

WINTHROP UNIVERSITY COLLEGE PANHELLENIC COUNCIL RECRUITMENT CODE OF ETHICS

We, the members of women's sororities at Winthrop 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 Panhellenic women of Winthrop University agree on and commit to:

- That all members be selected for membership without regard for race, religion, ethnicity, nationality, disability, sexual orientation, political beliefs, economic or geographical background.
- 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.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with non members, in accordance with the dignity and good manners of sorority women.
- 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 her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Winthrop University also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Winthrop University College Panhellenic Council.
- Abide by all local and federal laws, NPC inter/national member organization bylaws, and university policies.
- 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 Winthrop University, these are the tenets by which we strive to live.

Adopted: March 4, 2016

Recruitment Rules of the Winthrop University College Panhellenic Council

I. Statement of Positive Panhellenic Contact

We, the women of Winthrop University, will promote Panhellenic-spirited contact with all potential new members at all times, year round. All member organizations and its individual members are expected to display ethical behavior at all times. Ethical behavior means adhering to this Recruitment Rules, Code of Ethics, CPC Constitution, and NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.

During the period of strict silence no sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message, electronic communication, or communicating through a third party. If potential new members live with a sorority member, only casual greetings and contact are permitted.

1. To help increase the number of new members, it is necessary that sorority women promote general fraternal membership. No sorority woman will promote their specific organization, only promoting Fraternity & Sorority life as a whole. All sorority women should be convincing women to “Go Greek” and not to join a specific organization. No sorority woman should speak disparagingly about another sorority or sorority woman as outlined in the Code of Ethics.
2. Acting inappropriately as deemed by the Code of Ethics while under the influence in the presence of Potential New Members will result in a Recruitment Infraction on behalf of the involved individuals.
3. No sorority women may pay for a potential new member’s meal or buy her incentives.
4. Examples of acceptable contact:
 - a) Speaking to a potential new member about Citizenship, Leadership, Scholarship, and Friendship. The sorority members must relate these attributes not only to her specific organization, but to all Fraternal Organizations.
 - b) Meals on and off campus are acceptable, but should not be set up by the sorority. Avoid overwhelming the potential new member with more sorority women than potential new members.
5. Examples of unacceptable contact:
 - a) Citing specifically the member’s organization’s events and not mentioning other organizations as well
 - b) Associating fraternal organizations with alcohol and parties
 - c) Taking Freshmen PNMs to parties with alcohol without prior relationship.
 - d) Speaking negatively about Greeks or non-Greeks.
 - e) Calling/texting or asking a PNM to get together without a prior established relationship (roommate, went to high school, had class(es) together, same hometown, etc.), natural friendship or face-to-face relationship.
 - f) Asking a PNM about finances. Example: asking what their parent(s)/guardian(s)/family member(s) etc. do for a living.

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

All NPC member organizations represented at Winthrop University believe in strictly adhering to NPC Unanimous Agreements and recruitment policies. All members, including alumnae, and new members are responsible for understanding and observing the College Panhellenic Council Recruitment Rules as well as the Code of Ethics. All groups will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Membership Recruitment Acceptance Binding Agreement

Winthrop University Panhellenic will uphold and use the MRABA for each potential new member interested in joining a women's fraternity, whether during formal or informal recruitment. We agree to all policies/steps pertaining to the MRABA.

V. Statement of Values-Based Recruitment

The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting women who will have a positive impact on chapters and the Panhellenic community. Frills should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization. All NPC member organizations represented at Winthrop University will promote the following practices during membership recruitment:

1. Focus and engage in conversations that include topics related to our core values.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices about potential new members.
4. Educate potential new members about the chapter's values, and connect to these values.

In accordance with NPC policy, Winthrop University recruitment events do not include skits, elaborate decorations and costumes.

1. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
2. Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
3. Eliminate gifts, favors, letters and notes for potential new members
4. The Panhellenic budget for formal recruitment is \$1,150. Any item donated will not be considered in your budget. However, the value of all donated goods and services must be included in your chapter budget/expense report.

VI. Statement of Automatic Reset of Total and Total Review

Total is the allowable chapter size as determined by the Winthrop University College Panhellenic Council. Panhellenic will review total every regular academic term.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. Total for the fall term will be determined at the first recruitment meeting of the academic year. Total following Formal Recruitment will be determined no later than 72 hours following bid distribution. Total will be determined by the final recruitment meeting of the academic year using one of the following options:

1. Median chapter size (MCS): The required method unless an alternative below is approved in advance by the College Panhellenic Council. Total is set based on the size of the size of the third-largest chapter.
2. Average chapter size (ACS) rounded down to the nearest whole number.
3. Largest chapter size

VII. Silence & Strict Silence

1. SILENCE (Sister to PNM) (January 16th, 2019)
 - a) No sorority member, including alumnae and new members, may communicate with potential new members during this period. There will be no "going out with" or "meeting" potential new members by sisters either on campus or off.
 - b) Silence will be a time for PNM's to contemplate the decision of becoming a Panhellenic sister and understand the seriousness of becoming a Panhellenic sister.

- c) During Silence PNMs will be encouraged to:
 - i. Refrain from speaking to sorority and fraternity members.
 - ii. Not attend social events including but not limited to parties or bars.
 - iii. Not consume alcoholic beverages.
 - d) Sisters and alumnae must adhere to silence and cannot have contact with PNMs outside of formal recruitment.
 - e) Silence is defined as casual conversation and contact with PNMs. Getting meals or hanging out with PNMs is not permitted.
2. STRICT SILENCE (Sister to PNM)
- a) At the end of the last round of recruitment (preference) (Sunday, January 20, 2019) until new member reveal, there will be no contact between any affiliated sorority members and potential new members.
 - b) Strict silence is defined as verbal, nonverbal, written, printed, text message, electronic communication, or communicating through a third party. If potential new members live with a sorority member, only casual greetings and contact are permitted.
3. STRICT SILENCE between sorority women and disaffiliates starts January 7th, 2019 and lasts until after new member reveal is completed. No contact between sorority women and disaffiliated members is permitted.

VIII. Disaffiliation

1. The following members of the College Panhellenic Council will be disaffiliated: College Panhellenic Council Executive Board (CPC Exec) and Recruitment Guides (Rho Gammas). These members are disaffiliated to ensure PNM's recruitment experience is successful.
2. Disaffiliates will abide by the Recruitment Guide Requirements and Expectations.
3. Disaffiliates will not be allowed to table for or with their perspective chapters or attend open events once they sign their Rho Gamma contract***unless they express interest in participating. Disaffiliates must not be the Recruitment Director, Recruitment Chair, or Bid Day Chair for their chapters.
***Once CPC Day begins, disaffiliated members must not table or attend open chapter events.
4. The duties and responsibilities of CPC Exec and Rho Gammas as it relates to recruitment will begin on CPC Day, when Formal Recruitment Registration begins. There will be a ceremony hosted by CPC prior to when true disaffiliation begins. Women are encouraged to keep their affiliation a secret but have the option to tell when asked if they desire once their role as a recruitment guide begins on CPC Day.
 - a) If disaffiliates are asked their chapter affiliation, they can acknowledge it, however indicating their role is one to be Panhellenic and supportive of all chapters on the campus. It is agreed that Rho Gammas should work if at all possible at all times in pairs within their PNM groups as to alleviate any attempt by the PNMs to lead a Rho Gamma into specific chapter conversations. Questions asked by PNMs that speak directly to a chapter's specific activities or policies should be directed back to the chapter, Head Rho Gamma, or CPC Exec member by the Rho Gamma.
5. The disaffiliated members will abide by these regulations once they have signed their Rho Gamma contract:
 - a) May not participate in any phase of their chapter's recruitment process including any discussions about their chapter's recruitment when they accept their position. They must refrain from talking to any chapter member about her chapter's recruitment plans. This includes all sororities in Panhellenic including the chapter they are disaffiliated. They may not attend any recruitment retreats.
 - b) Work for the greater good of Panhellenic by being, objective, impartial, and fair in their dealings with others. There should be no special information shared or implication given to the PNM about their chapter or its membership selection process/decisions. This includes discussing any quota or legacy policies with potential new members.

- c) They may attend chapter events until the end of fall semester, unless there is a Panhellenic event or any event that relates to their role as a recruitment guide which supersedes any chapter event. After fall semester disaffiliates may not attend chapter events including but not limited to retreats, ritualistic functions, meetings, and socials. Special permission may be given to disaffiliated sisters who hold officer positions to make appearances at chapter meetings to give reports.
 - d) Must not give any alumnae or chapter members information regarding potential new members.
 - e) Provide support, friendship, and guidance to women participating in the recruitment process.
 - a. Maximum availability to potential new members is a necessity; however, disaffiliates are prohibited from attending bars, clubs, or parties with potential new members. Disaffiliates are prohibited to drink alcohol while on an outing with potential new members.
 - f) Promote the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's sororities.
 - g) Promote membership recruitment, retention, and pledging by communicating realistic expectations of the recruitment process.
 - h) Will report a recruitment violation if she has knowledge that one has been committed by a sorority or an individual sorority woman. She must report the violation to the Panhellenic President, Vice President of Recruitment, and the Assistant Director of Student Activities for Fraternity & Sorority Affairs.
 - i) Personal social media accounts and any other personalized web page(s) for disaffiliates should be free of their affiliation on Thursday, August 30th, 2018 until after new member reveal. CPC Exec is to monitor the sites. No affiliation of sorority, fraternity, or other social groups may be associated or displayed; this includes but is not limited to relationship statuses, fan pages, prior/current sorority titles, etc.
 - a. Facebook: Account must be set to private and remove any sorority paraphernalia on profile pictures and cover photos. These members will return to basic profiles and will not display profile picture containing sisters that are not disaffiliated.
 - b. Must use personal instagram account as "Go Greek" account for the purpose of connecting with PNMS, promoting Panhellenic events and formal recruitment.
 - c. Social media sites will be regulated as needed by CPC Exec.
 - j) The disaffiliated members will abide by these regulations after disaffiliation ceremony:
 - a. Not wear any sorority attire, except for Panhellenic and Winthrop Greek Life apparel. This is including but not limited to letter shirts, event t-shirts, sunglasses, and pins.
 - b. They are allowed to keep sorority tags and stickers on automobiles or other personal effects that are displayed publicly (computer or phone stickers).
6. Chapter Contact with disaffiliated sisters
- a) Disaffiliated sisters are to limit their time spent with women from their own chapter. This includes but is not limited to going to eat with a large group of sisters from one sorority, going to the bars with a large group of sisters from one sorority, or going to social functions with a large group of sisters from one sorority. If one feels the need to attend an event with sorority sisters that are not disaffiliated there must be a variety of chapters represented at the event (i.e. all Greek Events or public Winthrop events).
 - b) Chapters and alumnae may not question any disaffiliate about a potential new member(s). This is to ensure that the disaffiliated women are unbiased when helping potential new members make their decisions toward the approaching recruitment.
7. All Panhellenic organizations are to uphold their disaffiliated members' request to be disaffiliated and will comply with their sisters' request to:
- a. Remove all disaffiliated sister's photos, names, and other identifiable criteria from their chapter website.
 - b. Remove all photos, awards, and/or documents of disaffiliated members from the public spaces of the sorority houses.

- c. Do not highlight disaffiliated sisters in any way via social media. (Example: highlighting them as individuals as sister of the week.)
 - d. Prohibit their disaffiliated sisters to participate in her chapter's recruitment workshop and activities.
8. After disaffiliation ceremony (November 26th, 2018) all Panhellenic organizations will:
- a. Remove all disaffiliated sister's photos, names, and other identifiable criteria from their chapter website.
 - b. Remove all photos, awards, and/or documents of disaffiliated members from the public spaces of the sorority houses.
 - c. Not highlight disaffiliates in any way on any platforms of social media.

All Panhellenic organizations must be in compliance by CPC Day (November 3rd, 2018). Failure to adhere to these clauses will result in a Recruitment Infraction.

IX. Policy on Social Media Websites Where Social Media is the Main Purpose of the Website (eg: Facebook, Twitter, Instagram, Snapchat)

1. All Panhellenic members should remove any pictures, comments, groups, profile descriptions, etc. that could potentially portray their chapter and Panhellenic in a negative form. All social media guidelines relating to disaffiliates can be found in Section VIII, Subsection 5, Item k.
2. From the start of SILENCE there will be absolutely no contact with potential new members through any social media platform. This includes messages, friend requests, wall postings, liking, "favoring," pokes, etc. All social media profiles must be set to private on this date (January 16th, 2019) until after new member reveal.
3. From the start of SILENCE (January 16th, 2019) any contact made by a potential new member during Formal Recruitment should be completely ignored until after Bid Day.
4. Social media accounts can be set to public after new member reveal and disaffiliates have been revealed. This is to ensure privacy of the PNMs, chapter members' voting decisions, and to avoid unacceptable communication with PNMs during Formal Recruitment week.
5. CPC Executive Board (CPC Exec) reserves the right to ask any sorority member to remove any items that might be viewed as promoting their own organization at any time on their social media.
6. CPC Exec reserves the right to ask any sorority member to remove any items that may highlight a disaffiliate.
7. Sorority members should not post pictures with, or of, disaffiliates (Rho Gammas and CPC Exec) that highlights them in any way after the Disaffiliation Ceremony (November, 26th, 2018) or at disaffiliates' request.
 1. Sorority members should not post emoticons "emojis" over disaffiliates' faces.
8. Sorority members should promote CPC as well as their chapter's social media pages, not individual accounts.
9. Sisters may not add freshman on snapchat unless they already have them on there due to a prior relationship before coming to Winthrop.
10. Members are allowed to post appropriately throughout the week of Formal Recruitment. A post will be deemed inappropriate at the discretion of CPC Exec. There will be a fine of \$100 per day if this rule is violated. For example, if two members both post inappropriately on their social media accounts on the same day during the week of recruitment, \$100 will be assessed to the chapter for that day. We will not fine per post.

X. Fall Informal Recruitment

Continuous Open Bidding will take place in the fall semester.

1. All recruitment and new member education requirements as outlined in the University Membership Policy must be adhered to in order to conduct a new member process at Winthrop University.
2. No freshmen women will be allowed to attend any recruitment event hosted by a chapter.
 - a) Per the NPC Manual of Information- 21st Edition (January, 2016) pg. 105 - "On campuses with deferred (second term) membership recruitment, any COB prior to the scheduled membership recruitment period should be limited to upper class and transfer women. Freshmen women should not attend these recruitment functions. COB would not be open to freshmen until after the primary membership recruitment period, as provided for in the Unanimous Agreement III. The Panhellenic Compact."
 - b) A recruitment event is defined by: Any gathering of a chapter that PNM's are invited to attend, unless it is a campus-wide event (where the ENTIRE campus must be invited to the event, including, males, females, Greeks from other organizations and councils, faculty, staff, the community, etc.)
3. All sorority women will attend freshmen move-in. Go Greek clothing and accessories shall be worn.
4. Campus total will be determined at the first Recruitment Meeting of the academic year. All membership rosters must be updated and turned into the Office of Fraternity & Sorority Affairs no later than 12 noon on the day of the first recruitment meeting.
 - a) Chapters that are over total cannot hold recruitment events.
 - b) Chapters that are at or above total will not hold recruitment events (i.e. open houses, meet and greets to target first semester freshmen, etc.) through the Fall semester in compliance Unanimous Agreement III.
5. There will be an open CPC Informational session at the beginning of Fall session.
 - a) Any woman can come to learn about the CPC sororities and learn about both the fall and spring recruitment processes. Here each chapter can send one-two representatives to speak on their chapter's behalf to talk about their chapter and promote their upcoming COB events (if applicable) and have a table with two-three additional members to engage with PNMs that attend.
6. Informal Recruitment Events
 - a) If chapters are planning on doing informal recruitment events, they must submit the Notice of Recruitment Form as outlined in the University Membership Policy to the Office of Fraternity & Sorority Affairs (FSA) at least 10 days prior to the first planned recruitment event. This form will be forwarded to the Vice President of Recruitment.
 - i. Bids may be extended as long as they have been verified by FSA through their registration process and are on the Eligibility List.
7. All Winthrop University Continuous Opening Bidding Membership Acceptance Binding Agreements must be signed by women who have accepted bids and are due OFSA no later than 24 hours after bid acceptance.
8. If a chapter has not reached total they may submit more COB events through week 6 of the semester in order to have an 8-week new member education process. If the chapter's new member process is shorter than 8 weeks, the chapter can COB until total is reached with an approved new member process from the Assistant Director of Student Activities for Fraternity & Sorority Affairs.
9. Formal Recruitment Registration opens on CPC Day
 - a) CPC will host an event called CPC Day. Each chapter will be assigned five 15-minute rounds where they will host an informal party for women interested in sorority formal recruitment. Rho Gammas will lead women from party to party. Chapters can opt to have the party at their chapter house or have the party in a different location upon approval from the Vice President for Recruitment.
 - b) No favors or gifts may be given out during the parties except for basic information sheets (including dues, GPA requirements, basic chapter information).
 - c) This event will be to promote sorority recruitment as a whole and give the sorority women a chance to get to know the women interested in sorority recruitment.

XI. Potential New Member Guidelines

1. Potential new members who are freshmen may not attend any informal recruitment event held by a Panhellenic organization until after the designated formal recruitment.

2. To be eligible to participate in Panhellenic recruitment, a woman must not be simultaneously enrolled in high school and attending college.
3. As per university rules, a woman must be an undergraduate student with at least a 2.6 cumulative GPA and 12 college credit hours in order to go through any recruitment process at Winthrop University.
4. A woman shall not be, or have ever been, an initiated member of an NPC organization and join another NPC organization.
5. Each Potential Member will be informed of Silence upon registering.
6. Potential new members are highly encouraged to attend *at least* one Greek 101. However, they must attend the mandatory Orientation session before Recruitment Weekend.
7. Potential new members are required to attend Recruitment Orientation which will be on the day before formal recruitment begins.
 - a) A Potential Member Bill of Rights will be established and presented to all Potential Members at Recruitment Orientation.
8. All Potential Members are required to attend all formal recruitment events for which they have received an invitation. If they have class or a personal health emergency, they may submit a written excuse to CPC Exec.
9. Potential New Members are encouraged to wear certain dress on each day of the recruitment process:
 - a) Day One: Philanthropy Day- Potential New Members are encouraged to wear jeans and the CPC Recruitment Shirt.
 - b) Day Two: Fraternal Values Day- Potential New Members are encouraged to wear jeans and a tasteful shirt.
 - c) Day Three: Preference Day- Potential New Members are encouraged to dress a little more formal this day. Nice dresses or suits are preferred with covered shoulders. Discourage the wearing of black cocktail dresses.
10. From the beginning of formal recruitment through the acceptance of bids, no potential member shall visit a women's fraternity house, nor shall sorority members (including members and alumnae) visit a potential member in her residence hall, apartment, or place of residence (exceptions will be made in case of family or roommate). Sorority women and potential members should not communicate during this time. Examples of inappropriate contact include but not limited to communication via Facebook, twitter, phone calls, email, or text messages
11. Potential new members will not be allowed to attend any sorority sponsored social event in which men or alcohol are present. Exceptions may be made for the purposes of that PNM being a guest of an active member for a date party.
12. Each Potential Member will sign a MRABA at the completing of her last formal recruitment event.
 - a) Any woman who signs an MRABA and receives a bid at the end of membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.
 - b) When a potential new member receives a bid under the preferential system, the signing of the MRABA shall be binding for one calendar year. During that year, she may not be invited to join another sorority on the same campus. If she transfers to another university, she is eligible to pledge the sorority of her choice at the earliest opportunity.

XII. Spring Formal Recruitment

1. "Formal Recruitment Period" refers to CPC Day and will last until Bid Day of the Spring Semester.
2. "Formal Recruitment Weekend" refers to the first day of Formal Recruitment and lasts until 24 hours after Bid Day.
3. It is the responsibility of each CPC Exec Officer and Rho Gamma to ensure that each event begins and ends on time with strict adherence to the recruitment schedule. Parties' time will officially start when the last Potential New Member walks in the door.

4. Recruitment Guides or CPC Exec Officers will escort Potential New Members to parties during Formal Recruitment Weekend and will be available to the chapters if questions or emergencies arise.
5. Party Visitation by Panhellenic Executive Council
 - a) The President, Vice President of Recruitment and other members of CPC Exec will come by before the first party of each day, knock on the respective chapter's door to review each room with the party plans.
 - b) Council members and the Assistant Director of Student Activities for Fraternity & Sorority Affairs will attend parties to make sure things are running smoothly for all involved. These council members and Assistant Director are subject to come to an individual chapter's party at any time.
 - c) When reviewing the party plans before that day, the above officer will discuss with each advisor if they will be returning for one of the parties later during that day.
6. Each sorority will follow all rules and policies of all facilities in which a recruitment activity, practice, and/or event is held.
7. ONLY members are allowed inside the individual recruitment parties. Advisors, National Consultants or National Representatives, may enter and exit parties as needed, but are only allowed to exchange pleasantries (i.e. hello, goodbye, thank you, etc.). Under no circumstances is there conversation to take place between a PNM and advisor or volunteer unless there is an emergency. (Alumnae cannot enter a recruitment party room. They are welcome to attend recruitment weekend and assist chapters with any behind-the-scenes needs, except for any activity that is occurring in the party while PNM's are in attendance). They may only be silent participants and not have any contact with PNM's on social media sites, through email, or phone during the Formal Recruitment Period.
8. Sorority women will be alcohol free during Formal Recruitment Weekend.
 - a) The twenty-four hour Bid Day period shall begin when bids are distributed. For example, if bids are distributed at 5:00 p.m. on Sunday, Bid Day will not end until 5:00 p.m., the next day on Monday. Events or activities during this period are alcohol free.
9. Bid Promising: Bid promising is any conversation either written or spoken between a sorority women and a potential new member where the potential new member is led to believe she will be receiving a bid from said sorority. (NPC Manual of Information)
 - a) There will be no promising of bids directly or indirectly by any member, new member or alumnae of a sorority.

A. Room Assignments

Room Assignments will be chosen by the Vice President of Membership Recruitment by drawing a name of an organization from a hat. The organization that is pulled will select what room they would like for Formal Recruitment. This process will continue until all organizations have the selected a room.

1. Chapters can start setting up no earlier than 8:00 pm and must vacate the building by 11:00 p.m.
2. Chapters can re enter their recruitment party site at 8:00 am. Official Recruitment Schedule for further time restrictions.
3. It is the chapter's responsibility to contact Winthrop University Campus Police services to arrange for someone to lock up their facilities at the end of setup.
4. It is up to the individual chapters to find out what is available in the room and to schedule practice times in that space
5. It is each chapter's responsibility to contact the Space Use manager to coordinate practice times and discuss how the rooms can be arranged to meet the chapter's individual needs. You will need to submit an online space request for all practice times.

B. General Recruitment Party Guidelines

1. All NPC Unanimous Agreements shall be followed (refer to NPC Manual of Information).
2. A factual, current financial poster shall be displayed at the first two rounds of each sorority that includes all dues (not just new member fees) and chapter member GPA requirements.

3. The Panhellenic budget for Spring formal recruitment is \$1,150. Any item donated will not be considered in your budget. However, the value of all donated goods and services must be included in your chapter budget/expense report.
 - a) Example: Someone's mother made flower arrangements for your centerpieces. Her time was donated by putting the flowers together, however you must get written documentation of how much she spent on the flowers which will be included in your budget.
 - b) The Chapter Recruitment chair will be responsible for completing their chapter budget/expense report for recruitment and turning it into the Office of Fraternity and Sorority Affairs by 5pm on the date set by CPC VP for Recruitment. A \$100 fine will be imposed if received after the date plus \$25 for each additional day.
 - c) Receipts are required to be collected if over \$25. These things could include anything from tables/tablecloth rentals to wall adhesives, poster boards, printed pictures, etc. Receipts and a final budget/expense report will be turned in by 5pm on date set by CPC VP of Recruitment. Turning in receipts late will result in a recruitment infraction.
4. Absolutely no balloons or streamers will be used in any chapter's recruitment parties.
5. Chapters will provide only water for potential new members on the first two days of recruitment and any non alcoholic drink of choice on the last day.
6. Panhellenic will provide all correspondence to potential new members (i.e.: name tags, schedules, and information booklets).
7. All name tag for chapter members will be provided by their member organizations.
8. No food will be served during the parties. Panhellenic will feed potential new members during a break on Saturday.
9. Written party plans, decorations, bid day plans, completed sample philanthropy projects; outfit pictures and name tag proof are required to be presented in the ten minute presentation, in powerpoint format, to VP of Recruitment as well as other organization's recruitment chairs (November 6th, 2018).
 - a) Philanthropy and Sisterhood videos are due by Monday, November 26th, 2018 by 5pm via email. Videos/slide shows of pictures should not show pictures of disaffiliates. Final corrections must be submitted via email to the VP of Recruitment by **Tuesday, December 4th, 2018** (study day), by 5pm.
10. All room setups are due by 5:00pm on date set by CPC VP of Recruitment. Setups must include a diagram with the placement of tables, chairs, pipe & drape, trash cans, and if you have A/V. You must also indicate the total number of tables and chairs you will need for the whole weekend.
11. Chapters do not have to mark out or cover disassociates' pictures. However, they should not be highlighted in anyway.. If any additional corrections are needed, then they will be checked again during room checks during recruitment weekend by CPC VP of Recruitment.
12. All potential members accepting a sorority's "Preference party" invitation must be placed on the sorority's bid list.
13. Each chapter will follow and implement the NPC endorsed formula regarding Release Figures. An NPC RFM Specialist will be assigned to work with the College Panhellenic Council and will provide release figures and quota range information to be given to the chapters.
 - a) A \$200.00 fine will be imposed if a party list is turned in 1-30 minutes after deadline. \$100.00 will be charged for each additional half hour.

C. First Round Events (Philanthropy Day):

1. Time: Each party will last exactly 30 minutes, with 20 minute breaks in between each party. Room checks will begin at 3:00 p.m. Approximate party start time will be 4:00 p.m. and ending at 7:50.
2. Decorations: All items must be directly related to chapter philanthropy.
 - Up to 5 Tri-fold boards, highlighting your philanthropic and/or community service events.

- Financial & GPA Requirements poster
 - Minimal table cloths (1 cloth per table, 1 table runner per table)
 - Philanthropy & Service awards (as many as you want/have)
 - Philanthropy video (must be approved if not supplied by national organization)
 - Crafts and supplies (\$100 limit: must be included in your budget). A crafting project is up to the discretion of the chapter during the round.
 - Each chapter will be allowed to have the following items not included in their budget:
 - 5 picture frames
 - 15 lettered items (shirts, pillows, blankets, bags)
 - 1 big philanthropy item
 - 2 signs/painted canvases
 - 1 scrapbook
3. Outfits: Outfits for this night will be National Philanthropy Promoting attire including, but not limited to letters, outfits in sorority colors, etc. Footwear, jewelry, etc. will be up to the discretion of the chapter. Outfit pictures must be submitted with party plans for approval.
 4. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.
 5. Beverages: Chapter will provide water to serve to potential new members. Chapters may not spend more than \$75 on beverages, cups, and serving equipment for potential new members.

D. Second Round Events (Fraternal Values Day):

1. Time: Each party will last exactly 50 minutes with 20 minute breaks in between each party. Room checks will begin at 9:30 a.m. Approximate party start time will be 11:00 a.m. and will end at 3:50 p.m.
2. Decorations: All items used must be directly related to fraternal values (Citizenship, Leadership, Scholarship, and Friendship).
 - A video/slide show/PowerPoint presentation no longer than 20 minutes based on the following categories: Citizenship, Leadership, Scholarship, and Friendship.
 - Up to 5 Tri-fold boards may be used to display the fraternal values (citizenship, scholarship, friendship, leadership). The fifth board will include any value that your chapter deems important to their individual organization.
 - Financial & GPA Requirements poster
 - Minimal table cloths (1 cloth per table, no excessive overlays)
 - Chapter/Campus/National Recognition Awards (as many as you want/have)
 - a. Each chapter will be allowed to have the following items not included in their budget:
 - 30 articles of clothing (letter shirts, small letters, sweatshirts/sweatpants, flip flops, letter bags, etc.).
 - 15 items of Chapter Insignia (pillows, mascots, stuffed animals, cups, candles, coolers, paddles, any miscellaneous item). These items must be approved in and turned in with your chapter's budget and party plans.
 - 10 picture frames
 - 3 picture boards/collages
 - 4 scrapbooks
 - 5 wall letter sets
 - 3 signs/painted canvases
 - 1 composite
3. Outfits: Chapters can wear a stitched letter shirt of choice OR a tasteful shirt of choice, and bottoms of choice. Dresses may be worn as an option for chapter members as long as it is not a required form of attire for the entire chapter. The entire chapter cannot match (there must be different shades of the color of choice). The entire chapter must not have the same brand of clothing (i.e. every chapter member must buy a pair of dark wash Walmart jeans). Footwear, jewelry, etc. will be up to the discretion of the chapter. Outfit pictures must be submitted with party plans for approval.

4. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.
5. Beverages: Chapter will provide water to serve to potential new members. Chapters may not spend more than \$75 on beverages, cups, and serving equipment for potential new members.

E. Third Round Events: (Preference)

1. Each preference party will last exactly one hour with a 20-minute break in between each party. Room checks will start at 9:00 a.m. Approximate party start time will be 10:00 a.m.
2. Decorations: Chapter's Decision. The NPC Manual of Information discourages outlandish decorations.
3. Outfits: Appropriate attire approved by the National Sorority. Discourage elaborate costuming and purchasing of special recruitment outfits.
4. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.
5. Beverages: Chapter's Decision. Chapters may not spend more than \$75 on beverages, cups and serving equipment for potential new members.

F. Bid Night:

1. Bid Night will be held in the **Richardson Ballroom**.
2. Bid Night will consist of new members revealing who they accepted a Bid from. Rho Gammas and CPC Exec will also be recognized for do their part in recruitment.

XIII. Recruitment Infraction Guidelines:

If any guideline outlined in the Recruitment Compact is ignored or broken it can qualify as a recruitment infraction. CPC will act only on those infractions and violations reported in writing on a completed "College Panhellenic Violation Report Form" found in the NPC Manual of Information.

Prior to formal recruitment, the VP of Recruitment will explain the rules and infraction process to sorority members at the beginning of Fall semester and at the beginning of the Spring semester.

A. Fines

1. The Panhellenic budget for formal recruitment is \$1,150. The Chapter Recruitment chair will be responsible for completing their chapter budget/expense report for recruitment and turning it into the Office of Fraternity and Sorority Affairs by date set by CPC VP of Recruitment by 5pm.
 - a) A \$100 fine will be imposed if received after the date plus \$25 for each additional day.

2. Monetary Fines for Recruitment Infractions are as follows:

a) Submitted Party/Bid Lists Late

If at any time during recruitment weekend (Friday night, Saturday night, or Sunday afternoon) a chapter(s) submits their party or bid list AFTER the predetermined deadline they will be fined as follows:

- Between 1 – 30 minutes - \$200.00 (Example- If your Bid Lists are due by 3:00 pm and you submit the list at 3:00.04 pm then you are one minute late; this results in a \$200 fine.)
- \$100.00 will be charged for each additional 30 minutes
- If an emergency or situation arises that prevents the Chapter from submitting their lists on time, they must contact the CPC President or Vice President of Membership Recruitment immediately. The CPC Executive Board will meet and decide within one week of the end of Formal Recruitment and assess whether a fine will be implemented or not.

b) Party Start Times

During any of the three days of Formal Recruitment, a chapter will be fined \$100 per minute for the following: starting a party early/ending a party late

- Chapters will be fined the full \$100 regardless of when during the minute they open the door (i.e. the party needed to start at 2:00 pm and a chapter opens the door at the end of the party at 3:00.01, that counts as a full minute and they will be fined the full \$100).
- If an emergency situation arises that prevents the Chapter from starting or ending their party on time, they must contact the CPC President or Vice President of Membership Recruitment immediately (or the Rho Gamma assigned outside their party, who will then contact the CPC Executive Board). The CPC Executive Board will meet and decide within one week of the end of Formal Recruitment and assess whether a fine will be implemented or not.

3. Social Media

If a chapter member breaks any social media rule, the chapter advisors and the person who posted will be alerted and given 30 minutes to take down post. This results in first warning, if contacted again chapter will be charged \$50 each day a post was shared (i.e. if two chapter members posted disaffiliates in one day, the chapter will be charged \$50 for the day). Posts are deemed as pictures with, or of, disaffiliated members, emojis placed over disaffiliates' faces, or disaffiliates pictured on chapter website pages. If chapter members post inappropriately during the week of Formal Recruitment, there will be a \$100 fine each day chapter members post inappropriately.

B. Informal Discussion

All member organizations are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before filing an infraction. If the accusing organization representative is comfortable confronting the representatives of the accused organization, CPC encourages informal discussion between the disputing chapters. Often the two parties can reach a mutual understanding and resolve the situation without further action needed.

C. How to File an Infraction

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a violation report form for the alleged infraction. All report forms are available on the NPC website or from CPC.

1. If an organization would like to file an infraction, it must be within 30 days of the alleged infraction.
2. If an organization would like to file a recruitment infraction against another organization, the "College Panhellenic Violation Report" must be filed and the accusing organization must put down \$50.00. If the infraction turns out to be true, the chapter will get reimbursed the \$50.00. However, if the infraction is false, the College Panhellenic Council will keep the \$50.00. Checks can be made payable to the College Panhellenic Council.
 - a) The proper reporting authority to file a recruitment infraction is:
 - i. The chapter president on behalf of her chapter.
 - ii. CPC Vice President of Recruitment or recruitment guide
 - iii. A potential new member
 - iv. Assistant Director of Student Activities for Fraternity & Sorority Affairs
4. The organization will bring the infraction paperwork directly to the Assistant Director of Student Activities for Fraternity and Sorority Affairs.
5. The accused organization will be notified within one week of the infraction being filed via the "College Panhellenic Infraction Notice."
6. The accused organization has one week (seven days) to contact the CPC President to schedule a mediation with the organization who filed said infraction.

D. Mediation Process

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused organization. It is used to come to a decision regarding infractions not listed in monetary sanctions. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (College Panhellenic Mediation Summary Report) indicating the outcome(s) and the acceptance on any agreed-upon follow-up action or sanction from the mediation session. The mediation process will follow the procedure list in the NPC Manual of Information.

1. The Assistant Director of Student Activities for Fraternity and Sorority Affairs, President of the College Panhellenic Council and a neutral third party are present at this mediation.
 - a) The only time that the Panhellenic Vice President of Recruitment is present is if she has details about the said infraction.
2. After the mediation, the recruitment infraction and outcome documentation will be sent to the NPC Area Advisor.
3. Infractions that will lead to mediation include but are not limited to:
 - a) Any guideline that is broken or ignored that is outlined in the 2016-2017 Compact can lead to mediation
 - b) Dirty Rushing (i.e. Bid Promising, inappropriate contact between Potential New Members and actives, disrespectful remarks made towards other CPC chapters on campus, any violation of the Code of Ethics, etc.).
 - c) Minor Infractions not included in the monetary fines list.
4. Possible results from mediation include but are not limited to:
 - a) The offending organization will write/deliver an apology to the other CPC organizations.
 - b) The offending organization will perform a specific number of hours either helping in the Office of Fraternity and Sorority Affairs, another department on Winthrop University's campus, or a chosen non-profit organization
 - c) The offending organization will be referred to the CPC Judicial Board for further repercussions.

Updated August 2018