

## **RECRUITMENT RULES OF NORTHEASTERN UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION**

These recruitment rules will govern all Fully Structured Recruitment periods undertaken by Northeastern University Panhellenic Council member sororities. The Recruitment Team is composed of the Panhellenic President, Vice President of Recruitment Internal, Vice President of Recruitment External, and the Advisor to Panhellenic Council.

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**I. Statement of Promotion of the Sorority Experience**

We, the College Panhellenic members, will actively promote the overall sorority experience to potential new members, at all time, year-round, through personal and informative Panhellenic-spirited contact. We will do this through all forms of communication.

Promotion of the sorority experience does not mean creating an unfair advantage for a particular chapter. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular chapter.

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

All NPC member organizations represented at Northeastern University adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

**III. Statement of Values-Based Recruitment**

All NPC member organizations represented at Northeastern University will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- A. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- B. Respect the established guidelines for membership recruitment budget expenses, including the value of all donated goods and services.
- C. Keep decorations to a minimum and confined to the space used for recruitment rounds.
- D. Eliminate the required purchasing of recruitment event attire for chapter members.
- E. Eliminate gifts, favors, letters, and notes for potential new members.
- F. Eliminate all forms of bid promising to join a certain sorority before bids are distributed by Panhellenic.

**Rule I: General Guidelines**

1. Northeastern University Panhellenic Council will hold a Fully Structured Recruitment during the fall semester. The Recruitment Team will determine the dates of Recruitment in collaboration with FSL Staff based on the academic calendar and space availability.
2. Northeastern University Panhellenic Council Recruitment will follow all National Panhellenic Conference recommendations, Unanimous Agreements, resolutions and policies for membership recruitment.

3. Northeastern University Panhellenic Council shall use a preferential system of Fully Structured Recruitment. According to this system, sororities must make invitation decisions at the conclusion of each designated recruitment night.
4. All Northeastern University and Panhellenic Council Governing Documents shall be upheld at all times. All members, including new members and alumnae are responsible for observing the aforementioned.
5. The Fraternity and Sorority Life Staff members reserve the right to enter any event should it be deemed necessary.
6. The recruitment period begins 24 hours prior to the start of Open House and ends 24 hours after the start of Bid Day.
7. Phi Sigma Rho will recruit simultaneously, but separately to Primary Recruitment. They will detail their plans for recruiting to the Vice President of Recruitment Internal and the Panhellenic Advisor. Phi Sigma Rho has the option to participate in some way in the Open House round of recruitment.
8. Northeastern Panhellenic Council has a zero-tolerance policy for discrimination against chapter members or potential new members. No disrespectful comments should be made regarding one's race, sexuality, gender identity, ability, or religion. Any violations of this must be reported to the Panhellenic Recruitment Team.
9. If needed, potential new members and chapter members are encouraged to work with the Disability Resource Center if they need any accommodations met during Recruitment. The Panhellenic Recruitment Team will work with the DRC to ensure that these accommodations are met.

## **RULE II: Recruitment Eligibility**

1. A Potential New Member must not be enrolled in high school and must be a regularly matriculated undergraduate student enrolled at Northeastern University who pays the Student Activity Fee. Students in NU Immerse or other conditional acceptance programs are unable to go through recruitment until they are regularly matriculated students enrolled at Northeastern University.
2. Potential New Members must report their most recent GPA, high school or college, when registering for Primary Recruitment.
3. No one who has been an initiated member of an NPC member sorority may be eligible to go through Recruitment or join any other NPC member organization at any time.
4. When a non-initiated member transfers to another campus, the member is immediately eligible to be recruited by the sorority of their choice at the earliest opportunity.
5. New members, not yet initiated, of a newly establishing chapter or chapter that has been dissolved shall be eligible to become a new member of another sorority immediately following the release of the new members by the national office.
6. The Northeastern University Panhellenic Council will uphold and use all policies and steps pertaining to the Membership Recruitment Acceptance Binding Agreement

(MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding.

7. A member recruited to any chapter, full or affiliate, during the Primary or Informal Recruitment period that has their new member period broken by a sorority, or who breaks their new member period to a sorority, may not join another sorority on that same campus until the following Primary Recruitment process on the same campus, as per the MRABA.

### **RULE III: Recruitment Programs and Events**

1. All outreach and education materials to potential new members should reflect the Positive Panhellenic Contact policy and share accurate information about the current state of sororities on campuses.
2. Only national sorority staff, faculty advisors, alumnae, members and new members of a sorority may assist the chapter during the Recruitment period.
  - a. Sorority staff, faculty advisors, and alumnae must be clearly marked.
3. A Potential New Member is required to attend the Recruitment Orientation Night and all Recruitment events to which the PNM has been invited. In the case of illness, class, pre-planned travel, or emergency, the PNM will notify the Panhellenic Council as soon as possible. A PNM's excused absence shall not be held against them. A PNM's unexcused absence will result in them becoming ineligible to continue with the process of primary recruitment, unless an exception is granted by the Panhellenic Recruitment Team.
4. Northeastern University Panhellenic Council will host PNM Orientation, which is a mandatory recruitment event held on a night of the week prior to the start date of recruitment. Recruitment will consist of four rounds (Open House, Philanthropy, Sisterhood, and Preference). The schedule will be set and distributed by the Panhellenic Council.
5. In the case that in-person recruitment events cannot be held due to extenuating external circumstances, the Vice President of Recruitment Internal will notify all chapters of any decisions concerning the format of recruitment as they are made.
6. All chapters and the Panhellenic Council will share detailed financial information (Examples of financial information include member dues, chapter fees and assessments, scholarship opportunities, etc.) with potential new members prior to extending a bid.
7. PNM Orientation
  - a. The purpose of the PNM Orientation is to orient the Potential New Member to Northeastern University Panhellenic Council and the Fully Structured Primary Recruitment process.
  - b. The format of the night is up to the discretion of the Panhellenic Council Vice President of Recruitment External but should include education regarding the recruitment process, review of important material, and time to meet with Rho Gammas.

- c. Since the purpose of PNM Orientation is to educate Potential New Members on the process of Recruitment, the only chapter members allowed to be present at this event are recruitment counselors and Panhellenic Executive Board officers.

#### **RULE IV: Recruitment Regulations**

1. All reasonable efforts will be made to accommodate Potential New Members and active chapter members on co-op trying to participate in Recruitment.
2. All of the Recruitment events will take place within a place designated by the Panhellenic Recruitment Team.
3. Chapters and PNMs are prohibited from recording recruitment events.
4. Chapters are not permitted to keep Potential New Members past the time allotted per event. Potential New Members must be released within 2 minutes after the scheduled event has ended.
5. All pictures, videos, and slideshows may not contain images of alcohol, drugs, men, recruitment counselors, or Panhellenic Executive Board officers, and must be in good taste. The Recruitment Team reserves the right to review slideshows and pictures before every event.
6. Fire Code Regulations and Curry Student Center guidelines:
  - a. All decorations must follow Fire Code Regulations and Curry Student Center guidelines and are subject to approval by the Panhellenic Council Vice President of Recruitment Internal. This includes, but is not limited to, the following guidelines:
    - i. NO candles are to be used during Recruitment.
    - ii. If chapters would like to use lighting, only approved LED lighting will be permitted with prior approval from maintenance. Chapters must get LED lighting approved by sending a picture of the box to the Vice President of Recruitment Internal at least one week prior to the start of recruitment events.
    - iii. No glitter is permitted in Curry Student Center, per Curry Student Center guidelines.
    - iv. In the case that Northeastern University Events Management puts new regulations in place, chapters are expected to follow these guidelines as well. Chapters will be notified of any new regulations by the Vice President of Recruitment Internal.
    - v. If chapters are uncertain whether or not their decorations will be permitted, they should receive approval from the Panhellenic Recruitment Team at least one week prior to the round of recruitment.
  - b. All rooms should be left in the same or better condition that they were found in. It is the responsibility of the chapter who is in a room for the day to ensure that the room is in good condition (i.e. no tape on the walls, no holes in the paint, etc.)

when they first arrive. If a chapter does not notify the Recruitment Team at the beginning of the day (before setup begins) about prior damage, the chapter may be charged Events Management fees for any damage or cleaning needs.

- i. If damage is done during recruitment (i.e. wax, fire, etc.) additional fees may be assessed by Events Management, which will be paid by the chapter that caused the damage.
  - c. The number of current members/advisors/alumni/national consultants may change depending on both the number of potential new members going through recruitment as well as current safety advisories from the university and from the state. This number will be shared by the recruitment team based on room capacities and party sizes.
  - d. Room setup requests will be submitted to the Panhellenic Vice President of Recruitment. All room set-ups are subject to the approval of Building Services.
7. Strict Silence
- a. Strict silence will begin at the time that PNMs begin signing MRABAs on Preference Round and last until bid distribution. No sorority member, including alumnae and new members, may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is restricted. Strict silence is defined as oral, nonverbal, written, printed, text message, and electronic communication or communicating through a third party about the recruitment process.
8. No sorority members, including alumnae, may visit a Potential New Member's place of residence during the Recruitment period. This does not include Bid Day.
9. No men will be permitted at any sorority recruitment events, including Bid Day activities.
10. There shall be no references or allusions to alcohol or drugs, including but not limited to displayed photographs or in events.
11. Individuals outside Northeastern Panhellenic will not be allowed to participate in Recruitment events, including Bid Day activities. Requests for outside personnel to attend (advisors, alumna, etc) must be cleared with the FSL Advisor and Vice President of Recruitment.
12. There cannot be any explicit promising of bids at any point in time before, during, or after Recruitment. Additionally, no sorority or sorority member may advise a Potential New Member to intentionally single preference one chapter.
- a. The Panhellenic Recruitment Team may schedule a meeting with the chapter's recruitment team if indirect bid promising becomes an overwhelming issue for any chapter.
13. No sorority may give gifts or favors to a Potential New Member during the specified Recruitment period, including preference night (beginning 24 hours prior to the first recruitment event and ending at the start of Bid Day). In the case that favors (including crafts, flowers, notes, etc.) are a part of the recruitment event, no favors given to PNMs

may leave the recruitment room. Gifts may be given to Potential New Members on Bid Day.

14. There shall be no elaborate costumes or requirements of chapter members to purchase clothing with the intent to coordinate the chapter during Recruitment events (i.e. everyone is wearing the exact same elaborate outfit). This excludes Open House and Bid Day t-shirts.
  - a. Recruitment attire should be limited to a general theme, color scheme, or level of formality. Chapters should provide flexibility regarding attire to ensure that all members are comfortable in what they are wearing and that they should not have to purchase attire.
15. Chapters may not serve food or drink to PNMs during recruitment events.
16. While in an event, no initiated member shall directly or indirectly ask a Potential New Member what other events the PNM had or will attend through the night.
17. Chapters and recruiters are encouraged to prioritize the health and wellbeing of PNMs attending their parties and should rely on the Rho Gammas at their room to assist as needed.
18. Chapter members and recruitment teams are required to review the PNM Behavioral Agreement. In the case that a PNM is in violation of the code of ethics, this should be reported to the Vice President of Recruitment.

#### **RULE V: Rho Gammas**

1. Each Panhellenic Council member sorority must provide a set percentage of applications from eligible members, and the percentage will be set by the Panhellenic Council. The best active members will be chosen and an effort will be made to have all chapters represented equally.
2. Rho Gamma applications will be due in the semester prior to the semester of Primary Recruitment. If these applications are not in by a date set by the Vice President of Recruitment External, there will be a fine to the chapter of \$25 per missing percentage.
3. All Rho Gammas and Panhellenic Executive Board officers are expected to execute their roles with a Panhellenic mindset to carry out their duties and adhere to the expectations set out in the Rho Gamma agreement.
4. Members of the Executive Board may be asked to be Rho Gammas if there are extenuating circumstances. Executive Board members will have specific duties prior and during Recruitment which will be determined by the Vice Presidents of Recruitment. All Panhellenic Executive Board members are required to attend Rho Gamma training.
5. Chapter social media accounts should not show Rho Gammas in posts made in the year prior to primary recruitment. Chapter posts showing Rho Gammas should be archived.
6. The Vice President of Recruitment External shall run Rho Gamma training in collaboration with the advisor and other Panhellenic Executive Board officers.
7. A Panhellenic Council sorority member refusing or failing to fulfill their Rho Gamma

duties may result in removal from the position. In this case, a waitlist will be utilized to add Rho Gammas if needed.

8. Rho Gammas are required to attend all meetings held by the Vice President of Recruitment External or other members of the Recruitment Team.

## **RULE VI: Public Relations**

1. All sorority members should actively promote the overall sorority experience and membership opportunities in organizations through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all Potential New Members to share the opportunity for sorority membership.
2. Panhellenic Public Relations (PR)
  - a. Northeastern University Panhellenic Council will be responsible for facilitating and organizing all public relations efforts related to Recruitment. These efforts can include, but are not limited to, electronic or written advertisements, tabling, and programs/events.
  - b. Neither the Panhellenic Council nor individual chapters are permitted to distribute flyers in any dorm buildings or on campus without approval from the building/university.
  - c. Due to space limitations, the Panhellenic Recruitment Team will determine the appropriate number of chapter members able to be present at events to ensure equal representation from all chapters.
3. Individual Chapter Public Relations (PR)
  - a. Individual chapters are not permitted to distribute self-promoting flyers or hold self-recruitment events with the intent to recruit during summer or prior to primary recruitment.
    - i. No chapter is allowed to have a table during orientation sessions.
    - ii. Social media posts by anyone in Panhellenic must refrain from promoting recruitment as though it is only for their chapter, and instead focus on promoting recruitment in a Panhellenic-focused way.
      1. This includes, but is not limited to, posts with the link to recruitment but no mention of Panhellenic, posts that invite Potential New Members to “rush” a specific chapter, or posts discussing recruitment while only mentioning a specific chapter.
  - b. Individual chapters are not permitted to hold any public events from the Monday prior to the first recruitment event until 24 hours post Bid Day. This includes, but is not limited to, social, educational, fundraising and philanthropic events.
  - c. Individual chapters may only virtually and generally promote events that take place post-recruitment during the recruitment period (ex. Facebook page).
4. Social Media



- a. Chapters and individual sisters are allowed to post pictures during recruitment, provided the caption and photo are focused on a positive Panhellenic mindset.
5. Week in Between Recruitment
  - a. There should be minimal contact between active members and potential new members during this recruitment period, except for academic purposes or long-standing relationships.
  - b. Any chapter events, excluding chapter meetings and mandated chapter events, unless already approved by the Panhellenic Advisor must be suspended for this recruitment period.
  - c. All previously stated social media rules, and any rules that the Vice Presidents of Recruitment see fit to add during recruitment, will apply during the recruitment period.

#### **RULE VII: Total and Quota**

1. Total is the allowable chapter size, including all undergraduate initiated members and new members as determined by the College Panhellenic.
2. Total will be set twice a year, once after the Fall Primary Recruitment period and once in the Spring semester, in accordance with NPC resolutions. This will be set by the NPC Total Setting Specialist for our campus.
3. Quota is the allowable amount of new members that each chapter can take during Primary Recruitment, determined by the number of PNMs and chapters participating.
4. Per National Panhellenic Conference rules, final quota is not to be set until the final Bid Matching is complete and will be done in accordance with the release figure methodology process.
5. Chapters are encouraged to participate in Continuous Open Bidding (COB) in order to add members to their roster to match to quota and/or reach and/or maintain Panhellenic Total.

#### **RULE VIII: Computer Database System**

1. Northeastern University Panhellenic Council will contract use of a computer database system designated by the Panhellenic Recruitment team to be used throughout the process.
2. Potential New Members must be registered via the computer database system by the registration deadline set by the Vice Presidents of Recruitment and the Panhellenic Advisor.
3. Chapters must list all members that attend their preference events on their final bid list.
4. All Potential New Members shall fill out priorities/preferences at the end of each round.
5. The Panhellenic Advisor shall oversee the use of the system. No member of the Recruitment Team shall use the computer database system in an inappropriate manner or

share information accessed through the program.

6. All chapter invitation lists should be submitted using this program. Chapters who do not turn their lists in by the assigned time will be issued a \$35 fine as well as an additional \$35 fine for each hour following that their list is not turned in. Fraternity and Sorority Life Staff should be notified of extenuating circumstances that prevent chapters from getting lists submitted on time.
7. Bid matching will be conducted using the computer database system. The Panhellenic Advisor will complete the bid matching and quota addition process with the NPC Release Figure Methodologist.

### **RULE IX: Recruitment Finances**

1. No chapter may spend more than six hundred-fifty dollars (\$650) for Primary Recruitment.
2. This figure does not include money spent on Bid Day shirts or gifts. All sororities are required to keep thorough records of their receipts.
3. An annual Recruitment fee will be assessed by the Panhellenic Executive Board, Panhellenic Advisor, and CSI staff. The fee will be calculated in the Spring semester and will be announced to the Panhellenic community. The fee will be split evenly among the chapters. This fee will be used towards the costs of the Recruitment locations and supplies.

### **RULE X: Bid Day**

1. Northeastern University Panhellenic Council is responsible for distributing Bid Cards to Potential New Members. The chapters are responsible for providing the Bid Cards to Panhellenic by the assigned deadline.
2. Spaces for Bid Day will be requested by the Center for Student Involvement through the Call for Programs process and assigned by the Vice Presidents of Recruitment based on chapter preferences. Chapters must set up and clean up their Bid Day spaces both on Krentzman and the classrooms in which they host their celebrations. Failure to adequately clean the spaces will result in a fee assessed by Northeastern Facility Services.
3. Chapters are not permitted to be in Krentzman quad for their bid day celebrations before the time given to them by the Vice President of Recruitment Internal. This includes standing in front of other buildings in the quad.
4. Northeastern University Panhellenic Council will assign the order in which New Member classes are revealed to their chapter and where chapters will stand on Krentzman quad. This will be communicated to chapters ahead of time.
5. Following the Bid Day ceremony, chapters may have a celebration with sisters, alumnae, and the members to whom they have extended bids. No alcohol is to be consumed prior, during or following these celebrations. National Panhellenic Conference Rules hold this

in effect for 24 hours after the start of the signing of Bid Day Cards. Any off-campus gatherings should be approved and/or contracted through the Center for Student Involvement.

6. Members outside of Northeastern Panhellenic are not permitted to participate in Bid Day activities during or following these celebrations.

#### **RULE XI: Continuous Open Bidding**

1. A Northeastern University Panhellenic Association member organization may not issue an invitation to membership or formally pledge members during school recess.
2. No chapter is allowed to hold Continuous Open Recruitment Events from the last day of classes of the spring semester through Bid Day of Primary Recruitment.
3. The Panhellenic Council shall not sanction an informal recruitment period. Chapters are encouraged to participate in Continuous Open Bidding in order to fill spots on their roster. COB may commence after the extension of bids during the Primary Recruitment process. While there is no deadline by which chapters must stop the COB process, it should be noted that New Members must be initiated within the semester they are pledged.

#### **RULE XII: Recruitment Infractions & Fineable Violations**

1. Any alleged violation of the above outlined rules or NPC recruitment policy may be considered an infraction and may be handled as such following the NPC Manual of Information.

<b>Violation</b>	<b>When Applicable</b>	<b>Amount</b>	<b>Assessed</b>
Lack of Rho Gamma Applications	Fine is applicable at the application deadline if too few members of the chapter applied to be Rho Gammas	\$25 per missing percentage	At Rho Gamma application deadline
Late list	Fine is applicable when lists are turned in past the deadlines assigned each day (at least 2 hours will be provided once carry figures are shared)	\$35	Each occurrence