

Ohio Wesleyan University

# Panhellenic Council

Recruitment Rules

Revised Spring 2015

## I. Purposes and Goals of Recruitment

- A. All membership recruitment programs are planned to provide opportunities for the greatest number of women to become part of the fraternity and sorority experience while protecting the rights and privileges of individuals, NPC chapters and member groups (NPC Manual of Information, MR p. 97).

## II. General Expectations

- A. Unaffiliated women are ONLY permitted to visit the chapter houses during Panhellenic-sponsored events, and chapter events approved by Panhellenic.
- B. A potential new member (PNM) must be a regularly matriculating, full-time student in good academic standing at Ohio Wesleyan University (OWU) to be eligible to participate in recruitment.
- C. First year students are eligible to join a chapter after they have established an OWU Grade Point Average (GPA) that meets the individual chapter's academic standard. This includes transfer students as well (Statement of Values and Expectations of Fraternity and Sorority life, p.14).
- D. A woman who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity (NPC Manual of Information, UA p. 31).
- E. A signed Membership Recruitment Acceptance Bid Agreement (MRABA) or a Continuous Open Bidding (COB) Acceptance is binding. If a PNM receives a bid under the preference system (Spring Fully Structured Recruitment), she is ineligible to be pledged to any other NPC fraternity on the same campus for one calendar year. If a PNM does not receive a bid under the preference system, she is eligible for COB, See section IX. COB Specifics (NPC Manual of Information, UA p. 31).
- F. There will be no promising of bids by any PNM, any active member, or any alumna of a chapter at any time. Both written and verbal statements implying invitation to join a chapter prior to the scheduled Bid Day will be considered the promising of a bid. It is the responsibility of BOTH PNMs and active members to inform the Vice President of Recruitment (VPR) IMMEDIATELY if bid promising is suspected. Consequences will be dealt with according to the Panhellenic Judicial Procedures.
- G. Operating under a two-tier total system based on average chapter size in accordance with the National Panhellenic Conference.
- H. No favors may be taken from a chapter house during any recruitment event, EXCEPT for those items distributed by the Panhellenic Council for the

purposes of marketing (NPC Manual of Information, MR p. 109).

1. A favor will be considered anything given to a PNM above and beyond items that are normally distributed during COB/Recruitment events. Normally distributed items include but are not limited to: name tags, tissues, and feminine and first aid products.
- I. Strict Silence describes the period of time from the end of the PNM's last event until the issuance of bids. Strict silence is defined as verbal, written, printed or text message communication regarding recruitment between the PNMs and chapter members, new members, or alumnae. (NPC Manual of Information, MR p. 100)
    1. Necessary interactions between Chapter members and PNMs for academic, athletic, familial, or housing reasons do not violate the Strict Silence period, as long as Recruitment is not a topic of conversation.
  - J. No men are permitted to attend any recruitment event or Bid Day activities.
  - K. No alcoholic beverages will be permitted at any recruitment event and Bid Day activities.
    1. Any PNM or active chapter member found under the influence of alcohol or any illegal drug during a recruitment event will be removed from the event, and the VPR will be notified IMMEDIATELY.

### III. Panhellenic Council Expectations

- A. Distribute only brochures that state correct and factual information about national organizations.
- B. Distribute recruitment and marketing materials equally among chapters.
- C. Hold information sessions/events in order to educate PNMs and active members regarding Panhellenic membership recruitment at Ohio Wesleyan University.
  1. At least one Information Session should be held during Fall semester to answer questions regarding Informal Recruitment and Formal Recruitment for PNMs.
  2. At least one information Session should be held after Thanksgiving Break, introducing PNMs to members of Panhellenic Council and Rho Gammas to increase visibility and allow Panhellenic

to act as a resource for PNMs leading up to Formal Recruitment.

- D. Keep chapters up to date with the names of women who have attended COB events so that they may have a greater chance of recruiting interested unaffiliated women.
- E. Support all individual chapter GPA requirements.
- F. Review recruitment rules during the Spring, and total during the Fall and Spring, and develop a recruitment plan for the following academic year.
- G. Establish a judicial board and procedures for handling infractions of the Recruitment Rules.
- H. Except for during the specified times, Panhellenic shall not deny any chapter the right to Continuous Open Bidding until the chapter has reached Total.
- I. Ohio Wesleyan University uses the Preferential Bidding System. The office of Fraternity and Sorority life is required to safeguard all records and keep them for one full year (NPC Manual of Information, UA p. 34).
- J. The recruitment program that OWU will use is Interactive Collegiate Solutions (ICS).

#### IV. Chapter Expectations

- A. Understand the continuous recruitment and fully structured recruitment processes and follow all Recruitment Rules (NPC Manual of Information, MR p. 112, 115).
- B. Participate in Spring Formal Structured Recruitment.
- C. Distribute all Panhellenic materials as instructed.
- D. Only national sorority members, house directors, alumnae, and initiated members of the national organizations may assist in the Spring Recruitment period. Alumnae may not engage in recruitment conversation with PNMs within the chapter's house while Formal Recruitment is in session.
- E. Each chapter must submit at least four applicants to be considered as Rho Gammas for spring Recruitment and fall Recruitment (as needed). If a chapter does not submit at least four applications, they forfeit the right to the Difference of Two Rule.
  - 1. The Difference of Two Rule states that as long as a chapter has submitted at least four applications, the number of Rho Gammas selected from any

chapter may not exceed two more than the chapter with the least representation.

2. Members of Panhellenic's Executive Board may choose to apply to be Rho Gammas for their individual house (with the exception of President, Vice President of Recruitment, and Membership Director), but will then be required to disassociate for the Full Fall semester, regardless of their Panhellenic position description as stated in the Panhellenic Standing Rules and Bylaws.
- F. Pictures/names of Rho Gammas and members of the Panhellenic Executive Board, VPR, President and Membership Director shall not be present during any recruitment events during the period of time in which they have disassociated.
1. The chapter may have no communication with their associated Rho Gammas regarding PNM's including and not limited to how the women feel, vote and rank chapters. Violation of this will cause a meeting with the Judicial Board.
- G. Chapters should establish a GPA requirement for PNMs in accordance with their Inter/National office and communicate this to Fraternity and Sorority Life prior to the end of the Fall semester.
- H. If a chapter chooses to take an individual who is below the required academic standard of the Inter/National organization, the Office of Fraternity and Sorority Life requires a letter from the Director of Chapter Services/an equivalent position, stating the national organization is in agreement with the chapter's decision.
1. This DOES NOT include students who are on probation with Ohio Wesleyan University for academic performance. See Statement of Values and Expectations of Fraternity and Sorority life, p. 14.

## V. Chapter Recruitment Chair Expectations

- A. Attend required meetings with the VPR. If a recruitment chair cannot attend, an appropriate alternate may attend in her place.
1. If a Recruitment Chair cannot attend a meeting she must inform the VPR at least 24 hours prior to the meeting time. No excuses will be accepted the week prior to Formal Recruitment.
- B. The chapter Recruitment Chairs should meet periodically throughout the year (as needed), in order to ensure a sense of unity and awareness of Panhellenic goals.

- C. Recruitment Chairs must devote at least two recruitment workshops to the Recruitment rules, and to positive recruitment techniques. One workshop should be held during Fall Recruitment, and the second should be held during Spring Recruitment.
- D. Recruitment Chairs are expected to follow the COB recruitment event timeline. Please see Section IX: COB Specifics.

## VI. Rho Gamma Expectations

- A. Selection of Rho Gammas will take place during the Spring semester preceding disassociation in the Fall, and will be conducted by Panhellenic Council's President, Vice President Recruitment, and Membership Director (may be replaced by Vice President if unable to attend selection proceedings).
  - 1. The Vice President of Recruitment will determine the selection process.
  - 2. Preference will be given to Rho Gamma applicants who have participated in at least one formal recruitment (as a PNM or an initiated member).
- B. Every chapter will have a minimum of two Rho Gammas represented, please see Section IV: Chapter Expectations.
- C. Rho Gammas must sign a written contract detailing the expectations and requirements of the position.
  - 1. Failure to meet these requirements will result in the individual's removal from the Rho Gamma program, the inability to participate in Spring Recruitment and a meeting with the Panhellenic Judicial Board.
- D. Rho Gammas are required to disassociate from their respective chapters at the beginning of Fall semester.
  - 1. Disassociation means the removal of all outward signs of membership in a specific chapter, including but not limited to the removal of all pictures, signs, photo albums, public messages, clothing, jewelry, stickers, social media (Facebook, Twitter, etc.), car decals, etc.
- E. Rho Gammas with the exception of those abroad will undergo training during the fall semester at mutually agreed upon times.
- F. As Rho Gammas will disassociate from their chapters at the beginning of Fall semester, they may NOT attend any Fall recruitment events or workshops held

by their individual chapters.

- G. Rho Gammas are encouraged to assist the VPR in planning and executing Panhellenic events pertaining to recruitment, e.g. all-sorority recruitment events, tabling for recruitment sign ups, etc.

## VII. Fall Recruitment Specifics

- A. The OWU fall recruitment style is Continuous Recruitment.
- B. Dates of Continuous Open Bidding (COB) events will be scheduled during the prior spring semester by the VPR and the Chapter recruitment chairs.
- C. Each chapter is required to hold at least two and no more than four COB events prior to bid day during the fall semester.
  - 1. Chapters may hold joint recruitment events with other WOMEN'S chapters.
  - 2. All chapters are required to hold at least one open house prior to the end of the semester if they are ineligible to give out bids.
- D. Bids will be distributed no earlier than 6:00PM on the 4th Thursday of the fall semester pending approval of Chapter required GPAs.
- E. Bids may be accepted beginning at 6:00PM on Bid Day, the 4th Friday of the semester (Friday following the night bids go out). If a chapter does not reach total on Bid Day, that chapter may COB to total until total is met, but by the close of the semester. See Section IX. COB Specifics.

## VIII. Spring Recruitment Specifics

- A. OWU Spring recruitment style is Fully Structured Recruitment (FSR), and we follow a 5:4:2 model.
- B. Dates of spring Fully Structured Recruitment will be scheduled during the prior spring semester by the VPR and the chapter recruitment chairs.
- C. There is a budget cap of \$425 for spring FSR. The budget cap applies only for the cost of the three days of recruitment. This does not include expenses for recruitment/work week, t- shirt costs, Bid Day activities; however, t-shirts purchased for the purposes of recruitment should not extend over \$15 per person. Any T-Shirts mandated by Panhellenic will not be included in the \$425

budget. Individual chapters may determine budgets for Bid Day activities.

1. Alumni donations may be accepted, but not solicited and may not include items that are served to PNMs (such as food and beverages).
  2. Panhellenic Council will not reimburse or contribute to the \$425 budget cap for spring recruitment.
- D. Chapter recruitment chairs must submit a tentative budget to the VPR no later than the Friday after Thanksgiving break.
1. Recruitment chairs will be expected to provide copies of receipts to the VPR no later than two weeks after the conclusion of Formal Recruitment.
- E. Panhellenic supports “No Frills” Recruitment (NPC Manual of Information, MR p. 107).
- F. A chapter may participate in Spring FSR at total, and still admit quota to membership. If a chapter is above total after Spring FSR but has not reached quota, they may snap bid or COB to quota.
- G. Snap bidding is an option available to chapters that do not fill spring FSR quota spaces.
1. Snap bidding is limited to any woman who participated in FSR and did not drop out or withdraw.
  2. Snap bidding shall begin immediately after bid matching and end with the distribution of bids on Bid Night.
  3. Chapters should have a prepared list of snap bids should they not reach quota.
- H. Each PNM shall attend all rounds for Set I in addition to all Spring Recruitment parties to which she has been extended an invitation.
1. In case of illness, class, family, athletic obligation or other emergency, the PNM shall notify her Rho Gamma, and the Rho Gamma will then notify the VPR IMMEDIATELY. The VPR, the President of Panhellenic, and/or the Rho Gammas shall notify the chapters involved with the stated excuse (NPC Manual of Information, MR p. 101).
  2. Any PNM not attending all required rounds without a prior excuse shall be removed from further participation in Spring Recruitment and considered withdrawn/dropped out.



- I. Each PNM must select and rank via the ICS system after the last attended round or the completion of each set.
- J. A PNM who has been “released” is a woman who has attended the first set of FSR and has selected and ranked at least once. This PNM is either not matched/not invited back to a chapter during any set (see K, refer Manual of Information).
- K. Participation shall be defined as any woman who participated in final selection and ranking in good faith. Good faith shall be defined as any woman who selects and **ranks all chapters** that she visited during Set III and was not matched. This also applies to women who selected and ranked after Set I or II and were released, as well as women who single preference and were not matched (see G-1).
- L. No chapter members, including new members and alumnae, may visit a PNM in her place of residence during membership recruitment (spring FSR), (NPC Manual of Information, MR p. 100). This does not apply to Resident Assistants/Moderators, roommates/suitemates, and family members, although the topic of recruitment should be avoided.
- M. Chapters will turn in ICS lists by the predetermined time, as set by Panhellenic. Chapter members must remain in their respective houses until their chapter’s list has been submitted into ICS. In case of emergency, this rule is annulled for the involved members.
- N. Bid Day will be the 2nd Monday of the semester (Monday following formal recruitment weekend) and bids will be given out at 6:00pm.
- O. If a chapter does not reach quota or total on Bid Day, that chapter may COB to total until the close of the semester to meet quota or total. See Section IX. COB Specifics.
- P. If an individual signs her MRABA and matches during Spring FSR but does not accept her bid, she shall not be counted towards that chapter’s total.
- Q. Spring Recruitment Schedule:
  - 1. Set I will begin on the 1st Friday of the semester at 5:00PM. Each round will last 30 minutes. The number of participating PNMs will determine the number of rounds.
  - 2. Set II will begin on the 1st Saturday of the semester at 12:00PM. Each round will last 45 minutes.

3. Set III will begin on the 1st Sunday of the semester at 12:00PM. Each round will last 60 minutes.

R. Determining Quota

1. The Panhellenic Release Figure Specialist and Assistant Director of Fraternity and Sorority Life will determine quota utilizing the release figure system.
2. Juniors and seniors going through formal recruitment will not be counted towards quota.
  - a. Chapters should prepare a unique list of juniors and seniors they wish to invite to Set III/Bid Day activities to enter in to ICS.

IX. COB Specifics:

- A. Continuous open bidding is a 365-day a year process. However, there are two times during the academic year that a chapter may NOT grant a COB or host a COB event:
  1. After Commencement, and prior to the first day of fall semester.
  2. The first day of spring semester, until after Bid Night of formal recruitment. COBs may be distributed beginning on the Tuesday following formal recruitment at 12:00am.
- B. Continuous Open Bidding prior to the scheduled membership recruitment period (spring FSR) shall be limited to second semester students who have established an Ohio Wesleyan GPA. Freshman women are not eligible to receive a COB until after the Spring FSR (NPC Manual of Information, MR p.107).
- C. All unaffiliated women are highly encouraged to attend COB events.
  1. If a COB event is held off-campus and requires a fee to participate, the chapter assumes the cost of the event.
- D. COB Recruitment Event Timeline:
  1. Prior to COB events:
    - a) COB events must be scheduled through the SIO a minimum of 7 business days prior to the event.
    - b) Submit on/off campus event request forms to the VPR and

Panhellenic email at [panhellenic@owu.edu](mailto:panhellenic@owu.edu), at least two weeks prior to your event.

- c) Include all publicity materials with your request form.
  - (1) Publicity materials can include but are not limited to flyers, banners, campus emails, mail outs, personal invitations- both written and oral, etc.
  - (2) All written advertisements must include our brand, Be More. Be Bold. Be Greek.
  - (3) Advertisements should contain Panhellenic messages, for example “Come learn more about Greek life by...” etc. and NOT just “Come to so- and-so’s event”.
- d) If personal invitations are handed out you MUST include the names of the invitees along with your event request form.

2. During events:

- a) All attendees eligible to receive a bid (pending an approved OWU GPA) complete an online Panhellenic Grade Release Form, permitting the Panhellenic access to their academic information such as academic status and GPA.
- b) A separate sign in for the first semester freshmen and transfer students

3. After event:

- a) Send list of attendees, both first semester freshmen and transfer students as well as eligible unaffiliated women, to VPR no later than 5pm the following weekday after the event so that the VPR may share the list of interested unaffiliated women with the other chapters.
- b) It is the chapter's responsibility to make sure the grade release forms are completed by PNMs and the responsibility of the VPR and Advisor to tell the recruitment chairs who has filled them out.
- c) Submit the Grade Release Form on OrgSync no later than the Monday prior to Bid Night by 9 am.

- d) Once your chapter has determined which women you would like to extend bids to, the PNMs should have already filled out the grade release form electronically for the chapters of their choice and the Fraternity and Sorority Life Advisor will inform the chapters of the grade checks prior to distribution of bids.
- 4. COB bids should be delivered in person to the PNM in their place of residence, with the exception of commuters. An alternate location will be determined for commuters to accept bids on an individual basis. No more than three active members per chapter may deliver a COB to an unaffiliated woman.
- 5. Each COB bid MUST contain an attached letter explaining the obligations of bid acceptance. This letter will be provided by Panhellenic and distributed to each of the chapters.
- 6. In order to formally accept a COB bid, the PNM must sign the bid in front of an active member of the chapter (NPC Manual of Information, UA 6).
- 7. Until a COB bid is accepted, the unaffiliated women should direct all questions regarding the bid to the chapter president, the treasurer/finance director, or the Recruitment Chair of the chapter that extended the bid. Other members may talk to the woman, but must refer all bid questions to the respective members.
- 8. If at least two chapters do not reach Total on Spring Bid Day, and thus have to hold COB events to reach Total, it is highly recommended for the other chapters to hold at least one Open House event prior to the close of the semester, regardless if the chapter can accept new members at that time.

I have read and understand the above Recruitment Rules and have had the opportunity to pose any questions.

\_\_\_\_\_  
Recruitment Chair

\_\_\_\_\_  
date

\_\_\_\_\_  
affiliation

\_\_\_\_\_  
President

\_\_\_\_\_  
date

\_\_\_\_\_  
affiliation