

# Arkansas State University

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Fall 2022  
Panhellenic Primary Recruitment Rules

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## IMPORTANT DATES & DEADLINES

- **Wednesday, April 6th @ 5 p.m.:** Gamma Chi Training
- **Tuesday, April 19th @ 4 p.m.:** Panhellenic Meeting- Delegates Vote on Recruitment Rules & Schedule
  - a. Gamma Chi Training
- **Wednesday, April 20th @ 6 p.m.:** Recruitment Roundtable Meeting- Training on Recruitment Rules and NPC Judicial Process
- **Tuesday, May 6th @ 6:00 p.m.:** Recruitment Roundtable Meeting
- **Monday, May 16th @ 8 a.m. CST:** Approvals may begin being submitted to [npcastate@gmail.com](mailto:npcastate@gmail.com)
- **Wednesday, May 31st by 11:59 p.m.:** Deadline for chapters to complete individual chapter-wide recruitment rules training. Documentation of training, including a roster of members in attendance, must be submitted to [npcastate@gmail.com](mailto:npcastate@gmail.com)
- **Friday, July 1st:** Chapter Projected Budgets for Work Week & Recruitment Due to [npcastate@gmail.com](mailto:npcastate@gmail.com)
- **Friday, July 8th @ 11:59 p.m.:** Sorority Preview Day Registration Closes
- **Thursday, July 14th & Friday, July 15th @ 10:00 a.m. - 4:00 p.m.:** Gamma Chi Preview Day Training
- **Saturday, July 16th @ 10:00 a.m. - 2:00 p.m.:** Sorority Preview Day
- **Monday, July 25th @ 11:59 p.m.:** Primary Recruitment Registration Closes
- **August 1st by @ 8 a.m. CST:** Deadline for approval requests to be made
- **Saturday, August 6th:** Sorority Member Move-In Day
- **Monday, August 8th at 12:00 a.m.:** Gamma Chis and Panhellenic Executive Board Members cease contact with Chapter Members unless otherwise approved for non-recruitment related needs. For additional details, please see Contact Rules on Page 14.
  - a. **Monday, August 8th @ 3:30 p.m.:** Recruitment Roundtable & ICS Final Training
- **Wednesday, August 10th by 11:59 p.m.:** Chapters send video(s) of Recruitment Event Welcome/Doorstack for each round of recruitment to ensure

compliance. Email videos to [npcastate@gmail.com](mailto:npcastate@gmail.com) or submit via flash drive. See GENERAL RECRUITMENT EVENT INFORMATION & RULES on page 18 for additional details

- a. Financial transparency Forms Due to Panhellenic Treasurer.
  - b. Completed Recruitment Round Videos due to Panhellenic for approval
- **Friday, August 12th:** (if applicable) Chapter submits list of Alumnae names (not including advisors) and designated duties that will be performed during Work Week and/or Recruitment.
  - **Sunday, August 14th:** PNM Move-in Day
    - a. Starting at 12:00 a.m. on the morning of Sunday, August 14th chapter members and alumnae are prohibited from having any form of organized communication with PNMs, unless otherwise approved by Panhellenic due to extenuating circumstances.
  - **Tuesday, August 16th @ 8:30 p.m.:** Chapter Lists Due Into ICS for Impact Round
  - **Wednesday, August 17th @ 7:30 p.m.:** Chapter Lists Due into ICS for Sisterhood Round
  - **Thursday, August 18th @ 6:40 p.m.:** Chapter Lists Due into ICS for Preference Round
  - **Friday, August 19th @ 8:00 p.m.:** Chapter Lists Due into ICS for Bid Day
  - **Tuesday, August 30th, 2022:** Final Chapter Recruitment Budgets due at Panhellenic Council Meeting
    - a. See PRIMARY RECRUITMENT ROUND & EVENT RULES on page 19 for additional details.

## RECRUITMENT RULES OF THE NATIONAL PANHELLENIC CONFERENCE (NPC)

### I. **Statement of Positive Panhellenic Contact**

Arkansas State University Panhellenic is expected to promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations by fair play. [Please view the NPC Resolve to Educate on Positive Panhellenic Contact HERE>>](#)

For specific information on what Panhellenic contact looks like throughout the year, please refer to the A-State Panhellenic Code of Ethics and Arkansas State University Recruitment Rules.

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

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

### III. **Statement of “No Frills Recruitment” and Values Based Recruitment**

Arkansas State University recruitment events shall consist of maximum conversation time. The focus of membership recruitment should be on the values of each organization and the conversation with potential new members. Skits, food or costumes should not be included in recruitment.

#### **Values-Based Recruitment Policy (1989, 1991, 1997, 2003, 2015, 2019) - NPC POLICY**

While NPC replaced the “no frills” recruitment policy with values-based recruitment many years ago, the reality is that frills (e.g. costuming, decor, songs, and chants) remain entrenched in our recruitment processes. Due to virtual recruitment in 2020-21, College Panhellenics and their member chapters removed costuming, eliminated decor, and eliminated songs and chants. College Panhellenics and chapters must focus on continued removal of these unnecessary additions. In accordance with Values-Based Recruitment - NPC POLICY, College Panhellenics and chapters must focus on:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.

- Focus on removal of event activities such as songs or chants, lengthy videos or crafts. This allows for more time during a recruitment event for chapter members and PNMs to engage in discussion and relationship development.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
  - This creates a reduction in costs and allows for chapter members to better prepare for hosting and practicing having meaningful conversations/discussions and creating personal connections.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
  - College Panhellenics must work toward the removal of costuming, uniforms, or outfit/appearance requirements. This creates reduced costs for chapter members and a more authentic and accurate expectation of membership for PNMs. It can also reduce the concern that members are forced to conform to certain standards to fit in.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate recruitment skits.

#### **IV. Statement of Membership Recruitment Acceptance Binding Agreement**

The Arkansas 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 sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

#### **V. Automatic Adjusting of Total [CLICK HERE FOR MORE INFORMATION](#)**

##### ***Fall Total:***

Automatically Adjusting Total Policy (2013, 2015, 2016, 2019): A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

##### ***Spring Total:***

Total must be reset within one week (no more than 7 days from the start of the academic term(s)), and cannot be set to less than 95% of

the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

***Options in Determining Total Policy (2009, 2015, 2019, 2020):***

A-State College Panhellenic will use the following method to determine total:

1. Average or median chapter size (whichever is larger).

**GENERAL RECRUITMENT RULES OF THE ARKANSAS STATE UNIVERSITY  
COLLEGE PANHELLENIC**

1. A-State Panhellenic uses the release figure method. [Please refer to NPC's "Demystifying RFM" training video here for more information>>](#)
2. No Greek woman shall make degrading or uncomplimentary remarks about any sorority or sorority woman.
  - a. All Greek women are prohibited from inquiring what chapter(s) a PNM has visited after Round 1, where PNMs attend all five chapters. Inquiring what chapters a PNM has attended once invitational rounds have begun can make the PNM feel uncomfortable. If a PNM voluntarily shares her schedule details with a member, the member should speak positively about that chapter.
  - b. Sorority members may positively discuss other chapters and/or members of other chapters during recruitment events. This models Panhellenic unity and falls in line with Positive Panhellenic Contact.
3. For A-State Spirit Squad Sorority Members:
  - a. Greek members on Spirit Squads are expected to maintain Positive Panhellenic Contact at ALL times.
  - b. Spirit squad members are subject to all recruitment rules with special consideration given for team events. This includes practice, camp, and any event where the teammates are expected to bond.
4. No gifts, letters, tokens, or notes for the Potential New Member may be given by the Chapter, and/or by individual members, until the Potential New Members have accepted Bids. (This does not include the Financial Transparency Form distributed to PNMs during Round 1).
5. There will be no chalking and/or flyers promoting an individual sorority anywhere on public surfaces until the end of Primary Recruitment Week.
  - a. Chalking and flyers are permissible when the advertisement is connected directly to a Continuous Open Bidding process hosted by a chapter consistent with the dates of COB for a given term.

**Alumnae Rules**



Chapters are responsible for educating their attending alumnae on the current membership recruitment guidelines.

6. Only national fraternity representatives, house directors, alumnae, and initiated members of the fraternity may assist the chapter with recruitment during formal membership recruitment.
  - a. Arkansas State Panhellenic discourages the participation of alumnae (not including alumnae advisors) during Recruitment events ***only if*** specific duties are unable to be fulfilled by current chapter undergraduate members.
  - b. Alumnae, with the exception of alumnae advisors, who are relatives of a PNM may not participate with Work Week nor the Primary Recruitment Process for her chapter or any other chapter. If such an alumna is considered necessary in a chapter's Work Week or Primary Recruitment Process, the chapter must provide the name and designated duties that will be performed by Friday, August 12th, 2022.
  - c. Any alumnae and advisor involvement must be limited to helping the chapter with logistical and behind-the-scenes tasks/roles.
    - i. Alumnae and advisors are prohibited from individually speaking to or being seen by any potential new members, acting as "floaters," and may not have a speaking role, unless otherwise approved by the Panhellenic Council.
7. A-State Additional Contact Rules apply to all Alumnae, as well. Please reference this information on Page 14.

## **AFFILIATED GAMMA CHI RULES**

1. During the period of formal recruitment, Gamma Chis will be able to use their affiliation as a resource for Potential New Members, but sole promotion of one's own chapter is strictly prohibited, as it does not align with Positive Panhellenic Contact nor Promotion of the Sorority Experience.
2. Gamma Chis may be up-front and honest with the PNMs regarding their affiliation, but a Gamma Chi's affiliation should not be the center of conversation. Their open affiliation is to serve the purpose of being an honest, reliable, and primary resource for the PNM.
3. The faces of Gamma Chis and Panhellenic Executive Board Members are not required to be covered or hidden in photos, slideshows, videos, or in any other ways within the house.
  - a. Chapters are discouraged from hosting "member spotlights" on individual Gamma Chis in social media posts since Gamma Chis will not be present during in-house Recruitment events, but Gamma Chis may be visible in group photos.
4. Each chapter will be held responsible for the action of their members serving as Gamma Chis. Any Recruitment infraction filed against a Gamma Chi will be filed against her sorority.

## Potential New Member Rules

1. All sororities will use the converted GPA calculated by the Arkansas State Office of Registrar to determine PNM academic eligibility. PNMs should ensure an accurate transcript is received by the Arkansas State Office of the Registrar prior to the Primary Recruitment registration deadline.
  - a. A cumulative GPA of 2.0 is required for all Arkansas State University women planning on going through Primary Recruitment, including new women and transfer students.
    - i. All A-State Panhellenic sororities have local and inter/national academic requirements for membership that are higher than a 2.0. A PNM will likely be released from the recruitment process if she does not meet the minimum chapter GPA requirements for membership. We strongly encourage, but do not require, at least a 3.0 GPA for all PNMs to participate in Primary Recruitment.
2. A potential new member (PNM) shall attend recruitment orientation and all membership recruitment events for which she receives invitations.
  - a. It is the PNM's obligation to make certain that she has no conflicting engagements. In case of illness or other emergencies, the PNM shall notify her Gamma Chi and/or the A-State Panhellenic Recruitment Team. Panhellenic will then notify any sororities of the PNM's sudden absence.
  - b. PNMs who have A-State academic obligations at the time of A-State Panhellenic Primary Recruitment events, (i.e. Marching Band, Spirit Squads, University Housing Staff Members, Athletes, etc), must meet with Panhellenic prior to the beginning the Primary Recruitment Process to determine scheduling needs.
    - i. Panhellenic will do their very best to accommodate PNM schedules for unexpected illnesses or emergencies and will communicate appropriately with chapters but there are no guarantees. PNMs are expected to communicate with the appropriate individuals connected to the academic obligation to share a copy of the Recruitment Schedule and determine where flexibility may or may not exist.
  - c. Work and family vacations are not considered excused absences and schedules will not be accommodated for such.
3. Respect for the membership recruitment process is expected at all times. This includes respect toward chapter members, recruitment counselors, Panhellenic

officers, faculty, staff and other potential new members. PNMs should refrain from disrespectful, sexist, homophobic, racist or otherwise abhorrent conversations.

4. PNMs must understand their rights under the PNM Bill of Rights located in the Digital PNM Manual, and if they feel they have experienced discrimination they must report it to the A-State College Panhellenic.
5. Membership recruitment is a substance-free process. Women may not use or be in the presence of drugs and alcohol during the membership recruitment period. Violation of this rule will result in immediate removal from the membership recruitment process.
6. Potential new members should be fully aware of the financial obligations of membership before accepting a bid. It is to the PNM's advantage to ask questions during recruitment events about finances and to utilize the Financial Transparency handout given during Round 1: Informational Round.
7. There will be no digital documentation recording or photography by a PNM or other individual during a sorority's virtual or in-person event.
8. Potential new members understand that if they sign a Membership Recruitment Acceptance Binding Agreement (MRABA) after preference round, they are bound to that document and the chapter that extends them a bid. This means that the PNM is ineligible for an invitation to membership from another NPC organization, including COB efforts, until the next primary recruitment on-campus.

#### **PNM Penalties for Violations**

*Failure to abide by the expectations stated above will result in the review of your status as a potential new member. The first offense will result in a warning from Panhellenic Recruitment Staff. The second offense will result in being released from the 2022 Panhellenic Recruitment process. If the first offense is determined to be severe enough by the Panhellenic Recruitment Staff, a potential new member could be subject to an immediate release from the Panhellenic Recruitment process.*

## NPC CONTACT RULES

Contact for all members will be guided by the [A-State Recruitment Code of Ethics](#), NPC Policies on Positive Panhellenic Contact and Promotion of the Sorority Experience, as well as the below information, which is what we at A-State currently believe will help guide healthy and ethical practices. [Please refer to this NPC Resolve to Educate for more detailed training](#)

A-State Panhellenic will observe Promotion of the Sorority Experience & Positive Panhellenic Contact year-round, during and outside of the Fall Primary Recruitment Week. Fall Primary Recruitment Week is defined as 12:00 a.m. on August 14th, 2022/PNM Move-In Day until the distribution of bids on August 20th.

### **NPC Definition of Positive Panhellenic Contact:**

#### ***1. Positive Panhellenic Contact (2003) – NPC POLICY***

All College Panhellenics and Alumnae Panhellenics will promote personal and informative Panhellenic-spirited contact with potential new members at all times, year-round.

#### ***2. Promotion of the Sorority Experience (2020) – POLICY***

All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference will 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.

At all times, all communication regarding other sororities will remain positive.

### ***Promotion of the Sorority Experience IS:***

- Intended to promote Panhellenic. Communication related to the broader sorority experience must be at the forefront of all messaging to PNMs and parents/caregivers. All communications should be in support of a PNM and her parents/caregivers learning more about the sorority experience and should direct her to the College Panhellenic's recruitment process.
- Providing the ability for current and alumnae members to actively show their sorority affiliation and not be forced to delete social media accounts, cover up

their association or be penalized for talking about their association. All local rules and regulations banning communications between PNMs and current/alumnae members must be removed. Members should not be asked to remove their affiliations from social media accounts, shut down any profiles or not communicate with PNMs on campus or in any normal circumstances. Members can accept and request friend requests from PNMs, like/comment on posts and answer questions about the sorority experience over social media.

- An opportunity to outreach to women who may have never considered the sorority experience, or have not yet registered for recruitment, in order to market the opportunity and benefits all sorority organizations bring to their members.
- Providing the ability to promote the sorority experience, engage PNMs in conversations to sign up for the recruitment process and answer any questions PNMs and parents/caregivers may have about the sorority experience. These communications should ultimately lead PNMs to find more information about the recruitment process and registration from the College Panhellenic.

***Promotion of the Sorority Experience is NOT:***

- Granting permission to actively recruit PNMs to one organization. All conversations must promote the Panhellenic experience and be focused on encouraging PNMs to register for the recruitment process.
- Granting permission to bid promise, give gifts or in any way lead a PNM to believe she will automatically become a member of an organization. The Values-Based Recruitment – POLICY continues to ban these actions. This also includes talking poorly of other chapters, telling PNMs to think singularly about one organization and not keep an open mind and saying anything that could be misconstrued as offering a bid or guaranteeing her membership in a chapter.
- Encouraging activity that might single out a PNM, making her feel uncomfortable or overwhelmed. The PNM experience should continue to be at the forefront. Always consider how a PNM might feel when receiving communication. Could a PNM feel left out by not being tagged in a social media post? Could a PNM feel no longer interested in the sorority experience if an entire chapter's membership sends her a direct message?

## **A-STATE PANHELLENIC CONTACT RULES**

1. At 12:00 a.m. on Monday, August 8th until the end of Bid Distribution on Saturday, August 20th, Gamma Chis and chapter members are prohibited from having communication regarding anything recruitment related with members of their own chapter. This includes any recruitment details during work week and primary recruitment.
  - a. On this date Gamma Chis and Panhellenic Executive Board Members must temporarily vacate any GroupMes where Recruitment conversations take place; however, they may remain in any other chapter-related GroupMes and be included in any chapter general chapter business communication that is not related to Recruitment.
    - Gamma Chis and/or Panhellenic Executive Board Members are expected to be fair and strong advocates and ethical representatives for both their chapters and the overall Panhellenic Community at all times.
2. During Work Week and Primary Recruitment Week, Gamma Chis are allowed to live with members of their own chapter and PNMs are allowed to live with Gamma Chis and/or members of chapters.
3. Chapter members and alumnae are prohibited from having any form of organized communication with PNMs during Fall Primary Recruitment starting 12:00 a.m. on Sunday, August 14th/PNM Move-In Day until the distribution of bids on August 20th. During this time period, no conversation nor contact of any kind between potential new members, undergraduate members serving inside their chapters, nor alumnae may occur, this includes sharing information with another source with the intent to relay it back to the PNM and/or chapter.
  - a. Sorority Members may not assist PNMs with Move-In Day. Gamma Chis and the Panhellenic Recruitment Team are the only sorority members permitted to be present at Move-In Day unless an extenuating circumstance exists. Any petitions from members to assist with move-in day must be provided to the A-State Panhellenic Recruitment Team, who will make the final determination on if the proposal constitutes an emergent and/or extenuating circumstances.
  - b. Outside of any Primary Recruitment activities, casual contact between chapter members and PNMs in the form of greetings and brief recognition is all that is permissible but organized and/or unorganized contact about recruitment details may not occur.

4. There will be **NO** promising of bids directly or indirectly by any member, new member, or alumnae of a sorority. A promise may not be given orally, in a written statement, or implied through pictures, conversations, etc. Examples include but are not limited to the below examples, and chapters must educate members on these:
  - I want you for my little sis!
  - You will be on our bid list
  - You'll make a great \_\_\_\_\_(name of sorority)
  - See you tomorrow
  - Sharing details about chapter voting and selection processes with a PNM and/or individuals connected to a PNM. This applies to alumnae, advisors, undergraduate members, and/or anyone privy to sensitive voting information.
  - a. Alumnae, **excluding chapter-approved Advisors and/or inter/national organizational staff**, who play a role in Recruitment are prohibited from knowing information regarding a PNM prior to the PNM receiving her invitation for the upcoming round.
  - b. Chapter voting decisions are to remain confidential within the chapter. Any information about a PNM's schedule or selections shall be at her discretion to share.
  - c. Outside of recruitment activities, casual contact between alumnae and PNMs in the form of greetings and brief recognition is all that is permissible but organized contact about recruitment details may not occur.
  - d. All Panhellenic members and alumnae should respect that PNMs must make their own decisions and at no point should any action, (i.e. posting, commenting, verbal or written communication), either directly or indirectly, cause a PNM to have bias towards any chapter. Nor should any action cause a PNM to feel discouraged, lead-on, or as though she will be guaranteed membership into a chapter.
5. Any social media, written or digital communications containing language that specifically promotes or benefits a singular chapter over the Panhellenic Experience, including but not limited to the below examples, are **not allowed**: #RushABC, #GoXYZ, #WhyABC
  - The following messages are appropriate substitutes but are also not limited to these examples: #GoGreek, #AlphaOmicronPi, #DeeZee, #ZTA, #AGDsisters, #ChiOmegaLove, #PiPhiExperience, #RushSororityLife, #RushASStatePanhellenic, #AboutKappaDelta
  - Intentionally persuasive messages such as #GoXYZ or #RushABC are divisive, do not healthily communicate the sorority experience, and do not communicate to PNMs to make their own sorority membership decisions. It is healthy to display personal enthusiasm and pride for



one's chapter, but members are expected to communicate that through their personal sorority stories while consistently building up all other sororities, and challenging PNMs to make their own decisions/being open to ALL chapters.

- A-State Panhellenic strongly recommends chapters providing members with the below prompts and asking them to filter their communication through these prompts prior to verbally/non-verbally communicating with any PNMs:
  - Is your communication sharing your personal sorority experience while also stating the value that all A-State sororities have?
  - Are you trying to “court” a PNM so she will want your chapter or are you trying to encourage her to go through recruitment and make her own informed decisions about all five of our strong A-State chapters?
  - What would members from other chapters say if they saw/heard?
  - Does your message make your chapter seem like the only option?
  - Does your message communicate to the PNM to keep an open mind?
- 6. The gifting, mailing, or purchasing of anything for a PNM is prohibited unless the content comes from the Panhellenic Council to share information about all sororities and/or the overall recruitment process.
- 7. Organized recruitment events are reserved for each round of Fall Primary Recruitment week and any authorized Continuous Open Bidding opportunities. Unofficial recruiting events for PNMs to attend via any form of invitation and hosted by the sorority undergraduate chapter, alumnae chapter, individual members, and/or outside groups working on behalf of the sorority are prohibited.
  - a. Chapters may not invite PNMs to social events with the hope of recruiting them or gaining an unfair advantage. Any type of encounter between a PNM and member must fully adhere to the Positive Panhellenic Contact and Sharing the Sorority Experience NPC policy.
    - Share the personal sorority experience
    - Reference the strength of all chapters and overall A-State Panhellenic Community
    - Empower the PNM to make decisions that are best for her

## PRIMARY RECRUITMENT ROUND & EVENT RULES

A-State Panhellenic will determine how many potential new members will attend each party based on both the amount of PNMs going into each round, (per the numbers run by the RFM Specialist), and the maximum total capacity the chapter houses can accommodate within any COVID-19 mandates. If necessary, A-State Panhellenic will extend the number of events hosted each day in order to accommodate larger than expected numbers with as much advance notice given as possible.

The following apply to each round of Primary Recruitment events (Round 1: Informational; Round 2: Impact Round; Round 3: Sisterhood Round; Round 4: Preference Round):

1. At no one time should a potential new member ever be isolated in a room or area by herself from the other potential new members.
  - a. Virtual events may have multiple members with one PNM per breakout room. Chapters may determine their preferred number of members with which they feel most comfortable speaking to PNMs.
2. Chapter members are encouraged to not require members to kneel on the floor to engage in conversation unless room capacity does not allow for additional seating. Chapters should implement a conversation set-up that provides comfortable seating for everyone involved in conversation in order to foster an environment that is more conducive to conversations and authentic connection.
3. At no point prior to, during, or after recruitment parties may members raise the windows to hang out and/or chant, beat on the walls/doors/windows, etc. Members may be visible in windows, but no windows should be open.
4. Chapters must determine an Accessibility Plan that allows for an equal experience for any PNM who might need special accommodations for each round of recruitment. Given houses have the same layout, chapters are encouraged to share plans with each other and engage in dialogue.
  - a. A-State CPH will share Access and Accommodations info on website and in Recruitment Application
    - i. A-State College Panhellenic can serve to connect chapter leaders with the A-State Office of Access and Accommodations to assist in development of such a plan.
  - b. A-State CPH will more broadly advertise what accommodations they provide to allow PNMs to identify in advance that they Panhellenic experience would be accommodating to their needs.
5. Chanting/music must begin after the knock signifying the party start time from Panhellenic. The event begins once the door opens. However, if the chapter has a specific speaking part, the chapter may begin this speaking part on the front porch as

early as 1 minute prior to the event start time; however, chanting should still not begin until the start of the event.

Traditional “door stacks” are permitted; however, chapters are expected to follow the below guidelines:

- a. A total of zero to four (0-4) members are allowed to come out of the front door threshold/**doorplate** to stand, participate in saying the chant coming from the door stack, and welcome the PNMs as they enter into the front door.
- b. Door stacks must stay behind the front door threshold/**doorplate**.
- c. Dances and skits are not permitted to occur outside the front door threshold. The only thing permitted is the chant occurring as part of the doorstack and/or a verbal welcome to PNMs.
- d. Music is not permitted during doorstacks nor during the front door welcome, as it can create a distraction and cause difficulty for PNMs at neighboring chapters to hear their assigned chapter’s welcome.

6. No later than 11:59 p.m. on Wednesday, August 10th, 2022 of Work Week, Chapters must email video(s) of Recruitment Event Welcome/Doorstack for each round of Recruitment to ensure compliance. Videos must be emailed to [npcastate@gmail.com](mailto:npcastate@gmail.com) or submit via a flash drive. The Panhellenic Recruitment Team will review submitted videos and provide any feedback to chapter.

7. Music may be played inside the house during Recruitment Events except during a doorstack (see above).

- a. Chants/songs may occur as the PNMs are entering and exiting the house during each event.
- b. Conversation is considered to begin as soon as a PNM arrives to her designated seat and begins engaging in conversation with the member(s).
- c. If used, music must be turned down to a low, background noise volume when conversation is occurring. During conversation, it is imperative for the environment to be conducive for conversation.
- d. Chanting, clapping, singing, etc may not occur while conversations are taking place.

8. If a chapter wishes to use other organizations’ letters on a banner, it should include all chapters. Banners must utilize the full name and/or official Greek letters of the referenced organization on the banner. As a reminder, all banners are approved by the Panhellenic Council.

9. No gifts, letters, tokens, or notes for the Potential New Member may be given by the Chapter, and/or by individual members, until the Potential New Members have accepted Bids.

- a. A PNM may be given an object to temporarily hold (but not leave with) during an event but personalized notes/letters/messages are prohibited.
- b. The Financial Transparency Form is an approved item for the PNM to leave the house with during Round 1: Informational Round.

10. Each chapter's total Fall 2022 Recruitment budget should not exceed **\$9000 (this total was determined by taking the average of all chapter's submitted 2022 Recruitment Budgets)**

- a. The value of all donated goods and services are required to be included in the overall budget. Donated items of "big ticket" goods and services should be determined by fair market value.
- b. Food and beverage donations and/or expenses provided for the members during Work Week and Recruitment Week do not have to be included in the Recruitment Budget.
- c. Work Week donations and/or expenses do not have to be included in the Recruitment Budget.
- d. Bid Day donations and/or expenses do not have to be included in the Recruitment Budget.
- e. Chapters must remain aware of any recruitment-specific financial obligations placed on members and keep financial sensitivity in-mind.
- f. Chapters who exceed the budget will be penalized through the NPC Standards Process.
- g. Projected budgets for Fall 2022 Primary Recruitment is due to the College Panhellenic by July 1, 2022.

A final budget summary with receipts should be submitted through the Panhellenic Delegate at the first Panhellenic Council Meeting of Fall 2022, Tuesday, August 30th, 2022. Budgets must include the total cost of donated goods, as well.

## **WORK WEEK/SPIRIT WEEK RULES**

1. Chapters have the option to hang banners, display lawn letters, and/or create “Work Week” t-shirts for members only. There is no expectation from Panhellenic to have any of these items; it is at the chapter’s discretion.
  - a. Work Week supplies must be included in the chapter’s Work Week Budget.
2. Any banners, letters, t-shirts, “Work Week” themes must be approved by the A-State Panhellenic Recruitment Team. All items are expected to maintain a positive Panhellenic spirit.
3. If more than one chapter submits the same themes/designs for any day during Work Week, the chapter whose submission was received first using a digital timestamp from the email approval form submission will have priority to that particular theme/design. Any other chapters will be notified that the theme/design has already been taken and will be asked to resubmit a new idea/design.
4. If a chapter chooses to utilize banners on the front of the house during “Work Week,” there is not a limit on the amount displayed. However, as stated above, all banners must receive prior approval from the A-State Panhellenic Council.
  - a. Work Week banner(s) may be displayed anytime from the start of Sorority Member Move-In Day on Saturday, August 6th, 2022 until 11:59 p.m. on Saturday, August 13th, 2022.

### **PNM MOVE-IN DAY RULES**

1. Chapters have the option to hang one Move-In Day Welcome banner.
  - a. If utilized, each chapter’s Move-In Day banner must be Panhellenic-spirited and reflect any or all of the following: promote going Greek, welcoming the PNMs to campus, and/or promoting A-State.
  - b. Move-In Day Banner should be approved by the A-State Panhellenic Recruitment Team. Chapters may display no more than two banners.
  - c. The Move-In Day banner may be displayed no earlier than 7:00 a.m. on PNM Move-In Day/Sunday, August 14th, 2022.

### **INFORMAL HOUSE TOUR RULES**

1. Panhellenic will host Informal House Tours on Monday, August 15th, 2022.
2. House Tours will be a maximum of 15 minutes long per house.
3. Gamma Chis will lead PNM's throughout each house, and will serve as the "tour guide".
4. Chapters will continue to utilize banner(s) from Move-In Day.
5. Chapters are allowed to have a maximum of 6 members from their recruitment team present during the house tours. The recruitment team's presence is to welcome and answer any questions. Recruitment team members should use caution to not overly react to any particular PNM whom they may know.
6. Picture slideshows are allowed on house TVs but videos are not allowed.
7. Music is up to the chapter's discretion. Music should only serve as background or "elevator" music.
8. No snacks or beverages may be served during house tour.
9. Chapter representatives should wear block letter shirts with their choice of bottoms. Panhellenic recommends attire to be casual, as the PNMs will be in casual/workout clothes from their PNM community service projects.

### **INFORMATIONAL ROUND RULES**

1. Chapter's choice of casual attire with financial sensitivity in-mind.
2. Events are 35 minutes (can be longer for virtual events)
3. Info Day Banners must promote positive panhellenic spirit and must be approved. Chapters may display no more than two banners.
  - a. Info Round Banners may be displayed no earlier than 12:00 a.m. on Tuesday, August 16th/Info Round Day.
4. Outdoor decoration (if utilized) can be creatively expressed through one set of letters and the banner only. Letters are to be standard, traditional wooden structures or other structures. All outdoor displays must contain the organizational names/letters, not exceeding the traditional wooden letter size.
5. In-house display boards or professional marketing boards are acceptable to be displayed in the common space(s) used for conversation.
6. Tablecloths and fresh flowers are allowed during the event, as long as they can be considered normal house décor. Any modifications to the house made prior to or during Recruitment must remain permanent for the rest of the year unless prior approval is given by the Panhellenic Council.
7. Additional inside decorations brought in such as, but not limited to: balloons, streamers, etc. are prohibited unless the item is being used as a values-based conversational prompt. The Panhellenic Council will determine the validity of

any proposed additional item requested to be displayed. If a decoration is questionable, the chapter must bring it forward to the CPH Recruitment Teams for discussion and prior approval.

- a. All donated items must be factored in to the total Chapter Recruitment Budget
8. Beverages may be served to PNMs by undergraduate members at each event but food is not allowed. Napkins and a straw may be provided with the beverage.
9. If more than one chapter submits the same themes/designs for any day during Recruitment Week, the chapter whose submission was received first using a digital timestamp from the email approval form submission will have priority to that particular theme/design. Any other chapters will be notified that the theme/design has already been taken and will be asked to resubmit a new idea/design.
10. Slideshows or videos are allowed, but must be limited to a maximum length of five minutes. Promoting highlights of your chapter within Panhellenic Spirit. (Need guidance for what to include?) All slideshows and videos must be submitted to Panhellenic for approval by 11:59 p.m. Wednesday, August 10th. .
11. Per NPC, all A-State Panhellenic requires all chapters to share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during the Informational Round. The Financial Transparency Form is due to Panhellenic by Wednesday, August 10th, 2022. Panhellenic will make copies of this form and arrange for delivery to each chapter prior to Info Round Day to ensure each PNM may receive a copy.
  - a. Each chapter must acknowledge the financial information in a brief group presentation. If chapters do not desire for their members to review the Financial Transparency Form with PNMs, they must fully incorporate the form and its contents into the group presentation. The PNM must leave the house with a copy of the Financial Transparency Form.
  - b. If chapters do not present Financial Transparency Information in the group presentation, member/PNM conversations must provide detailed information on the chapter's financial membership requirements utilizing the pre-approved Financial Transparency Form. Each chapter member must be able to explain what is on the form to the PNM she is hosting. The PNM must leave the house with a copy of the Financial Transparency Form.
  - c. In the event of a virtual format, the Gamma Chis will provide each PNM with a copy of the form and chapters will continue to cover the info in the Virtual Info Round event.
12. Chapter lists from Informational Round/Invitations for Impact Round are due into ICS no later than 8:30 p.m. on Tuesday, August 16th.

## IMPACT ROUND RULES

1. Chapter's choice of attire with financial sensitivity in-mind. Will take place in-person unless required to meet virtually.
2. Events are 40 minutes.
3. Banner (if utilized) must promote a Panhellenic spirit and must be approved by the NPC Recruitment Team. Chapters may display no more than two banners.
  - a. Impact Round Banners may be displayed no earlier than 12:00 a.m. on Wednesday, August 17th/Impact Round Day.
4. Outdoor decoration (if utilized) can be creatively expressed through one set of letters and the banner only. Letters are to be standard, traditional wooden structures or other structures. All outdoor displays must contain the organizational names/letters, not exceeding the traditional wooden letter size.
5. In-house display boards or professional marketing boards are acceptable to be displayed in the common space(s) used for conversation.
6. Tablecloths and fresh flowers are allowed during the event, as long as they can be considered normal house décor. Any modifications to the house made prior to or during Recruitment must remain permanent for the rest of the year unless prior approval is given by the Panhellenic Council.
7. Additional inside decorations brought in such as, but not limited to: balloons, streamers, etc. are prohibited **unless the item is being used as a values-based conversational prompt. The Panhellenic Council will determine the validity of any proposed additional item requested to be displayed.** If a decoration is questionable, the chapter must bring it forward to the CPH Recruitment Teams for discussion and prior approval.
  - a. All donated items must be factored in to the total Chapter Recruitment Budget
8. Beverages may be served to PNMs by undergraduate members at each event but food is not allowed. Napkins and a straw may be provided with the beverage.
9. Videos are allowed but should solely focus on the organization's philanthropy and impact made throughout the community and on one another. Videos must be submitted for approval to Panhellenic by 11:59 p.m. on Wednesday, August 10th.
10. Chapter Lists from Impact Round/Invitations for Sisterhood Round are due into ICS no later than 7:30 p.m. on Wednesday, August 17th, 2022.



## **SISTERHOOD ROUND RULES**

1. Chapter's choice of attire with financial sensitivity in-mind.
2. Events are 40 minutes.
3. Banners(if utilized) must promote a Panhellenic spirit and must be approved by the NPC Recruitment Team. Chapters may display no more than two banners.
  - a. Sisterhood Round Banners may be displayed no earlier than 12:00 a.m. on Thursday, August 18th/Sisterhood Round Day.
4. The goal of this round is to share tangible experiences and stories, unique to each chapter, to the potential new members. The focus should remain on showcasing your sisterhood's individuality.
5. Outdoor decoration (if utilized) can be creatively expressed through one set of letters and the banner only. Letters are to be standard, traditional wooden structures or other structures. All outdoor displays must contain the organizational names/letters, not exceeding the traditional wooden letter size.
6. In-house display boards or professional marketing boards are acceptable to be displayed in the common space(s) used for conversation.
7. Tablecloths and fresh flowers are allowed during the event, as long as they can be considered normal house décor. Any modifications to the house made prior to or during Recruitment must remain permanent for the rest of the year unless prior approval is given by the Panhellenic Council.
8. Additional inside decorations brought in such as, but not limited to: balloons, streamers, etc. are prohibited unless the item is being used as a values-based conversational prompt. The Panhellenic Council will determine the validity of any proposed additional item requested to be displayed. If a decoration is questionable, the chapter must bring it forward to the CPH Recruitment Teams for discussion and prior approval.
  - a. All donated items must be factored in to the total Chapter Recruitment Budget
9. Beverages may be served to PNMs by undergraduate members at each event but food is not allowed. Napkins and a straw may be provided with the beverage.
10. Videos are allowed but should solely focus on the organization's sisterhood. Videos must be submitted for approval to Panhellenic by 11:59 p.m. on Wednesday, August 10th.

11. Chapter Lists from Sisterhood Round for Preference Round are due into ICS no later than 6:40 p.m. on Thursday, August 18th, 2022.

### **PREFERENCE ROUND RULES**

1. Appropriate cocktail dress, pin attire, business attire, etc. Will take place in-person unless otherwise noted.
2. Events are 50 minutes.
3. Banners must promote a Panhellenic spirit and must be approved by the NPC Recruitment Team. Chapters may display no more than two banners.
  - a. Preference Round Banners may be displayed no earlier than 12:00 a.m. on Friday, August 19th/Preference Round Day.
4. Outdoor decoration can be creatively expressed through one set of letters and the banner only. Letters are to be standard, traditional wooden structures or other structures. All outdoor displays must contain the organizational names/letters, not exceeding the traditional wooden letter size.
5. In-house display boards or professional marketing boards are acceptable to be displayed in the common space(s) used for conversation.
6. Tablecloths and fresh flowers are allowed during the event, as long as they can be considered normal house décor. Any modifications to the house made prior to or during Recruitment must remain permanent for the rest of the year unless prior approval is given by the Panhellenic Council.
7. Additional inside decorations brought in such as, but not limited to: balloons, streamers, etc. are prohibited unless the item is being used as a values-based conversational prompt. The Panhellenic Council will determine the validity of any proposed additional item requested to be displayed. If a decoration is questionable, the chapter must bring it forward to the CPH Recruitment Teams for discussion and prior approval.
  - a. All donated items must be factored in to the total Chapter Recruitment Budget
8. Beverages may be served to PNMs by undergraduate members at each event but food is not allowed. Napkins and a straw may be provided with the beverage.
9. Strict Silence, as defined under Contact Rules, is still in effect until Bid Distribution
10. Chapter Bid Lists are due into ICS no later than 8:00 p.m. on Friday, August 19th/Preference night.
11. Chapters will be notified when it is time to receive bid lists.
  - a. Chapters are asked to arrange for members to drop off Bid Day tshirts to the Leadership Center during this time. Members may leave the shirts in the main LC lobby.
  - b. Bid Matching (Keep RFM posted on chapter list submissions) Chapters will be notified when bid matching is complete. Once complete, chapters will be notified.

- c. Chapters may determine who their Organization allows to view the Bid List and bring the appropriate amount of individuals to assist in the completion of Bid Cards.
  - d. Chapters will be notified if they are eligible to Snap Bid any PNMs at the time of receiving their finalized Bid Lists.
    - i. If a chapter is able to and chooses to issue any Snap Bids, they will work alongside the Panhellenic Advisor to do so.
12. To protect the integrity of our recruitment sponsors and the PNM experience, sharing bid lists to outside entities is strictly prohibited.

### **BID DAY RULES**

1. A chapter may have as many banners on their house as they wish during Bid Day.
2. All banners, shirts, and themes must remain Panhellenic-spirited and be approved by the A-State Panhellenic Recruitment Team.
3. Music played on the lawn of the sorority house must be kept at a minimum to respect surrounding campus buildings.
4. If a chapter plans to have bid day activities on the sorority house lawn, it must be approved through the Panhellenic recruitment team, who will approve through A-State Facilities Management.
5. Overnight Bid Day events are not allowed.
6. Alcohol and other substances are strictly prohibited from the Bid Day/Night Experience.
7. Chapter Members are expected to speak positively about all chapters.
8. Bid Day Event will depend on CDC suggestions, A-State Regulations and/or state regulations.
9. Bid Day will take place at the Centennial Bank Stadium Football field.
  - a. Chapters will be notified as to when they may drop off letters to the field the night before Bid Day.

- b. Chapters will draw for placement on the field for Bid Day at an earlier Recruitment Roundtable.
- c. Chapters may provide coolers of water or sports drinks for members; however, all products must be Coca Cola products due to the A-State contract with Coke.
- d. Feather boas, wet paint, glitter on signs and bodies, confetti, animals/pets, and any other items that can leave debris are strictly prohibited from being on the field. Any chapters with these items will be asked to immediately vacate the field and will be fined \$100. The fine will be billed following Recruitment Week.
- e. Any unsportsmanlike signage or props are strictly prohibited. Any chapter found with such an item will be asked to immediately vacate the field and will be fined \$100. The fine will be billed following Recruitment Week.
- f. Chapters must arrange for members to thoroughly clean all trash from their space on the field following Bid Day. Any chapter who does not clean their space will be asked to immediately return to the field to clean and will be fined \$100. The fine will be billed following Recruitment Week.
- g. Chapters must arrange for letters to be promptly removed from the field immediately after Bid Day concludes. Any chapter who does not remove letters promptly after Bid Day concludes will be asked to immediately return to the field to remove the letters and will be fined \$100. The fine will be billed following Recruitment Week.

## **CHAPTER-MEMBER EDUCATION**

1. Chapter Recruitment Teams are responsible for educating their members on these Recruitment Rules.
  - a. Chapters must provide the A-State Panhellenic Recruitment Team with documentation, an attendance list, and topics covered following the chapter-wide training.

## **CONTINUOUS OPEN BIDDING RULES**

1. Any chapter extending an open bid must have the new member complete the following:
  - a. Continuous Open Bidding Membership Recruitment Binding Agreement Form
  - b. A-State Academic Release Form
  - c. A-State No-Hazing Agreement Form
2. Chapters not meeting campus total are able to host Continuous Open Bidding events at their discretion.
  - a. For chapters not meeting campus total, Continuous Open Bidding will begin immediately following Bid Distribution at the end of Fall Primary Recruitment and immediately following the announcement of campus total readjustment in the Spring semester.
  - b. Continuous Open Bidding is open to any unaffiliated female student on A-State's.
3. Chapters are responsible for verifying a PNM's eligibility for COB based on the organization's eligibility requirements. Chapters may contact the Office of Fraternity & Sorority Life for any assistance in this.
4. If chapters host a COB Bid Day, they must seek approval for Bid Day themes, t-shirts, banners, etc.
  - a. All themes and COB-related apparel, banners/etc. must adhere to Positive Panhellenic Spirit.

## **VIOLATIONS OF RULES/INFRACTIONS**

### **1. Timing**

- a. During the school year, when a member group of the College Panhellenic or the College Panhellenic believes there has been an infraction and there was not a informal resolution, a written report (found on the A-State Panhellenic Website), signed by the president of that member group specifying time, place, witness to the alleged infraction, and include any and all supporting documentation (e.g. screenshots, video, etc) shall be submitted to the President of the College Panhellenic, Vice President of Judicial, and Panhellenic Advisor within a timely manner after the alleged infraction is known, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
  
- b. The College Panhellenic President, College Panhellenic Vice President of Standards, and Panhellenic Advisor shall review the “College Panhellenic Violation Report Form” to ensure it has been filled out completely including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.
  
- c. Proper Reporting Authority
  - i. Recruitment Infractions may be reported and signed by either:
    1. President of member group on behalf of her chapter
    2. College Panhellenic Officer in charge of Recruitment
    3. Gamma Chi
    4. Potential New Member
    5. Panhellenic Advisor

### **2. Notice**

- a. If not handled informally between chapters, when a report of an infraction is properly received by the College Panhellenic, the accused fraternity shall be given formal notification in writing. The Vice President of Judicial shall notify the member group using the “College Panhellenic Notice of Infraction Form.” The “College Panhellenic Notice of Infraction Form” shall be delivered to the President of the accused fraternity within one week of the Vice President’s of Judicial receipt of the “College Panhellenic Violation Report Form.” If the President of the accused

fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor.

- b. If the College Panhellenic President, Vice President of Judicial, and Panhellenic Advisor do not feel there is enough supporting documentation to prove a police was clearly violated, the accused fraternity, upon receipt of the "College Panhellenic Notice of Infraction Form," shall contact the Vice President of Judicial within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing.
- c. If the "College Panhellenic Notice of Infraction Form" is delivered during a college/university break, the Mediation/Judicial Hearing may be scheduled after classes resume or held during the break if all parties are available.

### 3. Mediation

- a. The purpose of Mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under NPC UNANIMOUS AGREEMENTS, the College Panhellenic Association Constitution, Bylaws, and rules.
- b. The Vice President of Judicial shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
- c. Mediation shall be closed to the public. The participants in the Mediation shall be representatives from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the Vice President of Judicial, Panhellenic President, the Panhellenic Advisor, and in cases of Recruitment Infractions the College Panhellenic Recruitment Chairman.

### 4. Judicial Hearing

- a. In the event mediation is not successful a Judicial Hearing shall be held.

### 5. Penalties

- a. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.
  - i. Inappropriate Penalties
    1. Monetary fines shall only be acceptable for measurable Recruitment Infractions (i.e. late invitation list, late events, etc.). The amounts shall be predetermined by a vote of the College Panhellenic Council and stated in the membership recruitment rules.
    2. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.

3. Penalties shall not affect a fraternity chapter's Quota or Total.
  4. Penalties shall not affect the time of new member acceptance and/or initiation.
  5. Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
- b. Duration of Penalties
    - i. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
  - c. NPC Notification of Penalties
    - i. Within 24 hours of the successful completion of Mediation or the Judicial Hearing, the College Panhellenic President or Vice President of Judicial shall send a copy of the "College Panhellenic Record of Mediation or Judicial Hearing Form" (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/ National President.
  - d. Appeals
    - i. Judicial Board Decision
      1. A decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Vice President of Judicial using the "College Panhellenic Notice of Appeals Form" within 48 hours of the decision.

## **2022 Recruitment Teams Contact Information**

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