

University of Illinois' Panhellenic Council

2006 Formal Recruitment Policies

I. **Definitions and Dates**

- A. Recruitment is defined as one or more sorority members meeting together with potential new members to promote the interest of a particular sorority according to the National Panhellenic Unanimous Agreements.
- B. Only the following people may be a recruiter unless otherwise approved by the Recruitment Board (including the Judicial Board Chairwoman):
 - 1. Any active member currently enrolled as a full time student (12 hours at the University of Illinois).
 - 2. Any transfer student currently enrolled as a full time student at the University of Illinois may be invited by her sorority to participate in Recruitment.
- C. No University Resident Advisor may recruit.
- D. No Alumni member may recruit.
- E. Panhellenic Executive Board members, Recruitment Board members, or Recruitment Counselors shall not recruit for their individual chapters.
- F. Recruitment may only take place during the determined times within the designated Formal Recruitment period as recognized by the Panhellenic Community.
- G. The designated Formal Recruitment period will be presented to the Board of Sorority Affairs prior to a majority vote at the Representatives' Council with the recommendations of the Panhellenic Vice-President of Recruitment.

II. **Potential New Member Eligibility**

- A. To be eligible for Formal Sorority Recruitment, a woman must be a student enrolled in the University of Illinois at Urbana-Champaign on a full time basis. Potential new members will be required to present proof of this status to their Recruitment Counselors.
- B. A potential new member shall not be, or have been, an initiated member of another sorority or an associate member sorority of the University of Illinois College Panhellenic or other National Panhellenic Conference organization.
- C. Any misreporting of grades will result in an automatic dismissal from Recruitment.

III. **Contact Period**

A. Pre-Recruitment Contact (Recruitment Registration to Sorority Move-In Day)

1. The day a woman signs up for Recruitment she is considered a potential new member, for which Pre-Recruitment contact restrictions must be upheld continuing through the end of 3rd Invite (unless she withdraws from Recruitment). Pre-Recruitment contact begins for incoming freshman and transfer students as soon as the Recruitment registration fee is received by Panhellenic. This means that discussion regarding the Greek Community should be in general and NOT about individual sororities.
2. Normal day-to-day contact is permitted between active chapter members and potential new members, as long as the definition of recruitment is not infringed.

B. Limited Contact Period (Sorority Move-In Day-End of 3rd Invite)

1. Limited Contact begins on sorority move-in day and continues until the end of 3rd Invite. This encourages normal day to day contact between active chapter members and potential new members but requires that the definition of recruitment not be violated, and that specific chapters and Recruitment events not be discussed.
2. Potential new members may not enter chapter houses except during scheduled Formal Recruitment events. Active chapter members are not to visit potential new members at their apartments or dorms, etc.

C. Strict Silence Period (end of 3rd Invite-Bid Distribution)

1. Strict silence is designated as the period of time from the end of the potential new member's last party of Third Invitational until she reports to the sorority for which she accepts a bid. During this period, there will be no conversation or contact with potential new members by active chapter members, new members, or alumnae, according to the National Panhellenic Conference guidelines.

IV. **Communication and Publicity**

- A. During the designated Formal Recruitment period, singing will be confined to within the chapter house and will only be done during Recruitment practice and events.
- B. No sorority may sponsor advertising or have its name publicized through any media during the designated Formal Recruitment period. This includes, but is not limited to, personals, display ads, banners, ads for Executive Board members or national awards, and announcements at bars.
- C. No Panhellenic Executive Board member, Recruitment Board member, or Recruitment Counselor may be displayed (verbally or

- visually) representing or associating with her member chapter in advertisement during the designated Formal Recruitment Period.
- D. No chapter may be recognized at liquor establishments or fraternity events during Formal Recruitment (ie. t-shirts, announcements, symbols, signs, lavalieres, etc.)
 - E. No PNM's shall be present at any sorority sponsored social event during the designated formal recruitment period. Panhellenic Executive Board, Recruitment Board, and the Judicial Board reserve the right to be present at any and all events during formal recruitment.
 - F. No individual or chapter may sponsor or endorse a social, philanthropic, or community event in any public place including liquor establishments, parks, and on University property. Events also include any event an observer would associate with the chapter during the designated Formal Recruitment period.
 - G. The only exception to (F.) would be social gatherings at football games and the associated tent events occurring on the day of the game and any sisterhood events that must be authorized by the Panhellenic Vice-President of Recruitment.
 - H. Chapter websites shall reflect all recruitment policies.

V. **Invitations and Bids**

- A. No woman participating in Formal Recruitment shall be placed on the final bid list until she has been registered for Recruitment and has attended all rounds of Formal Recruitment. Panhellenic excused absences will be allowed.
- B. Chapters must submit the names of the women who do not attend events during any stage of Recruitment. Panhellenic will provide all of the chapters with those names at the end of each stage. Chapters can use these lists to determine whether or not to include those women on their lists for the next stage. These names should be called into the Vice-President of Recruitment during or immediately after every stage.
- C. All bids will be distributed by Panhellenic.
- D. Any sorority may re-issue invitations to any potential new member who they have released in previous rounds.
- E. Bid lists are due at the time set by the Panhellenic Vice-President of Recruitment. Non-compliance will result in fines. See "Infractions" for list of fines.
- F. Oral bidding constitutes a Recruitment infraction and is defined in the following sense:
A recruiter, acting as an individual or as a representative of a sorority, may NOT give the potential new member any guarantee that she will be asked back for another party or will be issued a bid. The recruiter may not suggest to the potential new member to refuse any bid or invitation from another Chapter. Recruitment

Counselors will thoroughly educate potential new members as to the definition of oral bidding.

- G. No sorority shall give personalized gifts, favors, preference letters, nametags, or notes to potential new members until bids have been accepted.
- H. No sorority shall use names or numbers as place cards for where Potential New Members will sit at any time.
- I. During any stage of the Recruitment process, printed handouts are only allowed in uniform format and must be approved by the Vice-President of Recruitment.
- J. Final preference cards will be filled out within one hour after the last party any potential new member attends. No changes will be made to signed preference cards once they are submitted to Panhellenic.
- K. There will be no changes made to bid lists once they have been submitted to Panhellenic throughout the designated Formal Recruitment period.

VI. **Recruitment Practices**

- A. Unlimited practice will be allowed during the Work Week period as specified by the Panhellenic Council before classes begin in the fall.
- B. After classes begin, Recruitment practice will be limited to a maximum of 6 hours per week through the end of Formal Recruitment.
- C. Recruitment practice must be confined within the chapter house or designated indoor Recruitment facility in the event that no chapter house is available.

VII. **Recruitment Events**

- A. A recruitment event begins when the chapter initiates the beginning of the event (welcome greeting, song, etc.) and ends when the recruitment chair(s) finishes her closing statements and all chapter members can not be seen or heard. All events should begin and end at the time designated by Panhellenic. Failure of a sorority to end a party on time or the presence of potential new member in the sorority house after completion of a party constitutes a Recruitment infraction.
- B. No recruitment decorations, furniture, or props shall be placed outside of the chapter house or designated indoor Recruitment facility in the event that no chapter house is available. Decorations are objects that would not normally be outside of the chapter house (Potted plants are not considered decorations).
- C. Recruitment entertainment used by a chapter will be evaluated for length and content by the Panhellenic Vice-President of Recruitment, the Panhellenic Executive Board, and the Recruitment Board during Work Week. Preliminary evaluations will be

conducted during Work Week. By definition, entertainment, length of skit, or presentation refers to any activity in which the potential new members are not actively participating.

The length shall not exceed:

Open House	5 minutes
First Invitational	8 minutes
Second Invitational	10 minutes
Third Invitational	17 minutes

- E. Videos or slideshows will be permitted and are limited to five (5) minutes regardless of the entertainment time length of a round. Videos are due for viewing by the Recruitment Board by a date designated by the Vice-President of Recruitment. A \$50 fine will be imposed for each day a video is late. Videos must contain at least three (3) sections of the following topics:
 - 1. Sisterhood activities
 - 2. Leadership activities
 - 3. Scholarship activities
 - 4. Panhellenic activities
 - 5. Philanthropic activities
 - 6. National organization and Alumnae activities (Convention, State Days, etc.)
- F. During 2nd Invitational
 - 1. All chapters are to include a philanthropy project for all PNM's to participate in. An explanation of the philanthropy must be included.
 - 2. No two chapters shall have the same philanthropy projects. All philanthropy projects shall be approved by the Vice President of Recruitment during the spring semester.
- G. All Recruitment entertainment shall be confined within the chapter house or designated indoor Recruitment facility if no chapter house is available.
- H. The Panhellenic Executive Board and the Recruitment Board will be allowed to monitor upstairs during all rounds of Formal Recruitment. Doors must remain open during all rounds of Recruitment; however, individual rooms will not be monitored during 3rd Invitational events.
- I. Photographs or videos may not be taken during any recruitment function.
- J. No men may be present at the chapter house during scheduled event times.
- K. Potential new members shall not leave a chapter house with chapter nametags, napkins, flowers, gifts, favors, etc.
- L. No individual potential new member may be taken away from the designated recruitment area.
- M. PNM's and chapter members shall be in a group setting at all times during the events, except for 3rd Invitational events.

- N. One chapter member conversing with one potential new member is permissible as long as it is in a group setting and no undue pressure is placed on the potential new member.
- O. Pictures:
1. No pictures containing alcohol/alcohol containers shall be permitted in any displays, including but not limited to: videos, slideshows, Recruitment publications, bulletin boards, and personal scrapbooks (even if hidden). The chapter will be asked to remove the picture immediately or a recruitment infraction will be filed.
 2. Pictures involving more men than women are prohibited.
 3. Fraternity letters and bar names are not allowed visibly or verbally in either skits or slideshows. Lettering at the bottom of pictures must be blacked out in videos and covered on a board. The only exception to this is on philanthropy boards on which fraternity letters can appear.
 4. Recruitment Counselors, members of Panhellenic Executive Board and Recruitment Board may not be seen in any pictures in any displays, including but not limited to: videos, slideshows, bulletin boards, and personal scrapbooks.
 5. Pictures may be displayed anywhere in the chapter house, including but not limited to bedrooms, hallways, and stairwells and must follow these above policies.
- P. No clothing, such as chapter t-shirts, shorts, pants, or sweatshirts that display an alcoholic theme or sexual connotation shall be displayed in the chapter house.
- Q. Food for Recruitment events will be limited to the following category guidelines:
- Open House, First Invitational, and Second Invitational: dry snack foods (popcorn, pretzels, chips, etc.) must be alternated throughout all events according to the schedule set by Panhellenic. A simple beverage and/or water must be served during all events.
- Third Invitational: The chapter may serve the food of their choice for all events during this round. A simple beverage and/or water must be served during all events.

VIII. **Recruitment Budgets**

- A. The Recruitment budget for each sorority shall not exceed the \$2000 cap and the guidelines set by the Panhellenic Vice-President of Recruitment and Panhellenic Council. This does not include the value of all donated goods and services. The Recruitment budgets for each sorority shall be turned in to the Vice-President of Recruitment by a pre-determined date. Recruitment chairs will submit their final spending total with all receipts and listing of

donations by a pre-determined date (no later than two weeks after Bid Distribution) set by the Vice-President of Recruitment.

- B. No more than \$500 of the \$2000 budget may be used towards the 2nd Invitational philanthropy project.
- C. No more than \$500 may be donated to your chapter by actives, alumni, advisors, parents, etc for the entire Recruitment process.
- D. No chapter shall purchase elaborate costumes or require members to purchase special Recruitment outfits or accessories with the exception of an Open House Recruitment t-shirt. Chapters may set guidelines for clothing.
- E. Chapter funds may not be used to purchase any outfit for Recruitment.
- F. Each chapter shall purchase the all-sorority t-shirt for minimum of 75% of their members returning for the fall semester.

IX. Recruitment Counselors

- A. Recruitment counselors will serve as guides during all rounds and will deliver all lists and bids to the potential new members.
- B. Recruitment counselors will serve as the contact person to the potential new members that do not receive a bid from any chapter following 3rd Invite.
- C. At least one recruitment counselor will be present outside of the chapter house during all recruitment events.
- D. Contact regarding membership selection between a recruitment counselor and a sorority concerning a potential new member is a recruitment infraction.
- E. Recruitment counselors serve as representatives of the Panhellenic community and will counsel in the best interest of the entire Panhellenic community, not of individual chapters. Biased counseling by a recruitment counselor is an infraction to the chapter. Both verbal and physical actions may constitute biased counseling.
- F. Although recruitment counselors are permitted to socialize discreetly with their chapter, they may not be acknowledged as a member of a particular sorority during the designated Formal Recruitment period by wearing or displaying letters, symbols, etc. or by being present in any public relations tools.
- G. Recruitment counselors may not wear any Panhellenic apparel (recruitment counselor t-shirts, etc.) at liquor establishments.
- H. Recruitment counselors are to conduct themselves at all times in a mature, responsible, and unbiased manner as they fulfill their Formal Recruitment duties.

X. Chapter Websites and Personal Domains

- A. Chapter websites shall reflect all recruitment policies.

- B. All chapter members, including members of Panhellenic Executive Board, Recruitment Board, and Recruitment counselors are required to privatize personal domains on the internet, including but not limited to Facebook and My Space.
- C. Chapter members can not communicate through personal domains (including but not limited to the acceptance of friends).
- D. Privatization of personal domains will begin on the first day of work week and continue until after bids have been received by PNMs on Bid Distribution Day.

X. **Ethics**

- A. Panhellenic strongly recommends and urges each sorority to use judgment, discretion, common sense, and maturity during Formal Recruitment.
- B. All members (including alumnae and new members) are to be held responsible for knowing and observing Recruitment rules and the National Panhellenic Unanimous Agreements during Formal Recruitment.
- C. No recruiter, acting as an individual or as a representative of a sorority, may speak poorly of another chapter or another chapter member to a potential new member.

XI. **Infractions**

- A. An infraction is any violation of the above set of rules or the National Panhellenic Unanimous Agreements and/or the attached Appendix regarding "Dirty Rushing" at the University of Illinois.
- B. All Recruitment infractions will be handled as outlined by the National Panhellenic Conference Unanimous Agreements.
- C. Reporting Infractions
 - 1. Only a chapter president shall notify the president of the offending chapter about a possible Recruitment violation and together they should try to alleviate the problem if possible, without involving Panhellenic.
 - 2. If a problem cannot be resolved through the chapter presidents, the presidents should notify the Panhellenic President.
 - 3. Collegiate chapter presidents, recruitment counselors, potential new members, and the Panhellenic Advisor shall have the opportunity to lodge complaints with the Panhellenic President through a "CPH Violation Form." The individual lodging the complaint shall meet with the Panhellenic President to discuss the complaint and submitted reports, provide clear and detailed explanation of the alleged violation. "CPH Violation Reports" must be submitted within 48 hours, but not more than ten days after the alleged violation. The Panhellenic President will

promptly review the “CPH Violation Form” to determine the next course of action.

4. If necessary, the Panhellenic President may decide that the complaint constitutes an infraction and take necessary action in accordance with the National Panhellenic Conference Unanimous Agreements, which necessitates mediation between those involved with the assistance of a neutral third party. The Panhellenic President will request the guidance of an individual from the Office of Student Conflict Resolution.

- D. Bid lists are due at the time set by the Panhellenic Vice-President of Recruitment. Non-compliance will result in the following fines:

Minutes Late	Any Stage
1-30	\$100
31-60	\$200
61-90	\$300

- E. Attendance at Recruitment Chair meetings is mandatory for all chapters participating in Formal Recruitment.
- F. All Computer Chair meetings are mandatory and must be attended by the designated Chapter Computer Chair. No substitutions will be allowed. Failure to comply will result in a minimum fine of \$50.