. PNMs can pay their recruitment registration fee online with a check or credit card or pay with cash or check at any recruitment orientation and in the Office of Greek Life.

The following academic expectations are recommended for formal recruitment. A PNM that does not meet this expectation will be considered a grade risk. PNMs will receive notification prior to recruitment that they may have fewer opportunities for membership based on their academic performance.

### **Incoming Freshmen:**

- Have GPA of a 2.5 or higher

### **Ball State or Transfer Students:**

- Completed at least 12 hours of coursework
- Have a cumulative grade point average of 2.5 or higher

Once they register, Office of Greek Life staff checks their grades to ensure academic eligibility. This is a time consuming process and multiple people must verify grades for the same individual to ensure academic information provided to the chapters are 100% accurate. The academic information is provided in the ICS system before recruitment begins.

After their grades are checked and they have paid, the individual will be considered an active recruit in ICS. At this point, chapters can access their registration information and be able to print their application if desired. This will be completed no less than 24 hours prior to the start of round 1, event 1.

Further ICS instructions will be distributed to chapters at the August meeting.

## **What is Relaxed Silence?**

### **What to Do:**

- Make sure chapter social media campaign aligns with the Panhellenic Association campaign.
- Feel comfortable speaking with PNMs about the dates, times, locations, and other logistics of recruitment prior to the start of recruitment.
- Pass out fliers, cards, magnets, and any other promotional objects given to chapters to help promote Panhellenic recruitment.
- Collaborate with members of other Panhellenic sororities to share information about recruitment throughout the community.
- During the formal recruitment period, be comfortable saying hello or having a normal conversation with a PNM or Pi Chi outside of recruitment events.

### **What Not to Do:**

- Offer or promise a PNM a bid, purchasing anything for a PNM, or transporting a PNM anywhere.
- Speak negatively about another organization, council or the recruitment process.
- Promote your sorority as being better than the others.
- Use any media - including Facebook, Twitter, phone calls, text messages, emails etc. to communicate with PNMs positively OR negatively about one specific organization during the recruitment process
- Hang out with PNMs on a social level
- Hang out with Pi Chis on a social level
- Have any communication at all between the time of preference rounds and bid day.  
(Strict Silence Policy)

### **Things to Remember:**

- Non-Members are considered PNMs as soon as they enter campus whether they sign up for recruitment or not. You never know the effect your words and actions will have on those around you, even if you do not realize you are influencing them.
- Not talking to a PNM may be perceived as ignoring or shunning them, reinforcing the negative stereotype of sorority women.
- Not talking to a Pi Chi may be perceived by PNM as ignoring or shunning a fellow sorority member, reinforcing the negative stereotype of sorority women.
- Infractions will be administered to those who violate Recruitment Policy.

## **Quota Additions and Snap Bidding**

Quota Additions occur immediately following bid matching. The unmatched PNM's who completed the formal recruitment process and maximized their options throughout recruitment are matched to chapters that have already filled Quota and the PNM must be listed on the chapter's preference list.

### **PNM Eligibility for Quota Additions:**

- This procedure shall never include a PNM who lists one chapter if she attends two preference events.
- The PNM must have participated in all possible events each round to which she had received an invitation and had accepted.
- The PNM must have listed the chapter on her Membership Recruitment Acceptance Binding Agreement (MRABA).

### **Chapter Eligibility for Quota Additions:**

- Chapter must have followed the RFM recommendations throughout recruitment.
- Chapter must have already filled quota.
- Chapter must have the PNM listed on the chapter's bid list or the snap bid list.

It is policy (2007) that Quota Additions shall be placed by the Release Figure Specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system and potential new members;

That in placing Quota Additions, the Release Figure specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing potential new members with chapters with lower relative recruiting strength, for potential new member's first choice, for even distribution of potential new members, and for potential new member position on a chapter's bid list;

That this Quota Addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a Fully Structured or Partially Structured Recruitment), or has failed to list on her Membership Recruitment Acceptance Binding Agreement (MRABA) all fraternity chapters appearing on her Preference schedule; and

That the goal of Quota Additions is to achieve as much parity as possible while matching the remaining potential new members who completed the membership recruitment process in good faith.

If a chapter received quota additions and some of the potential new members do not accept their bids and do not participate in the formal pledging process, the chapter may only bid and pledge additional women to the established quota. They cannot bid or pledge additional women to fill open spaces received as quota additions.

If it was determined that the Panhellenic would use quota additions, then snap bidding follows the completion of quota additions. If quota additions are not used, then snap bidding immediately follows bid matching.

**Snap bidding** is an option only for chapters that did not fill quota.

- Chapters should have a prepared list of women they would bid should they not be matched during the regular bid-matching process.
- The recruitment chairman or the recruitment advisor of chapters not matching to quota will be notified to bring their list to the fraternity/sorority advisor.
- Office of Greek Life staff will be responsible for contacting PNMs regarding a snap bid.
- The procedure is used only to fill quota spaces and not spaces in total.
- All PNMs, who attended at least one event during formal recruitment, are eligible for snap bidding.
- PNMs listing intentional single preferences on their MRABA are also eligible for snap bidding. A PNM not receiving a bid is immediately eligible for recruiting and pledging.

The fraternity/sorority advisor works with the chapters not matching to quota, and contacts the PNMs to extend these invitations.

- A PNM may be offered more than one snap bid at a time.
- It is important for the PNM to understand that they are receiving more than one opportunity to pledge if that should be the case.
- During this time the Panhellenic advisor monitors who has accepted the snap bids and presents the MRABA for the PNM to sign.
- Careful attention must be given to ensure that there are not more snap bids offered than places available in quota. It is also suggested when contacting a PNM about accepting a snap bid that a time limit or deadline is given when the PNM must respond to accept or decline a snap bid offer.

If none of the PNM's preferences have matched a fraternity's bid list, the fraternity/sorority advisor may contact the PNM and ask if they will accept a bid from an organization not previously listed among her choices, provided the organization has her name on its regular bid list or that chapter's Snap Bid List.

Once snap bidding is over, bids are distributed and Bid Day activities may begin. Continuous open bidding (COB) begins as soon as the bids are distributed or at a previously agreed upon and designated time.

## **Focus of Each Round of Recruitment**

### **Welcome Rounds:**

- Keep chapters and PNMs energetic and positive about recruitment.
- Give a clear explanation of your chapter to PNMs.
- Wear PHA-approved first round shirt.
- Conversation should focus on getting to know the chapter and the PNM.

### **Involvement Rounds:**

- You are encouraged to talk about your chapter's national and local philanthropies, philanthropic events, and community service as it relates to each chapter.
- Discuss chapter member involvement outside of Greek Life.
- Show the dynamics and attributes of your chapter.
- Reinforce PNMs' decisions to continue through recruitment - alleviate any hesitations.
- Increase comfort and feeling of belonging.
- Display an accurate perception of your chapter.

### **Values Rounds:**

- Chapters are encouraged to discuss chapter life outside of recruitment: What are the academic expectations of members? What kind of academic support is provided for members? What kind of leadership and professional development opportunities are available?
- Explain how members live out their values on a day-to-day basis.
- Continue to reinforce PNMs' decisions to continue through recruitment.
- Increase comfort and feelings of belonging.
- Display an accurate perception of your chapter.

### **Preference Rounds:**

- Emphasize the deep bond of sisterhood, commitment, and friendship.
- Deepen conversations and discussion topics.
- Portray the more sentimental side of sorority life, especially regarding the chapter Ritual.
- Balance emotions with preference goals.

## **Criteria for Each Round of Recruitment**

All room decorations, songs, and videos must be pre-approved prior to the beginning of formal recruitment. The VP of Recruitment will keep a list of all decorations submitted by chapter recruitment chairs. If decorations are not pre-approved and are found in the room, they will be removed.

TOTAL RECRUITMENT COST MAY NOT EXCEED \$2,200

### *Cost of Recruitment Defined:*

- Items purchased for the 2018 formal recruitment season
- Items being reused from previous year recruitment
- Items donated to chapters by alumnae, parents, chapter members, etc.

### **Welcome Rounds:**

- All Student Center guidelines must be followed.
- Posters and boards about your chapter's philanthropy, grade requirements, sisterhood events, socials, etc. are permitted.
- It is **STRONGLY** suggested that you make a poster with a breakdown of your dues.
- No themes are permitted, outfits may be coordinated but not matching completely.
- Picture frames of photos are encouraged; however, do not include any fraternity men, alcohol, bars, Pi Chis or Panhellenic Executive Board Members.
- PNMs can only be sat down once during the round.
- **NO FRILLS** - balloons or excessive decorations are not permitted.
- An entrance and exit song/chant may be utilized. No other songs may be used.
- No video will be shown during this round.
- Food and beverages are not permitted.
- May display chapter's flower.
- PNMs will be served lunch buffet style provided by the Panhellenic Association.
- Suggested cost: \$200

### **Involvement Rounds:**

- All Student Center guidelines must be followed.
- Decorations are up to the discretion of each chapter, but must comply with the Student Center guidelines.
- **NO FRILLS** - Balloons or excessive decorations are not permitted.
- An entrance and exit song/chant may be utilized. No other songs or changes may be used.
- Outfits are allowed to fit a color scheme but are not allowed to match completely (Color swatches are not permitted).
- Chapters may serve water in the plastic cups provided by the Student Center. Water must be plain, meaning fruit or "jazzed up" water will not be permitted.
- Food is not permitted.
- Chapters can decorate minimally (tablecloths, centerpieces, etc. must be ordered through Student Center Catering).
- No video will be shown during this round.

- Chapters should discuss their chapter's philanthropies, philanthropic events, community service requirements and importance as it relates to each chapter, and chapter's role within the Ball State University community.
- There will be a two-hour break to get lunch on your own.
- Suggested cost: \$400

### **Values Rounds:**

- All Student Center guidelines must be followed.
- Decorations are up to the discretion of each chapter, but must comply with the Student Center guidelines.
- NO FRILLS - Balloons or excessive decorations are not permitted.
- Outfits are allowed to fit a color scheme or be coordinated but are not allowed to match completely (Color swatches are not permitted).
- Chapters may serve water in the plastic cups provided by student center. Water must be plain, meaning fruit or "jazzed up" water will not be permitted.
- Food is not permitted.
- Chapters may present a video discussing how their chapter lives out their values. Videos may not exceed 4 minutes and must be approved by the Panhellenic VP of Recruitment and VP of Marketing and Communications.
- An activity or craft is NOT permitted.
- Chapters should discuss their expectations of members, their academic support and expectations, leadership and professional development opportunities, and alumni involvement.
- There will be a two-hour break to get lunch on your own.
- Suggested cost: \$600

### **Preference Rounds:**

- All Student Center guidelines must be followed.
- Decorations are up to the discretion of each chapter, but must comply with the Student Center guidelines.
- NO FRILLS - Balloons or excessive decorations are not permitted.
- Costumes and props are not permitted with the exception of the chapter's flower.
- Chapters may serve plain water with no garnishes in clear plastic cups provided by the Student Center.
- Food is not permitted.
- Sorority members may sing or speak about their chapter.
- Sorority members may wear formal attire.
- Color swatches are not permitted.
- Suggested cost: \$1,000

### **Bid Day:**

Bid Day is the culmination of the recruitment process. All College Panhellenics, regardless of the recruitment style used on campus, should use Bid Day as an opportunity to welcome new

members to the fraternity/sorority community. Although each fraternity will plan individual activities for its new members, Bid Day is an opportunity for College Panhellenics to build Panhellenic spirit and unity that will affect the new members as they continue through the college years and beyond.

*UNANIMOUS AGREEMENTS:*

- *Each College Panhellenic shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.*
- *Each College Panhellenic shall prohibit the participation of men in membership recruitment and Bid Day activities.*



## Chapter Introduction Videos and PNM Absences

Introduction videos will be available by Google form request through Ball State's Greek Life staff. These videos will serve as a resource for PNMs to look at in the case the potential new member were to miss a round during Welcome Rounds of the recruitment process. PNMs missing other rounds who have submitted an absence form will not receive any special contact from the chapter or provide anything to the chapter they are missing. They will continue in the recruitment process as normal. The chapter introductory video should be about 5-minutes long.

Chapters will be asked to:

1. Introduce themselves (Name, year, position within your chapter)
2. Think of this video as a conversation you would have in first rounds: What is the history of your chapter? What are your colors? What is your flower? Explain what your philanthropy is? Give an overview of your chapter.
3. Explain why YOU chose to go greek and why should this PNM continue throughout the recruitment process.

PNMs missing Welcome Rounds will be asked to:

1. Fill out a Google form detailing when they will be missing.
2. Send a link to an introduction video (no longer than 3 minutes) posted as unlisted to YouTube. This will be included on the Google form and the Office of Greek Life staff will send the link to the appropriate chapters the PNM is missing.

## How to Handle Recruitment Infractions

### Examples of recruitment infractions:

- A PNM leaving a recruitment round with a cup, napkin, or flower in their hand.
- Calling a PNM's boyfriend to see what she thinks of your chapter.
- A chapter letting PNM's in earlier than the round start time or going over the scheduled end time of a round.
- Violating rounds criteria (i.e. putting a lime in water when it should be plain water).
- A chapter member talking to a PNM **about a specific chapter, whether it be her own or another**, before recruitment or between rounds/weekends (i.e. at a fraternity house, party, or in class).
- Saying see you later to a PNM before she leaves the Welcome Round, Involvement Round, Values Round or Preference Round.
- A chapter member is a roommate of a Pi Chi and she asks what new members are thinking about the chapter.

### Process to Report an Infraction:

If a general chapter member witnesses an infraction, that member needs to notify her chapter president and chapter recruitment chair with as many details of the situation as possible (who, what, when, where, etc).

NOTE: General members should not talk to any other members about the situation to avoid creating drama and spreading information around the chapter/Greek community.

### Steps to filing an infraction:

#### 1. Informal Discussion

- If the accusing party is comfortable confronting the accused, NPC/PHA encourages an informal discussion between the disputing groups.
- If a mutual understanding exists, then the accusing chapter must contact PHA to inform her of the discussion. No mediation will take place.
- If a mutual understanding cannot be achieved, or the conflict cannot be resolved, then move to STEP 2.

#### 2. Violation Report Form

- If the accusing chapter president does not feel the accused chapter president handled the situation appropriately or she feels the situation is serious, she can complete the *Violation Report Form*.
- Potential new members, chapter presidents, VP of Recruitment, Pi Chis, PHA Executive Board member and the fraternity/sorority advisor are allowed to file infractions.
- The accusing chapter/individual has 30 days from the day of the incident to fill out a violation report form.

- The form should be turned into PHA Executive Board member or Office of Greek Life staff member who will give a notice of Infraction Form to the accused chapter within seven days of receiving the Violation Report.
- In most cases, completing this form will require scheduling a mediation. (Step 3)

### **3. Mediation**

- Mediation is a process of assisted negotiations where discussion is facilitated between two parties where a dispute exists.
- The outcome of mediation is entirely dependent on the parties involved.
- There are no “sanctions,” rather the outcome is an agreement.

#### *Who attends?*

- The accusing chapter representative and the accused chapter representative need to attend the mediation.
- Representatives need to have the authority to make decisions on behalf of the chapter.
- Each chapter may have no more than three representatives, including a chapter advisor.
- The mediator is an unbiased third party appointed by the Panhellenic president and the F/SA. The mediator shall not be an undergraduate student.

#### *What occurs?*

- The accusing chapter and the accused chapter will both present their opinions.
- The chapters will negotiate appropriate actions to be taken. Everything discussed during mediation is CONFIDENTIAL, including the final agreement.
- The accused chapter representative may provide a letter or have a conversation with the individual who committed the infraction so that her opinions are expressed at the mediation.
- The PHA Executive Board will not issue sanctions. In some cases, the PHA may have recommendations, but the goal of mediation is the satisfaction of the complaint and the accused.

### **4. Judicial Board Hearing**

- If no mutual agreement can be reached during the mediation, then a judicial hearing will be scheduled. Explanation continued on next page.

### **5. The Appeal Process**

- If any involved party is not satisfied with the outcome of the judicial hearing, the party can appeal to the Judicial Review Board.
- The process is further explained in PHA Judicial Board Policy, which is based upon the NPC Manual of Information.

## **Judicial Procedure for Recruitment Infractions**

Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.

Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the campus Panhellenic:

### **Timing**

- The College Panhellenic Violation Report shall be completed and presented to the president of the Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
- If the Panhellenic president is unavailable or the violation is against her fraternity, the report shall be presented to the Fraternity/Sorority Advisor.
- The Panhellenic president and Fraternity/Sorority Advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule(s)/guideline(s) violated. An incomplete report shall be returned to the reporting party for completion before proceeding.

### **Proper Reporting Authority**

- Recruitment infractions may only be reported and signed by one of the following:
  - The president of a chapter on behalf of her chapter
  - Vice President of Recruitment or a recruitment counselor
  - Potential new member
  - Fraternity/Sorority Advisor
- Receipt of an Infraction
  - The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
    - The College Panhellenic Violation Report is retained by the Panhellenic president or Fraternity/Sorority Advisor and is available upon request by the accused fraternity.
- The Panhellenic president or Fraternity/Sorority Advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days. Notification of Chapter is as follows:
  - The College Panhellenic President shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter president within seven days of receiving the College Panhellenic Violation Report.
  - If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.

- o A copy of the College Panhellenic Notice of Infraction shall be given to the Fraternity/Sorority Advisor and sent to the NPC area advisor within the same time period.
- Response to Receipt of Infraction
  - o Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the Panhellenic president within seven days to schedule mediation.
  - o Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing.
  - o If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

## **Information about Total & Rosters**

### **Overview**

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. The Panhellenic reviews Total each year to ensure that the existing Total reflects current campus conditions and the Panhellenic goal of growth and parity.

Total is reviewed following formal recruitment when chapters are at their largest. Each fall a vote is taken on whether or not to increase Total.

The purpose of Total is to provide opportunities for growth of the Panhellenic community and parity among the chapters and to allow the maximum number of individuals to participate in the fraternity experience.

When Total is too low, the Panhellenic community is unable to grow because of lack of sufficient spaces to accommodate women interested in membership and the smaller chapters are unable to close the size disparity with the larger chapters.

When Total is too high, parity is also difficult to achieve. Potential New Members (PNMs) have incentives to withdraw from a structured recruitment and join during COB when they do not receive an invitation from one of the perceived “popular” chapters on campus. This trend can suppress Quota as well and create wide gaps in size among the larger and smaller chapters.

### **Vacancies in Total Chapter Size**

Vacancies in the chapter membership roll can be filled only if the chapter is below total. A chapter may exceed Total as a result of its participation in a Panhellenic recruitment when Quota/Total and Preferential Bidding are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to COB to reach total again.

For members who are not present on campus for one academic term (i.e. participating in a study abroad program, student teaching, internship, etc.) they are to be included in chapter Total calculations unless inactive member status has been granted for the entire academic year.

Policy (2002): Vacancies in chapter Total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other good faith reason for granting a change in status.

Policy (1978): Vacancies in chapter Total are not created by the granting of alumnae status to undergraduate members unless the member group is recolonizing.

Policy (1977): A new member who has fulfilled the requirements for initiation before the expiration of the one-year new member term, but who has not yet been initiated, is not included in the year’s new Quota but is counted in the chapter’s Total.

Policy (1977): If a chapter is at Total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put it over Total.

### **Status of Members**

It is important to make sure the Office of Greek Life has an updated roster list for your chapter. That will determine the number of women your chapter can invite to join if you are under total. This must be submitted prior to formal recruitment. Rosters are distributed on the first day of the semester and are due back to the Office of Greek Life within two weeks of receipt.

A chapter must consider the inactive status of their members when determining their roster.

### **Alumna/Inactive Status**

Policy (1955), That for all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter on this campus, except as provided for in this resolution.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the constitutional requirements of the individual member groups.
3. Any member who is away from campus for an entire academic year is not counted in Total. Any member who is away for one academic term is counted in Total.

### **Inactive Status**

When the regulations of an individual national fraternity provide for granting inactive status, the following requirements shall be observed:

- The inactive status extends over the period of the entire college year during which inactivity is granted.
- That inactive members may not participate in membership recruitment and shall not be counted on membership selection total.
- Grades of inactive members shall not be counted in comparative scholastic ratings.
- Inactive members shall have limited social privileges.
- When any national fraternity grants inactive status to any member on a given campus, that chapter shall place a copy of that permission on file with the local College Panhellenic and the Panhellenic Advisor's office.
- The inactive member is not included in chapter Total for the academic year.

## **Continuous Open Bidding**

Each NPC fraternity chapter has the right to COB to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic may vote to suspend COB for a period not to exceed three weeks. (UNANIMOUS AGREEMENTS)

The purpose of COB is to enable those chapters that did not pledge Quota, or pledged Quota but did not reach Total, to take additional new members immediately following the designated membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number possible. Continuous Open Bidding is not intended to precede or take the place of the regular membership recruitment period, nor is it intended that Continuous Open Bidding begin prior to fall membership recruitment.

### **Tips for Submitting Paperwork:**

Grade Release Forms do not need to be filled out for every potential individual that attends a chapter's COB recruitment event. The use of this form is up to the discretion of each individual chapter.

New Member Reporting Forms must be filled out and completed for every individual who chooses to accept her bid during continuous open bidding. They must be submitted to the Office of Student Life within 72 hours of acceptance.

COB Acceptance Forms must be filled out and completed for every individual who chooses to accept a bid from a chapter during continuous open bidding. They must be submitted to the Office of Student Life within 72 hours of acceptance.

To download an official copy of this form please go to:

<http://cms.bsu.edu/CampusLife/GreekLife/currentmem/policies/recruitment.aspx>.



## Recruitment Terms Glossary

**College Panhellenic delegate:** The representative for each chapter on a College Panhellenic. The college Panhellenic delegate should vote on all decisions made by the college Panhellenic. Proposed changes to recruitment and other system wide decisions should be reported back to the chapter with sufficient time for each chapter to consult with its NPC delegate before the vote is taken.

**Continuous Open Bidding (COB):** An opportunity for those chapters that do not reach Quota during a recruitment to bid to Quota and/or Total.

**Continuous Recruitment:** An NPC recognized recruitment style for a campus.

**Fully Structured Recruitment (FSR):** An NPC recognized recruitment style for a campus. (Ball State uses this style in the fall for primary recruitment.)

**Membership Recruitment Acceptance Binding Agreement (MRABA):** A one-year binding agreement signed by a potential new member.

**Minimally Structured Recruitment (MSR):** An NPC-recognized recruitment style for a campus “No Frills” Recruitment (an effort to eliminate high cost and time demands for decorating and entertainment). Recruitment focuses on quality communication with potential new members.

**NPC:** The National Panhellenic Conference.

**NPC Area Advisor:** The NPC volunteer with direct advising responsibility for the College Panhellenics in a specific geographic region. She contacts all NPC Delegates for the chapters on the campus when important issues arise. The PHA president should keep the NPC Area Advisor informed on all Panhellenic issues. Minutes of each PHA meeting should be provide to the Area Advisor.

**NPC Resolutions:** A formal course of action voted on by the National Panhellenic Conference. Each College Panhellenic (or equivalent organization) and Alumna Panhellenic should incorporate the resolutions into its own procedure and methods of operation.

**One Calendar Year:** A calendar year is the period from a given date in one year to a comparable date in the next year. In determining one calendar year, it is not necessary to match exact calendar dates. Consult with your Area Advisor for further clarification.

**Parity:** Being equal or equivalent.

**PNM:** Potential new member.

**Partially Structured Recruitment (PSR):** An NPC recognized recruitment style for a campus.

(Ball State uses this style during COB in the spring and in the fall following primary recruitment).

**Preferential Bidding:** Mutual selection system for chapters and Potential New Members.

**Quota:** The number of potential new members each NPC women's fraternity may pledge on a campus during Fully Structured Recruitment, Partially Structured Recruitment or minimally structured recruitment.

**Quota Addition:** A woman who was not matched during initial bid matching, but is added to a chapter's bid list after. A potential new member is only eligible to be a quota addition if she maximized her options throughout recruitment.

**Snap Bidding:** An option available to chapters that did not fill Quota. Chapters may offer bids to Potential New Members whose preferences were not matched. 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 the designated recruitment.

**Total:** Allowable chapter size, as determined by the College Panhellenic, and includes both new members and initiated members.

**Unanimous Agreements:** Agreements to which the member groups of the National Panhellenic Conference have unanimously agreed and that lead to orderly and equitable conduct of their mutual functions. These UNANIMOUS AGREEMENTS are binding on all member fraternities of the National Panhellenic Conference. Each College Panhellenic (or the equivalent organization) and Alumnae Panhellenic must incorporate the NPC UNANIMOUS AGREEMENTS into its governing documents. The UNANIMOUS AGREEMENTS that pertain to recruitment are:

- NPC fraternity members shall not suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance.
- It is in accord with the dignity and good manners of fraternity women to:
  1. Avoid disparaging remarks about any fraternity or college woman.
  2. Create friendly relations between fraternity and non-fraternity individuals.
  3. Avoid negative publicity on Panhellenic matters.
- Each NPC fraternity chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks.
- Each college Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- Each college Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

- No disparaging remarks about other groups.
- No men or alcohol in recruitment and Bid Day activities.
- No bids implied or given out before Bid Day.
- No negative publicity on Panhellenic matters.
- No favors or gifts may be given to PNMs by the sorority and/or individual members.
- No buying anything for a PNM.
- No sorority members may visit a PNM in her place of residence during membership recruitment.