

**Colorado State University
Panhellenic Association
Recruitment Code of Ethics 2017**

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

We, as Panhellenic women of Colorado State University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any fraternity or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of fraternity women.
- Recognize friendly relations with all collegiate women, both fraternity 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 fraternity 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 fraternity 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 Colorado State University, also agree on and commit to:

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

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

[Passed by the Panhellenic Council on _____ by Resolution 2014/05 and on _____ by Amendment 2015/05]

**Colorado State University
Panhellenic Association
Recruitment Rules 2017**

I. Statement of Positive Panhellenic Contact

Members of CSU Panhellenic organizations will promote personal and informative Panhellenic-spirited contact with potential new members at all times throughout the year, in accordance with the NPC Positive Panhellenic Contact policy. Strict silence will begin after the final event of Preference Round and last until bid distribution on Bid Day, lasting no longer than 24 hours. No sorority member, including alumnae and new members, may communicate with potential new members during this strict silence period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication, or communicating through a third party. If potential new members live in a residence hall with a sorority member, only casual greetings and contact are permitted.

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

All NPC member organizations represented at Colorado State University believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all groups during the recruitment process.

III. Statement of “No Frills Recruitment”

The NPC No Frills Recruitment policy shall be observed by all chapters. In support of No Frills Recruitment, chapters agree the emphasis of recruitment events shall be the values of each organization and the conversation with potential new members, rather than elaborate refreshments, entertainment, and decorations. No Frills means that chapter facilities look the same as they do any other day of the year. This includes, but is not limited to, no balloons, no wall or ceiling decorations, no elaborate table decorations, and no elaborate outdoor decorations. The only outdoor decoration permitted is a banner. The same banner must be used for each round of Formal Membership Recruitment. Decorations should not be purchased specifically for Formal Membership Recruitment. Chapter should utilize decorative items that are used throughout the year in the chapter facility (i.e. for formal dinners, guests, etc.). Finally, the chapter cannot require its members to purchase unreasonably specific clothing items or wear costume-like outfits. Dress may be similar, but no mass produced or identical clothing will be permitted. The only exception is during round one of Formal Membership Recruitment, during which all chapter members will wear the all-Panhellenic shirts produced by the Panhellenic Recruitment Management Team.

IV. Statement of Membership Recruitment Acceptance Binding Agreement

The Colorado State University Panhellenic will uphold and use the Membership Recruitment Acceptance Binding Agreement (MRABA) for each potential new member interested in joining a women’s fraternity, whether during formal membership recruitment or continuous open bidding.

V. Statement of Values-Based Recruitment

The members of Colorado State University Panhellenic pledge to promote the following practices during membership recruitment:

- 1) Engage in values-based conversations.
- 2) Choose recruitment activities and behaviors that reflect the core values of Panhellenic organizations.
- 3) Engage in meaningful conversations that include topics related to core values.
- 4) Make informed choices about potential new members.
- 5) Educate potential new members about the chapter's values, and connect to these values.

VI. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, the Colorado State University Panhellenic Association shall automatically reset total within 72 hours after the completion of the Formal Membership Recruitment period. In addition, chapter will also be automatically reset within one week of the start of the spring semester to better guide spring recruitment efforts for chapters below total. Total will be determined by the median chapter size rounded down to the nearest whole number.

VII. Formal Membership Recruitment

1. Description of Rounds

Formal Membership Recruitment shall include three rounds and be followed by bid distribution.

- A. September 16th, Round 1 – Values and Membership Expectations Day: This round is intended to provide prospective members with an introduction to sorority life and the Panhellenic community at Colorado State University, including the values of the fraternity and sorority community and the values of the individual Panhellenic chapters. Conversation for the 30-minute events will emphasize our shared values of scholarship, leadership and membership development, philanthropy and service, and friendship, as well as each individual Panhellenic chapter's core values, open motto, and/or creed. Conversations will also emphasize the chapter's expectations of membership, including financial obligations, scholarship expectations, housing obligations, attendance expectations and time commitment. Each chapter must educate prospective new members with a summary of their financial and housing requirements during these conversations. Chapters may use up to 5 minutes of the 30-minute event period to perform a song or chant. The chapter must provide water during this round, and providing a light snack is permitted. Providing additional beverages is not permitted.
- B. September 17th, 2017: Round 2 – House Tour and Philanthropy Day: This round is intended to further familiarize prospective members with sorority life with a focus on philanthropic causes and touring chapter facilities. Presentations on a chapter's philanthropic cause(s) are highly encouraged, but projects and/or crafts with the prospective new members are not permitted. The chapter is required to take potential new members on a short tour of their chapter facility. The

chapter may use up to 5 minutes of the 40-minute event period to perform a song or chant. The chapter may give light snacks and beverages this round.

- C. September 18th, 2017: Round 3 - Preference Night: This round is intended to provide an opportunity for prospective new members and sorority members to discuss life-long membership and sisterhood. Conversations for the 45-minute event period will emphasize chapter values and lifelong membership opportunities. Decorative items required by the chapter's recommended preference ceremony are permitted. Utilizing ritual equipment is permitted, however, extravagant decorations that go above and beyond and portray preference night as a "show" or "party" are not permitted. The chapter must provide water during this round, and providing an additional beverage and dessert is permitted.
- D. September 19th, 2017: Bid Day: Bid Day includes activities and programs associated with the distribution of membership invitations to potential new members. Each chapter should have activities planned for their new member class. Each chapter should provide the appropriate meals for new members on Bid Day.

The Formal Membership Recruitment schedule including the number of events per round will be determined through mutual consensus of the Panhellenic Recruitment Management Team and chapter recruitment officers. However, removal of an event during a round is permitted in the instance that it does not require a chapter to double-recruit members during the remaining events of the round. Furthermore, adding an event will be permitted in the instance that it significantly improves the potential new member experience for that round. Decisions to remove or add an event will be made by the Panhellenic Recruitment Management Team in conjunction with the assigned NPC Release Figure Methodologist.

2. Chapter Formal Membership Recruitment Information and Expenses

All Chapter Recruitment Officers must submit the following requests for information by the assigned deadline.

- A. **Recruitment Preparation Week Plan**. Chapters are required to submit a full description of the chapter's recruitment preparation week schedule, including content areas, activities, song practice, conversation training, sisterhood events, and structured breaks. The plan should include who will be participating and who will be facilitating each component of the plan. The deadline for submitting the first draft of the FMR Recruitment Preparation Week Plan will be **April 10th, 2017** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. The deadline for submitting the final draft of the FMR Recruitment Preparation Week Plan will be **May 1, 2017** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior.
- B. **Recruitment Round and Expense Breakdown**. All chapters must submit a full description of each round, including conversation focus, activities/interactions, entertainment, clothing, food/drink being served, and all added decorations not present year-round. The deadline for submitting the first draft of the Recruitment Round Breakdown will be **April 10, 2017** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. The

deadline for submitting the final draft of the FMR Recruitment Round Breakdown will be **July 1, 2017** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior.

All chapters must submit breakdown of estimated expenses related to each round of recruitment, not including Bid Day. Each chapter's recruitment budget is limited to \$2,000. The breakdown of estimated expenses must include all items anticipated to be purchased exclusively for formal membership recruitment, including food and beverages served during rounds. In addition, anticipated alumni contributions, as well as donated goods and services are to be included in this amount. The deadline for submitting the final draft of the FMR Recruitment Preparation Week Plan will be **July 1, 2017** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior.

- C. Finalized Expense Break Down. All chapters must submit breakdown of finalized expenses related to each round of recruitment, not including Bid Day. Each chapter's recruitment budget is limited to \$2,000. The breakdown of finalized expenses must include all items purchased exclusively for formal membership recruitment, including food and beverages served during rounds. In addition, alumni contributions, as well as donated goods and services are to be included in this amount. The deadline for submitting Finalized Expense Breakdown will be **October 2, 2017** following Bid Day and will be communicated by the Panhellenic Vice President of Recruitment at least two weeks prior.
- Each chapter must purchase the all-Panhellenic t-shirt for each member participating in Formal Membership Recruitment to be worn during round one of Formal Membership Recruitment. This expense is not included in the chapter's recruitment budget limit. The chapters will be invoiced for this expense following Formal Membership Recruitment, separately from Panhellenic Association Dues.
 - Each chapter must provide financial support for the Panhellenic Recruitment Management Team and Recruitment Coach team for living costs during Formal Membership Recruitment totaling \$1500. Each chapter will be charged an identical amount to all other NPC chapters on this campus. This expense is not included in the chapter's recruitment budget limit. Chapters will be invoiced for this expense following Formal Membership Recruitment separately from Panhellenic Association Dues.

3. Additional Formal Membership Recruitment Rules

- A. OFSL chapter membership rosters must be updated with the appropriate OFSL staff by the **September 9, 2017**. Chapter membership totals should be accurate, reviewed in consultation with the chapter president, recruitment officer, assistant recruitment officer (if applicable), and alumnae advisor.
- B. Potential new member information will be available to chapters via an online recruitment management program starting on **June 15, 2017** and closing at 12 AM the Thursday before the first round of Formal Membership Recruitment.
- C. Chapter requests for special treatment of or consideration for legacies will not be granted.
- D. Any woman participating in Formal Membership Recruitment who is a third or fourth year

student, or an international student will be included in a secondary pool throughout the recruitment process. At the conclusion of the process a secondary quota will be utilized in bid matching.

- E. All chapters must supply their own membership invitation cards (bids) and envelopes and provide them to the Recruitment Management Team upon request.

Invitations and Lists must be turned in on time as specified in the Formal Membership Recruitment official schedule and meet the following deadlines. Failure to meet the deadlines will result in the following assessments:

- (0-15 minutes late): \$25.00
- (16-30 minutes late): \$50.00
- (31-45 minutes late): \$75.00
- (46-60 minutes late): \$100.00
- After 60 minutes, an additional fee of \$100.00 will be assessed for every 15 minutes the invitation and lists are late.

Chapters are responsible for informing their initiated members, new members, and alumnae members of the Panhellenic Association Recruitment Code of Ethics and Recruitment Rules, which are binding for all concerned. Each chapter will be held responsible for the actions of its members and alumnae.