

RECRUITMENT GUIDE
of
THE PANHELLENIC ASSOCIATION
at
STOCKTON UNIVERSITY

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PRIMARY RECRUITMENT

- A. Stockton University's primary recruitment takes place in the spring semester, following a University imposed deferred recruitment policy.
- B. Stockton Panhellenic Association uses a 6-4-2 format.

RECRUITMENT COMMITTEE

- A. The committee will be comprised of the Recruitment Chair of each member organization in addition to the Panhellenic Vice President of Recruitment who will act as Chairperson.

QUOTA

Quota is the number of women a chapter may extend bids to in the formal recruitment process.

- A. A Quota range will be determined according to NPC procedures.
- B. Placement of women who do not receive bids in the normal bid matching process may be possible.
- C. The actual Quota cannot be determined until bid matching commences.
- D. Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar.
- E. If the chapter chooses not to fill a space in their Quota through Snap Bidding or COB, the refused bid is still considered a "match" and counts toward the achievement of quota.

QUOTA ADDITIONS

A Quota Addition is when a Potential New Member is matched to a sorority after a chapter has reached their Quota following regular bid matching.

- A. Placement of Potential New Members through Quota Additions will follow NPC procedures.
- B. Chapters receiving quota additions must count those women in Total.
- C. If a woman declines her bid and/or a chapter does not pledge a woman and received Quota Additions, they are ineligible to fill any vacancy that occurs unless the chapter has space remaining in Quota and/or Total.

SNAP BIDDING

Snap Bidding occurs after regular bid matching and before bid distribution, when a chapter does not reach Quota.

- A. Snap bidding is allowed only for those chapters that did not match to quota in the bid-matching process.
- B. Women who participated in at least the first round of recruitment are eligible for snap bidding.
- C. Snap bids shall be coordinated and extended through the College Panhellenic.
- D. A Potential New Member who withdraws from the primary recruitment process before the signing of her MRABA shall be eligible for Snap Bidding.

- E. If the chapter chooses not to fill the space, the refused bid is still considered a “match” and counts toward the achievement of quota.

CONTINUOUS OPEN BIDDING

Continuous Open Bidding (COB) occurs after bids are distributed only when a chapter has not reached Quota.

- A. A potential new member who withdraws from the primary recruitment process before the signing of her membership recruitment acceptance binding agreement shall be eligible for COB.
- B. COB begins immediately after bids are distributed in the designated primary recruitment period, and is open to all unaffiliated female students on campus without any requirement of prior participation in a primary recruitment period. Neither NPC chapters nor potential new members should be required to register for COB.
- C. A PNM is not officially a New Member until she signs the Continuous Open Bidding Membership Acceptance Binding Agreement.

TOTAL

Total is the allowable chapter size as determined by the College Panhellenic, and it includes both new members and initiated members. The purpose of Total is to provide opportunities for growth of the Panhellenic community and parity among the chapters, and to allow the maximum number of women to participate in the sorority experience.

- A. Total will be reviewed within 72 hours of bid distribution for the primary membership recruitment period — when chapters are their largest — to ensure that total reflects current campus conditions and the Panhellenic goal of growth and parity.
- B. Following NPC procedures, Total will be set to the median chapter size, rounded down to the nearest whole number.
- C. The new or adjusted Total number does not need to be voted on by the Panhellenic since the automatic adjustment of total is a policy by NPC.
- D. Total will be updated in the fall to allow for a fall recruitment that will assist in establishing parity. This review does not replace the review that should be completed after deferred primary recruitment. This would be a two-tier Total. Fall Total will be set to the average chapter size, rounded down to the nearest whole number.
- E. Vacancies in Total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other compelling reason or personal circumstance/emergency for granting a change in status.

CHAPTER RECRUITMENT BUDGET

The National Panhellenic Conference believes a reasonable and agreed upon limitation should be placed on all chapter membership recruitment expenses. This includes any and all expenses including the value of all donated goods and services in the cap figure.

- A. Donated goods and services must be appraised and included in the budget.
- B. Panhellenic Council reserves the right to request receipts for all chapter recruitment expenses.

- C. This total excludes all items purchased during previous recruitment periods.
- D. This total excludes shirts required and ordered by Stockton Panhellenic.

GENERAL CONDUCT FOR SORORITY MEMBERS

- A. The use of alcoholic beverages in membership recruitment and Bid Day activities is prohibited.
- B. The participation of men in membership recruitment and Bid Day activities is prohibited.
- C. No sorority members may visit a potential new member in her place of residence during membership recruitment.
- D. No sorority member shall speak negatively about another sorority in front of or with a Potential New Member, make comparisons between chapters, nor promote their chapter at the expense of another.
- E. No sorority member shall provide oral bids to Potential New Members. This includes offering bids, telling her where she is on the bid list, or discussing her chances of receiving a bid. Additionally, when speaking to a Potential New Member, a sorority member may not give her false hope by referencing the future or stating her personal wishes for the Potential New Member to return to or join her chapter, for example, “I can see you in this sorority” or “I see you being my sister” are not allowed. These types of interactions are considered to be oral bids and will result in judicial action.
- F. Sorority members may not ask potential new members which other parties they are attending for a given set.
- G. Beginning at 11:59 pm Thursday, January 25, 2023 until 5:00pm on Sunday, February 5, 2023 sorority members are not allowed on properties associated with fraternities.
- H. Alcohol shall not be consumed on days of recruitment activities, even if recruitment activities have concluded for the day. This includes Bid Day.
- I. Alcohol shall not be consumed in the presence of Potential New Members during the recruitment period.
- J. Chapters may not register events with alcohol during the recruitment period.

RECRUITMENT EVENTS

Recruitment events are values-based and should be reflective of the sorority experience.

- A. Decorations should be kept to a minimum for all recruitment events. Besides table clothes being allowed, the following decorations are allowed within rooms each round:
 - 1. First Round: Open House
 - a. Educational materials
 - b. Chapter colors
 - c. Two tables that must fit educational materials, snacks, drinks
 - d. Limited streamers/ tissue paper products
 - e. 1-2 Banners
 - f. 1 LED sign
 - g. Limited string lights
 - h. 1 set of large letters

- i. No balloons
 - 2. Second Round: Philanthropy
 - a. Educational materials
 - b. Chapter colors
 - c. Two tables that must fit educational materials, snacks and drinks
 - d. Streamers/ tissue paper products
 - e. 1-2 Banners
 - f. 1 LED sign
 - g. Limited string lights
 - h. 1 set of large letters
 - i. No Balloons
 - 3. Third Round: Preference
 - a. Educational materials
 - b. Two tables that must fit educational materials, snacks and drinks
 - c. Streamers/ tissue paper products
 - d. 2-3 banners
 - e. 1 LED sign
 - f. Lights/ string lights
 - g. 1 set of large letters
 - h. Balloons
 - 4. The names of Potential New Members may not be used as part of decoration. Basic, non-decorative place cards (containing only the name of the Potential New Member and without crests, Greek letters, etc.) will be allowed during preference parties.
- B. Gifts, favors, or notes are prohibited.
- C. Snacks and non-alcoholic beverages are allowed inside the room only.
- a. Prior to any purchases, food items must be submitted to Panhellenic Vice President of Recruitment. After receiving approval food may be purchased. If food request is denied, other food options must be found.
 - b. Food purchases are not to exceed \$500. If purchases exceed the budget set by the Panhellenic Council disciplinary actions will follow accordingly.
 - c. Food Regulations Per Round
 - i. Round One (Open House)
 - 1. Food shall be limited to grab and go/ small snacks/ appetizers. Examples include: bagged chips, cookies, brownies, granola bars, etc.
 - ii. Round Two (Philanthropy Round)
 - 1. Food shall be limited to small meals/ pickies. Examples include: chicken nuggets, chipotle, fries, chips and dip, fruit cups etc.
 - iii. Round Three (Philanthropy Round)
 - 1. Food shall be limited to desserts/ snacks. Examples include: cookies, brownies, cake pops, etc.
 - iv. All Rounds
 - 1. Utensils required to serve food OR food can be individual packaged
 - 2. If accessible please include an ingredients list to help those with allergies, sensitivities and restrictions.
 - 3. Food cannot be homemade (small businesses that follow safety guidelines are allowed).
 - 4. Drinks for each round can be bottled or self-serve. Ex. Bottled water or lemonade in a pitcher

Chapters are not required to go through Chartwells for food for recruitment. With that being said please **DO NOT** post or share that your chapters are having food during each round. The Panhellenic community as a whole can potentially get in trouble with Event Services and Chartwells if this gets out. It is a privilege that we are allowing this this year. Please do not ruin it for future recruitments.

- D. Sororities must strictly observe the time limits for each recruitment event.
- E. All recruitment activities must take place inside the designated room. Only the Recruitment Chair or one designated current member may go outside the door to confer with the Recruitment Counselors.
- F. Sororities may not fine or otherwise penalize their members for missing recruitment activities due to academic work.
- G. Chapter Dress Code
 - 1. Round One: Chapters will wear Panhellenic Recruitment shirt
 - 2. Round Two: Chapters may wear chapter-specific shirts
 - 3. Preference: Chapters will wear badge attire
- H. Local alumnae and collegiate members from other chapters may have involvement, however their participation/assistance should be reserved as a behind the scenes role to assist and never to actively participate in the recruitment process and have potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.
- I. Potential New Members will be required to attend each event for which they were invited and attendance records will be kept by the Panhellenic Council.
 - 1. In case of academic-related excuses, illness, emergency, or she can't get out of work; the Potential New Member will notify the Panhellenic Council and/or her recruitment counselor. The Panhellenic Council and/or the recruitment counselor will then notify the chapters involved.
- J. Alcoholic beverages are prohibited in membership recruitment and Bid Day activities.
- K. The participation of men in membership recruitment and Bid Day activities are prohibited.

PUBLICITY

- A. Chapters and their members are heavily encouraged to use the Panhellenic Association cover photo and marketing materials.
- B. All chapter publicity must promote Panhellenic and should not be organization specific. (You may post on social media, including member photos, but message should be "Go Greek" not "Join XYZ Sorority")
- C. Posting photos from sisterhood events to promote Greek Life is permissible. Using photos from fraternity parties is prohibited.
- D. Wearing one's letters is permissible and encouraged except for disassociated members.
- E. Men are prohibited to be involved in sorority recruitment.

- F. As outlined in the 2012 National Panhellenic Conference Unanimous Agreement, undergraduate Panhellenic women may not participate in men's formal recruitment.

RECRUITMENT COUNSELORS

The goals of the recruitment counseling program are to:

- Provide support, friendship and guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
 - Provide objective and impartial counselors.
 - Promote an understanding of the mutual selection process.
 - Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's sororities.
 - Provide encouragement to potential new members to accept the maximum number of invitations possible during each round of recruitment and to complete the recruitment process.
 - Promote membership recruitment, retention and pledging by communicating realistic expectations of the recruitment process.
- A. Recruitment counselors are undergraduate chapter members in good standing who:
1. Are members of sororities holding regular membership in the College Panhellenic Association
 2. Are in good standing with their member organization and chapter
 3. Are dependable, responsible and available to the potential new members
 4. Are enthusiastic and have a positive attitude toward sorority experiences
 5. Are objective and impartial in opinions
 6. Have good listening skills and the ability and willingness to keep confidences
 7. Are sensitive and perceptive to another's feelings while remaining objective
 8. Are representative of the best qualities of a Panhellenic woman
 9. Are willing to refrain from contacting or having contact with their own chapter members to reveal confidential information obtained from potential new members and/or the Panhellenic office
 10. Are willing to refrain from the use of alcohol throughout the recruitment period.
- B. The Panhellenic recruitment team may handle selection of the recruitment counseling team with assistance from the fraternity/sorority advisor. Personal interviews and applications from interested candidates are part of the selection process.
- C. All Panhellenic member organizations must submit the designated number of Recruitment Counselor applications in accordance with the date set by the Panhellenic Executive Board.
- D. Recruitment Counselors must attend all mandatory events assigned to them, unless extenuating circumstances occur and the Vice President of Recruitment grants permission.
- E. Recruitment Counselors will disassociate during assigned times as scheduled by the Panhellenic Executive Board.
- F. Recruitment Counselors may file charges of alleged recruitment infractions.
- G. The Panhellenic Executive Board reserves the right to relieve any individual from her duties at any time.
- H. Violation of the Recruitment Policy by a Recruitment Counselor may be cause for a recruitment violation to be filed against the Recruitment Counselor's chapter.
- I. Specifics of Recruitment Counselor duties are determined and explained by the Vice President of Recruitment during training.

DISASSOCIATION

Panhellenic officers and recruitment counselors shall be completely “disassociated” from their respective chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so that their actions and decisions support the welfare and best interest of the Panhellenic community.

- A. Expectations of a Disassociated Member
 - 1. Clothing
 - i. Disassociated women may not reveal their sorority affiliation to Potential New Members. During Recruitment, these members must not wear sorority jewelry or clothing and must hide all fraternity paraphernalia and pictures in their possession, which could reveal their affiliation.
 - 2. Chapter Events & Gatherings
 - i. Disassociated members may attend chapter meetings, as long as potential new members are not discussed.
 - ii. Disassociated members may only attend public chapter events if attending with the Recruitment Counselor team. They should otherwise not participate, as to not make their affiliation known.
 - 3. Recruitment Events
 - i. Disassociated members shall not be present during any recruitment events, except for Recruitment Counselors when they bring their recruitment group to their own room.
 - 4. Membership Selection
 - i. Disassociated members shall not participate in membership selection in any way. They may not convey any information about Potential New Members (including the order of their preferences) or other sororities to anyone in their chapter or any other chapter.
 - 5. Social Media & Email
 - i. Social media of disassociated women shall not reveal their affiliation.
 - ii. Disassociated women shall not add or follow Potential New Members leading up to or during recruitment.
 - iii. Email addresses or signatures of disassociated women shall not reveal their affiliation.
 - iv. Chapters shall not post anything with disassociated members’ names or photos.
 - v. Chapters will be held responsible for the actions of their disassociated members.

RECRUITMENT ELIGIBILITY

- A. To be eligible to participate in Panhellenic recruitment, a woman must complete the Stockton University eligibility process and be deemed eligible by the Office of Student Development.
- B. To be eligible to participate in Panhellenic recruitment, a woman must not be simultaneously enrolled in high school while attending college.
- C. A woman must be a regularly matriculated student in the institution to be eligible to participate in membership recruitment
- D. A woman who is or who has ever been an initiated member of an existing National Panhellenic Conference member organization shall not be eligible for membership in another National Panhellenic Conference

member organization or organization with associate member status in the Stockton University Panhellenic Association.

- E. A signed MRABA or COB Binding Agreement is binding. If a Potential New Member accepts a bid under the preference system, she is ineligible to be pledged to any other National Panhellenic Conference member organization on the same campus for one calendar year.
- F. If a Potential New Member does not receive a bid under the preference system, she is eligible for Continuous Open Bidding.
- G. A woman who has her pledge broken by a Panhellenic organization, or who has broken her pledge to a Panhellenic organization, may be re-pledged by that same women's fraternity at any time within the calendar year.
- H. When a New Member transfers to another campus, her pledge is broken, and she is eligible to pledge any National Panhellenic Conference member organization on that campus at the earliest opportunity.
- I. A member of a chapter, who has not been initiated, whose charter has been rescinded or relinquished, shall be eligible to pledge another sorority immediately following an official release from their original organization.

RECRUITMENT REGISTRATION

A woman may be charged a reasonable membership recruitment registration fee to defray **only** the cost of Panhellenic recruitment expenses. No additional fees to cover social events or philanthropic donations should be part of recruitment registration fees.

POTENTIAL NEW MEMBERS

Potential New Member's Bill of Rights

- The right to be treated as an individual
 - The right to be fully informed about the recruitment process
 - The right to ask questions and receive true and objective answers from recruitment counselors and members
 - The right to be treated with respect
 - The right to be treated as a capable and mature person without being patronized
 - The right to ask how and why and receive straight answers
 - The right to have and express opinions to recruitment counselors
 - The right to have inviolable confidentiality when sharing information with recruitment counselors
 - The right to make informed choices without undue pressure from others
 - The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
 - The right to make one's own choice and decision and accept full responsibility for the results of that decision
 - The right to have a positive, safe and enriching recruitment and new member experience
- A. Potential New Members will be required to attend each event for which they were invited and attendance records will be kept by the Panhellenic Council.
 1. In case of academic-related excuses, illness, emergency, or she can't get out of work; the Potential New Member will notify the Panhellenic Council and/or her recruitment counselor. The Panhellenic Council and/or the recruitment counselor will then notify the chapters involved.

2. Failure to notify the Panhellenic Council may result in dismissal from the Panhellenic recruitment process.

B. All Potential New Member nametags will be provided by Panhellenic and must be worn to every round.

POTENTIAL NEW MEMBER ORIENTATION

Orientation provides the potential new member with an opportunity to see an appealing and realistic picture of sorority membership, provides a comfortable environment for the potential new member so she feels at ease with the process, and creates various activities that encourage the potential new member to complete the process and join an NPC chapter on that campus.

- A. A fact sheet including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter. The College Panhellenic may provide a range of fees as general information.

SILENCE PERIOD

The silence period is the period of time from the end of Preference until bids are distributed.

- A. This includes verbal, written, printed, text message or social media communication between the potential new members and sorority members, new members or alumnae.
- B. The silence period extends to all Potential New Members. Even if a Potential New Member did not return to your chapter, silence still applies. If a woman withdraws from recruitment, silence no longer applies.
- C. Exceptions—academic situations where two students must interact for class, roommate with PNM, athletic teammate, peer mentorship—but Greek Life shall not be discussed.

MRABA

The members of NPC want every potential new member to be informed about her options for joining a sorority. At the completion of the primary recruitment period, all women are given the option to sign a membership recruitment acceptance binding agreement (MRABA). The MRABA form is used on every campus that has a College Panhellenic. All potential new members are given instruction by a member of the fraternity and sorority life staff and/or the fraternity/sorority advisor about the MRABA form and what they are agreeing to abide by.

- A. In order to receive a bid from a sorority on campus, the MRABA must be signed.
- B. Recruitment counselors shall not be involved with any potential new members in the process of completing and signing the MRABA.
- C. Once a Potential New Member signs the MRABA they are bound to it for one calendar year.

RELEASE FIGURE METHODOLOGY

The methodology is based on a mathematical model to determine the number of invitations issued by each participating chapter in the recruitment process.

The purpose behind the use of RFM is threefold:

- To enable each sorority to invite a sufficient number of potential new members to each event to attain quota at the conclusion of recruitment.
- To allow each potential new member to methodically investigate realistic options and ultimately match with a sorority for which she has a preference.
- To maximize the number of potential new members who ultimately affiliate with a sorority through recruitment.

INVITATIONS AND BID LISTS

- A. Release figures will be set according to the National Panhellenic Conference guidelines.
- B. Panhellenic will set the dates and times during which sorority invitations may be issued. Additionally, a list of these invitations must be turned in during specific times. It will be considered a recruitment infraction if these lists are not completed and turned in at the specified times.
- C. Any Potential New Member scheduled for a chapter's Preference event must be placed on that chapter's Bid List.

BID DAY

- A. Alcoholic beverages are prohibited in Bid Day activities.
- B. The participation of men in Bid Day activities is prohibited.

JUDICIAL PROCEDURES

Judicial Procedures will follow Stockton Panhellenic Association's Judicial Procedures.

- A. Sanctions may include \$50 per measurable offense.