

**WILLIAM JEWELL COLLEGE
PANHELLENIC RECRUITMENT RULES
November 2003**

Knowledge of, adherence to, and enforcement of William Jewell College Panhellenic Recruitment Rules by all sororities, their active, new, and alumnae members, faculty advisors, and potential members is critical to a successful recruitment. Alumnae members are considered important advisors to the recruitment process and should be encouraged to support their chapter during recruitment activities.

Summer and Formal Recruitment Rules- effective end of Commencement through the end of Formal Recruitment

1. Panhellenic Officers shall be disassociated from their own chapter's recruitment procedures during the preceding summer of and during Formal Recruitment periods.
2. Nothing may be purchased for a potential member.
2. No favors or gifts may be given to perspective members by the chapter or individual(s).
3. There will be no promising of bids, directly or indirectly, by anyone. Continuous Open Recruitment is not permitted during this period of time.
4. All communication with potential members regarding recruitment shall come directly from the Panhellenic Council and/or Panhellenic Advisor. Communications will be balanced and representative of the sorority system, without impartial emphasis on any one sorority.
5. *Affiliated sorority members (new, active, alumnae, etc.), other than a Recruitment Counselor, may not visit or initiate contact with a potential member in her place of residence.
6. Normal social contact and conversation shall be permitted between potential members and sorority members.
7. Recruitment should not disrupt long-standing or existing relationships (friends, relatives, neighbors, former classmates, co-workers, etc.) by prohibiting all contact between those affiliated with sororities and potential members. However, all sororities and their affiliates are charged with the responsibility of ensuring that no unfair advantage is gained as a result of contact.

Formal Recruitment Rules

1. Formal Recruitment shall occur during the first full week of the fall semester under the jurisdiction of the WJC Panhellenic Council.
2. The Panhellenic Council shall produce a calendar of Formal Recruitment events, with specific dates, times, and locations of the events, and make them available to the chapters no later than the end of the preceding spring semester.
3. All NPC Unanimous Agreements shall be upheld (found in the 14th Edition of the *NPC Manual of Information*).
4. Sororities are limited to spending no more than \$500 plus the shared cost of the Panhellenic recruitment video. Documented expenses are due to the Panhellenic Vice-President prior to the start of Formal Recruitment.
5. Only national sorority representatives, house directors, alumnae, new, and initiated members of the sorority may assist the chapter (mothers of members and faculty advisors may assist with food preparation, serving, and clean-up).
6. Except for formal recruitment functions, no potential member shall be permitted in or on designated sorority housing areas.
7. Panhellenic will provide name tags for potential members. (Chapters are permitted to make name tags for potential members, but they must be removed prior to exiting the party.)
8. A factual, current financial expenses sheet shall be distributed by the sororities to each potential member at the information event. These sheets shall list all fees to be incurred by the woman during her collegiate membership.
9. Only factual information about organizations may be given to potential members.
10. A sorority must be willing to issue an invitation to membership to any woman who is invited to and attends its preference event. The name of every woman who is invited to and attends a sorority's final preference event shall appear on the sorority's first or second bid list.
11. Membership Recruitment Acceptances will be signed immediately after the last formal recruitment event.
12. Strict silence is the period of time from the end of a potential member's last formal event until she signs her bid. During this time, there will be no communication or contact of any kind with potential members by anyone affiliated with a sorority who is not a Recruitment Counselor. This includes any reference to any sorority, including, but not limited to verbal, non-verbal, written, printed, typed, etc. communication.

13. The day bids are accepted is considered the final day of Formal Recruitment. All recruitment rules and NPC Unanimous Agreements (found in the 14th Edition of the *NPC Manual of Information*) shall be upheld. This includes no use of alcoholic beverages and no participation of men.

Potential Member Rules

1. Potential members must be regularly matriculated women students at William Jewell College.
2. Potential members must have earned a minimum 2.5 cumulative GPA (or equivalent as determined by the Panhellenic Advisor).
3. A woman is ineligible for membership recruitment if she has been a new member of an NPC sorority at William Jewell College in the same calendar year. She is ineligible to join a NPC sorority if she has ever been an initiated member of an existing NPC sorority.
4. Potential members must register and pay for Formal Recruitment prior to participating. The fee for Formal Recruitment is set by the Panhellenic Council.
5. *Potential members shall have no contact with affiliated members (new, active, alumnae, etc.), other than a Recruitment Counselor, in her place of residence during Formal Recruitment.
6. Potential members are prohibited from visiting in or on designated sorority housing areas during Formal Recruitment, except for those scheduled events that are part of Formal Recruitment.
7. No potential member may buy anything for nor receive anything from an active or alumnae member prior to or during Formal Recruitment.
8. Potential members must provide their own transportation to and from all formal recruitment events.
9. A factual, current financial expenses sheet shall be distributed by the sororities to each potential member at the information event. These sheets shall list all fees to be incurred by the woman during her collegiate membership.
10. Potential members are required to attend all formal recruitment events, especially those which she has accepted invitation. In case of emergency or illness, the potential member shall notify her Recruitment Counselor or the Panhellenic Advisor as soon as possible.
11. A potential member shall not promise, in any way, to join any sorority before formal bids are issued through Panhellenic.
12. Potential members shall consult her Recruitment Counselor before withdrawing from Formal Recruitment. In the event a potential member withdraws, she must go to the Panhellenic Advisor's office to sign an official withdrawal form.
13. Strict silence is the period of time from the end of the last formal event until the potential member signs her bid. During this time, there will be no communication or contact of any kind with anyone affiliated with a sorority who is not a Recruitment Counselor. This includes any reference to any sorority, including, but not limited to verbal, non-verbal, written, printed, typed, etc. communication.
14. Potential members shall complete their Membership Recruitment Acceptance immediately after their last Formal Recruitment event. Once a Membership Recruitment Acceptance has been signed, no changes may be made.
15. Potential members must be willing to accept a bid from any sorority which she lists on her Membership Recruitment Acceptance. Failure to do so is referred to as, "breaking recruitment".
16. A potential member's refusal to accept a bid extended to her by a sorority she has listed on her Membership Recruitment Acceptance (breaking recruitment) makes her ineligible to pledge any other NPC sorority at William Jewell College for one calendar year.
17. Potential members not matched with a sorority through the formal process and who've not broken recruitment may be offered invitation(s) to membership through two other possible means, "Snap Bidding," or "Continuous Open Recruitment." Snap Bidding is considered part of the Formal Recruitment process, while Continuous Open Recruitment is informal and occurs after Formal Recruitment.

Recruitment Counselor Rules

1. The selection and education of Recruitment Counselors shall be executed as directed by the 14th Edition of the *NPC Manual of Information*.
2. All principles of Panhellenic ethics must be strictly observed.
3. Recruitment Counselors will be required to attend a Recruitment Counselor Education Workshop sponsored by the Panhellenic Advisor.
4. Recruitment Counselors will be required to know important factual information about all sororities. Education in this area will be a part of the Recruitment Counselor Education Workshop.
5. Recruitment Counselors are entrusted with privileged information which must be kept confidential.
6. Recruitment Counselors must remain objective at all times.

7. Recruitment Counselors shall be disassociated from their own chapter's recruitment procedures during the preceding summer of and during Formal Recruitment periods.
8. Recruitment Counselors shall escort perspective members to Formal Recruitment events, but not attend the events.
9. Recruitment Counselors shall be available to potential members at all times during Formal Recruitment. A list of available times and phone numbers of Recruitment Counselors shall be distributed to perspective members.

Mechanics Governing Formal Recruitment

1. The week of Formal Recruitment shall be structured as follows. Complete details of these events shall be outlined according to policy by the Panhellenic Council.
 - Day one- campus-wide solicitation of potential members
 - Day two- continued solicitation of potential members; Potential Member Orientation and Sorority Complex Open House
 - Day three- Philanthropy Event, participation by all potential members
 - Day four- Skit Event, by invitation only
 - Day five- Preference Event, by invitation only
 - Day six- Bid Matching & Bid Day festivities
 - Day seven- Bid Class/Chapter Photos
2. Formal Recruitment shall be managed by the NPC Quota-Total System
 - Total- the number established by the Panhellenic Council that indicates the ideal chapter size, including new and active members. Total at William Jewell College is 65 women. If a sorority does not meet total after Formal Recruitment, the sorority is permitted to Continuously Open Bid until it reaches total. Intentions of altering total shall proceed according to the 14th Edition of the *NPC Manual of Information*.
 - Quota- the maximum number of potential members that may join each sorority through Formal Recruitment. The Panhellenic Advisor shall compute this number according to Quota Setting Method 1 (outlined in the 14th Edition of the *NPC Manual of Information*) and communicate the number to each sorority immediately following the first invitation only event. Sororities not achieving quota through Formal Recruitment should make every effort to do so through Continuous Open Recruitment. Sororities are permitted to exceed total if this is the result of achieving quota.
3. The Panhellenic Council will utilize release figures (outlined in the 14th Edition of the *NPC Manual of Information*) in determining the maximum number of women each chapter may invite to invitation only events.
4. Bid matching shall be conducted electronically (outlined in the 14th Edition of the *NPC Manual of Information*) by the Panhellenic Advisor and will be checked by the Bid-Matching by Hand process (outlined in the 14th Edition of the *NPC Manual of Information*) for accuracy.
5. Potential members who withdraw from Formal Recruitment or who intentionally single preference and are not matched with a sorority are eligible for Snap Bidding and Continuous Open Recruitment.
6. The distribution of bids will signify the beginning of Continuous Open Recruitment.

Rule(s) Infractions

All parties, individual or organizations, are responsible for knowing, adhering to, and enforcing all of the aforementioned rules. Perceived rule(s) infractions shall be reported, in writing, immediately upon discovery to the Panhellenic Officer in charge of Formal Recruitment. Failure to do so is itself considered a violation of recruitment rules. All charges of rule(s) infractions shall be investigated and ruled upon by the Executive Committee of the Panhellenic Council. The Panhellenic Officer in charge of Formal Recruitment shall communicate, in writing, findings and imposed sanctions, if any, to all parties involved.

* Note: Exception will be made for affiliated women fulfilling a designated responsibility as an appointed college official (RA, Mentor, Shepherd, etc.).