

EAST TENNESSEE STATE UNIVERSITY
PANHELLENIC ASSOCIATION
RECRUITMENT BYLAWS

The East Tennessee State University Panhellenic Association Recruitment Bylaws are intended to help guide Panhellenic Association sorority women and potential members through the membership selection process and the primary recruitment period, which is Friday, August 31 – Monday, September 3. The guidelines incorporate many of the procedures recommended and/or required by the National Panhellenic Conference (NPC) to which all chapters belonging to the East Tennessee State University Panhellenic Association must adhere.

The purpose of primary recruitment is to ensure that member organizations have equitable opportunities for membership recruitment within the Panhellenic system; and to provide potential members every opportunity to become acquainted with as many sororities as possible in order that they may make informed decisions concerning membership.

A. Primary Recruitment Week Structure

1. Primary Fall Recruitment consists of the following stages: Round 1, Philanthropy Round where all sororities are visited; Round 2, Sisterhood Round where a maximum of four parties are visited; football tailgate and/or the Panhellenic event planned for Saturday; Round 3, Preference where a maximum of two parties are visited; and Bid Distribution.
2. General Regulations for all rounds:
 - a. All recruitment functions shall be held in sorority housing, on campus, or in a publicly reserved location assigned by the Panhellenic Association. Following rounds, chapters may book
 - b. Chapters may not provide food and/or beverages to potential new members during rounds.
 - c. No videos will be used during any parties, with the exception of Philanthropy Round. During Philanthropy Round, chapters may only use their national philanthropy video.
 - d. Chapters may not allow potential members to leave a party with any item(s) (e.g., napkins, letters, cups, etc.).
 - e. Appropriate Recruitment Team personnel will submit a list of potential members attending each event to each sorority prior to the start of each event. Potential members will enter each recruitment function in alphabetical order. Recruitment Counselors will be responsible for submitting a list of absent potential members, specifically stating 'excused' or 'unexcused' on the list. An excused absence is a campus commitment including class or athletic event, illness, family emergency or religious commitment.
 - f. Potential new members who have excused absences (class, sickness, family emergency, athletic event, or other university excuse) but are able to attend some events for any given round will be given the choice as to which chapters they will attend. They must communicate their inability to attend events, along with their excuse, to their Recruitment Counselor, the Panhellenic Vice President of Membership, or the Panhellenic Advisor before recruitment begins. They will submit a ranked list of preferred events to the Panhellenic Advisor who will place them in the events of their preference whenever possible.
 - g. Room assignments in the Millennium Centre will be made by the Recruitment Team Staff by randomly drawing chapters out of a hat.
 - h. Potential new members are required to accept all preference invitations. Anyone not attending all preference parties to which she is invited will be removed from the recruitment process.
 - i. At the end of each round, the Panhellenic Vice President of Membership, Panhellenic President, or Panhellenic Advisor will give each chapter president and/or advisor a list of those potential new members' names and numbers who were absent for the round as well as the round's release figures.

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2018 Room Assignments:

Max Capacity/Room- 88 (Maximum of 48 active members and 40 potential members)

Alpha Delta Pi – Classroom 120 (with classroom 115 as the holding space)

Alpha Omicron Pi – Right ballroom

Alpha Xi Delta – Center ballroom

Kappa Delta - Classroom 220 (with classroom 215 as the holding space)

Sigma Kappa – Left ballroom

3. Round one – Philanthropy Round
 - a. The length of each philanthropy party is 25 minutes with 10-minute breaks.
4. Round two – Sisterhood Round
 - a. The length of each Sisterhood event will be 35 minutes with 15-minute breaks.
5. Round three – Preference Round
 - a. The use of notes or letters for potential new members is prohibited.
6. Bid Distribution
 - a. Bids will be issued to potential members by members of the Panhellenic Recruitment Team and/or Recruitment Counselors only.
 - b. All chapters should arrive and be in place ready to greet new members no later than fifteen minutes before bids are distributed.
 - c. No one location at or around the Quad can or will be reserved for any chapter. A member of the recruitment team will designate the locations chapters may use for welcoming the new members.
 - d. Chapters will line up alphabetically.

B. Chapter Obligations during Primary Recruitment

1. Chapters are responsible for informing their collegiate members, new members, and alumnae of the recruitment guidelines, which are binding. Every chapter is held responsible for the actions of its individual members, recruitment counselors, alumnae and anyone acting on its behalf.
2. Individual chapter expenditures for Fall Primary Recruitment shall not exceed \$1500, including the value of all donated goods and services. An estimated recruitment budget must be submitted to the Panhellenic Vice President of Membership and Panhellenic Advisor prior to the last class day in the semester prior to primary recruitment. A recruitment budget should include detailed information about the chapter's estimated expenses including alumnae contributions, donated goods and services, and individual financial responsibilities. A final itemized accounting of all Membership Recruitment expenses must be submitted to the Panhellenic Vice President of Membership and Panhellenic Advisor by 4:30 p.m. on the last class day in September.
3. Chapters are responsible for following the rules and regulations of the Millennium Centre; therefore, any charges in excess of agreed upon facility fees are the responsibility of the chapter.
 - a. Any outside food or beverage brought into the Millennium Centre will result in a fee of at least \$13.95 billed to the Panhellenic Association. At the end of recruitment, these general fees will be totaled and divided evenly by the five Panhellenic chapters. Each chapter must submit payment of the recruitment fees no later than September 30, 2018 at 4:30 p.m. to the Panhellenic Vice President of Finance.
4. Chapters must adhere to the deadlines and procedures as described in this document and the Master Recruitment Schedule. Chapters failing to meet deadlines will be assessed a fine of \$50 per day per missed deadline.
5. Any invitations and/or bid lists submitted after the designated time will result in a \$50 fine. An additional \$25 fine will be added for every thirty minutes past the initial deadline.

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C. Individual Member and Alumnae Obligations during Primary Recruitment

1. All Panhellenic women have an obligation at all times to abide by the NPC Unanimous Agreements.
2. All primary recruitment participants are obligated to adhere to all university guidelines and laws.
3. Only enrolled East Tennessee State University active members/new members may actively participate in primary recruitment events. Transfers/affiliates, inter/national sorority representatives, alumnae advisors and alumnae may assist the chapter during primary recruitment events. Others may help "behind the scenes" at any time. All transfers/affiliates, inter/national sorority representatives, alumnae advisors and alumnae who are present during recruitment must wear nametags designating their status.
4. Active and/or new members from other campuses may not participate in any recruitment event without prior approval from the Panhellenic Vice President of Membership and Panhellenic Advisor.

D. Prohibited Behavior for All Types of Recruitment

1. Inappropriate conversation is strictly prohibited. Examples of inappropriate conversation are: any situation in which the potential member is intentionally separated by a sorority member or members from typical recruitment activities by conversation and/or position. Such activities include but are not limited Move-In-Day, the Welcome Back Picnic, Tailgate, informational sessions for potential new members and activities held during formal recruitment week.
2. A chapter member, alumna member, men or anyone acting on a sorority's behalf shall not make derogatory remarks to potential members about any sorority or any sorority members.
3. Chapter members, alumnae members or anyone acting on a sorority's behalf shall not imply to a potential member or her family that she has an invitation to a party, ask her to join, or imply that she will receive a bid.
4. Chapters and those acting on behalf of chapters may not send gifts, cards, flowers, or spend money on potential members. Contact between an alumna and a potential member shall be limited to that necessary to secure a recommendation.
5. Men are prohibited at any recruitment related events for National Panhellenic Conference organizations.
6. Alcohol is prohibited at any recruitment related events for National Panhellenic Conference organizations.

E. Primary Recruitment Week Procedures

1. Recruitment carry figures will be determined by the National Panhellenic Conference (NPC) Release Figures Management (RFM) specialist assigned to our campus.
2. All chapters are encouraged to adhere to the carry figures assigned by the RFM specialist. Intent to under invite must be communicated to the East Tennessee State University Panhellenic Advisor prior to recruitment.
3. Quota will be determined by cooperation between the Panhellenic Advisor at ETSU and the NPC RFM specialist assigned to the campus.
4. Quota additions will be matched by hand with cooperation between the Panhellenic Advisor at ETSU and the NPC RFM specialist assigned to the campus.
5. Bid matching, snap bidding, and continuous open bidding will be conducted following the recommended methods in the most current version of the National Panhellenic Manual of Information.
6. Primary recruitment week will use two quotas; one for women who have completed fewer than 50 credit hours and one for women who have completed greater than 50 credit hours and/or who

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graduated high school two or more years prior to the current primary recruitment period. Hand bid matching will take place for all women with fifty or more college credit hours and will be utilized as a double-check of the computer system. Quota Additions will be utilized for both and will follow the NPC Quota Addition Guidelines.

7. Snap Bidding will take place following the bid matching procedures by chapters who did not match to Quota. Snap Bidding procedures should follow the NPC Snap Bidding guidelines. When a potential member negates her signed Membership Recruitment Acceptance Binding Agreement (MRABA) and refuses to accept her matched bid at the conclusion of the recruitment week and does not participate in a ribbon or formal pledge ceremony, this space in the chapter's Quota is not filled, and the chapter may immediately bid and pledge another woman even if the chapter is over total. If a chapter loses a new member who has not yet participated in a formal pledge ceremony, yet the chapter received Quota Additions and is still at Quota or higher after the new member refuses her bid, the chapter cannot replace that new member. If a new member has participated in a chapter's ribbon or formal pledge ceremony, and the pledgship is broken by either the new member or the chapter, then the vacancy created can be refilled only if a chapter is below total.

F. Primary Recruitment Decorations

1. All decorations will be restricted to the inside of the chapter space. Nothing may be added to the outside.
 - a. Each chapter will be supplied with one 8-foot table with a black tablecloth
 - b. Decorations on the table may include a tablecloth, display no taller than three feet from the top of the table, picture frames, chapter trophies, and/or symbolic items
 - c. No electronic displays may be used on the table
 - d. One set of large chapter letters may be used in the chapter recruitment space
2. The Recruitment Team will create and post signs on each door ~~that will~~ to identify the sorority chapter to the visiting potential new members.

G. Recruitment Counselors

1. Recruitment Counselors are nominated by their respective chapters and selected by the Panhellenic Council President, Vice President of Membership, Lead Recruitment Counselor, Vice President of External Relations, and a representative from any missing chapter. If a recruitment counselor steps down or is removed, her sorority is charged with providing a replacement. Recruitment counselors must be in good overall standing with their chapter with at least a 2.5 cumulative GPA. GPA eligibility will be determined from the fall term.
2. If a recruitment counselor is found to be in violation of the recruitment rules, she will be subject to discipline up to and including dismissal from her recruitment counselor position. If any sorority is believed to be a party to the violation, the judicial procedures found in the NPC Manual of Information will be initiated.
3. A Recruitment Counselor may not reveal her affiliation to any potential new member and/or any family members of potential new members until the conclusion of the official Bid Distribution Day Ceremony. She must remain neutral at all times to potential members.
4. Panhellenic Recruitment Executive Team Members (PHA Council President, PHA Vice President of Membership, PHA Head Recruitment Counselor, PHA Executive Vice President, and Recruitment Counselors) must abide by all disassociating rules as specified in these bylaws.

H. PHA Recruitment Executive Team and Recruitment Counselor Disaffiliation (Recruitment Team)

1. Informal Disaffiliation

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- a. Begins on the day after spring graduation.
 - b. Recruitment Team Members may not be seen with any sorority paraphernalia, with anyone wearing any sorority paraphernalia, or in their own cars with sorority insignia.
 - c. Recruitment Team Members may not attend any chapter recruitment-related activity without prior approval by the Vice President of Membership or Panhellenic Advisor. Any request must be received at least two weeks before the activity.
 - d. Panhellenic Recruitment Team Members may participate in non-recruitment-related chapter events/activities until potential members move to campus for fall semester. From that time through the distribution of bids, they must suspend all contact with their chapter unless otherwise directed/approved by the Panhellenic Vice President of Membership or Panhellenic Advisor.
2. Formal Disaffiliation
- a. Begins the day potential members move to campus for fall semester.
 - b. Continues until bids are distributed.
 - c. PHA Recruitment Team Members must suspend all contact with their chapters and any sorority member unless otherwise directed/approved by the Panhellenic Advisor or the Panhellenic Vice President of Membership.

I. Contact and Conversation Related to Primary Recruitment

1. Friendly Contact
 - a. Move-in day until the recruitment application deadline
 - b. Chapter members may introduce themselves and speak to potential members if the potential member initiates contact or at designated social gatherings.
 - c. Chapter members may not seek to contact or meet up with any potential member outside of meetings or activities related to class or student organizations
 - d. Contact should promote a "Go-Greek" message rather than a specific chapter.
 - e. If a potential member and a sorority women are roommates, they may certainly have normal contact, but the sorority woman should be careful to only communicate "Go-Greek" messages related to recruitment.
2. Limited Contact
 - a. Recruitment application deadline until the beginning of the first preference party.
 - b. Contact should be brief, incidental, and not related to the sorority recruitment process.
 - c. Outside of recruitment events, any question a potential member asks a sorority member should be directed to the Recruitment Team.
 - d. If a potential member and a sorority women are roommates, they may certainly have normal contact, but the sorority woman should be careful to not to discuss recruitment.
3. Strict Silence
 - a. Begins with the first preference party and ends when bids are distributed.
 - b. Except for inside recruitment events, there will be no contact between sorority members, or anyone acting on their behalf, and potential members.

J. Eligibility and Expectations of Potential Members

1. Women must be enrolled, full-time (12 credits or more) students at East Tennessee State University to be eligible to participate in recruitment activities.
2. Potential members must register with Panhellenic and pay the established fee to participate in membership recruitment week.
3. Each potential member is expected to accept the maximum number of invitations allowed for each round in order to maximize her chances of pledging. If a potential member has a schedule problem,

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she must contact her Recruitment Counselor immediately. Failure to attend all recruitment events on her schedule may result in the dismissal of the potential member.

4. A potential member will contact her Recruitment Counselor to remove herself from the recruitment process and will complete a Membership Recruitment evaluation to withdraw.
5. Once a potential member completes and submits her Membership Recruitment Acceptance Binding Agreement, she will be bound to it.

K. Continuous Open Bidding (COB)

1. A chapter will be eligible to conduct COB any time their membership number is below total and/or the chapter has not pledged to quota. COB begins when bids are distributed and continues until the last day of classes during fall or spring semester.
2. A potential member who has accepted a bid during primary recruitment week or during COB or matched to a sorority on her Membership Recruitment Acceptance Binding Agreement (MRABA) is not eligible to pledge another NPC Sorority on East Tennessee State University's campus until the beginning of the next primary recruitment period.
3. During COB, a potential member may be extended a bid orally or in writing. However, a signed COB MRABA must be filed with the Director of Fraternity and Sorority Life within 24 hours after a woman accepts an invitation to membership.
4. A chapter may choose their time, location, and type of event for a COB function. As with primary recruitment, gifts, men, and alcohol are not to be present or utilized for COB. It is expected that the chapter will notify the Panhellenic Vice President of Membership of COB events occurring as a courtesy.

L. Setting of total

1. Total will be reset after the primary recruitment period 24 hours after bids are distributed.
 - a. All chapters will submit a roster to the Panhellenic Vice President of Membership by the first day of school for the fall and spring academic term.
 - b. All chapters will submit a roster to the Panhellenic Vice President of Membership 24 hours after bids are distributed. The fine for a late roster is \$50.
 - c. The roster should list the women in the chapter before recruitment along with the women pledged to the sorority. Any women who are no longer in the sorority or did not accept their bids should not appear on the roster. It should reflect an accurate count of the sorority membership at the moment and should include women who are studying abroad or on an internship status.
 - d. Once all rosters are collected, the median will be calculated and communicated to the chapters so that they may conduct COB to the new total.
 - e. In the time between bid distribution and total reset, chapters below the previous total may offer bids, provided they do not go above the previous total. Once the new total is set, it will be effective immediately.
2. Total will be reset each spring within 7 calendar days of the start of the academic term.
 - a. All chapters will submit a roster to the Panhellenic Vice President of Membership and Director of Fraternity and Sorority Life by noon on the sixth calendar day after the start of the academic term. The fine for a late roster is \$50.
 - b. The roster should list the women in the chapter. Any women who are no longer in the sorority should not appear on the roster. It should reflect an accurate count of the sorority membership at the moment and should include women who are studying abroad or on an internship status.
 - c. Once all rosters are collected, the median will be calculated and communicated to the chapters so that they may conduct COB to the new total.

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- d. Between the first day of class and the resetting of total, chapters below the previous total may offer bids, provided they do not go above the previous total. Once the new total is set, it will be effective immediately.

M. Judicial Procedures

- 1. Infractions of the above guidelines are handled in accordance with the most current edition of the National Panhellenic Conference Manual of Information.

N. Recruitment Promotion and Social Media Policy

- 1. The Panhellenic Association shall be responsible for all primary recruitment-related advertising.
- 2. Chapters may not place or purchase advertisements in publications directed toward potential members.
- 3. There will be no individual chapter promotion from Saturday, May 5, 2018 to Monday, September 3, 2018 at Bid Distribution Celebrations, except at the Preview Expo, Bucky's Back to School Bash, and the Panhellenic Information Session/Suite Tours.
 - a. Individual promotion includes, "Go my chapter" statements or hashtags
- 4. At each orientation, there will be four recruitment counselors and/or members of the Panhellenic Executive Council staffing the table. The table design will be created and set up by the recruitment counselors and/or Panhellenic Executive Council.
- 5. Chapters may post on social media and we strongly recommend chapters tag Panhellenic social media accounts in these posts and on any material that is posted. National hashtags are allowed on these posts.
- 6. There will be one overall Panhellenic recruitment video. No individual chapter videos will be allowed during the timeframe established above.
 - a. Boomerang is not considered a video
 - b. Social media posts may be added to Instagram and Snapchat stories
- 7. Social media is an evolving form. As new platforms come available, the general spirit of these rules should be applied.

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**The East Tennessee State University
Panhellenic Association
Code of Ethics**

We, the undergraduate members of the Panhellenic Association at East Tennessee State University, strive to promote a positive attitude of understanding, a sincere climate of trust, and the display of mutual respect for each organization and individual involved. We agree to uphold and promote a true regard of Panhellenic ideals in thought, work and action through our chapters as well as our individual members.

In order to maintain a respectable image of the entire Greek system on campus and in the community, we will work together to promote the highest achievements of scholarship, leadership and dignity. The sincere belief that sorority life enhances one's individual growth will encourage us to respect and defend the names of each sorority with the knowledge that all sororities define Greek life through their similarities and unique differences.

We recognize the need for and encourage friendly relations with all collegians, Greek and non-Greek alike, realizing the importance of creating and building lasting friendships. We therefore promise to refrain from taking advantage of a group or an individual during recruitment and throughout the remainder of the year.

We strive to stand together in prosperity or in adversity in order to make our individual organizations stronger through our combined support. As sorority women and Panhellenic members at ETSU, we recognize the obligation to improve and enhance both the Panhellenic system and the welfare of others, even when such enhancement may inconvenience our own organization.

We believe that all Unanimous Agreement and Panhellenic recruitment rules shall be adhered to without exception. We will promote the principles of truth, of honor, and duty, without which there could not be friendship. These are the tenets which we bind ourselves to in an oath of trust and in the promotion of the bond of sincere friendship, and by which we strive to live.

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