

**RECRUITMENT CODE OF ETHICS OF EAST TENNESSEE STATE UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION**

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

We, as College Panhellenic members of East Tennessee State University, agree on and commit to:

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

We, as College Panhellenic members of East Tennessee State University, also agree on and commit to:

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

As Panhellenic women of East Tennessee State University, these are the tenets by which we strive to live.

**RECRUITMENT RULES OF EAST TENNESSEE STATE UNIVERSITY
COLLEGE PANHELLENIC COUNCIL**

I. Statement of Positive Panhellenic Contact

We, the College Panhellenic members of East Tennessee State University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time a **PNM signs her MRABA on Sunday, September 6** and last until bid distribution **Monday, September 7 at 12:30 p.m.** No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. If potential new members lives or interacts with sorority members, only casual greetings and contact are permitted.

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

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

III. Statement of Values-Based Recruitment

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

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

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

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

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution. Total will be automatically adjusted using average or median chapter size (whichever is larger).

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

RECRUITMENT EVENT SCHEDULE OF EAST TENNESSEE STATE UNIVERSITY COLLEGE PANHELLENIC COUNCIL

The East Tennessee State University College Panhellenic Council Recruitment Bylaws are intended to help guide College Panhellenic sorority women and potential members through the membership selection process and the primary recruitment period, which is Friday, September 4 – Monday, September 7.

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; 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 College Panhellenic Association. Following rounds, chapters may reserve space to hold chapter for logistics and membership selection process.
 - 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 Burleson Hall and potentially other academic buildings on the ETSU campus will be made by the Recruitment Team Staff by randomly drawing rooms out of a hat based on CAP score.
 - 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.

2020 Room Assignments:

Max Capacity/Room- 60 total members and PNMs

Alpha Delta Pi -

Alpha Omicron Pi -

Alpha Xi Delta -
Kappa Delta -
Sigma Kappa -

Burleson Room 302 (Chapter Holding-Room 301)
Burleson Room 303 (Chapter Holding-Room 304)
Burleson Room 202 (Chapter Holding-Room 201)
Burleson Room 403 (Chapter Holding-Room 404)
Burleson Room 402 (Chapter Holding-Room 401)

3. Round one – Philanthropy Round
 - a. The length of each philanthropy party is 30 minutes with 15-minute breaks.
4. Round two – Sisterhood Round
 - a. The length of each Sisterhood event will be 35 minutes with 20-minute breaks.
 - b. Chapter members' outfits will correspond with a chosen color or follow a color scheme selected by their membership team. There will be no bulk ordering of outfits for these rounds
5. Round three – Preference Round
 - a. The use of notes or letters for potential new members is prohibited.
 - b. Chapter members' outfits will correspond with a chosen color or follow a color scheme selected by their membership team. There will be no bulk ordering of outfits for these rounds.
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 Mini-Dome 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 \$150, 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** August. This budget is for large letters, incidentals, and any items needed for preference night.
3. 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.
4. 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.

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 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 following decorations inside of the chapter space. Nothing may be added to the outside.
 - a. One set of large chapter letters may be used in the chapter recruitment space for the duration of recruitment.
 - b. The Recruitment team will provide a sign and easel to be used inside the chapter space for the duration of recruitment. This sign will correspond with another sign that will be used in the ranking and MRABA space for PNMs.
 - c. A table may be used for Preference night, if needed. Table should only include items necessary to preference ceremony.
2. The Recruitment Team will create and post signs on each door to identify the sorority chapter to the visiting potential new members.
3. Use of feathers, boas, or loose glitter is strictly prohibited in the Mini Dome for Bid Day.

G. Recruitment Guides

1. Recruitment Guides are nominated by their respective chapters and selected by the College Panhellenic Council President, Vice President of Membership, Lead Recruitment Guide, Vice President of External Relations, and a representative from any missing chapter. If a recruitment guide steps down or is removed, her sorority is charged with providing a replacement. Recruitment guides 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 guide is found to be in violation of the recruitment rules, she will be subject to discipline up to and including dismissal from her recruitment guide 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 Guide 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 Ceremony. She must remain neutral at all times to potential members.
4. Panhellenic Recruitment Executive Team Members (CPH Council President, CPH Vice President of Membership, CPH Head Recruitment Guide, CPH Executive Vice President, and Recruitment Guides) must abide by all disassociating rules as specified in these bylaws.

H. CPH Recruitment Executive Team and Recruitment Guide Disaffiliation (Recruitment Team)

1. Informal Disaffiliation
 - a. Begins on August 1st, 2020

- 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. CPH 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, 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, Total will be calculated and communicated to the chapters so that they may conduct COB to the new total. Total will be calculated as the average or median chapter size, whichever is larger.
 - 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, total will be calculated. Total cannot be set less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.
 - 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 College 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 2, 2020 to Monday, September 7, 2020 at Bid Distribution Celebrations, except at the Preview Expo, Bucky's Back to School Bash, and the Panhellenic Information Session.
 - a. Individual promotion includes, but is not limited to: "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.