**Rutgers University Panhellenic Formal Recruitment Rules 2022**

**Proposed November 2021 – Passed December 2021**

A. The recruitment rules apply to all persons associated with Panhellenic Recruitment, including chapter members, PNMs, new members, affiliates and alumnae.

B. Amendments to these rules may be made when deemed necessary, following these steps

1. The proposed change will be given, in writing, to the chapter Recruitment Chairman.

2. After discussion, a vote will be taken at the next regularly scheduled Panhellenic Council meeting.

3. An amendment needs a simple majority of NPC chapters to pass.

C. No rules may be altered or amended once Recruitment Week has begun.

D. Any ideas being considered by a chapter, which are not covered in the rules, must be approved by the VP of Recruitment before being implemented. The VP of Recruitment will be responsible for the interpretation of the recruitment rules.

**Recruitment Eligibility**

1. It is the University’s policy that only eligible women may participate in recruitment. Eligibility is based on
	1. the completion of at least twelve (12) credits, including E credits
	2. enrollment as a full time student at least twelve (12) credits at Rutgers New Brunswick
	3. 2.50 cumulative grade point average.

B. Upper-class status will be determined according to university records.

C. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year’s primary membership recruitment period.

D. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity.

E. New members of a chapter whose charter has been rescinded or relinquished shall be eligible to pledge another fraternity immediately following the official release of the new member by the fraternity.

F. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or women of a newly establishing chapter that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

G. A person who is or has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.

H. The Panhellenic Association and Rutgers University in compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of the 1972 (Higher Education Act) does not discriminate on the basis of race, color, religion, sexual orientation or national origin in any of its policies, practices or procedures.

**Invitations to Parties**

A. All invitations to parties will be issued by the Panhellenic Association based on the results of the matching of the potential new member's preferences and the sorority invitation lists.

1. Grades. Women who do not meet a chapter’s grade requirements should be released as early in the process as possible to allow her to explore other options.

2. Legacies. If Legacies are not extended an invitation, Panhellenic should be notified so that her Recruitment Counselors may best counsel her for future rounds.

3. RFM works best when the individual chapters follow the invitational and flex recommendations given to them. However, there may be times when a chapter and its inter/national organization may decide to make intentional membership selection decisions and may choose not to follow the exact carry figures given. These exceptions must be made and communicated in advance to the RFM specialist for her to accommodate in the RFM projections for a campus.

B. For each round of Formal Recruitment, chapters must turn in their invitation lists at the time specified by Panhellenic, or they will otherwise be fined $100 for every half hour it is late.

C. Under no circumstances will a chapter’s invitation list be changed once it is submitted.

**Absences and Tardiness**

A. Potential New Members must attend all virtual parties in which she had room in her schedule. Potential New Members who do not have a valid reason for not attending parties may be released from the recruitment process.

B. Potential New Members may attend up to a maximum of eight (8) Open House parties and up to five (5) Philanthropy Parties and a maximum of two (2) Preference Parties.

**Party Rules**

A. Recruitment entertainment (video, song, time not spent in conversation) shall be limited to 8-10 minutes per round.

B. Recruitment Counselors will notify the Chapters Recruitment Chair or President when there is 5 minutes left in the party. The Recruitment Counselor will also give a two (2) minute warning to the end of the party. All Potential New Members must be out of the party after those two minutes are up.

C. At any time during recruitment, only collegiate and alumnae sorority members and House Directors may participate in recruitment functions. No alcoholic beverages or men are permitted at any recruitment function or activity, including Bid Day.

D. A budget cap of $500 has been set for all costs during recruitment. Alumnae contributions are limited to $200 in addition to the cap. Failure to comply with the budget cap will result in a fine that is equal to half of the amount that was above the budget cap as well as a presentation at a designated delegate meeting on Values-Based Recruitment.

1. Should a chapter be recruiting out of a location that is not their chapter house, all fees associated with the renting of this facility will be exempt from the budget cap.

E. All receipts must be submitted within two weeks of Bid Day to the Vice President of Recruitment. Failure to do so will result in the chapter being placed in Bad Standing with OFSA as well as a $50 fine to the Panhellenic Council.

1. If a chapter goes over the budget, they will have 1 week after Recruitment Budget Forms are due to fill out and hand in an Appeals Form to not be penalized.

E. Men’s fraternity letters, pins, lavalieres, etc. may not be worn or displayed at any time during a formal recruitment function.

F. There is to be no outside celebration including chants or cheering during Recruitment weekends, including Bid Day.

G. All in person recruitment events, including Bid Day, will require masks to be worn by members and PNMs/new members.

G. No bids are to be distributed to any upperclassman, or to any potential new member verbally or in writing before formal recruitment has concluded.

**Description of Individual Parties**

**A. Open House – January 22 - 23**

1. Purpose and Description: These parties are held on Zoom to acquaint the Potential New Members with each chapter. There will be no skits during this round.

2. Open House parties will last for 30 min with a 15 min break.

**B. Philanthropy Round - January 28 & 29**

1. Purpose and Description: Philanthropic themes must be incorporated into these parties, as well as a tour if the chapter is housed. A review of the financial obligations for the sorority must be incorporated. No food or beverage is permitted.

2. First Round parties will last for 55 minutes, with a 20-minute break.

3. Dress. Dress for chapter members and Potential New Members is casual.

4. Chapter Video shall be limited to 5 minutes per round.

5. Decorations. For all chapters, regardless of the location of their recruitment party:

         In accordance with the 1991 Recruitment Resolutions, no outside decorations are permitted.

         All fire code regulations must be observed.

         There are to be no balloons (helium or otherwise) for decorations.

         Any large banners must be a directly related to and explaining the chapter’s philanthropy.

         Examples of acceptable decorations include: tables and chairs, table cloths, small centerpieces, photographs, and string lights.

a. For chapters recruiting in their house: There is to be no pipe and drape used.

b. For chapters recruiting in a student center, or other location pipe and drape is permitted.

**C. Preference Parties** – January 20

1. Purpose and Description: This party sets a more formal tone.

2. Timing. Preference parties will last for 60 minutes, with a 20-minute break.

3. Dress. Chapter members and Potential New Members may dress in business casual if they choose.

4. Decorations – same rules apply as for Philanthropy Round

5. Food. Desserts only (cake, pastries, etc.) along with water, iced tea, lemonade or sparkling cider may be served. Only water is required.

6. Favors. No favors, including preference letters, poems, etc. may be given to the Potential New Members in accordance with the 1991 Recruitment Resolutions.

**Issuance of Bids**

A. After Preference, via ICS, the chapters will submit the list of women they wish to offer bids.

B. Every Potential New Member who attends a sorority Preference Party MUST appear on that sorority’s Bid List.

C. A Potential New Members shall not be asked orally, or in writing, to join before the time designated by Panhellenic.

**Bid Day – January 31**

1. All Bid Day celebrations must conclude by 11pm.
2. Bid Day celebrations must be kept indoors for safety reasons and to be respectful of noise levels and other students on campus.
3. Decorations – In accordance with the 1991 Recruitment Resolutions, no outside decorations are permitted. All fire code regulations must be observed.
4. Dress – Chapters may wear coordinating shirts, costumes are not necessary.

**Recruitment Team**

A. All members of the Recruitment Team (including Counselors) will have no contact with their chapter members participating in recruitment, until the time designated by the Panhellenic.

B. Disassociation procedures must be followed in accordance with the Panhellenic Recruitment Team’s timeline.

C. Any recruitment violations on the part of a Recruitment Team member will result in a recruitment infraction for her chapter.

D. The Recruitment Counselor Coordinator(s) shall be the coordinator of all Recruitment Counselor activities, retreats, meetings, etc.

E. The Panhellenic President and VP of Recruitment, and the Recruitment Counselor Coordinator(s) shall abide by the same Silence rules as Recruitment Counselors.

**Potential New Member/Initiated Sister Interaction**

A. Normal Friendly Contact, which is defined as brief conversation with no mention of recruitment, is permitted until the Preference Parties have concluded.

B. Strict Silence will be enforced only during the period following the end of the first Preference Party, throughout the distribution of bids.

C. Initiated sisters are not to Facebook (friend, message), instant message, text, call, e-mail, engage in social media, or contact Potential New Members in any way during the Recruitment period. This includes situations where the Potential New Member initiated contact with the initiated sister.

**Snap Bidding & Quota Addition**

A. Quota Addition is an option for PNMs who maximized their choices, but were not placed via Bid Matching to be placed in a chapter, even if it places that Chapter over Total and Quota. The Quota Addition process will be administered by the Council’s RFM Specialist, appointed by NPC.

B. Snap Bidding is an option for chapters that did not fill Quota during Bid Matching to take additional new members immediately, before the end of formal recruitment.

C. Snap Bidding is limited to women who participated in Formal Recruitment, and is coordinated under the direction of the VP of Recruitment beginning immediately at the end of Bid Matching and ending with the distribution of bids.

**Continuous Open Bidding**

A. “Continuous Open Bidding (COB), is an option for chapters who did not fill Quota, or did fill Quota but did not reach Total to take additional new members immediately following Formal Recruitment. Upper-class women need to be registered via ICS to be eligible for COB.

B. If at any time after bids are distributed and a chapter membership falls below Total, COB may occur (A prospective member may be extended a bid orally or in writing to upperclassmen, as long as her grades have been verified by OFSA via ICS.