

**Colorado State University
Panhellenic Association
Recruitment Code of Ethics 2021**

We, as Panhellenic women of Colorado State University, 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.

**Colorado State University
Panhellenic Association
Recruitment Rules 2021**

I. Promotion of the Sorority Experience All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.

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 values and non-negotiable policies will be followed by all groups during the recruitment process.

III. Statement of “No Frills Recruitment”

The NPC Statement of “No Frills” Recruitment 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 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. Chapters 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. Choose recruitment activities and behaviors that reflect the core values of National Panhellenic Conference organizations.
2. Engage in meaningful conversations that include topics related to core values.
3. Make informed choices about potential new members.
4. 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 of the completion of the Formal Membership Recruitment period. In addition, chapter total 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 is determined using the median or average chapter size (whichever is larger).

VII. Primary Recruitment

1. **Description of Rounds:** Primary recruitment shall include three rounds and be followed by bid distribution.
 - a. *September, 18 2021: Round One– Values and Membership Expectations Day:* This round is intended to provide potential new 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 individual Panhellenic chapters.

- i. **If Virtual:** This round will take place via prerecorded video. Chapter videos are due **August 27, 2021** so Recruitment Management Team can review and post videos for PNM viewing. PNM videos are due up until the close of recruitment registration- **September 16, 2021**. It is the responsibility of each chapter to delegate the viewing of all PNM registration videos and preferences are due **September 17, 2021**, as that marks the end of round one. Chapters should focus on the content of the video to adhere to the values-based recruitment structure. Guidelines for chapter videos are outlined in the “Chapter Recruitment Video Presentation Guidelines” outlining the critical information that must be presented to PNMs during their 5 to 8 minute video- i.e. Membership expectations, organizational values and purpose, etc.
 - ii. **If Virtual (conversational):** This round will take place via Zoom conferencing consisting of 30-minute events to emphasize shared values of scholarship, leadership, membership development, philanthropy and service, and friendship, as well as individual Panhellenic chapters’ 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 potential new members with a summary of their financial and housing requirements during these conversations.
 - iii. **If in Person:** This round will take place in person and consists of 30-minute events to emphasize shared values of scholarship, leadership, membership development, philanthropy and service, and friendship, as well as individual Panhellenic chapters’ 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 potential new members with a summary of their financial and housing requirements during these conversations.
 - 1. These in-person events will take place [determine location]
 - 2. Due to the location, singing/chanting [will/will not] be allowed.
 - 3. Serving food/beverage is not permitted due to COVID-19 best practice [and potentially location limitations]
- b. *September 19, 2021: Round 2 – House Tour and Philanthropy Day:* This round is intended to further familiarize potential new members with sorority life with a focus on philanthropic causes and touring chapter facilities. Interactions will take place via Zoom conferencing or in person, consisting of 40-minute events. Presentations on a chapter’s philanthropic cause(s) are highly encouraged. If it is determined that the events will take place virtually on Zoom or cannot occur inside chapter facilities, the chapter is required to create a house tour video and turn it in to Panhellenic no later than **Monday, September 13, 2021**, for review and publishing.
- i. Potential in-person events will take place [determine location]

- ii. Due to the location, singing/chanting [will/will not] be allowed
 - iii. Serving food/beverage [is/is not] permitted
- c. *September 20, 2021: Round 3 - Preference Night*: This round is intended to provide an opportunity for potential 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. Events will take place via Zoom conferencing or in person at designated locations. If events are held in person, 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.
 - i. Potential in-person events will take place [determine location]
 - ii. Due to the location, singing/chanting [will/will not] be allowed
 - iii. Serving food/beverage [is/is not] permitted
- d. *September 21, 2021 - 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. Additional guidelines for bid day as outlined on the "Bid Day Breakdown" documents that detail what Bid Day may look like in a fully virtual, hybrid, or fully in-person setting can also be referenced and specific format decisions surrounding bid day will be determined based on Larimer County guidelines along with the CSU Pandemic Preparedness Team.

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 Release Figure Methodology (RFM) specialist.

2. **Chapter Primary Membership Recruitment Information and Expenses**: All chapter recruitment officers must submit the following requests for information by the assigned deadline:
 - a. *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 **May 2, 2021** 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 Recruitment Round Breakdown will be **August 23, 2021** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. All chapters must submit a 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. In addition, anticipated alumni contributions, as well as donated goods and services are to be included in this amount. The deadline for submitting an Anticipated Expense Breakdown is **August 23, 2021** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. The deadline for submitting a Finalized Expense Breakdown will be **October 1, 2021** following Bid Day and will be communicated by the Panhellenic Vice President of Recruitment at least two weeks prior.

- b. Each chapter must pay a recruitment fee for Recruitment Team training, apparel, and meals during primary recruitment totaling \$500 for virtual/hybrid recruitment and \$1200 for in person recruitment. 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.
- c. Failure to pay the recruitment fee invoice by given deadlines will result in the following fines:
 - i. One Day late: \$50.00
 - ii. Two Days late: \$100.00
 - iii. Three Days late: \$150.00
 - iv. After three days, an additional fee of \$100.00 will be assessed for every day the fee is late.

3. **Additional Formal Membership Recruitment Rules**

- a. For any event held in person, current public health guidelines apply and are expected to be followed. This includes physical distancing expectations, wearing face masks, limiting signing/chanting, not serving food/drinks, etc. The Panhellenic Council will utilize these guidelines when planning in person recruitment events as well.
- b. OFSL chapter membership rosters must be updated with the appropriate OFSL staff by the **September 3, 2021** (as outlined in the Elevation Accreditation Program). Chapter membership totals should be accurate, reviewed in consultation with the chapter president, recruitment officer, assistant recruitment officer (if applicable), and alumnae advisor.
- c. Registration opens June 1, 2021 and closes Thursday, September 16, 2021 at 11:59 pm. Potential new member information will be available to chapters via an online recruitment management program no later than **June 14, 2021**.
- d. Chapter requests for special treatment of or consideration for legacies will not be granted.
- e. Any woman participating in primary 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.
- f. While chapters may distribute paper bids to new members at their bid day celebration, Panhellenic will coordinate bid distribution using Paperless Post on bid day. Chapters

will submit bid day information and Panhellenic will create electronic bids to be emailed to all PNMs at the designated time. For in person events, chapters must be ready for facility compliance checks on time, as specified in the primary recruitment official schedule. If the event is in person, chapters will be given the opportunity to decide between having their compliance check for round one the Friday night before or the Saturday morning before the round begins. Compliance checks for rounds two and three will be conducted the day of. "Ready" is defined as the chapter facility looking exactly the same as it will for the relevant round. Failure to be ready on time will result in the following assessments:

- i. (1-15 minutes late): \$25.00
 - ii. (16-30 minutes late): \$50.00
 - iii. (31-45 minutes late): \$75.00
 - iv. (46-60 minutes late): \$100.00
 - v. After 60 minutes, an additional fee of \$100.00 will be assessed for every 15 minutes the chapter is not ready
- g. 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.