

2009 Membership Recruitment Rules Texas Tech University Panhellenic

Certain rules governing membership recruitment are necessary to ensure orderly procedures. Recruitment rules should be simple, fair, and few. Long lists of specific rules are not necessary and sometimes create distrust among chapters and members. The spirit of Panhellenic unity is so important, especially during the membership recruitment process.

Section 1 – Potential New Members (Hereinafter Referred to as PNM)

- A. A woman wishing to participate in fall membership recruitment must be a regularly matriculated student at Texas Tech University.
- B. Juniors will be defined as students who have completed fifty-eight (58) hours, or have completed two (2) years of college.
- C. Sophomores will be defined as students who have completed thirty (30) hours, or have completed one (1) year of college.
- D. PNMs must complete the registration process with Texas Tech University Panhellenic on or before three (3) days prior to the start of fall membership recruitment events.
- E. Mandatory transportation will be provided for all PNMs to and from the individual events. Members, alumnae, patroness, or new members are not permitted to transport PNMs. If an emergency arises, the Panhellenic Executive Council must be notified.
- F. PNM nametags are distributed by the Panhellenic Executive Council during Recruitment Kick-Off and are to be worn at all times during the week.
- G. PNMs will receive a sorority Recruitment Guidebook at the Recruitment Kick-Off which will contain information on all sororities regarding costs, grade requirements, community service/philanthropy events, etc. The information will be collected from each sorority.
- H. PNMs unable to attend all of the scheduled events during Recruitment (due to participation in a University sponsored activity or due to a personal emergency) will be allowed to rank the sororities they are invited to attend. Panhellenic will then attempt to allow them to attend the events of the sororities they most want to attend. However, if a PNM purposely decides to not attend an event for reasons other than illness, a personal emergency, or another conflicting University activity, then she will be removed from Formal Recruitment and not be permitted to accept a bid during Formal Recruitment.

SECTION 2 – Silence and Illegal Recruiting

- A. No sorority members, including new members and alumnae, may visit or live with a PNM in her place of residence during the dates selected for fall membership recruitment or the week prior to fall membership recruitment.
- B. Resolved (2003), That all College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round Panhellenic-spirited contact is defined as friendly and responding to questions from PNMs as well as promoting joining a sorority or Going Greek. No collegiate or alumnae member or group of

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members of one sorority shall at any time organize or host a gathering under the pretense of providing 'Panhellenic-spirited contact' or to 'answer questions' pertaining to recruitment. An informational function is hosted by many City Alumnae Panhellenics for PNMs and their mothers prior to recruitment in which every Greek sorority is included

- C. Strict silence will be observed only between the start of the Recruitment Kick-Off Event (Saturday, August 22, 2009) and end after the bid presentation (Thursday, August 27, 2009), as stated in the NPC Manual of Information, and that normal friendly contact be advocated at all other times. Strict Silence is defined as no communication, including: written, verbal, or electronic other than during specified Recruitment Events, between a PNM and a sorority member (active, new, or alumnae).
- D. Sorority members and/or alumnae shall not:
 - 1. Give a promise, either verbal or written, to join a certain fraternity before bids are issued through Panhellenic;
 - 2. Give individual invitations, either verbal or written, to Recruitment events or for membership in any sorority. These invitations are invalid and absolutely forbidden before or during formal Recruitment;
 - 3. Attempt to obtain from the PNM a commitment to accept membership into that sorority or influence the PNM as to the PNM's preference;
 - 4. Mention other sororities, and there should be no reference to the fact that a PNM is a legacy;
 - 5. Make statements to the PNMs regarding opinions or rumors about sorority ranking, rating, or status;
 - 6. Host parties during the summer with the intent of influencing a PNM to join a particular sorority.
- E. Any advertisements by any sorority should be Panhellenic Spirited in nature and promote and encourage PNMs to join a sorority and not promote one specific sorority. This includes websites, radio, TV, newspaper, stadium seats, campus decorations, etc. In accordance with local ordinances, car decorations, such as shoe polish, are also strongly discouraged the week before and during the week of Fall Recruitment.

SECTION 3 – “No Frills” -the concept of “No Frills” Recruitment should be used.

- A. Establish guidelines for recruitment budgets. The cap on Recruitment budgets shall be \$5,000.00. This budget includes money spent on items that directly affect the PNMs including but not limited to: decorations, refreshments for PNMs, slide show costs, skit costs, etc. This budget does not include: Bid Day. An annual review of the budget should take place at the first recruitment meeting in September.
- B. Eliminate all outside decorations.
 - 1. All decorations may only be seen from inside the sorority lodge.
On Preference Night, minimal, additional outside front-yard lighting is permitted only along the sidewalk. The purpose of this lighting must be to

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- improve lighting so the PNMs are better able to see. Enclosed tents and backyards used for this night will be allowed to have additional lighting, again this lighting should be minimal.
- C. Confine recruitment entertainment within the chapter lodge. All entertainment must be provided by the collegiate members.
 - D. Evaluate recruitment skits and slide shows as to length and content.
 - 1. Skits should last no more than 10-12 minutes during the Period II and 25 minutes during Period III and Preference.
 - 2. Skits will be allowed during Period II, III and Preference.
 - 3. Slide shows will be allowed during Period II, III, and Preference.
 - E. Discourage elaborate costuming and purchase of special outfits.
 - 1. In agreement with NPC, chapters are discouraged from purchasing special membership recruitment outfits. It is suggested that certain colors or types of outfits be worn rather than using specially made or purchased outfits. (Ex. A member wears her own black shorts and white shirt instead of each member wearing identical shorts and shirts).
 - F. Eliminate all gifts, favors, letters, and notes for PNM's until they have accepted bids.
 - 1. No gifts, favors, preference letters or notes, etc. may be given to PNMs until they have accepted bids.
 - G. Develop conversation and interviewing skills.
 - H. Follow NPC Recommendations for release figures.

SECTION 4 - Event Rules

- A. Recruitment week format will be (university calendar allowing):
 - Day 1 – Recruitment Kick-Off
 - Day 2 – Period I
 - Day 3 – Period II
 - Day 4 – Period III
 - Day 5 – Preference
 - Day 6 – Bid Day
- B. Chapter members will not be allowed outside the lodge until the event has officially begun. Events shall begin and end as scheduled unless the Panhellenic Advisor, President or Recruitment Chairman has rescheduled times.
- C. Chapter members must remain on Greek Circle any time PNMs are on Greek Circle. Only in cases of emergency will sorority members be given permission to leave the circle early. In this case, the Panhellenic Executive Council must be notified in advance. Chapters should plan on requiring all members to arrive at the chapter lodge at least an hour prior to the event start time. Chapters will be dismissed by members of the Panhellenic Executive Council once PNMs are off of Greek Circle.

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- D. A chapter member or alumni is permitted to check the line of PNMs before the event begins to ensure they are in the correct order.
- E. Alumnae and Mother's Club members may not participate in the Recruitment of PNMs.
 - 1. If a chapter falls below 100 members, alumnae may be permitted to assist with the recruitment of PNMs.
 - a. This will be determined using the Chapter Roster Update forms submitted prior to Fall Formal Recruitment.
 - b. The total number of alumnae allowed to assist will equal the average chapter size at the time of Fall Formal Recruitment.
 - c. Chapters utilizing alumnae to recruit are responsible for educating their alumnae on the current year's Recruitment Rules and must designate their alumnae status to PNMs.
- F. No men may be present at any Recruitment events. This includes escorts for preference night.
- G. If a PNM does not arrive at a designated event, the chapter Recruitment Chairman must report this absence to the Panhellenic Executive Council immediately. Under no condition shall the Recruitment Chairman or any other member telephone the PNM.
- H. Initiated collegiate members, new members, and national fraternity representatives may assist the chapter with membership recruitment activities.
- I. Refreshments, including anything served inside the lodge, will be served at the designated events only. Serving times will be included in the planning of the Recruitment schedule. PNMs may carry their own water.
- J. All entertainment will be confined to within the lodge. Singing, skits, yelling, clapping, dances or other entertainment will not be permitted outside.
- K. All NPC UNANIMOUS AGREEMENTS shall be upheld.

SECTION 5 – Event Logistics

Orientation Information Fairs

- A. Event Format
 - 1. Each sorority will have a table set up at a specified location.
 - 2. Each table can have up to two (2) scrapbooks under the dimensions of 18" by 12".
 - 3. Each sorority can have four (4) framed pictures no larger than 5" by 7".
 - 4. Each sorority can have an 8" by 10" framed picture of respective lodge.
 - 5. Each sorority can have two (2) members at their table, these may only be actives.
 - 6. No food or drink will be allowed at the tables.
 - 7. There shall be no additional decoration.
 - 8. All Red Raider Orientation policies will be upheld.
- B. Attire
 - 1. All chapter members may wear shorts or similar appropriate casual attire.
- C. Conversation

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1. Chapter members should make the PNMs aware of the benefits of being a member of the Greek Community as a whole. The emphasis should be on being Greek, not a particular sorority.
- D. The Role of the Alumnae
1. Alumnae will not be present for this event.

Period I

A. Event Format

1. Each event will be twenty (20) minutes in length with a fifteen (15) minute break in between events.
2. All chapter members may be present at each event in accordance with individual chapter guidelines.
3. Alumnae are permitted to assist with events.
4. Period I events should be light and casual in nature. The focus should be on conversation.

B. Attire

1. All chapter members may wear shorts or similar appropriate casual attire. (Ex. screen printed t-shirts with affiliation, but no collars on shirts.)
 - a. All chapters will wear collarless t-shirts and appropriate bottoms. Casual attire for Period I excludes dresses, regardless of the material it is made from. Chapter members should be wearing outfits in accordance with the women going through recruitment (Ex. jeans or shorts and screen printed t-shirts without collars.)

C. Entertainment

1. Welcoming and exiting songs are permitted. Welcoming songs may be finished as the PNMs are being seated inside the lodge. Exiting songs may be started as the PNMs begin to exit the lodge. Singing will not be allowed during the remainder of the event.
2. No refreshments are allowed.

Period II

A. Event Format

1. Each event will be forty (40) minutes in length with a fifteen (15) minute break in between events.
2. All chapter members may be present at each event in accordance with individual chapter guidelines.
3. Alumnae are permitted to assist with events.
4. Period II events should be slightly more serious in nature.
5. Period II events must have a philanthropy focus/theme.

B. Entertainment

1. Skits and/or slideshows must have a Philanthropy focus/theme.
2. No refreshments are allowed.
3. 75 percent of the content of skits and/or slideshows must be related to philanthropy out of the total ten to twelve (10-12) minutes permitted.
4. All Philanthropies may be included in skits and/or slideshows.

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C. Conversation

1. Chapters are strongly encouraged to talk about philanthropy and community service throughout all events during Period II.

Period III

A. Event Format

1. Each party will be one (1) hour in length with a fifteen (15) minute break in between events.
2. All chapter members may be present at each event in accordance with individual chapter guidelines.
3. Alumnae are permitted to assist with events.
4. Period III events should be more serious in nature.

B. Entertainment

1. Beverages (i.e. soda, water, punch, tea) will be provided by the chapters at the second, fourth, and sixth events.
2. Skits and slideshows are allowed.
3. Skits should last no more than 25 minutes.

Preference Night

A. Event Format

1. Each party will be one (1) hour and ten (10) minutes in length with a thirty (30) minute break in between events.
2. All chapter members may be present at each event in accordance with individual chapter guidelines.
3. Alumnae are permitted to assist with events.
4. Preference events should be more serious in nature.
5. Skits and slideshows are allowed.
6. All Preference Parties must be held at the sorority's lodge on Greek Circle.

B. Entertainment

1. Refreshments are allowed at both events.
2. Skits should last no more than 25 minutes.

Bid Day

- A. Each chapter will be provided with a list of all PNMs who have been matched to their chapter at a time agreed to with Panhellenic Executive Council. Additionally, chapters will be provided with a list of the PNMs who are eligible for COB/COR.
- B. All new members will have the opportunity to sign the appropriate bid cards supplied by Panhellenic Executive Council before they board the Bid Day buses. If a PNM decides to accept the bid at a later date, the chapter is responsible for turning in the appropriate bid card to Panhellenic in an appropriate amount of time.
- C. Chapters must inform the Panhellenic Exec Council as to where Bid Day events will be held. The address and phone number of this location must also be provided prior to Recruitment week.

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- D. All Bid Day activities will conclude by 10:00pm on the evening of Bid Day to ensure that members attend their Friday classes.

SECTION 6 – Release Figures, Invitations and Bid Lists

- A. During Recruitment chapters must follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.
- B. Every junior or senior who signs a Preference card will be hand matched and offered a bid. Every attempt to distribute the juniors equally among the sororities, while taking the preferences of the juniors into account. The total number of juniors a chapter takes cannot exceed 5 percent of quota. However, if there are a large number of juniors going through Recruitment, this limit can be changed with a unanimous vote of those present at the final Recruitment meeting prior to the beginning of formal Recruitment. In order to hand match juniors and seniors, chapters will email their preferences in rank order to gogreekttu@aol.com by the time lists are due.

SECTION 7 - Rho Gammas

- A. Selection of Rho Gammas will be in the spring. Chapters will provide the number of Rho Gamma candidates as agreed to with the Panhellenic Executive Council; not to exceed eight (8) from each sorority. These candidates will be interviewed by the Panhellenic Executive Council, and a representative number will be chosen from each chapter. All efforts will be made to maintain equal representation from each chapter.
- B. Responsibilities and Expectations of Rho Gammas
 1. A Rho Gamma shall not work during Formal Recruitment week.
 2. A Rho Gamma must have been through at least one Fall Formal Recruitment as an active.
 3. Rho Gammas shall attend pre-Recruitment workshops as scheduled by the Panhellenic Executive Council. Excuses for absences must be approved prior to workshops by the Panhellenic Recruitment Director, Assistant Recruitment Director, or Panhellenic Advisor.
 4. A Rho Gamma will be required to pay a fee of \$100 to assist in the costs of lodging for the week as well as t-shirts worn by Rho Gammas.
 5. A Rho Gamma will be required to move into the official Panhellenic Recruitment hotel beginning at the specified time and will not be in contact with their chapter members at any point during Recruitment.
- C. Disassociation from their respective chapters will begin six (6) days prior to the Recruitment Kick-Off and end after the PNMs have received their bids for membership.
- D. Rho Gammas will be responsible for educating PNMs about the Recruitment process and what to expect each day of Recruitment.
- E. All Rho Gammas will be properly trained and familiarized with the above regulations and will be expected to adhere to them at all times.

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F. The Role of the Rho Gamma

1. To properly educate each PNM as to the purpose of the Recruitment Kick Off event.
2. To facilitate the boarding of PNMs onto the buses and escort PNMs from lodge/event to lodge/event.
3. To help chapters begin and end each event at the time scheduled. Rho Gammas will provide each chapter with official Panhellenic time.
4. To take attendance of PNMs prior to the beginning of each event and report any missing PNMs to the chapter.
5. To line PNMs up in an order specified by the chapter, if so desired.
6. To enter the PNMs preferences in the ICS computer system.
7. To provide unbiased counsel to PNMs

SECTION 8 - Procedures for Recruitment Infractions

All recruitment infractions must follow the procedures as outlined in the 14th Edition of the NPC Manual of Information pages J-1 through J-16 and the Texas Tech University Panhellenic Council Bylaws Article XII.

SECTION 9 - Deadlines and Fines

- A. Penalties for invitations and bid lists include:
 1. \$25.00 for the first fifteen (15) minutes and \$5.00 for every five (5) minutes thereafter.
 2. \$150.00 for bid lists turned in late on preference night.
- B. Penalties for coming out of an event late will be \$5.00 per minute.
- C. Timeline of when lists are due from sororities and available from Panhellenic:
 1. Due 12am for invitations for Per. II event lists ready for sororities by 8am
 2. Due 12am for invitations for Per. III event lists ready for sororities by 8am
 3. Due 12am for invitations for Pref. event lists ready for sororities by 8am
 4. Due 2am for Bid Day.
- D. The final list of eligible PNMs will be available to all chapters by 5:00 p.m. on August 19.

SECTION 10 - Recruitment Rule Education

Chapters are responsible for educating their members on the membership recruitment rules. If desired, a member of the Panhellenic Executive Council and/or advisor can be asked to assist in this education.

SECTION 11 – Open Recruitment

If any chapter does not take quota during formal Recruitment, Panhellenic will be required to advertise for PNMs for open recruitment during the months of December

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and January. At least two (2) ads must run before January 15, with the names being provided to interested sororities by January 20. A mail out to freshman women who are not pledged to a sorority may take the place of the ads. Any women offered a bid through COR will be required to sign a Continuous Open Bidding Acceptance Binding Agreement. This form is due to the Panhellenic Advisor within 24 hours of signing.

SECTION 12 – Chapter Total

Chapter total shall be set at current (after including new members) chapter average during the Bid Day Meeting following the conclusion of fall formal recruitment. In the event there is a significant decrease in PNMs, University enrollment, numerous chapter membership totals, additional research and discussion will be held at a later date. In this instance, chapter total will remain at the current number/the number set prior to the start of fall formal recruitment.

SECTION 13 – Stipends for PH Executive Council Officers

- A. The PH Central Recruitment Chairperson and Assistant Recruitment will be required to remain in Lubbock over the summer in order to manage the preliminary mechanics of Recruitment.
- B. The PH Central Recruitment Chairperson shall receive a stipend in the amount of \$2000 and the Assistant Recruitment shall receive a stipend in the amount of \$1000. Both stipends shall be distributed either at the conclusion of recruitment or in four payments at the end of each month (May-August).

Revised and Approved: Monday, April 20, 2009