

**Panhellenic Sorority Council
California State University, Sacramento
Membership Recruitment Rules**

UNANIMOUS AGREEMENTS

The Panhellenic Sorority Council at Sac State abides and honors the Unanimous Agreements which express the fair play essential to Interfraternity activity and which set forth the rights of each member group and the procedures and ethics that lead to orderly and equitable conduct of their mutual functions. Sac State Panhellenic Sorority Council Membership Recruitment incorporates the Unanimous Agreements as set forth in the current NPC Manual of Information.

GENERAL DEFINITION (of NPC TERMS)—See text for specifics.

Potential New Member: a woman who is seeking membership to a fraternity/sorority

Formal Membership Recruitment: an organized recruitment period to allow potential new members opportunities to learn about the Panhellenic Sororities

Rho Gamma: a recruitment counselor to the potential new members

Membership Recruitment Acceptance: the signing of the Membership Recruitment Acceptance shall be binding for a period of one calendar year on the Sac State campus.

Oral bidding: any oral commitment to offer an invitation to membership of any kind to a potential new member.

PANHELLENIC SORORITY COUNCIL MEMBERSHIP RECRUITMENT

The period from the last day of the spring semester through the start of Formal Membership Recruitment during which events occur that provide information about sororities and stimulate interest in Membership Recruiting must be conducted as “Greek” and disseminate information about ALL women’s fraternities. Care shall be taken to emphasize to the chapter members of every sorority to remain positive in their comments concerning ALL sororities and the Membership Recruitment process. Each chapter member shall have the opportunity to wear ribbons/pins designated by our school colors in order to promote the Greek Community and Formal Panhellenic Recruitment. This promotion shall begin on the first day of the Fall semester and continue through the Recruitment week. Promotion of an individual chapter at this time is prohibited. Violations of recruitment rules at this time are considered “Dirty Membership Recruiting” and will be deemed as undesirable conduct from members. Infractions will result in penalties outlined in Section XIV.

Article I. Panhellenic Sorority Council Membership Recruitment

Section I. Panhellenic Sorority Council Membership Recruitment shall be from the last day of the spring semester through the conclusion of Bid Night. There should be no promotion of any individual Greek organization (NPC, Panhellenic affiliated chapters and/or IFC).

Section II. The dates for Formal Membership Recruitment will be determined by Panhellenic Sorority Council at the first Panhellenic Sorority Membership Recruitment meeting on or before May 15th.

Section III. The number of events during Fall Membership Recruitment will be 6-4-3-2. This schedule is dependent upon the judicious and appropriate number of invitations issued by each chapter.

Section IV. The event schedule for Formal Membership Recruitment shall be as follows:

- A) Panhellenic Day 30 minutes
- B) Philanthropy Day 40 minutes
- C) Theme Day 50 minutes
- D) Preference Night 60 minutes

Section V. An orientation meeting for potential new members shall be held prior to the beginning of Formal Membership Recruitment Week. The purpose of this meeting shall be to review the Membership Recruitment Handbook (containing all pertinent information on the Sac State sororities and other general information that shall be deemed of interest), rules and regulations concerning Membership Recruitment, Membership Recruitment Acceptance, Reply, and Preference Procedures. Financial information will be given at this time.

Article II. EVENT REGULATIONS

Section I. Men are not allowed to participate in any Membership Recruitment function or during formal membership recruitment, except when hired as a service provider (i.e. spotlight operator, food services

personnel, etc.). This must be approved in advance by the Panhellenic President, Panhellenic VP of Recruitment, and the Advisor to Panhellenic. Men assisting with the set-up of a Membership Recruitment function are only permitted on the site up until thirty (30) minutes before and thirty (30) minutes after the Membership Recruitment event.

- Section II. No active sorority members from other collegiate chapters (members from different campuses) shall be permitted to attend any membership recruitment functions, unless approved in advance by the Panhellenic Council.
- Section III. A total of eight (8) area alumnae and two (2) other alumnae (national or regional) may assist in the activities during membership recruitment functions. No alumna must be used for the purpose of Membership Recruiting. All alumnae shall be designated by a nametag.
- Section IV. The Potential New Member shall take nothing from the events.
- Section V. No gifts, poems, pictures or personal items of any kind shall be given to the Potential New Member.
- Section VI. No alcohol shall be present at Membership Recruitment events.
- Section VII. No Potential New Member shall be dropped by any member sorority at the conclusion of the final Membership Recruitment event (i.e. Preference Night).
- Section VIII. No Potential New Member shall be admitted to any event until the scheduled time for that event to begin, and all must depart at the stated conclusion time for each event.
- Section IX. No Membership Recruitment function may occur at the residence of a Potential New Member or the relative of a Potential New Member.
- Section X. No chapter will participate in hotboxing. Hotboxing shall be defined as 3 or more active members talking/standing/sitting with a potential new member. This is a recruitment infraction and will be handled by the Panhellenic Judicial Board.
- Section XI. Prior to the beginning of an event no more than two (2) chapter members or alumnae shall be outside with the Potential New Members. No membership recruiting shall occur. A member and a PΓ, utilizing the invitations provided by the PΓ's may take roll.
- Section XII. Water may be served at all of the events during Fall Membership Recruitment. Food, treats, or candy can ONLY be served at the specified events (see individual days for specific times). A menu must be submitted to the Panhellenic VP of Recruitment approved by the President, VP of Recruitment, and Advisor to the Panhellenic Council. Chapters are not allowed to have two types of food and a drink. The menu must be turned in by the first Membership Recruitment meeting held in August.
- Section XIII. Panhellenic will provide snacks for the Potential Sorority Council for the Potential New Members on Day One of Membership Recruitment.
- Section XIV. A generalized outline of the day's events, food served, and outfits worn must be turned in to Panhellenic by the first Recruitment meeting in August. All events will be reviewed with compliance of NPC and Panhellenic guidelines by the President of Panhellenic Sorority Council, VP of Recruitment, and the Advisor of Panhellenic. Chapters will provide food on Days 2 and 3. The Panhellenic Council shall determine which event will include food service. All rules concerning food shall be determined by the University Union, the VP of Recruitment, the President, and the Panhellenic Council Advisor. The Membership Recruitment days will include the following format:
- A) --Panhellenic Day: the first day of Membership Recruitment will be a very general day with no themes. The Membership Recruitment Chairs and Panhellenic Representatives will decide upon a common T-shirt. The decorations for this day can only include one (1) food table, one (1) chapter table (including pictures, trophies, etc.), and one (1) flower arrangement. White linen tablecloths will be permitted.
 - B) Philanthropy Day: If a chapter chooses to do a hands-on project, a slide show, or have a speaker to incorporate their Philanthropy, they must submit their choice for approval to the Panhellenic Council by the first Membership Recruitment meeting in August.
 - C) Theme Day: The third day of Membership Recruitment will incorporate a theme or presentation. There are no limitations on the number decorations; however, if a chapter is doing a skit they must follow the regulations for costumes (Article II, section N). Food will be served at the second event.
 - D) Preference Night: The fourth day of Membership Recruitment can be located on or off campus. If the party is held off campus it MUST be within a seven (7) mile radius from the Sac State campus. Food may be served at both events. Directions to the Preference Night must be turned by the first Recruitment meeting in August to the VP of Recruitment.
 - E) Bid Day: Is still a part of Membership Recruitment Week. Any expenses that may be incurred that day must be in the Membership Recruitment budget that is turned into Panhellenic. The budget will include

the cost of any transportation used to pick the New Members up from the school. Men are not allowed at Bid Day activities. No events scheduled or unscheduled involving men and or alcohol may take place. All Membership Recruitment Rules will be in effect until 8:00 AM in the morning following Bid Day.

Section XV. Costumes: There will be no elaborate costuming for Membership Recruitment skits at parties. A costume is anything that distinguishes certain members from the group of sisters. If the costumes for the Theme Day are already in the "chapter closet" then it may be used that day. Women will not be required at any time to purchase clothing or costumes.

Article III. INVITATION DROP-OFFS

Section I. It is the PSC's responsibility to be at headquarters as soon as the daily parties end to receive invitations up until the set deadline time. All denoted times are based on the Pacific Standardtime. It shall be the responsibility of each sorority member to send a representative to see their accurate party invitation lists are turned in on time and in accordance to the proper authorities with Panhellenic Sorority Council guidelines and daily release numbers. Failure to turn lists in on time will result in fine. Refer to section XIV for fines.

Section II. Each sorority will adhere strictly to the Panhellenic event schedule (the stipulated arrival and departure time of the Potential New Member) and shall maintain close contact with the Panhellenic Headquarters should an even begin or end too late or too early. Should an event start or end late or early in excess of two (2) minutes a fine shall be imposed. Applicable penalties are listed in section XIV.

Section III. The Membership Recruitment Advisor shall pick up the Invitation to Membership "Acceptance" list from Panhellenic Sorority Council Headquarters within the prearranged time period as specified in the Membership Recruitment calendar.

Section IV. Membership Acceptance matching will be done according to the procedure in the current NPC manual. Bid matchers will be unassociated alumnae and headed by the Panhellenic Sorority Council Advisor. In the event of computer failure, advisors from each chapter may be present; no collegiate may be present.

Section V. Quota shall be set in accordance with NPC guidelines.

Section VI. Senior quota

A) A separate quota will be established exclusively for student who have completed seventy-five (75) units and are participating in Formal Membership Recruitment. This quota will be determined by counting the number of qualifying women accepting second day party invitations and dividing by the number of NPC chapters. This quota is intended for Formal Membership Recruitment and not COB.

B) If chapter does not fill its senior quota, those women may not be replaced unless the chapter is below chapter total and there are senior available for "snap bidding".

Section VII. Quota Additions: Will be determined in accordance to NPC guidelines while maximizing the best interest of the potential new member.

Section VIII. Chapter Total shall be set at 65 members and reviewed annually.

Section IX. Membership Acceptance Lists: if a clerical error is made on the invitation to membership list by a member sorority, the sorority must stand by the error. If the mistake is made on the part of the Panhellenic Sorority Council, the council shall get approval from the chapters involved before acting.

Article IV. Membership Recruitment Budgets

Section I. The budget will be set by Panhellenic for each Formal Membership Recruitment period. Sororities must turn in a completed Budget Form, detailed with receipts, by the second PSC meeting of the academic year following Formal Membership Recruitment.

Section II. Each chapter will have two (2) budgets:

Section III. --donated amount may not exceed \$500.00

Section IV. --purchased amount may not exceed \$1500.00

Section V. All expenses associated with the use of University facilities will be the responsibility of the individual chapters (i.e... equipment, overtime, damages, etc.).

Section VI. Ads for Membership Recruitment Booklet

Section VII. Each chapter is required to get \$500.00 in Membership Recruitment ads for the Membership Recruitment booklets. If a chapter is able to get \$700.00 in Membership Recruitment ads, \$2.00 will be taken off their Panhellenic Membership Recruitment T-shirt orders. If a chapter is able to get \$900.00 in

Membership Recruitment ads, \$4.00 will be taken off their Panhellenic T-shirt orders. And if a chapter is able to get \$1,100.00 in Membership Recruitment ads they will receive free T-shirt orders.

Article V. Continuous Open Bidding (COB)

- Section I. Article II, sections A-F
- Section II. Potential New Members may not be invited to mixers.
- Section III. Flyers may list chapter name, event, times, dates, contact person, financial information, and may include pictures. Advertising must be kept on campus and must be in accordance with Sac State Posting Policies.
- Section IV. Continuous Open Bidding shall be in effect commencing 24 hours after midnight of Bid Day, excluding vacation or break periods when classes are not in session. In the event of new NPC colony, Panhellenic Council and extension committee will determine the course of action.
- Section V. The eligibility of a Potential New Member for Continuous Open Bidding is the same as for Formal Membership Recruitment.
- Section VI. Sororities may not contact any Potential New Member who has refused their bid or has not received a bid to pledge until the beginning of COB.
- Section VII. The sorority shall be responsible to see that the Potential New Member understands the binding agreement made when signing a written bid. See Article III, section G.
- Section VIII. A Potential New Member is considered bound as soon as the invitation to membership form has been signed and witnessed.
- Section IX. The sorority is responsible for turning in a signed COB within 24 hours to the VP of Recruitment.

Article VI. Membership Recruitment Tables

- Section I. The Panhellenic Council Officers and Rho Gammas and sorority members shall staff tables (Article VII, Section I).
- Section II. A basic pamphlet of Membership Recruitment dates, times and other items of interest shall be distributed at the Membership Recruitment sign-up table.
- Section III. Sign-up forms provided by the College Panhellenic Office will be available to all that wish to fill out one.

Article VII. Public Relations

- Section I. Each national sorority participating in Fall Formal Membership should have to have, at least, half their members working with Panhellenic to distribute flyers, staff the booth, etc., for a minimum of ten (10) hours prior to the beginning of Formal Membership Recruitment. This will be kept track of by the Vice President of Public Relations, as well as the Panhellenic Council members. There will be a Membership Recruitment infraction filed against each sorority who does not fulfill this requirement.

Article VIII. Affiliation:

- Section I. Sorority jewelry, shirts, and scrapbooks may be displayed at the Membership Recruitment sign-up table. Items identifying any individual sorority may not be worn by anyone working the sign-up table.
- Section II. Discussions mentioning COB shall not be initiated by any sorority member during Membership Recruitment sign-ups or the Formal Membership Recruitment period. Care shall be taken by members when asked about the subject so that no charge of "Dirty Membership Recruiting" shall be possible.

Article IX. Regulations

- Section I. During the Formal Membership Recruitment period, contacts between Potential New Members and Sac State chapter members shall remain normal and friendly.
- Section II. At no time shall a Potential New Member be guaranteed that she shall receive an invitation to membership from a specific sorority nor shall any oral bidding occur.
- Section III. A "Day of Silence" shall be observed by both the chapter members and Membership Potential New Member beginning with the end of the final Preference Event until the Official Panhellenic Bid Pick Up has been completed with the exception of snap bidding. Potential New Members and chapter members shall be reminded of the personal and highly confidential nature of the Membership Recruitment

Acceptance. Care should be taken by all to NOT influence Potential New Members filled out her Membership Recruitment Acceptance. There shall be no contact between Potential New Member and a sorority member unless in the event of an emergency.

Article X. Panhellenic Membership Recruitment Guides

- Section I. Each National Panhellenic Chapter participating in formal recruitment will offer up 10% of their chapter to apply for the Rho Gamma position. Any chapter which does not fulfill said percentage of applicants will be fined \$100 for each woman under that number. Any woman who breaks their commitment of being a Rho Gamma will give their chapter a fine of \$100. The VP of Rho Gammas will find a replacement by referring to the pool of applicants. In addition, another \$100 fine may be given if the 10% requirement has been broken because of having one less Rho Gamma from the original pool of Rho Gamma applicants submitted for that chapter.
- Section II. Each applicant must be in good standing academically, financially, and socially with their chapter. Along with the application submitted, each applicant must go through an interview with the Panhellenic Council.
- Section III. PΓ's shall escort the Membership Potential New Member to the respective sorority events. Prior to the start of each party, the PΓ, with a designated chapter member, shall take a written roll or use invitations for roll. The PΓ will notify Panhellenic Sorority Council Headquarters of any absences.
- Section IV. The PΓ shall disassociate from their chapter 24 hours a day for the Formal Membership Recruitment period. There is to be no contact between the PΓ and her chapter, unless that contact shall be necessary in order to conduct official Panhellenic Sorority Council Business.
- Section V. Disaffiliation shall include: not wearing any item that would identify a particular sorority, not living with a Potential New Member or member of a sorority other than a PΓ, not exhibiting directly or indirectly items that would associate her with a specific chapter, and not expressing, suggesting, or otherwise trying to reveal affiliation.
- Section VI. The PΓ's will not be allowed inside any Membership Recruitment event at any time, for any reason. Only affiliated chapter members, designated alumnae, NPC and Panhellenic Council officers, and Potential New Members may be inside a particular chapter event.

Article XI. Panhellenic Officers

- Section I. The purpose of disaffiliation shall be to facilitate the Membership Recruitment process and provide Membership Recruitment counseling for a Potential New Member. The period of disassociation shall be booths/tables, and other Panhellenic Membership Recruitment activities.
- Section II. "Strict Disaffiliation" shall mean that the Panhellenic officers will not be permitted to wear any item that associates them with any specific chapter. In addition, they may not live with any Potential New Member or member of a Sac State sorority.

Article XII. Panhellenic Sorority Council Membership Recruitment Duties

- Section I. The Panhellenic Council shall be responsible for the smooth and efficient operation of Membership Recruitment with maximum consideration for the period of Formal Membership Recruitment.
- Section II. Officers will be present at Bid Pick-Up, process Potential New Member invitations, man telephones to notify chapters of any changes or deviations in Membership Recruitment scheduling, and assist in any situations as required. It is also required that one advisor and two (2) Panhellenic officers know how to work both the computer and the Membership Recruitment program.
- Section III. To keep all Membership Recruitment statistics.
- Section IV. The official officer to Panhellenic and the PΓ's shall be disassociated from their chapter commencing the evening of Membership Recruitment orientation and ending after bids have been received at Bid Pick Up.

Article XIII. Potential Membership Recruitment Eligibility

- Section I. A potential New Member must be enrolled in a regular session at Sac State before participating in Membership Recruitment. Students of the extension division shall be deemed ineligible for participating in Membership Recruitment.
- Section II. A Potential New Member shall be registered with the Panhellenic Office.

- Section III. Membership Recruitment shall not have signed a pledge card with NPC sorority at Sac State within one calendar year prior to participating in Formal Membership Recruitment.
- Section IV. A Potential New Member shall attend all Membership Recruitment functions to be considered for pledging during Formal Membership Recruitment. If she fails to do so, she may be dropped from Membership Recruitment. Any problems with attendance shall be discussed with a PF. The PF shall note the outcome of any such situation.
- Section V. Freshman GPA will be cumulative from their high school GPA, any other students GPA will be shown as their cumulative for college. If the Potential New Member's cumulative GPA is not given to Panhellenic by the first day of Formal Membership Recruitment then the Potential New Member will not be allowed to participate in Formal Membership Recruitment.

Article XIV. Potential New Member Guidelines

- Section I. A Potential New Member shall not give a promise, verbal or written, to join a certain sorority before Formal Membership Recruitment Bids are issued through Panhellenic.
- Section II. Any Potential New Member signing a Membership Recruitment Acceptance and receiving a bid shall be bound by the agreement for one calendar year, if she remains at Sac State.
- Section III. From the beginning of Membership Recruitment Orientation through the end of Formal Membership Recruitment, no Potential New Member shall visit a sorority chapter except to attend invitational parties.
- Section IV. No sorority member may buy anything for or contact a Potential New Member, and no Potential New Member may buy anything for or contact a member, during Formal Membership Recruitment.
- Section V. A Potential New Member shall fill out the Membership Recruitment Acceptance within one half hour (30 minutes) of the last event she attends. Once a card has been signed, no change may be made.

Article XV. Penalties

Any violation(s) of the Recruitment Rules and or the NPC manual is subject to a penalty. Any punishment that is not listed in the Panhellenic Sorority Rules or NPC manual will be determined by a judiciary committee.

- Section I. Infractions/Complaints
- A) The method, of handling Membership Recruitment infractions and complaints shall follow the most current NPC manual.
 - B) All Membership Recruitment infractions must be filed through Panhellenic President. They must be filed within 24 hours of the infraction. At the time of the infraction hearing, every person on the plaintiff's side must be present. If the plaintiff is not present, then the infraction will be dismissed against the defendant.
 - C) "Dirty Membership Recruiting" shall be defined as attempting to influence a Potential New Member.
- Section II. Fines
- A) Chapter lists must be turned in by the designated time guidelines set forth by the Panhellenic Sorority Council. After a five (5) minute grace period the following fines will be instead \$2.00 per minute for first half-hour, \$5.00 per minute for the next half-hour, and then \$10.00 per minute.
 - B) A fine of \$100.00 will be imposed for exceeding the set Membership Recruitment Budget. Any amount in excess of \$100.00 over the budget will be fined equal to the amount spent over the budget.
 - C) A fine of \$50.00 will be imposed for not turning in the completed Membership Recruitment Budget and receipts by the first Membership Recruitment meeting held after Formal Membership Recruitment.

**CONTINUOUS OPEN BIDDING RULES
CALIFORNIA STATE UNIVERSITY, SACRAMENTO**

Continuous Open Bidding

- Section I. Potential new members may not be invited to any mixers.
- Section II. Flyers may list chapter name, events, times, dates, contact person, financial information, and may include pictures.
- Section III. Continuous Open Bidding shall be in effect commencing 24 hours after midnight of Bid Day, excluding vacation or break periods when classes are not in session. In the event of a new NPC colony, Panhellenic Sorority Council and extension committee will determine course action.
- Section IV. The eligibility of a potential new member for Continuous Open Bidding is the same as for formal recruitment.
- Section V. Sororities may not contact any potential new member who has refused their invitation to membership or has not received an invitation to membership to pledge until midnight of Bid Day, with the exception of "snap bidding".
- Section VI. The sorority shall be responsible to see that the potential new member who accepts a bid signs a COB card which must be turned into Panhellenic Sorority Council Advisor within 24 hours of being signed. A fine of \$10.00 per day shall be given for late signed COB bids.
- Section VII. The sorority shall be responsible to see that the potential new member understands the binding agreement of signing a written invitation to membership. See section III, G.
- Section VIII. A new member is considered binding as soon as the acceptance form has been signed and witnessed.
- Section IX. Rules adopted from Panhellenic Formal Recruitment Rules
- A) Men are not allowed to participate in any Recruitment function or during a Formal Recruitment, except when hired as a service provider with the Panhellenic Sorority Council permission. Men assisting with the set up of a Recruitment function are only permitted 30 minutes before and 30 minutes after a Recruitment event.
 - B) No active sorority member from other collegiate chapters shall be permitted to attend any Recruitment function, unless approved by the Panhellenic Sorority Council.
 - C) A total of eight area alumnae and two other alumnae may assist in the activities during formal Recruitment functions. No alumna shall be used for the purpose of rushing.
 - D) All alumnae shall be designated as such of a nametag.
 - E) No gifts, poems, pictures, or personal items of any kind shall be given to the potential new members.
 - F) No alcohol shall be served at Recruitment functions.
 - G) The budget for COB shall not go over specified amount for formal Recruitment functions.
- Section X. Individual regulations from the Panhellenic Recruitment Rules
- Section XI. Sorority Members--Care shall be taken to emphasize to the chapter members to remain positive in their comments concerning ALL sororities and the Recruitment process. This shall mean "Dirty Rushing" shall be considered not at all in good taste and therefore shall be deemed as undesirable conduct from members. Infractions shall result in penalties outlined in Section IV.