

**Recruitment Rulebook of the  
Iowa State University  
Collegiate Panhellenic Council**



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## 1. **Annual Review**

After the conclusion of the primary recruitment period, and before the conclusion of the fall academic term, the recruitment rulebook will be reviewed for the purpose of developing the rulebook to best suit the current needs of ISU Panhellenic. An informal meeting will occur to allow the exchange of ideas and feedback. All proposed changes must be voted on at a regular meeting of the Panhellenic Delegates.

## 2. **Recruitment Code of Ethics**

We, the members of the Panhellenic Community at Iowa State University agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the chapter and Panhellenic experience. We, as Panhellenic members of Iowa State University, agree on and commit to:

- a. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- b. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- c. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- d. Avoid disparaging remarks about any chapter or collegiate member and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of chapter members.
- e. Recognize friendly relations with all collegiate members, both chapter members and nonmembers, realizing the importance of creating and building friendships.
- f. Plan recruitment events that provide opportunities for the greatest possible number of potential new members to become chapter members while protecting the rights and privileges of individuals and the chapters.
- g. Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- h. Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- i. Be respectful of the rights of every potential new member to make their own choices, including the right not to join the Panhellenic Community.
- j. Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging them to make a single intentional preference or to limit their choices.
- k. Respectfully adhere to the bylaws and recruitment rules of the Iowa State University Panhellenic Association.
- l. Abide by all local and federal laws and NPC inter/national member organization bylaws.
- m. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.
- n. Understand that the primary recruitment Rules and Code of Ethics will be reviewed and revised as necessary by the fraternity recruitment chairs and approved with a two-thirds vote of the Collegiate Panhellenic Council

### 3. Recruitment Guidelines

- a. All NPC member organizations represented at Iowa State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.
- b. The Office of Sorority and Fraternity Engagement with assistance from the Office of Admissions, the Panhellenic Vice Presidents of Recruitment will provide information about Sorority and Fraternity life to incoming students.
- c. An early fall recruitment shall be held. Spirit Week will begin approximately two weeks prior to the start of the academic fall semester. Primary recruitment activities will begin on the first Friday following the start of Spirit Week (typically 5 days after the start of Spirit Week).
- d. The Iowa State University Quota-Total system as described in “Policies, Rules and Practices” of the National Panhellenic Conference Manual of Information shall be followed.
- e. To allow groups to achieve parity as quickly as possible at the conclusion of Primary Recruitment, total will be automatically adjusted annually no later than 72 hours following bid distribution of Primary Recruitment and within one week from the start of the academic term in which Primary Recruitment is not held. The adjustment will be to median or average chapter size (whichever is a larger value) unless the Collegiate Panhellenic adopts an acceptable alternative formula according to the NPC Manual of Information.
- f. The preferential bidding system shall be used.
  - i. Release Figures Method (RFM) will be used to establish quota following preference night.
  - ii. All chapters will be highly encouraged to follow the release figures provided to them by the Collegiate Panhellenic Council through consultation with the RFM Specialist. Preliminary release figures will be provided to each chapter prior to the first round of recruitment. Chapters choosing not to follow the release figures should seek the advice of their NPC Delegate.
  - iii. The potential new members registered and participating in primary recruitment will abide by the priority rank method when selecting chapters to attend the following day. Chapters will submit invitation lists by the time specified by Collegiate Panhellenic Council and be presented with event lists the following morning, based on priority ranks from potential new members.
- g. A chapter must have at least one collegiate member at all recruitment meetings scheduled at least two weeks prior, unless given explicit approval by the Vice President of Recruitment Programming. Unexcused absences from these required meetings will result in a \$20 fine to the absent chapter for each meeting missed.
- h. Only Collegiate Panhellenic Council members may participate in running/executing Collegiate Panhellenic Council sanctioned recruitment events.
- i. Each chapter is entitled to pledge the full quota at any time during the fall semester prior to the initiation of the members recruited during primary recruitment, even if by doing so the allowable chapter total size is exceeded and the primary recruitment period is over.

For further clarifications refer to the National Panhellenic Council's Manual of Information, most current edition.

- j. The National Panhellenic Conference prohibits the participation of men in membership recruitment and Bid Day activities.
- k. The Collegiate Panhellenic Council prohibits the participation of Panhellenic members in recruitment events for the Interfraternity Council.
- l. In accordance with the National Panhellenic Conference Manual of Information Unanimous Agreements, each college Panhellenic association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.

#### **4. New Member Guidelines and Potential New Member Code of Ethics**

Abiding by the outlined expectations is a requirement for continued consideration as a potential new member. Failure to do so will result in disciplinary action, as outlined below.

1. The officers responsible for oversight of the PNM Code of Ethics are the Panhellenic Vice President of Recruitment Education, Panhellenic Vice President-Recruitment Programming, and the Panhellenic Vice President-Judicial Affairs.
2. Any violation of the PNM Code of Ethics will result in the following process, which is in alignment with the guidelines provided by the National Panhellenic Council.
  - a. First offense: A verbal and written warning from the Vice President-Judicial Affairs.
  - b. Second offense: Written communication to all recruitment chairs and advisors regarding the violation.
  - c. Member organizations have the right to request release information from the Collegiate Panhellenic Council when considering membership offers during the Informal Recruitment Process.
3. A Potential New Member must attend recruitment orientation and all membership recruitment events for which an invitation is extended, except in extenuating circumstances as permitted by the VP's-Recruitment.
4. High regard for the membership recruitment process is expected at all times. PNMs may not engage in disparaging remarks against chapters, chapter members, recruitment counselors, Panhellenic officers, faculty, staff, or fellow PNMs.
5. Discriminatory remarks based on protected identity statuses, including but not limited to, gender, race, and sexual orientation will not be tolerated.
6. The Membership Recruitment Process is substance-free. PNMs are to refrain from use and possession of alcohol and illicit substances during the membership recruitment period.
7. PNMs are entitled to education regarding the Membership Recruitment Acceptance Binding Agreement (MRABA). PNMs are bound to the terms of this document as deemed appropriate by the National Panhellenic Conference.
8. A PNM has the right to a positive membership recruitment process. She has the right to report unjust actions to the Panhellenic VPs of Recruitment & VP-Judicial Affairs.
9. Prior to withdrawing from the Primary Recruitment Process, a PNM must meet with their recruitment counselor.
10. To be eligible to participate in primary recruitment, the interested party must be a full-time student at Iowa State University, and sign and follow all guidelines of the liability waiver.

11. To be eligible to accept a bid from a chapter, the interested party must be a full-time student at Iowa State the semester that the bid is extended.
12. PNMs reserve the following rights:
  - a. The right to be treated as an individual.
  - b. The right to be fully informed about the recruitment process.
  - c. The right to ask questions and receive true and objective answers from recruitment counselors and members.
  - d. The right to be treated with respect, to be treated as a capable and mature person without being patronized.
  - e. The right to have and express opinions to recruitment counselors.
  - f. The right to have inviolable confidentiality when sharing information with recruitment counselors.
  - g. The right to make informed choices without undue pressure from others.
  - h. The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process.
  - i. The right to have a positive, safe, and enriching recruitment and new member experience.

**5. Expectations of the Collegiate Panhellenic Council (CPC) Executive Board**

1. The CPC Executive Board will follow & educate chapters on the most current edition of the National Panhellenic Conference's Manual of Information.
2. A list of those who did not complete the primary recruitment process will be given to the Vice President of Recruitment Programming. Simultaneously, chapters that did not reach quota will give a preference list of potential new members to the Vice President of Recruitment Programming.
  - a. The Vice President of Recruitment Programming will notify the appropriate recruitment counselors of potential new members who will be extended a snap bid, and recruitment counselors will contact the corresponding potential new member to extend said snap bid(s).
  - b. Recruitment counselors will notify only the Vice President of Recruitment Programming the decision made by the potential new member.
  - c. The Vice President of Recruitment Programming shall notify the recruitment counselors of all possible snap bids at the time of extension.
    - i. It is possible for a PNM to receive multiple bids at one time.
    - ii. It is possible for a potential new member to decline a snap bid to one chapter and later be offered a snap bid to another chapter.
    - iii. If the PNM has a signed MRABA, and declines a snap bid, they are no longer eligible for a snap bid to that chapter.
    - iv. Chapters may also choose to extend bid(s) to PNMs who did not participate in the primary recruitment period in order to achieve quota.
3. The Collegiate Panhellenic Council is responsible for the distribution of bid cards on Bid Day to potential new members.
4. Evaluation of primary recruitment will be held within two weeks of the last day of primary recruitment.
5. Statistics for primary recruitment will be available online the morning of Bid Day for chapter use.

6. Members of the Collegiate Panhellenic Council do not need to be removed from existing content on their chapter's social media or chapter imaging. However, chapters should not post new media containing Panhellenic officers from 30 days before Primary Recruitment until the end of Primary Recruitment. Panhellenic officers may personally disaffiliate at their own discretion.
7. All Panhellenic officers, except for the Vice President of Recruitment Programming and the Vice President of Recruitment Education, may recruit for their own chapter outside of Primary Recruitment.

## **6. Expectations of Chapters**

All NPC member organizations represented at Iowa State University will promote the following practices during membership recruitment.

1. Engage in values-based recruitment.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of chapter membership.
  - a. At no time during primary recruitment sessions shall more than two chapter members surround a potential member at one time.
  - b. At no time should a potential member be left alone or unattended during recruitment sessions.
5. Alumnae may participate in primary recruitment, but their participation/assistance should be reserved as a behind the scenes role to assist chapter members and never to actively participate in the recruitment process and have potential new member contact.
6. At no time shall members' behavior be inappropriate as determined by the Collegiate Panhellenic Council.
  - a. Acceptable actions would include handshakes or light/minimal guidance.
  - b. Any contact that chapter members have with potential members during the week of primary recruitment in a setting where alcohol is present will be considered an illegal recruitment event and chapters, as well as chapter members, will be held responsible.
  - c. Potential new members shall not receive gifts from chapter members until the conclusion of all Panhellenic community Bid Day activities.
    - i. A gift is defined as anything given to the potential new member, by a recruiting member, to take with them outside of the chapter facility.
    - ii. Gifts include flowers, nametags, candles, food, favors, letters, notes, phone numbers, and anything else the Collegiate Panhellenic Council deems as a gift.
    - iii. Should a "gift" be taken out of the facility, that chapter will receive a recruitment infraction. The "gift" will then be returned to the appropriate chapter.
    - iv. Items such as napkins, tissues, plastic cups, and any sanitary items may be taken out of a chapter facility with no infraction and should not be treated as gifts.
7. Members wishing to move into their chapter facility after the official start of recruitment may do so only through entrances not visible to any potential member. Any persons affiliated with a chapter must abide by The 15 Minute Rule. The 15-minute rule is defined as waiting 15 minutes after the completion of a recruitment session to leave the chapter facility and return 15 minutes prior to the next session.

8. House/facility directors, delivery persons, waiters, persons employed by the chapter facility, and alumnae advisors may enter and exit when needed through side or back doors.
  - a. Alumnae members visible to potential members and/or participating in recruitment parties must follow The 15 Minute Rule defined above. Extreme circumstances must be communicated to and approved by the Collegiate Panhellenic Council Executive Board
9. Each chapter must submit an accommodations plan to the Vice Presidents of Recruitment in order to show preparedness in the event of a potential new member needing accommodations during Primary Recruitment events.
10. Each chapter must submit a chapter recruitment budget and financial sheet as specified by the Vice President of Finance, patent and multimedia presentation at the time specified by the Vice President of Recruitment Programming. For each day that these items are late, a fine of \$20 will be given.
11. Chapters must be on time for date processing during primary recruitment including information on Campus Director. Tardiness for up to 5 minutes is fined \$25; for each additional 5 minutes late, \$10 will be fined.
12. Chapter Recruitment Chairs must turn in a list of three contacts who are available to confirm their list should the Vice President of Recruitment Programming not be able to get in contact with the Chapter Recruitment Chair.
13. Per NPC policy, outreach, and promotion should not be singular to one organization or chapter. Instead, it should seek to promote the overall Panhellenic experience, encourage participation in Panhellenic recruitment, and answer questions about joining a sorority.
14. Should social media content and chapter imaging not align with Positive Panhellenic Contact, the Vice President of Public Relations can require the removal of the material(s) in question.

## **7. Conversation**

1. At no time shall members' conversation be inappropriate as determined by the Collegiate Panhellenic Council.
2. The subject of "bank account", "booze", or "bad news" should not be discussed with a potential member. If the potential member brings the subject up, the chapter member must steer the conversation away from it immediately.
  - a. "Bank account" is defined as financial discussions outside of chapter dues. Discussions of personal finances shall not be had, but discussions of methods of payment are acceptable (i.e. scholarships, jobs, payment plans, etc.)
  - b. "Booze" is defined as anything related to drugs or alcohol. Partying, bars, smoking, or being under the influence of any kind are prohibited conversation topics. Any topic of illegal activity must not be brought up.
  - c. "Bad news" is defined as topics that have no positive ending, no uplifting story, or topics that may be triggering to others.
    - i. If a member has faced adversity and overcome a bad situation, they are encouraged to focus on the positive and encouraging aspects of the situation. Hard times and difficult situations happen to everyone, but the focus should be on the values gained or discovered from the situation and the positive outcome, not on the event itself or the difficulties it posed.

- ii. For more clarification or assistance in navigating this topic, the CPC Vice President of Social Justice should be contacted.
3. Chapter members shall not suggest to any potential member that they refuse a membership invitation from one group in order to wait for a membership invitation from another group or suggest that a potential member list only one choice on their Membership Recruitment Acceptance Binding Agreement.
4. No member or alumnae shall either pressure or obligate a potential member to accept a bid or guarantee a bid to a potential member. This includes insinuating that they will be invited to the next day's round by saying, "I'll see you tomorrow," "I'd love to see you back," or any suggestive or misleading comments.
5. All members will uphold and demonstrate the Panhellenic spirit in thought, word, song, and action. At no time shall chapter members say anything negative about any other chapter. This includes rumors, stereotypes, or any other harmful information. This also includes suggestions and/or discussion of a potential new member's experiences at other chapters during their recruitment process.
6. During primary recruitment, no chapter member or alumna may contact friends and/or family members of a potential member to either gather information about or to influence a potential member's decision.
7. Outside Interaction
  - a. We, the Panhellenic members of Iowa State University, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the end of the first event, the day of Preference Night Ceremonies, and last until bid distribution at 1:00 pm on Bid Day. Recruitment Counselors are permitted to answer scheduling or logistical questions during this time. Strict silence is the period of time from the end of a potential new member's last event until bid cards are distributed. Strict silence is defined as verbal, written, printed, text message or social media communication between the potential new members and chapter members, new members or alumnae. If potential new members live in a residence hall with Panhellenic members, only casual greetings and contact are permitted.
  - b. If conversation is engaged by the potential new member, minimal friendly contact is encouraged. However, during this contact the members may not "recruit" or persuade potential members in any way. Wearing of badges and insignia is encouraged at all times.
  - c. Each chapter is responsible for educating their members on appropriate "recruitment conversation" and conversation outside of recruitment as determined by their national organizations, the Iowa State University Panhellenic, and National Panhellenic Conference.
  - d. Chapter members living in the residence halls will not return to the hall starting at 9:00 a.m. the day of Bid Day, until after bid cards have been distributed to the Potential New Members. All emergency situations may be brought to the attention of the Collegiate Panhellenic Council for evaluations and approval, including necessary communication between a chapter member and a potential new member.
  - e. The Office of Sorority and Fraternity Engagement will provide a list of persons participating in university sponsored activities and events. They will then receive special



contracts/expectations regarding their participation in primary recruitment. All chapters must support these participants in their university commitments.

8. Each chapter member, alumnae, and house/facility director are responsible for knowing and following all Recruitment Rules and Code of Ethics. If any individual member violates these rules, the chapter will be held responsible.
9. The chapter will provide an invitation for membership to the Collegiate Panhellenic Council for distribution on Bid Day.
10. If applicable, Chapters will provide Collegiate Panhellenic Council the logistics of how potential new members will line up outside of the chapter facility.
11. If applicable, Chapters are responsible for removing all disaffiliated members from social media outlets, websites, and any online profiles 30 days prior to the start of Primary Recruitment. All pictures and last names must be removed.
12. The Iowa State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining the Panhellenic Community, whether during Primary Recruitment or Continuous Open Bidding. The Panhellenic Chapter at Iowa State University agree to all policies and steps pertaining to the MRABA.

#### **8. Expectations and Selection of Recruitment Counselors**

1. It is unallowable, except for in extenuating circumstances such as a recruitment counselor absence or lack of eligible applicants for the position of recruitment counselor, for a member of the Panhellenic Executive Board to serve as a Rho Gamma.
2. Representatives shall be nominated by each member chapter to apply for Panhellenic recruitment counselor.
3. Those to be nominated and considered for the position of recruitment counselor must have and maintain a cumulative 2.5/4.0 G.P.A. throughout their term, as well as, be in good standing academically with their particular chapter and the university.
4. Members will only be considered for the position of recruitment counselor if they have participated in primary recruitment within their own chapter, or by the discretion of the Collegiate Panhellenic Council.
5. Those to be nominated and considered for the position of recruitment counselor must be available and attend all recruitment activities during Spirit Week, and spring and fall education sessions. In addition, they must be available to assist with Greek Calling Project, Sorority Showcase Tour, Primary Recruitment, and Continuous Open Bidding events.
6. The Vice Presidents of Recruitment will designate a set number of nominees. The final recruitment counselors shall be selected through interviews with the Vice Presidents of Recruitment.
7. While in the position of recruitment counselor, the Panhellenic Rules of Conduct will be followed and reinforced (refer to the NPC Manual of Information).
8. Abide by all recruitment rules including but not limited to all local and federal laws
9. Inappropriate behavior by recruitment counselors may result in a meeting with the Vice Presidents of Recruitment and the Office of Sorority and Fraternity Engagement staff.
10. Recruitment counselors may not participate in chapter or Collegiate Panhellenic Council affiliated recruitment events on behalf of their chapter for the duration of spring and fall semesters.

11. Recruitment counselors may be disaffiliated from their chapters during primary recruitment; this decision will be determined by a vote of the Panhellenic delegation by April 1st of the same calendar year in which it will be enacted for the following fall Primary Recruitment.
12. If applicable, all recruitment counselors must change all electronic profiles and social media outlets to abide by standards and rules set by the council no later than 30 days prior to the start of primary recruitment. This includes changing last names, removing indications of specific chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of primary recruitment.
13. Recruitment counselors are permitted to reside in chapter facilities or other forms of housing during Spirit Week and Primary Recruitment.
  - a. During primary recruitment, recruitment counselors must leave their chapter facilities and be off chapter property (or property associated with specific chapters) two hours prior to the start of the first event of the day (this excludes Bid Day).
  - b. During primary recruitment, recruitment counselors are not permitted to return to chapter property for one hour after the conclusion of the last event of the day (this excludes Bid Day).
14. Potential new members must be in alphabetical order by last name when entering the chapter facility during all recruitment events, including Preference Night. Recruitment counselors will follow the guidance of the chapter where potential new members will be lined up outside of the chapter facility.
15. Recruitment counselors are responsible for assisting potential new members with their preference submissions through the Campus Director system by the deadline set by the Collegiate Panhellenic Council each day.
16. Recruitment counselors are not to assist potential new members with their Membership Recruitment Acceptance Binding Agreement, nor with their final decision on Preference Night.
17. Recruitment counselors are responsible for educating potential new members on the following topics: event logistics, conversation, lining up before an event, general rules and best practices, attendance, iValU inventory, alcohol policy, information in the recruitment booklet, and new member rights.
18. Per the National Panhellenic Conference Manual of Information (p.128), recruitment counselors are prohibited from consuming alcohol from the start of Spirit Week through the conclusion of the Panhellenic Bid Day Ceremony.
19. Recruitment counselors will be responsible for bringing the chapter water coolers to the main entrance of the chapter at the chapter's last recruitment event of the day.

## **9. Disaffiliation**

1. If applicable, any pictures and/or slides of disaffiliated members are not permitted to be included in any recruitment or marketing to potential new members.
2. If applicable, all disaffiliated members must change all electronic profiles and social media outlets 30 days prior to the start of Primary Recruitment. This includes changing last names, removing indications of specific chapter affiliation, and any other materials that may not agree with set standards. These changes last throughout the duration of primary recruitment.

3. Chapters are responsible for removing all disaffiliated members from any chapter social media outlets, websites, and any online profiles 30 days prior to the start of Primary Recruitment. All pictures and last names must be removed.

#### **10. Deadlines/Dates to Remember**

1. An overall plan of Deadlines / Dates to Remember, including all deadlines and expectations for Fall Primary Recruitment preparation, will be published by the Vice President of Recruitment Programming by the conclusion of the academic spring semester of their term.

#### **11. Schedule**

1. Primary recruitment Spirit Week will begin approximately two weeks prior to the start of the academic fall term. Primary recruitment activities will begin approximately 5 days following the start of Spirit Week (typically Friday of the same week) and will conclude at 1:00 p.m. on Bid Day. The Continuous Open Bidding recruitment process will begin immediately following chapters receiving a bid list from the SFE office staff.
2. A Master Schedule will be published by the Vice President of Recruitment Programming by the conclusion of the academic spring semester of their term
3. Open Door/ Close Door Logistics will be published with the Fall Primary Recruitment Schedule

#### **12. Budgets**

1. The per-chapter budget for primary recruitment will also include money spent on the philanthropy and sisterhood multi-media presentations.
2. If a professional videographer is hired and footage is included in over 25% of the presentation, the cost of the videographer and production must be included in the recruitment budget.
3. Preference Night will be handled separately with \$10 per potential new member, plus \$100. All donations will be assessed on value and included in the Recruitment budgets. This will include, but is not limited to flowers, plants, food, etc.
4. All monetary donations and donated items must be included in the budget
5. The following is not included in the primary recruitment budget: Welcome Weekend shirts, meals, master books, bid cards, Bid Day activities.
6. Any violation of the budget guidelines will result in a recruitment infraction and be handled in accordance with the recruitment rules and National Panhellenic Conference Manual of Information, current edition.

#### **13. Event Logistics**

1. At the beginning of the sessions on Welcome Weekend, Values Showcase, and Living Panhellenic, three minutes are allowed to enter (the three minutes start at the designated start time) and three minutes to exit (the three minutes start at the designated end time) the chapter house. Chapters may close the door prior to the event door open and/or close, as long as all potential new members have entered or exited the chapter facility.
  - a. Example: If an event begins at 6:00 the chapter must open its door at 6:00 and will have until 6:03 to have all potential members/chapter members inside the chapter facility with the door shut. If the event concludes at 6:30, the chapter must open its door at 6:27 and will have until 6:30 to have all potential members out of the chapter facility and all

- chapter members inside the chapter facility with the door shut. 2. Eight minutes will be allowed to enter the facility for all potential members on Preference Night.
2. Eight minutes will be allowed to exit the facility for all potential members on Preference Night.
    - a. Example: If an event begins at 6:00 the chapter must open its door at 6:00 and will have until 6:08 to have all potential members/chapter members inside the chapter facility with the door shut. If the event concludes at 6:30, the chapter must open its door at 6:22 and will have until 6:30 to have all potential members out of the chapter facility and all chapter members inside the chapter facility with the door shut.
  3. A maximum number of three people may leave the chapter facility during the time allotted for potential new members to enter and exit the chapter facility (3 minutes the first four days and 8 minutes on Preference Night) to greet or bid farewell to the potential members (this includes preference night) or for any other reason (e.g. to light luminaries).
  4. Opening and closing songs are allowed as long as chapter members accompany potential members and conversation continues while the potential member is seated. Opening and closing songs are to be sung in the background. There is to be no singing outside of the chapter facility.
  5. Facility lighting, luminaries, and candles may be used for sidewalks/steps leading to the main entrance of the chapter facility for Preference Night events. No other outside decoration is allowed, i.e. signs and banners. Luminaries may not be used on public sidewalks. Traditional holiday lights for outside lighting may not be used for any recruitment session.
  6. Chapters will provide a table, maximum 6 ft. in length, and two 2-5 gallon water dispensers outside of their chapter facility for potential new members during the Welcome Weekend, Values Showcase, and Living Panhellenic. Chapters will fill the dispensers with ice water at the start of the day and Collegiate Panhellenic Council will refill them throughout the day as necessary.
  7. Chapters will provide a tent for potential new members and recruitment counselors outside of the chapter facility. The tent shall not exceed 20 ft. X 20 ft.
  8. Per National Panhellenic Conference policy, Iowa State University recruitment events will not include extraneous and costly performances including, but not limited to, recruitment skits and door stacks. Any activities beyond values-based conversations must be approved by the Collegiate Panhellenic Council.
  9. Per National Panhellenic Conference policy, no chapters may require the purchasing of recruitment event attire for chapter members.
  10. At no point shall the active recruiting process be seen through the first floor windows or doorways of a chapter facility during an event, excluding door open and door close times. Chapter recruiters shall avoid excess noise during the active recruiting process as well as between recruitment events.
  11. Before each recruitment event, recruitment counselors will line up all potential new members attending that event outside of the chapter facility in alphabetical order by last name, located in a specific area identified previously by the chapter. The recruitment counselor will take attendance and highlight anyone who is missing. At two minutes before the start of the event, the recruitment counselor will knock on the front door to give the chapter the list of names. At one minute before the start of the event, the recruitment counselor will knock on the front door to give the chapter any attendance or logistical updates. If any highlighted potential new members arrives after the second knock has taken place, they will be placed at the end of the line. If a potential new member arrives after the event has begun, the recruitment counselor will escort them to front

door and knock. The recruitment counselor will call the Vice Presidents of Recruitment if a potential new member is still missing halfway through the recruitment event. The Vice Presidents of Recruitment will notify chapters of any known absences via Message of the Day on Campus Director.

12. Failure to comply with the expectations outlined in the Event Logistics section of the Recruitment Rules of the Iowa State Collegiate Panhellenic Council will result in the involvement of the Vice President of Judicial Affairs.
13. Welcome Weekend
  - a. First round is designated as Welcome Weekend and takes place over two days.
  - b. Each event is 20 minutes long with 10 minutes between each event.
  - c. A maximum of 16 NPC chapter events can be attended on this weekend.
  - d. Only tap water will be served.
  - e. Panhellenic members inside the facility during this weekend will wear “casual” attire which will be a mass purchased t-shirt provided by the Collegiate Panhellenic Council.
14. Values Showcase
  - a. Second round is designated Values Showcase Day.
  - b. Each event is 35 minutes long with 15 minutes between each event.
  - c. A maximum of 11 events can be attended on this day.
  - d. This day may include a video, live testimonials, or a presentation that are limited to 10 minutes in total. All action items must be approved by the Collegiate Panhellenic Council. Productions such as these shall not be allowed on first or third rounds of recruitment. E. Only tap water may be served.
15. All action items must primarily showcase the values of the active chapter members or already be created by the chapter’s national organization. The use of alumnae members shall not be excessive as determined by the Vice Presidents of Recruitment. Use of other outside sources for testimonial purposes will not be permitted.
16. Each action item has a maximum of 10 minutes allowed during the event round.
17. Chapters are also required to submit one of the following action items fully executed by the date designated by the Vice President of Recruitment Programming. At that time the Vice President of Recruitment Programming will perform an audit and task out any necessary revisions within 2 weeks of the deadline. Revisions are required to be made and returned to the Vice President of Recruitment Programming by the date agreed upon.
18. Action items approved by the Vice Presidents of Recruitment cannot be altered after approval and must be shown as approved. If a revision is requested, a case must be made to the Vice Presidents of Recruitment. The Vice Presidents of Recruitment must approve the requested changes.
19. No comparative language may be used in any action item.
20. Budget for any of the following action items cannot exceed \$200. Proof of expenses are due at time of content evaluation by the Vice Presidents of Recruitment.
21. Each chapter must choose at least one of the following action items to execute during the Values Showcase day of recruitment. Action items can be combined but should be treated as separate entities.
  - a. Video
    - i. The idea is that these videos are developed around the importance of predetermined chapter values with the addition of the ISU Sorority and Fraternity

Community core values of the Panhellenic community (academics, civic engagement, friendship, social justice, leadership).

- ii. Philanthropic events, Sister/siblinghood events, Member interviews, Everyday campus interactions, Facility walk-around, Picture slideshow, Sorority and Fraternity traditions, Organization history.
- b. Live Testimonials
  - i. Live testimonials are to be given in person using the personal experiences of one or a handful of active members. Topics of focus should include pre-determined chapter values with the addition of the ISU Sorority and Fraternity Community core values of the Panhellenic community (academics, civic engagement, friendship, social justice, leadership).
- c. Presentation
  - i. Presentations must be executed with PowerPoint, Google Slides, or Prezi (similar technology can be pre-approved by the Vice Presidents of Recruitment). Pictures can be included but video cannot. Presentations must be presented by active chapter members. Like the above action item options, the presentation should include pre-determined chapter values with the addition of the ISU Sorority and Fraternity community core values of the Panhellenic community (academics, civic engagement, friendship, social justice, leadership)
- d. Philanthropy Activity
  - i. Philanthropy activity may include interactive activity stations or a craft to be donated to the chapter's philanthropy. Activity may not exceed \$200. Activity must align with the organization's respective philanthropy.

## 22. Living Panhellenic

- a. Third round is designated Living Panhellenic Day.
- b. Each event is 45 minutes long with 15 minutes between each event.
- c. A maximum of 7 events can be attended on this day.
- d. House/Facility Tours may be given on this day. Financial, GPA requirements, and Housing obligations must be discussed on this day. Each Chapter Finance Chair or qualified substitute must present a 4–7-minute standardized financial presentation. Included in the presentation must be live in requirement, cost per semester, one-time fees, and assessing or non- assessing chapter status. These presentations must be approved by the Vice President of Recruitment Programming and Vice President of Finance.
  - i. Assessing is defined as having other mandatory fees outside of dues, such as shirts and entry fees to events, excluding fees and fines such as empty-bed fees.
  - ii. Non-assessing is defined as having no mandatory fees outside of dues, excluding fees and fines such as empty- bed fees.
- e. Only tap water may be served.

## 23. Preference Night

- a. Preference Night is the last round consisting of 2 events.
- b. Each event is 60 minutes long with 15 minutes between each event.
- c. Food and beverage may be served at all events of the night.
- d. Facility lighting, luminaries, and candles may be used for sidewalks/steps leading to the main entrance of the chapter facility for Preference Night events.

- e. Special Preference Night ceremonies are permitted on this night, but all ceremonies and activities must be values-based and centered on the values and character of the chapter.

#### 24. Bid Day

- a. All chapter members attending Bid Day activities should wear their letters promoting their chapter. They should also bring two signs indicating their chapter. One sign with Greek alphabet letters and one sign with chapter name.
- b. Quota will determine the maximum amount of chapter members who can attend the Bid Day activities along with the New Member Educator and Assistant, President, Recruitment Chair, and House/Facility Director or chapter advisor. If a chapter has made quota plus, they can bring that number of chapter members to Bid Day.
- c. Chapter members permitted to attend the Community Bid Day event will escort their members from the Community Bid Day event to their individual chapter celebrations.
- d. Chapter members should not bring gifts nor photographers to the Bid Day activities at the location set by the Collegiate Panhellenic Council.
- e. No bids shall be extended, or conversations had about joining a specific chapter from the conclusion of the academic school year till 1:00 p.m. on Bid Day.
- f. All chapters will receive a list of eligible participants for COB when bid lists are distributed.
- g. Accessories brought to Central Campus on Bid Day will be specified and verified by the VP of Membership Development

### 14. **Campus Director**

1. Campus Director is the online recruitment management tool selected by the Collegiate Panhellenic Council to use for primary recruitment.
2. Each chapter will be provided a username and password to log into Campus Director on or before July 1.
3. Campus Director Message of the Day is the preferred method of communication for all recruitment related messages from the Collegiate Panhellenic Council to chapters during primary recruitment.
4. Each chapter is required to submit preference lists after each event round via Campus Director.
5. Campus Director training for chapters will be held no later than the first day of Spirit Week.
6. For an updated Campus Director Chapter User Guide please contact the Vice President of Recruitment Programming.
7. iValU/weValU
  - a. iValU is a program purchased by the Collegiate Panhellenic Council through PhiredUp Productions. This program begins with potential members taking a personal values assessment prior to primary recruitment. They are then guided through a group discussion and personal reflection to develop and understand that their values mean to them and how to use them to find the chapter that is right for them.

### 15. **Admissions Perspective Student Programming**

1. All rules regarding Recruitment behavior apply during Spirit Week and Primary Recruitment events.

2. Conversations between members and potential new members occurring between the conclusion of Sorority Showcase Tour and Bid Day, outside of recruitment activities, cannot be focused on chapter recruitment related topics

## **16. Continuous Open Bidding**

1. Upon receiving a signed bid card from a new member through continuous open bidding (COB), a chapter must have their Odysseus updated with the new member's information and turn the signed bid card into the Sorority and Fraternity Engagement Office within 72 hours.
2. Except for primary recruitment periods, COB shall be in effect for chapters not at total during the academic term for all eligible students.
3. Every regularly enrolled new member, initiate, or affiliate shall be included in the chapter total except members designated by the chapter as inactive members and/or off-campus/study abroad members.
4. A list of pledged, initiated, and affiliated members shall be filed with the Office of Sorority and Fraternity Engagement at the beginning of each semester.
5. Any termination, or other change in membership shall be reported to the Office of Sorority and Fraternity Engagement through Odysseus no later than twenty-four hours after it has occurred.
6. Chapter COB activities must follow these recruitment rules and Code of Ethics outlined in this document.
7. A Collegiate Panhellenic Council Open House will be held only if deemed necessary by the Collegiate Panhellenic Council after the completion of primary recruitment. If held, chapters will agree upon minor rules involving the open house.
8. The Iowa State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a chapter, whether during primary recruitment or COB. Panhellenic chapters and their members agree to all policies and steps pertaining to the MRABA.
9. Collegiate Panhellenic Council Continuous Open Bidding guidelines
  - a. The Vice President of Recruitment Programming will notify the chapter president and recruitment chair from chapters who are below Panhellenic total as soon as the new campus total is announced offering to schedule a meeting to review recruitment resources with the chapter.
  - b. If a meeting is held, the Vice President of Recruitment Programming and Vice President of Recruitment: Education will provide feedback and suggestions to enhance the chapter's plan. If needed, the Vice President of Recruitment Programming may request that a recruitment event be submitted through the Iowa State Event Authorization Committee. It is recommended that all recruitment events be submitted through this system to ensure the chapter can promote the event on campus. All events held on campus are required to be approved by the Events Authorization Committee. An Office of Sorority and Fraternity Engagement staff member will approve the event on behalf of the council via this online system.
  - c. The Vice President of Recruitment Programming will maintain a list of all reported chapter recruitment events and communicate events to the Vice President of Recruitment: Education to ensure prospective members have accurate information regarding upcoming events. The Vice Presidents of Recruitment will collaborate with the Vice President of



Public Relations regarding all social media posts or promotions for chapter's events. Chapters who are actively recruiting will be listed on the Office of Sorority and Fraternity Engagement website and CPC social media. Upcoming recruitment events will be promoted through the Office of Sorority and Fraternity Engagement student workers and secretary for recruitment inquires.

- d. The chapter president and/or recruitment chair will communicate with the Vice President of Recruitment Programming when they have reached Panhellenic total. This number will be verified through Odysseus and the submission of bid cards to the Office of Sorority and Fraternity Engagement.
- e. COB can begin when Bid Day begins, and bids through the primary recruitment process have been distributed.

## **17. Judicial Process/Infractions**

1. Chapters are encouraged to communicate with each other as a first step in resolving issues.
  - a. The Vice President of Judicial Affairs may be made aware of this communication and their assistance may be requested by any chapter at any time.
2. For unresolved issues, chapters and CPC must report violations within 30 days of the incident, and a notification sent to the chapter within 7 days of the infraction being filed.
3. Refer to the NPC Manual of Information for clarifications and more information.
4. All violations of the Iowa State Panhellenic Recruitment process will be referred to the judicial procedure as outlined in the NPC Manual of Information unless the violation is subject to the University Rules and Regulations handbook
5. All infractions shall be handled by the Vice President of Judicial Affairs
  - a. This includes, but is not limited to: phone calls made to chapter presidents or recruitment chairs on the subject of potential violations, fielding reports from recruitment counselors, or aiding in the infraction filing process.
  - b. In the case of a violation/infraction committed by the chapter of which the current Vice President of Judicial Affairs is a member of, the current Panhellenic President will handle the report in lieu of the Vice President of Judicial Affairs.
6. All sanctions for violating the Recruitment Rules and Code of Ethics will be determined by the Panhellenic President, the Vice President of Judicial Affairs, the Director of Sorority and Fraternity Engagement and the graduate Collegiate Panhellenic Council advisor. Mandatory programming and service projects are examples of possible sanctions.
7. In the event of an infraction/violation being filed against a chapter, the judicial process (outlined in Article XI. Violation Resolution, Section 3. Judicial Process of the Bylaws of the Iowa State University Collegiate Panhellenic Council) shall be followed.
  - a. Prior to an infraction/violation being filed, the Vice President of Judicial Affairs will investigate and gather evidence of the incident reported. Informal mediation is often the first step taken after the investigation has occurred, but more serious matters may warrant starting with the judicial process.