Texas State University – San Marcos Panhellenic Association
2015 Standing Membership Recruitment Rules and Guidelines
Approved April 6, 2015

I. Intention and Scope of Recruitment Rules
   A. The following rules and guidelines are intended to help the community of fraternity women at Texas State University (Texas State) to recruit high-quality women to join the National Panhellenic Conference (NPC) organizations on our campus. These guidelines are based on recommendations from the NPC Manual of Information, which shall be referred to with any arising conflicts pertaining to Recruitment. VP Recruitment is responsible for the annual review of the Standing Membership Recruitment Rules and Guidelines, and shall submit any new proposal to the Panhellenic Council, Chapter Delegates, and Advisor for discussion and approval by each chapter (one vote per chapter).

II. General Guidelines
   A. All NPC UNANIMOUS AGREEMENTS (UA) pertaining to Membership Recruitment contained in the NPC Manual of Information shall be upheld.
   B. Fall/Formal Recruitment (Recruitment) shall follow the guidelines for Fully Structured Recruitment (FSR) in accordance with the NPC Manual of Information.
   C. Recruitment contracts, affirming the entire chapter knows and understands the Recruitment Rules, shall be signed by the Recruitment Chair, Chapter President, Chapter/Recruitment Advisor, and submitted to the Panhellenic Executive Board immediately following the Recruitment Rules Reading.
   D. With probable cause, the Panhellenic Executive Board may send no more than two executive members to a chapter house at any given time. These members will be of different affiliations of the chapter visited.
   E. With infractions given, consequences are up to the judicial board and are not limited to monetary fines.
   F. All advertisements pertaining to recruitment between July 30th and the start of recruitment should have a Go Greek attitude.
      a. Personal profile pictures and cover photos are not considered advertisements.
   G. All those involved with recruitment must wear their correct nametag.

III. Recruitment Dates and Locations
   A. Recruitment dates shall be set by VP Recruitment no later than February 1st of each calendar year, and approved by the Panhellenic Council.
   B. The Panhellenic Executive Board and all chapters will discuss all Recruitment locations, and the Panhellenic Executive Board will have final approval.
   C. No more than two (2) chapter members may greet members outside of the door.

IV. Potential New Member Guidelines
   A. Eligibility guidelines:
      a. A woman must be a full time student at Texas State to be eligible for Recruitment.
         a) According to Texas State, undergraduate full time student is enrolled in 12 hours and a graduate full time student is enrolled in 9 hours.
         b) Pathways students are not eligible to participate in Recruitment due to their enrollment status.
b. A woman hoping to join a chapter in the fall semester shall have registered for Recruitment through the Texas State Panhellenic website, and shall have paid the registration fee in full.

c. An application shall be determined as complete when all the eligibility requirements have been met and verified by the Panhellenic Executive Board. Any PNM that is not completely registered shall be withdrawn from Recruitment. The registration fee is to be determined by Texas State Panhellenic Executive Board no later than April 1st.

d. PNMs must attend PNM Orientation, and visit every round that invites her for each Recruitment Round. Failure to attend an event for which she is eligible shall result in the PNM being withdrawn from Recruitment. In the event of an emergency, illness, or class that hinders attendance at a required event, a PNM may be excused, but must notify her Panhellenic Recruitment Counselor and the Panhellenic VP Recruitment-Elect with appropriate documentation.

e. In the event of an excused absence granted to the PNM, the chapter(s) shall be notified, and given the option to invite her to the next Recruitment Round.

B. Recruitment:
   a. Recruitment Counselors shall provide each PNM with a nametag that shall be worn to all events.
   b. PNMs will have their cell phones collected at the beginning of each day of recruitment, unless otherwise approved by the by the Panhellenic Executive Board.
   c. A PNM must consult with her Recruitment Counselor before withdrawing from Recruitment, and shall submit an official withdrawal form to the VP Recruitment-Elect.

C. A PNM shall not give a promise (verbal, written, or otherwise) to join a particular chapter before formal bids are extended through the Recruitment Bid-Match process.

D. No PNM shall accept personal invitations to Recruitment functions or non-Recruitment functions from a Texas State Panhellenic collegian or alumna. PNMs are required to report such illegal invitations (i.e. fraternity parties, any kind of social event or related with alcohol, etc.).

E. A PNM shall not purchase anything (i.e. gifts, meals, etc.) for a chapter member(s).

V. Chapter Member Guidelines
   A. All members and alumnae are responsible for knowing and observing the Recruitment Rules and Guidelines.

   B. No chapter members shall buy anything for a PNM or permit her to leave the chapter house with anything in her possession.

   C. Only national fraternity representatives, house directors, alumnae, non-Texas State initiated collegiate of the chapter may assist with the administrative duties during Recruitment, but they may not speak with any PNM, and they must be identified by nametag.
      a. Each chapter is required to have 65% attend the Recruitment Rules Reading. All members who have not been through recruitment on the chapter side are highly encouraged to attend.
      b. Panhellenic Executive Board members and Recruitment Counselors attending the reading do not count towards chapter participation numbers.
D. Hazing is prohibited at all times. Texas State defines hazing as follows: “Hazing means any intentional, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are, or include students at an educational institution.” (Texas State Student Handbook, Appendix A)

E. No chapter is allowed to discriminate against a PNM on the basis of race, religion, national origin, disability, age, veteran status, sexual orientation/identification, or student classification.

F. Greek women participating in any aspect of Recruitment are not allowed to have any contact with Recruitment Counselors from August 1st to Bid Day. This includes visiting, socializing with, or contacting a Recruitment Counselor in any intentional way unless it is an official farewell ceremony for any disaffiliated women.

G. Chapter Members should not reference or imitate the affiliation of a recruitment counselor or Panhellenic Executive Officer in any way beginning with the start of light disaffiliation July 1st until bids are distributed.

H. AT NO TIME shall there be the promising of bids, directly or indirectly, by a member or alumnae of a chapter to any PNM.
   a. Oral bids are prohibited year round.
      i.e. “I want you for my little sister; you belong here; see you on Bid Day; I will save this for you until bid day; we love you.”
      b) These are NOT considered oral bids: “I’m glad you are back; it’s nice to see you again; I’m glad you are here; I hope to see you tomorrow.”
   b. The Panhellenic Advisor, VP Recruitment, and VP Membership Development shall inform PNMs as to the severity of oral bidding, and inform them that chapters giving oral bids are breaking rules.

I. No PNM(s) shall be isolated during a Recruitment event.
   a. i.e. Leaving a PNM alone during an event for more than 30 seconds, or having one PNM alone in any room or corridor of the chapter house with one or more chapter members.

J. All Recruitment efforts must be held in a location where the Panhellenic Executive Board and the Panhellenic Advisor are welcome.

K. If any non-academic related interaction between active members and PNMs is verified by evidence (i.e. photos, electronic communication via e-mail, social media, phone calls and text messages, testimony of PNM, or witness by a Panhellenic Executive Officer, Recruitment Counselor, or Greek Affairs staff) an infraction report will be generated.

VI. Alumnae Guidelines
   A. Alumnae may help during recruitment, but must be identified by their nametag and are prohibited from interacting with PNMs.

VII. Recruitment Counselor and Panhellenic Officer Guidelines
   A. Recruitment Counselors shall be a committee of active Panhellenic collegians who are nominated by their respective chapters, appointed by the Panhellenic Executive Board. Recruitment Counselors shall assist in the facilitation of Recruitment under
the direction of the VP Recruitment and VP Membership Development. They shall abide by all NPC rules and standards as unbiased counselors.

**B.** Each chapter shall nominate no less than 10% of the active and eligible women from that chapter to apply as Recruitment Counselors (i.e. women not associated with chapter recruitment processes or events). Nomination is contingent upon Chapter Advisor approval. There is no maximum number of nominees per chapter.

**B.** Recruitment Counselors and Panhellenic Executive Officers shall not display any insignia or symbol associated with their affiliation on personal networking websites (i.e. Facebook, Twitter, Instagram, etc.) and cars beginning July 1st until recruitment silence is over. Should information such as this be found after July 1st, the Recruitment Counselor or Panhellenic Executive Officer will have 24 hours after notification to remove any affiliation.

**C.** Recruitment Counselors and Panhellenic Executive Officers shall not wear, carry, or display any insignia or symbol associated with their affiliation July 1st until recruitment silence is over (i.e. t-shirts, shoes, jewelry, and accessories).

**D.** Recruitment Counselors and Panhellenic Executive Officers shall not participate in their respective chapters’ Recruitment efforts.

**E.** Head Recruitment Counselors and Panhellenic Executive Officers shall not have their pictures or names displayed in their respective chapter houses or on the local chapter website starting their disaffiliation on May 3rd.

**F.** All Recruitment Counselors shall attend all mandatory educational and preparatory Recruitment events in the spring and fall (to be determined by the VP Recruitment and VP Membership Development), unless exemption has been granted.

**G.** All Recruitment Counselors and Panhellenic Executive Officers shall sign a contract with the Panhellenic Advisor requiring their full understanding and compliance with the Standing Membership Recruitment Rules and Guidelines. Any violation of this contract shall result in the Judicial Process as outlined by NPC (Manual J-2).

**H.** If a Recruitment Counselor will be absent for any event pertaining to Recruitment, she shall notify the VP Membership Development.

**I.** Failure to comply to any of these rules can result in possible dismissal and subsequent violations shall result in mediation.

**VIII. Contact Rules and Silence Statements**

**A.** Silence is defined as:

a. The physical presence or the communication with men is strictly prohibited.

b. The physical presence or consumption of alcohol is strictly prohibited.

c. There shall be no verbal, written, or electronic contact between a PNM and chapters outside of Recruitment events except for Positive Panhellenic Contact (PPC).

d. If a chapter member’s roommate and/or suitemate is a PNM, it is the chapter member’s duty to find a place to stay from PNM Orientation until Bid Day.

e. A Recruitment Counselor or Panhellenic Executive Officer shall not live with a chapter member or a PNM from PNM Orientation until Bid Day.

f. University Mentors in sororities do not need to observe the silence period with their mentees, but they shall not recruit for their chapters outside of Recruitment events.
B. Positive Panhellenic Contact (PPC)
   a. PPC, as stated in the NPC Manual of Information, shall be followed at all times.

C. Silence Period
   a. Silence for PNMs, chapters, Recruitment Counselors, and Panhellenic Executive Officers is from the beginning of PNM orientation to the end of the Bid Day Ceremony.

D. Strict Silence
   a. During the period of time after the signing of the MRABA and prior to the distribution of bids, there shall be no communication between PNMs and chapter members, with the exception of Panhellenic Executive Officers and Recruitment Counselors.

IX. Recruitment Schedules
   A. All chapter Recruitment Chairs shall adhere to and carry out the master Recruitment schedule and invitation procedure as presented by the VP Recruitment and Panhellenic Advisor.
      a. If a chapter ends a Recruitment Round later than allotted time, infractions will be given.
      b. If chapter(s) exceed allotted time for door stacking on allotted day, infractions will be given.
      c. For tardiness of the invitation list and the Bid-Match list infractions will be given.
      d. Bid-Match lists and invitation lists shall not be changed by the chapter once they have been turned in to Campus Director.

   B. Chapters must start each round by the time indicated on the Recruitment Schedule (unless the buses are late). If the buses are late, the Head Recruitment Counselor will knock at the door and check the list. Chapters will have three minutes from the time the door has closed until the Head Recruitment Counselor knocks again indicating it must be opened.

X. Decorations
   A. No food shall be served or used as decoration during Recruitment Rounds, unless otherwise approved by the Panhellenic Executive Board. The exception is ice water and the chapter is responsible for any cups used. Water is to be located outside the Recruitment Round location.

XI. Entertainment
   A. Recruitment slideshows and videos must be approved by the VP Recruitment. Each chapter must send their presentations by the Friday before PNM Orientation. There should be no:
      a. Alcohol/drugs
      b. Men by themselves unless they are participating in a philanthropy event.
      c. IFC letters

XII. Recruitment Expenses
   A. There will be no cap on Recruitment expenses.

XIII. Potential New Member Orientation
   A. The Orientation will be designed by VP Membership Development, VP Recruitment and Panhellenic Advisor. The program will cover all relevant information.
B. The chapter(s) Tour of the Homes slide show (seven slides per house) and Presentations will be shown with a total of an eight minutes maximum per chapter.
   a. Panhellenic recommends you use two minutes for the house and the rest of the six minutes for your sisterhood video.

XIV. Recruitment Events Guidelines
A. Round I – Open House (25 minutes)
   a. Purpose: To familiarize PNMs with each sorority’s values in Greek Life.
   b. Dress: Chapter members are to wear t-shirts.
   c. Entertainment: To have a more values based conversation with the chapter(s) and PNM’s slideshows and videos are not permitted on this day.
   d. Door stacking is allowed for a maximum of five minutes. It is up to the individual chapter how they would like to use their five minutes.

B. Round II – First Invitational Event: Philanthropy Day (40 minutes)
   a. Purpose: Chapter philanthropy and service projects
   b. Dress: Clothing shall be casual.
   c. Entertainment: Philanthropy/service activity. Chapters may use a national, local, or one-time service project activity for this round; this could be an actual activity (i.e. making something) or a chapter member speaking on behalf of what each chapter does for their philanthropy.

C. Round III – Second Invitational Event (45 minutes)
   a. Purpose: PNMs and chapters become better acquainted. Chapter individuality is represented.
   b. Dress: Business casual;
   c. Entertainment: Skit cannot exceed more than 12 minutes in length.

D. Round IV – Preference Event (50 minutes)
   a. Purpose: Final presentation of chapter in a serious format to aid the PNM’s final decision
   b. Dress: Cocktail attire
   c. Entertainment: Chapter choice

XV. Bid Matching
A. Release Figure Method
   a. The Panhellenic Executive Board uses the Release Figure Methodology (RFM) throughout the Recruitment Process.

B. Quota will be set by the Panhellenic Advisor and RFM specialist.

C. Preferential Bidding System
   a. PNMs shall sign a formal Membership Recruitment Acceptance Binding Agreement (MRABA) in the assigned area after the last preference event. The signing of the MRABA shall be overseen by the Panhellenic Advisor and Greek Affairs Staff.

D. After Round IV or PNM’s final round, PNMs are to select their preference using Campus Director with a member of the Greek Affairs Staff present. PNMs are not allowed to speak with other PNMs until all formal MRABAs have been turned in.

E. Bid-Matching
   a. Bid-Matching shall be conducted using Campus Director Software. Bid-Match lists shall be presented to respective chapters’ regional or national chapter

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1 For more information about the Release Figure Method, refer to NPC Manual of Information, pg. 127.
appointees prior to bid distribution. No-Bid lists shall be presented to chapters that did not fill Quota through Bid-Matching for the purposes of Snap Bidding and Continuous Open Recruitment (COR) Designated alumnae shall come to the Bid-Match meeting prepared with a Snap Bid List in the event Snap Bidding is necessary.

b. PNMs who are juniors or seniors (56+ hours) shall be Bid-Matched together with the underclassmen.

F. Each PNM not receiving a formal bid will be personally notified by any Panhellenic Executive Officer or Head Recruitment Counselor at least an hour before invitations are distributed.

G. Continuous Open Recruitment
   a. Chapters with Quota vacancies at the conclusion of Recruitment may take additional new members through COR according to the guidelines stated in the NPC Manual of Information (pg. 107). COR shall begin as soon as bid distribution has concluded. Any matriculated, unaffiliated, female student is eligible for COR unless restricted by the MRABA.

H. Bid Acceptance
   a. Chapter Recruitment Chairs and Chapter Presidents shall be the only collegians to know which names appear on the chapter’s acceptance list until Bid Day.

I. Recruitment Chairs shall meet at the first scheduled Roundtable following Recruitment to discuss rule changes for the next year, and to provide feedback to the Panhellenic Executive Board.

XVI. Continuous Open Recruitment
   A. Chapters will be able to distribute bids after they have submitted an official roster to VP Recruitment.
   B. Recruitment Chairs must notify VP Recruitment if their chapter will participate in Spring Recruitment by their first chapter meeting of Spring Semester.

XVII. Recruitment Infractions
   A. Any repercussions due to infractions will be set through the mediation or judicial process. Panhellenic will make every attempt to use education rather than fines in response to infractions; however if fines are necessary they will be as follows:
      a. Exceeding time limits given will result in $25 per five minutes
      b. Oral bids/bid promising will result in a $150 fine per offense
      c. Dirty rushing via electronic communication will result in a $50 fine per offense
      d. Dirty rushing in person will result in a $100 fine per offense
      e. Silencing violations will result in a $40 fine per offense
   B. Recruitment Infractions shall be reported and signed by either:
      a) Chapter President
      b) VP Recruitment
      c) Recruitment Counselor
      d) PNM
      e) Panhellenic Advisor
   C. All Recruitment Infractions will be handled per the judicial process stated in Unanimous Agreement VII.
In any situation where a Panhellenic officer witnesses an infraction to these rules, their eyewitness will be considered as evidence.