Florida Atlantic University
College Panhellenic Association
2016 Recruitment Rules

NPC UNANIMOUS AGREEMENTS
NPC sororities must be in compliance with the Membership Recruitment UNANIMOUS AGREEMENT signed by all 26-member organizations. All initiated members, new members, and alumnae members are bound by these rules.

FAU CPA AGREEMENTS
Definitions
I. Formal Recruitment is defined as the membership recruitment period in the fall semester at that is coordinated by the FAU College Panhellenic Association and includes Orientation, Meet your Rho Gamma Social, Recruitment Rounds, and Bid Day.
   i. For the entirety of the Recruitment Bylaws, Formal Recruitment begins Friday, August 26\textsuperscript{th}, 2016 and ends Friday September 2\textsuperscript{nd}, 2016.
II. A Potential New Member (PNM) is defined as any woman not affiliated with a Greek organization regardless of whether or not she is registered for recruitment
III. A sorority or chapter defines an entire organization and includes the six CPA organizations at FAU.
   i. It is understood that some CPA organizations are considered ‘fraternities’ but for the sake of the Bylaws they will be referred to as sororities.
IV. A sorority or chapter member defines a member of a CPA organization at FAU and includes for Recruitment Bylaw purposes new members, active or inactive members, and alumnae.

Formal Recruitment
I. Formal Recruitment shall be held beginning Friday, August 26\textsuperscript{th} and concluding with Bid day on Friday, September 2\textsuperscript{nd}, 2016
   i. Orientation and Rho Gamma Social: Friday, August 26\textsuperscript{th}, 2016
   ii. Recruitment Rounds (in order):
      a. Sisterhood – Saturday, August 27\textsuperscript{th} & Sunday, August 28\textsuperscript{th}, 2016
         a. 30 minute rounds
         b. Chapter outfits must remain the same for both nights
      b. Leadership & Scholarship – Tuesday, August 30\textsuperscript{th}, 2016
         a. 40 minute rounds
      c. Service & Philanthropy – Wednesday, August 31\textsuperscript{st}, 2016
         a. 40 minute rounds
      d. Preference – Thursday, September 1\textsuperscript{st}, 2016
         a. 60 minute rounds
   iii. Bid Day: Friday, September 2\textsuperscript{nd}, 2016.
      a. In case of inclement weather, Bid Day will take place in Barry Kaye auditorium
      b. Panhellenic Advisor has final say regarding Bid Day location and schedule
   iv. Each event begins when the first Potential New Member walks through the door.
II. Formal Recruitment events may only be held in the FAU Student Union, as coordinated by the College Panhellenic Association’s Vice President of Recruitment and Panhellenic Advisor.  
   i. All FAU policies & procedures (Code of Ethics, Student Union policies) rules must be adhered to. Each chapter must sign the Student Union agreement at least two weeks before the start of recruitment.

III. The College Panhellenic Association will use the NPC Release Figure Method.  
   i. The Panhellenic Advisor will conduct RFM trainings with chapter members and advisors by request.

IV. The College Panhellenic Association will use ICS Recruiter to facilitate Formal Recruitment.  
   i. The Panhellenic Advisor will conduct an ICS training session for all chapters within 30 days from the start of Formal Recruitment. If a chapter member or advisor is unable to attend the group training session, the Panhellenic Advisor will conduct additional trainings upon request.  
   ii. Chapter selection lists are due 8 hours after the conclusion of the last event of each round.

V. Quota will be set during Formal Recruitment by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figure Specialist.  
   i. Quota additions will be utilized by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figure Specialist.

VI. Sororities may not host events or programs prior to the start of Panhellenic Recruitment; only College Panhellenic Association should host all and any Pre-Recruitment Events.  
   i. Each chapter is expected to have a table at the Get Wow’d Activities Fair.  
   ii. Outside of special events such as Summer Sorority Preview, the Get Wow’d Activities Fair and Meet the Greeks, only College Panhellenic Association will do any Recruitment Tabling on campus prior to Formal Recruitment. All chapters are required to provide to College Panhellenic Association any marketing supplies they wish to share with any Potential New Member per the Chapter Guidelines section in these Bylaws.  
      a. Hard copy/paper marketing will be the only marketing supplies permitted.  
   iii. Only the College Panhellenic association will be allowed to compile and market a recruitment video. This will be used as a recruitment video for marketing purposes. No individual chapter videos will be allowed.  
      a. Every organization will be featured in a “Chapter Spotlight” in the Panhellenic Recruitment Video  
      b. No Rho Gammas may be seen in the “Chapter Spotlight” features  
      c. The Panhellenic portion will highlight sorority life at Florida Atlantic University that will include the Panhellenic Executive Board, Recruitment Team, and Rho Gammas  
      d. Each chapter will have to submit photos and video footage for their Chapter Spotlight feature by May 15th, 2016  
      e. Panhellenic will provide guidelines for photo and footage submission for the video
VII. ICS registration will open May 1st, 2016 and close on Thursday, August 25th, 2016 at 11:59 pm.
   i. PNM information will be released to chapters on Wednesday, August 17th, 2016 and new registrants will be made available on a rolling basis until the start of Formal Recruitment.

Recruitment Room Specifications
I. A modified concept of “no-frills” recruitment will be observed throughout the entire Formal Recruitment process. Recruitment events should be value-based and reflective of the women’s fraternal experience. The College Panhellenic Association Recruitment Team will walk through each chapter room prior to the start of each Round. As part of these modified specifications, chapters may decorate their recruitment rooms in any way they see fit, so long as it refrains from using anything that will stop conversations between a PNM and a sorority member.
   i. No décor can be adhered to the walls.
      a. Only a section of pipe and drape (provided by the Student Union) can be decorated as a makeshift “wall”.
   ii. All other decor must be free-standing.
   iii. Videos will only be allowed during the Philanthropy round.
      a. One video per chapter.
      b. Each video cannot exceed 5 minutes
      c. Videos must be submitted for approval to the College Panhellenic Association by July 17, 2016.
   iii. All chapters have the opportunity to include a sorority slideshow that will play throughout the Sisterhood rounds. Slideshow will be no longer than 5 minutes.
      a. Slideshow will not be allowed to have any music/noise.
      b. Slideshow cannot include any photos of Rho Gammas.
      c. Slideshow must be submitted for approval to the College Panhellenic Association by July 17th, 2016.
   iv. Any items that are purchased for donation but used in the recruitment room for Philanthropy round (decoration, crafting, etc.) may be attributed to a separate budget outside of the $1000.00 limit. The limit for these items is $100.00.
      a. If said items are donated, their retail value must still adhere to the $100.00 limit.
   v. Skits will not be permitted at any events.
   vi. Chapters will submit a Recruitment Plan (template provided by CPA) outlining the chapter’s room decoration, if items are previously owned or being purchased and an outline of the budget. Photos and additional materials are encouraged to be submitted with the Recruitment Plan. This document is due to the VP Recruitment no later than June 10, 2016 at 5:00pm to the Office of Fraternity & Sorority Life.
      a. Upon turning this in, the chapter’s recruitment chair must coordinate a meeting with the Vice President of Recruitment and the Fraternity & Sorority life advisor within 14 days.
      b. Following the meeting, the sororities will have until July 10th, 2016 at 5:00pm to submit a final Recruitment Plan to the Office of Fraternity & Sorority Life.
c. An outline of Bid Day must be included in the Recruitment Plan in order to help CPA and the Student Union prepare the space for the chapter. An outline of the budget for Bid Day is not necessary as Bid Day costs do not count towards the recruitment budget.

d. After Formal Recruitment has concluded, each chapter must submit a final budget report with receipts indicating how much was spent on their recruitment. This is due to the VP of Recruitment no later than one week after Bid Day (September 9th, 2016).

1. Any chapter who does not meet this deadline will incur a fine of $100.00 for each day the final budget report is not submitted by 5:00pm.

vii. Chapters may not spend more than $1,000 (this includes chapter funds, personal donations, etc.) on their entire Formal Recruitment program.

ii. Chapters that exceed the $1,000 limit will be fined double the amount above the limit. This money will be used to support any College Panhellenic Association educational programs. Sororities participating in Formal Recruitment for the first time may exceed the budget limit by $100.

iii. Clothing and name tags do not count towards the budget. No limitation on clothing.
   a. Clothing options should mirror what Potential New Members are asked to wear.
   b. Potential New Members are to dress in ‘semi-formal’ attire on Preference night.

iv. In order to identify what items being used in recruitment were previously owned by the chapter, an inventory list of everything contained in the chapter’s storage unit and/or owned by the chapter and might possibly be used in recruitment must be submitted to the Office of Fraternity & Sorority Life no later than Thursday, May 5th, 2016.
   a. It is recommended that the chapter list everything they have in their inventory even if they are not sure it will be used for recruitment at the time of reporting to ensure they will not have to add the items to their budget.

v. Food will not be permitted in chapter’s recruitment rooms.
   a. Chapters may serve water only, however, it is the chapter’s responsibility to make sure no Potential New Member leaves the room with any water bottles, cups, napkins, etc.
   b. Funds spent on water, cups and napkins will not be included in the $1000.00 recruitment budget but rather attributed to a separate budget; this separate budget is limited to $200.00 for water and cups for all of Formal Recruitment.

ii. A PNM shall not leave the chapter’s recruitment room with items such as letters, poems, notes, or gifts of any kind.

Chapter Guidelines
I. Every sorority member is responsible for attending ALL Panhellenic Recruitment Workshops unless exceptions or arrangements are made with the VP Recruitment and the Fraternity & Sorority Life Advisor in advance.
   i. Every chapter member is responsible for signing the contract created by the CPA Recruitment Team.

II. Membership Recruitment Chairs are expected to attend all meetings concerning Recruitment and are required to submit all required documents by the stated deadlines.
III. All sorority members are responsible for understanding and observing the CPA Recruitment Bylaws as well as the NPC Code of Ethics.

IV. All marketing and promotional materials must reflect the stated values of sorority membership.
   i. The only marketing and promotional materials a sorority may have are factual brochures about the national organization and the local chapter. These may be given to potential new members by the College Panhellenic Association only prior to and during Formal Recruitment. Chapters may only distribute these approved materials at the Get Wow’d Activities Fair. This brochure will be due to College Panhellenic Association by June 1st, 2016.
   ii. All other marketing and promotional materials will not be allowed.
   iii. Chapters may not display disaffiliated members in any marketing and promotions materials as well as any other items on display (scrapbooks, composites, etc.).
   iv. Each sorority is individually responsible to purchase a Community Wide Recruitment Promotional Shirt from CPA.

V. A factual sheet including a list of fees to be incurred by new members during collegiate membership and grade requirements will be provided to each Potential New Member before or during Formal Recruitment by each chapter. CPA may provide a range of fees as general information.
   i. CPA will provide a Required Facts Sheet to chapters no later than April 1st, 2016.
   ii. Each chapter must submit their completed Required Facts Sheet to the VP of Recruitment on or before May 5th, 2016.
      i. CPA is not responsible for chapters reporting incorrect information; chapters are encouraged to notify the VP of Recruitment if any information on the Required Facts Sheet changes after submission.

VI. Only initiated collegiate members and new members may make presentations and/or engage in conversations with potential new members during formal recruitment events. A maximum of 6 alumnae can be present in the chapter room at one time, but are not allowed to make presentations and/or engage in conversations with potential new members.
   i. Leadership Consultants do not count in the 6 alumnae number.

VII. Sorority members may only engage in normal social contact during the Formal Recruitment period.
   i. Normal social contact is defined as limited verbal exchange such as common greetings and salutations (“hello” and “goodbye”) and civil gestures (“Hope you’re doing well”).
   ii. All active sorority members, regardless of their level of participation in Formal Recruitment, must adjust their privacy settings on all their social media accounts so that they are not public from the day of Freshman Move-In until 12:00pm on Bid Day (September 2nd, 2016).
   iii. There is to be no contact whatsoever between a sorority member and a PNM via electronic communications such as but not limited to email, phone, text message, instant message, Facebook, Twitter, Instagram, LinkedIn, etc. Each sorority is charged with the responsibility of seeing that unfair advantage not be taken of such contacts.

VIII. No sorority members may visit a Potential New Member in her place of residence during Formal Recruitment.
   i. In an effort to maintain consistency and fairness, all sorority members and PNMs are asked to abide by this rule even if relationships existed prior to Formal Recruitment.
IX. During Formal Recruitment events, a sorority member should never discuss any chapter other than her own. Sorority chapters/members should never inquire about the chapters a PNM visited before their own, or those she will visit afterward. These would remain confidential to the PNM and her Recruitment Counselor.
   i. If a Potential New Member asks about another sorority, a sorority member should speak positively about that sorority and change the subject.

X. There will be no promising of bids directly or indirectly by any sorority member. A sorority member shall not give a promise, either verbal or written, to join a certain chapter before bids are issued through CPA.
   i. An infraction will be filed if alleged bid promising occurs. A chapter found to have committed an infraction will be held accountable by the CPA Judicial Board on a case-by-case basis.
   ii. No favors or gifts may be given to PNMs by a sorority or sorority member.
   iii. A sorority member, or anyone acting on a sorority’s behalf may not buy anything for a Potential New Member (e.g., meal, soft drink, etc).

XI. Strict silence is the period of time from the end of the Potential New Member’s last event until the issuance of bids. Strict silence is defined as verbal, written, printed or text message communication between the Potential New Members and sorority members, new members or alumnae.

Potential New Member Guidelines

I. A PNM shall register for Formal Recruitment using the ICS online system and pay a registration fee. Depending on when she registers, the fee will follow the following payment schedule:
   i. May 1st, 2016 – August 17th, 2016: $75.00
   ii. August 18th, 2016 – August 25th, 2016: $80.00
   iii. The College Panhellenic Association will not release any Potential New Member contact information or assign her a Recruitment Counselor unless she has paid the registration fee.

II. A PNM shall be required to attend Orientation and all Formal Recruitment events to which she has accepted invitations. In the event of illness or emergency, she should notify a CPA Recruitment Team member and/or her recruitment counselor if she cannot attend. CPA will then notify the chapters involved.
   i. Class is the only excuse/conflict for PNMs. Work and other activities will not be excused.
   ii. Potential New Members are not allowed to leave the room unless there is an emergency and a Recruitment Counselor can enter the room to escort her out.

III. During Formal Recruitment, no PNM may visit with any sorority member except to attend invitational or open recruitment events.

IV. A PNM should contact her recruitment counselor and/or a CPA Recruitment Team member if she desires to withdraw from the Formal Recruitment process.

V. During Formal Recruitment, Potential New Members may only attend invitational or open recruitment events.
VI. Strict silence is the time during which there is no conversation or contact between sorority members and Potential New Members. This includes all references to sororities; verbal, written, typed or printed. Strict silence is the period from the end of the PNM’s last event until she reports to the sorority from which she accepts a bid.

Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the woman attends.

Bid Day
I. Bid Card Signing
a. On the morning of Bid Day, a representative from each chapter will come to the Student Involvement Office to retrieve their Bid List.

b. Bid Cards must be signed and left in the Student Involvement Office; chapters will not be allowed to take their Bid List out of the Student Involvement Office until all Bid Cards have been completed.

c. The chapter must also bring enough shirts for each new member to the Student Involvement Office and leave them with the completed Bid Cards.

II. Bid Day Celebration
a. Each chapter is permitted to set up a 10 X 10 tent on the Outdoor Stage where chapter members will gather to welcome their new members. Chapters are also encouraged to bring enough water for members and new members.

b. CPA will determine the sites for each chapter on the Outdoor Stage and notify them where to set up their tents on the morning of Bid Day.

c. Men are not permitted to attend or watch Bid Day celebrations unless permitted by CPA.

   i. If a chapter wishes to have a male present at Bid Day (to take photos or video, DJ, etc.) they must notify the Panhellenic Advisor no later than the first day of classes for Fall 2016 (August 22nd). CPA will issue passes for any men approved to attend Bid Day.

   ii. Chapters are responsible for notifying any men interested in attending Bid Day that they are not allowed to be present. Any questions about this can be referred to the Panhellenic Advisor.

Disaffiliation
The role of the Recruitment Counselor during the recruitment process is crucial to the success of the recruitment process, and the recruiting of potential new members. Thus, their disaffiliation is of the utmost importance throughout the entire recruitment process.

I. The College Panhellenic Association Executive Board and Recruitment Counselors must completely disaffiliate from their respective chapters on May 5th, 2016. Complete disaffiliation will be defined as:
   i. Disabling the ability for a general observer to identify what organization you are a member of.

II. Any disaffiliated member must treat to all Panhellenic members and chapters in consistent manner.

III. Disaffiliated members may not discuss Potential New Members with any Panhellenic chapters.
IV. Affiliated chapter members are expected to also assist with Recruitment Counselor disaffiliation by treating all Recruitment Counselors consistently and removing their disaffiliated members from any social media accounts and other forms of identification.

COB
I. Continuous Open Recruitment may start the day following Bid Day September 3rd, 2016. Continuous Open Recruitment Acceptance Agreements must be signed as soon as a woman accepts a bid and must be submitted within 48 hours to the Office of Fraternity & Sorority Life.

Infractions
Any matters involving a membership recruitment rule that might have been broken will be referred to the judicial committee as outlined in the Panhellenic Constitution and will follow the guidelines set forth in the NPC Manual of Information concerning the handling of membership recruitment violations.

The procedures for handling any given violations of the membership recruitment rules are outlined in the National Panhellenic Conference Manual of Information, 21st edition, Section VII of the Unanimous Agreements and the other procedure Section.