



RECRUITMENT RULES OF ROBERT MORRIS UNIVERSITY PANHELLENIC ASSOCIATION

Robert Morris University
RMU Panhellenic Recruitment Rules Adopted Fall 2011
Revised Fall 2016

ARTICLE I: PURPOSE

The purpose of Robert Morris University Sorority Recruitment is to build a positive Panhellenic community, to promote and strengthen the memberships of the Panhellenic chapters, and to create an organized and uniform recruitment program.

ARTICLE II. RULES AND PROCEDURES

1. ELIGIBILITY/REGISTRATION

- A. To be eligible for the recruitment program a student must be a female student, enrolled as a full-time Robert Morris University student
- B. Students must be in good standing with the University to be eligible for the recruitment program
- C. All women wishing to go through the recruitment program must register using an online recruiting system prior to the start of the first round of formal recruitment.
- D. All women wishing to go through recruitment must pay a \$5.00 registration fee, which will cover registration and a small Panhellenic gift (i.e. tshirt, bag, cup, etc.)
- E. Chapters will receive lists of eligible potential new members (PNMs) per recruitment party along with their registration forms via an online system before the start of formal recruitment.
- F. PNMs will check in at a predetermined room before each round; a member of the Robert Morris University Panhellenic Council will run the session prior to actual chapter parties.
- G. After first round, chapters will utilize Release Figure Method to determine how many PNMS may be invited to the next round. PNMs who do not meet individual chapter GPA requirements should not be retained past the first round.

2. PARTICIPATION

- A. Only active members and PNMs may participate in sorority formal recruitment.
- B. Alumnae must be distinguished by name tags and different attire to let the PNMs know they are alumnae.
- C. Women interested in being a recruitment counselor must apply through an application process in the Semester immediately prior to formal recruitment.

- i. The Vice President of Recruitment can determine a total number of Recruitment Counselors; however, a minimum of two women from each organization have to be considered to Recruitment Counselors.
 - ii. The Vice President of Recruitment and Panhellenic President will make the selections for Recruitment Counselors.
 - iii. The current Robert Morris University Panhellenic Officers may act as Recruitment Counselors.
- D. Recruitment Counselors and Panhellenic Officers must disaffiliate starting thirty days prior to the first day of the formal recruitment process.
- E. Disaffiliated Panhellenic Council members and Recruitment Counselors may not reveal their affiliation, and they must remain neutral at all times to PNMs.
- i. Disaffiliation includes not wearing one's chapter letters, not recruiting PNMs, not giving or receiving gifts to/from PMNs, making all social network pages private to those you are not already friends with, and not attending specific chapter events (includes but is not limited to: meetings, mixers, etc.)
 - ii. Any disaffiliated woman who does not abide by the above stated guidelines will be subject to an infraction for their chapter.
 - iii. During recruitment, disaffiliated women may not carry in decorations or help with room setup

3. BUDGETS

- A. Robert Morris University Panhellenic Association believes in a values-based recruitment.
- i. Decorations will be kept to a minimum, acceptable decorations include: table clothes, table centerpieces, a display table of chapter memorabilia and photo albums.
 - ii. Door windows must be covered and no decoration is to be outside the doorway.
 - iii. Each chapter is permitted to sing or chant to welcome the PNMs; no gifts are allowed to be handed out.
 - iv. Refreshments will be limited to what is defined in each recruitment round below.
 - v. Chapters will be permitted to show a brief slide show or display pictures throughout the recruitment events. Pictures may not include disaffiliated women, men and/or alcohol.
- B. Chapters must submit their slideshows to Robert Morris University Panhellenic Council no later than seven days before the first day of formal recruitment to allow time to ensure the presentation is appropriate.
- C. All chapters will be allowed to spend up to \$500.00 on Sorority Formal Recruitment, overall.
- i. The budget will include refreshments, decorations, and training materials needed.

- ii. Chapter exceeding the limit will be subject to an infraction submitted by the Robert Morris University Panhellenic Council.
- iii. Each Chapter will be required to submit all receipts to the Robert Morris University Panhellenic Council Treasurer by the last day of the recruitment program.
- iv. Donations of any material used in formal recruitment are limited to a value of \$100.00.
- v. The only reusable materials permitted will include: memorabilia, photo albums, chapter trifolds, and name tags.

4. RECRUITMENT ROUNDS

- A. Prior to each event, chapters will be given a ten minute warning and will receive a number of PNM's attending and the length of the event.
- B. Number of groups will be set once the Vice President of Recruitment has an accurate number of PNMs attending recruitment.
- C. Chapters will be provided a list of "special circumstances" prior to each night to ensure proper notification.
 - i. This will be sent by email and given in hard copy.
- D. No skits will be performed in formal recruitment. This includes any dance routine or similar activity.
- E. Round One: Sisterhood Round
 - i. Round One will consist of a predetermined number of events lasting 30 minutes each.
 - vi. Light refreshments will be provided by RMU Panhellenic Council and located in the holding classroom for all PNMs before and between rounds. Individual sororities may not have food in the rounds, but can have water or other beverages for PNMs.
 - vii. PNMs will attend an event for each chapter.
 - viii. The attire for Round One will be casual.
 - ix. At the end of Round One, chapters will have until 8:00AM the following day to submit their invitation list and invitations via an online recruitment system.
 - x. Conversations will be centered around the sorority new member's expectations (dues, time constraints).
- F. Round Two: Philanthropy Round
 - i. Round Two will consist of a predetermined number of events lasting 30 minutes each.

- ii. Light refreshments will be provided by RMU Panhellenic Council and located in the holding classroom for all PNMs before and between rounds. Individual sororities may not have food in the rounds, but must have water or other beverages for PNMs.
- iii. PNMs may attend up to three events.
- iv. The attire for round two will be business casual.
- v. At the end of Round Two, chapters will have until 8:00AM the following day to submit their invitation list and invitations via an online recruitment system.
- vi. Conversations will be centered around the sorority's philanthropy.

G. Round Three: Preference Round

- i. Preference Round will consist of a predetermined number of events lasting 40 minutes each.
- ii. Refreshments can be served during the Preference Round and must be included in the respective chapter's recruitment budget.
- iii. PNMs will attend up to two events.
- iv. Attire for Preference Round will be semiformal, cocktail dresses or business attire.
- v. At the end of Preference Round, the PNMs will rank chapters.
- vi. At the end of the Preference Round, chapters will have until 12:00AM the following day to discuss PNMs and must submit their rankings through an online recruiting system for bid matching.

5. MEMBER INVITATION/ACCEPTANCE PROCEDURE

A. Allowable Chapter Size

- i. Total will be set 72 hours after the completion of the primary recruitment period
- ii. Quota will be determined by the Panhellenic Advisor based on the number of women who sign their Membership Recruitment Acceptance Binding Agreements (MRABA) and set at a number that maximizes the number of PNMs who can be matched and the number of chapters who will meet.

B. Bid Matching

- i. Bid Matching will occur immediately following submission of chapter bid lists and will be conducted by the Panhellenic Advisor.
- ii. Bid matching will follow the procedure and guidelines as described by the National Panhellenic Conference.

C. Bid Distribution

- i. Bid distribution will be held on the day after the scheduled preference round.
- ii. PNMs will receive their bids during the scheduled bid distribution time coordinated by Vice President of Panhellenic Recruitment.
- iii. The Bid Card will contain the name and a congratulatory note from said chapter.
- iv. The Vice President of Recruitment will coordinate a time, following the submission of the bid lists to collect bid card from chapters.

D. Bid Acceptance

- i. All PNMS shall either receive bids or a call of regret on the day of bid distribution.

6. GENERAL CONDUCT

A. Behavior

- i. In accordance with the NPC Unanimous Agreements, the use and/or consumption of alcoholic beverages is strictly prohibited for all members, new members, and PNMs from the beginning of formal recruitment activities until 24 hours after the conclusion of each chapter's individual bid day activities.
- ii. As stated in the NPC Unanimous Agreements, the participation of men is strictly prohibited in the formal recruitment program and bid day activities including but not limited to chapter relationships with fraternities or the identity of chapter sweethearts.
- iii. Distribution of sorority specific paraphernalia to fraternity members or chapter sweethearts to wear during recruitment is strictly prohibited.
- iv. There shall be no promising of bids directly or indirectly by any chapter member.
- v. A PNM shall not receive a bid or be notified that she will receive a bid from a chapter until it is distributed by the Panhellenic Council.
- vi. Affiliated chapter members will take no photographs of PNMs during formal recruitment.
- vii. Absolutely no photographs are to be posted on social media with any PNM present. This does not include sorority members who have a pre-existing relationship with a PNM (i.e. relative, mentor).
- viii. There will be absolutely no gifts given during recruitment events; all plates, napkins, cups, tissues, food, etc. must remain within each chapter's room\During the recruitment process initiated member contact with PNMs should be limited to the following:
 - A. Questions regarding formal recruitment procedure should be deferred to the Vice President of Recruitment.

- B. Chapters may not communicate with PNMs for any reason. Individual members may only communicate with PNMs regarding topics outside of recruitment and sorority life.
- C. All contact and communication with PNMs shall promote a positive image and attitude toward Panhellenic life, and show no bias towards or against any chapter(s), and promote participation in the formal recruitment process.
- D. Improper contact with PNMs could result in an infraction filed against the chapter.
- E. It is each chapter's responsibility to educate their members on NPC Unanimous Agreements and procedure related to formal recruitment as well as these rules of the RMU Panhellenic Council

B. Infractions

- i. Any violation of the Code of Ethics for Membership Recruitment, the NPC Unanimous Agreements and the Recruitment Rules as set by the Robert Morris University Panhellenic Council will result in a recruitment infraction.
- ii. The Panhellenic Council does not have the authority to reprimand individual chapter members, but must issue infractions against the entire chapter. Chapters are responsible for the behavior of individual members and are thus responsible for educating members on these rules and appropriate conduct during recruitment.
- iii. Individual sorority women may not submit formal or informal violations to the Panhellenic Executive Board; rather infractions must be submitted on behalf of the entire chapter by the chapter president, or on behalf of the Panhellenic Advisor, President, or Vice President of Recruitment.
- iv. Panhellenic Vice President of Panhellenic Standards will send a copy of infraction to the individual chapters' national headquarters.