

Recruitment Rules 2019

Florida Atlantic University College Panhellenic Association 2019 Primary 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. Primary 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 Recruitment Counselor Social, Recruitment Rounds, and Bid Day.
 - i. For the entirety of the Recruitment Bylaws, Primary Recruitment begins Friday, August 23, 2019.
- 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 is defined as a member of a CPA organization at FAU and includes
 - for Recruitment Rule purposes new members, active or inactive members, and alumnae.

Primary Recruitment

- I. Primary Recruitment shall be held Friday, August 23 - Saturday, August 31, 2019.
 - i. Orientation and Rho Gamma Social: Friday, August 23
 - ii. Recruitment Rounds (in order):
 - A. Sisterhood – Saturday, August 24 and Sunday, August 25
 - a. 30 minute rounds, 15 minute breaks b. Chapter outfits must remain the same for all events in the round, even if over multiple days.
 - B. Leadership & Scholarship – Tuesday, August 27 and Wednesday, August 28
 - a. 40 minute rounds, 15 minute breaks
 - b. Chapter outfits must remain the same for all events in the round, even if over

multiple days.

C. Service & Philanthropy – Thursday, August 29

a. 40 minute rounds, 15 minute breaks

D. Preference – Friday, August 30

a. 60 minute rounds, 15 minute breaks

E. Bid Day: Saturday, August 31

a. In case of inclement weather, Bid Day will take place in Barry Kaye auditorium

II. The Panhellenic Advisor, in conjunction with the Student Union staff, has final say regarding the Primary Recruitment and Bid Day location and scheduling

III. Each event begins when the first Potential New Member walks through the door.

IV. Primary Recruitment events may only be held in locations, as coordinated by the College Panhellenic Association's Vice President of Recruitment, Panhellenic Advisor, and Student Union staff.

i. All chapters must adhere to FAU policies & procedures, including but not limited to the Student Code of Conduct, Registered Student Organization policies and Student Union policies.

ii. Each chapter must sign the Student Union Expectations and Agreement at least two weeks before the start of recruitment (August 9, 2019). If not signed by the date specified, an infraction will be filed.

V. 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.

VI. The College Panhellenic Association will use the software provided by Fraternity & Sorority Life to facilitate Primary Recruitment.

i. The Panhellenic Advisor will conduct a software training session for all chapters within 30 days from the start of Primary 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.

VII. Quota will be set during Primary Recruitment by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figures Method Specialist.

i. Quota additions will be utilized by the Office of Fraternity & Sorority Life, in conjunction with the NPC Release Figures Method Specialist.

VIII. Sororities may not host open events or programs (on or off-campus) prior to the start of Primary Recruitment, but they may participate in Pre-Recruitment Events hosted by Fraternity and Sorority Life and/or College Panhellenic Association, or with approval from College Panhellenic Association.

i. Pre-Recruitment Events include Summer Preview, Owl Involved Activities Fair, and Meet the Greeks. Each chapter is expected to set up a table at all Pre-Recruitment Events.

- ii. A maximum of 8 members may participate in tabling at all Pre-Recruitment Events unless otherwise approved by Fraternity and Sorority Life and/or College Panhellenic Association.
 - iii. Outside of Pre-Recruitment Events, only College Panhellenic Association will do any tabling or promotional events or programs prior to Primary Recruitment. This applies to any type of tabling, even if it is not recruitment-related.
 - iv. 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.
- IX. Each chapter is permitted to post one promotional video no sooner than Thursday, August 1st at 12:00pm noon so long as it follows the guidelines below and is approved by the CPA VP of Recruitment.
- i. Video may be no longer than one two minute in length.
 - ii. Video should not include any Rho Gammas or members of the recruitment team including Panhellenic executive board members.
 - iii. Video should focus on the most positive and influential aspects of membership and align with the values of the organization.
 - iv. Videos must include intentional footage and information about philanthropy events and sisterhood events
 - v. Videos may not have any frills footage. This includes, but is not limited to, glitter blowing, posed laughing shots, and any unintentional footage without values based meaning.
 - vi. The video must be sent to the CPA VP of Recruitment for approval before it can be posted. Videos must be submitted to the panhelfauvpr@gmail.com by 11:59 pm Monday, July 1, 2019. Approval or disapproval with justification notice will be sent out within 72 hours. If not approved, edited videos must be submitted to panhelfauvpr@gmail.com by 11:59 pm Thursday, July 11, 2019. Notices of approval or disapproval will be sent out within 72 hours. The review process will continue until the video is approved.
 - vii. If a chapter posts their video without prior approval from CPA, a violation report form will be filed.
 - viii. With the exception of this promotional video, chapters may still post temporary videos in the form of Instagram or SnapChat stories that are no longer available to be seen after 24 hours. No temporary videos of this form may be added to an Instagram highlight.
 - ix. All video material (permanent or temporary) posted by a chapter and/or chapter members should positively promote Greek Life and all CPA organizations
- X. ~~IS~~ The software system for PNM registration provided by Fraternity & Sorority Life will open date May 1, 2019 and close at 11:59 pm on Thursday, August 22, 2019
- i. PNM information will be released to chapters on August 9th, 2019 and new registrants will be made available on a rolling basis until the start of Primary Recruitment.
 - ii. A PNM is to sign herself up for recruitment, with the help of a CPA Executive Board member, or a Recruitment Counselor. Chapter members should not assist PNMs with recruitment registration or complete the registration process for them. Chapters and chapter members should not pay the registration fee for a PNM.

XI. Total Reset shall be set by calculating the median of the Panhellenic chapters' membership numbers on Bid Day. Total will also be reset in the first week of classes each spring semester also by calculating the median of the Panhellenic chapters' total membership numbers as they stand on the day of the first Panhellenic General Meeting.

Membership Recruitment Acceptance Binding Agreement

- I. Per the NPC Manual of Information, "a potential new member shall sign the membership recruitment acceptance binding agreement (MRABA)" after her last Preference Round event, unless she chooses to withdraw from the process at that time.
 - i. Per the NPC Manual of Information, Quota Addition Procedures, "The quota addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a fully structured or partially structured recruitment), or has failed to list on her membership recruitment acceptance binding agreement (MRABA) all sorority chapters appearing on her preference schedule."
 - ii. Per the NPC Manual of Information, "a potential new member who withdraws from the primary recruitment process before the signing of her membership recruitment acceptance binding agreement (MRABA) shall be eligible for snap bidding and COB."
 - iii. Per the NPC Manual of Information, Standards of Ethical Conduct, "NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA)"

Recruitment Room Specifications

I. Values based recruitment decorations and a modified concept of "no-frills" recruitment will be observed throughout the entire Primary Recruitment process. Recruitment events should be values-based and reflective of the women's fraternal experience. Chapters can decorate their rooms any way they see fit, so long as it refrains from using anything that will distract from conversations between a PNM and a sorority member.

- i. No items can be adhered to the walls with the exception of banners hung by Student Union Staff Members.
- ii. A 10 x 10 section of pipe and drape will be provided by the Student Union for each round of recruitment. Chapters may utilize this in any way they wish so long as it is outlined in their approved Round Decor Report. If a chapter declines the pipe and drape for any round of recruitment, it must be confirmed in writing and on the final version of the room's diagram for that round as provided by the Student Union.
- iii. Pipe and drape provided by the chapter must be limited to two 10X10 structures. A pipe and drape structure outside these dimensions must be approved by CPA and outlined on the Round Decor Report.
- iv. Any other large free-standing decor (anything that exceeds 4 feet high OR 4 feet wide) must be approved in the Round Decor Report prior to being brought into the room.

Pictures and measurements must be provided upon request. This includes such items as large Greek letters, pallets, ladders, trellises, chalkboards, etc.

v. All other decor less than 4 feet high or 4 feet wide must be free-standing.

II. A Round Decor Report (template provided by CPA) outlining all decor for each round of recruitment must be submitted to and approved by the CPA VP of Recruitment. The Report should indicate if items are previously owned or being purchased, and an outline of the estimated costs for items to be purchased should be included. Photos and additional materials are encouraged to be submitted with the Round Decor Report.

i. The first draft of the chapter's Round Decor Report is due to the CPA VP of Recruitment no later than June 1, 2019. The CPA VP of Recruitment will meet with each chapter to discuss the draft and request a final draft that reflects any changes discussed.

ii. Each chapter's final Round Decor Report must be approved by the CPA VP of Recruitment before the start of Primary Recruitment. Any changes made after final approval must be approved on a case-by-case basis by the VP of Recruitment.

iii. 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 May 1, 2019.

a. Items included in the chapter's Round Decor Report but not included in the chapter's Inventory List will need to be included in the \$1,000.00 budget.

b. 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, should they decide to use them later.

III. The Student Union Staff will hang up a maximum of two banners for each round of recruitment; if the chapter chooses to hang more banners they must be attached to the pipe & drape or some how displayed without being adhered to the wall.

i. All banners including Bid Day banners must be delivered by 5:00 pm to the Fraternity and Sorority Life office no later than Wednesday, August 21, 2019

ii. All banners may be no larger than a full size flat sheet

iii. Banners must be 200 thread count or less

iv. Banners must have a six-inch margin at the top to leave room for it to be properly hung by the Student Union staff

v. Use paint in moderation so the banner does not become too heavy to hang

Absolutely no glitter, even if it's lacquered on. If the banner has glitter on it, it will NOT be hung.

vi. All banners turned in to the Fraternity & Sorority Life office must have a Banner Tag attached; Banner Tag template will be sent out in early summer.

IV. Each chapter may spend no more than \$1,000.00 on all Recruitment Round Decor. After Primary Recruitment has concluded, each chapter must submit a final budget report with receipts indicating how much was spent on their recruitment. The approximate cost of any items donated to the chapter or borrowed by the chapter for the use of recruitment will be included in the \$1,000.00

limit.

- i. The final budget is due to the CPA VP of Recruitment no later than one week after Bid Day. Any chapter who does not meet this deadline will incur a fine of \$100.00 for each day it is later.
- ii. Sororities participating in Primary Recruitment for the first time may exceed the budget limit by \$100.
- iii. Funds spent on water, cups and napkins will not be included in the \$1,000.00 recruitment budget but rather attributed to a separate budget; this separate budget is limited to \$200.00 for water and cups for all of Primary Recruitment.
- iv. Any items that are purchased for donation but used during Primary Recruitment (for decoration, crafting, etc.) before being donated may be attributed to a separate budget outside of the \$1,000.00 limit. The limit for the cumulative value of donated items is \$100.00.
- v. Chapters that exceed the \$1,000 limit will be fined twice the amount spent above the limit.
 - a. Fines collected will be used to support any College Panhellenic Association educational programs.
- vi. Clothing and name tags do not count towards the budget.
 - a. Clothing options should mirror what Potential New Members are asked to wear for all rounds of Primary Recruitment.
 - b. Potential New Members are encouraged to dress in 'semi-formal' attire on Preference night.

V. Slideshows will only be permitted during Sisterhood Round.

- i. The slideshow can be no longer than 5 minutes in length.
- ii. The slideshow should not have any music or sound
- iii. Slideshows cannot include photos or names of Recruitment Counselors or members of the recruitment team.
- iv. Slideshows should be submitted for approval to the CPA VP of Recruitment no later than July 1, 2019.

VI. Financial Information must be shared during Leadership & Scholarship Round. The content of and method by which financial information is shared with Potential New Members during Leadership & Scholarship Round will follow guidelines provided by NPC's Financial Transparency Program.

- i. The chapter must display a Dues Board that breaks down New Member fees during Leadership & Scholarship Round. A description of this board must be included in the chapter's Round Decor Report and approved by the CPA VP of Recruitment.
- ii. Chapter representatives must give a brief presentation at each event during Leadership & Scholarship Round about chapter finances to align with the Dues Board displayed in the room and Dues Sheets given to PNMs

VII. Videos will only be permitted during Service & Philanthropy Round.

- i. The video can be no longer than 5 minutes in length.
- ii. Slideshows cannot include photos or names of Recruitment Counselors or members of the Recruitment Team.

- iii. Videos must be submitted for approval to the CPA VP of Recruitment no later than July 1, 2019.
- VIII. Skits will not be permitted during any and all rounds of Primary Recruitment, excluding Bid Day.
- IX. A Potential New Member shall not leave the chapter's recruitment room with items such as letters, poems, notes, or gifts of any kind. The exception to this rule is the Dues Sheets handed to each PNM during Leadership & Scholarship Round.
- i. No customized letters of any kind (written or otherwise) will be permitted to be given or read to a PNM during any event
 - ii. If a chapter would like to utilize a general letter that is the same for all PNMs, it must be approved by the CPA VP of Recruitment prior to the start of Primary Recruitment.
- X. Food will not be permitted to be served to PNMs during any and all rounds of Primary Recruitment, excluding Bid Day.
- i. Chapters may serve water only (special garnishes not permitted), however, it is the chapter's responsibility to make sure no Potential New Member leaves the room with any water bottles, cups, napkins, etc.
- XI. The CPA VP of Recruitment and/or her designees will walk through each chapter room prior to the start of each day of Primary Recruitment to ensure that the room reflects what is in the chapter's approved/final Round Decor Report.
- i. Any items found in a chapter's room that are not included in the approved/final Round Decor Report are subject to be removed before the round begins and a violation report form may be filed.
- XII. An outline of the chapter's Bid Day including desired room lay-out, A/V needs, decor, t-shirt color/design and overall theme must be submitted to the CPA Recruitment Assistants by May 1, 2019. These elements will be approved by the CPA Recruitment Assistants on a first come, first serve basis. Chapters will be notified if any of their Bid Day elements are also being planned (and if they were approved) by another chapter to avoid repetitive themes, shirt designs/colors and decor.
- i. Bid Day decor must follow all of the same rules and policies as the rounds of Primary Recruitment (i.e. nothing adhered to the walls, no glitter, no open flames).
 - ii. The Student Union will provide the same 10 x 10 section of pipe and drape as provided during Primary Recruitment Rounds if the chapter chooses to use it in their decor.
 - iii. Bid Day room lay-out and A/V equipment must be confirmed in writing with the Student Union; once these details are confirmed, no last-minute changes can be made.
 - iv. No budget for Bid Day is required as Bid Day costs do not count towards the recruitment budget
- XIII. No sand, feathers, glitter or any other material that could create custodial problems in the recruitment rooms.

Chapter Guidelines

- I. All sorority members are responsible for understanding and observing the CPA Recruitment Rules as well as the CPA Constitution and Bylaws, CPA Code of Ethics and NPC Code of

Ethics. The CPA Code of Ethics and NPC Code of Ethics are both utilized to ensure harmony between the local campus Panhellenic and National Panhellenic Conference. In situations where these codes conflict with each other, the stricter code will always be applied and enforced.

- II. Every sorority member is responsible for attending ALL Panhellenic Recruitment Workshops unless exceptions or arrangements are made with the CPA VP Recruitment and the Fraternity & Sorority Life Advisor in advance.
- III. Every chapter is responsible for having their members sign the contract created by the CPA Recruitment Team. (<https://goo.gl/forms/S5BonWHMxh8xMtBh2>)
- IV. Membership Committee Members (made up of each chapter's Recruitment Chair or her designee) are expected to attend or send representation to all meetings concerning Recruitment and are required to submit all required documents by the stated deadlines.
- V. A Chapter Facts and Finances Report must be submitted to the CPA VP of Recruitment by each chapter no later than May 15, 2019. The information provided in this report will be used to create a promotional booklet about CPA and the member chapters and the Dues Information Sheets to be distributed during Leadership & Scholarship Round. It will also be used to share general eligibility requirements and chapter characteristics with Potential New Members.
- VI. All marketing and promotional materials must reflect the stated values of sorority membership.
 - i. The only hard-copy or electronically distributed 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 chapter prior to Primary Recruitment. Chapters may only distribute these approved materials at Pre-Recruitment Events (Summer Preview, the Owl Involved Activities Fair and Meet the Greeks), unless otherwise approved by the CPA VP of Recruitment.
 - ii. A final proof of the brochure will be due to College Panhellenic Association by June 1, 2019. If changes are requested by the CPA VP of Recruitment, she will set additional deadlines for the final proof to be submitted and approved.
 - iii. All other marketing and promotional materials will not be allowed.
 - iv. Chapters may not display recruitment counselors or any members of the recruitment team in any marketing and promotions materials including social media posts
 - v. Each sorority is individually responsible to purchase Community Wide Recruitment Promotional Shirts from CPA for their members (including Recruitment Counselors). Members are encouraged to wear these shirts on days they will be on campus attending classes or events prior to the start of Primary Recruitment.
- VII. A Dues Information Sheet including a total amount and breakdown of fees to be incurred by new members and members in the Fall 2019 semester will be provided to each Potential New Member during Leadership & Scholarship Round of Primary Recruitment by each chapter that the PNM visits.
 - i. The Dues Information Sheets will be designed and printed by CPA and an appropriate amount of copies will be provided to the chapter the night before Leadership & Scholarship Round.
 - ii. The Dues Information Sheet will be created using the information provided by the

chapter on their Chapter Facts and Finances Report. CPA is not responsible for chapters reporting incorrect information; chapters are encouraged to notify the VP of Recruitment if any information on the Chapter Facts and Finances Report changes after submission.

- iii. CPA may provide a range of fees and general information about sorority dues to Potential New Members, but will not answer chapter-specific financial questions before or during Primary Recruitment.
 - iv. Each chapter must distribute a Dues Information Sheet to every PNM that attends their Leadership & Scholarship round events.
 - v. Per Section VI of Recruitment Room Specifications, each chapter should conduct a brief presentation about finances during each event of Leadership & Scholarship round.
- VIII. Only initiated collegiate members and new members may make presentations and/or engage in conversations with Potential New Members during Primary Recruitment events.
- i. 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.
 - ii. Leadership Consultants or National Officers do not count in the 6 alumnae number.
- IX. Sorority members and Potential New Members may only engage in normal social contact during the Primary Recruitment period as outlined in the Definitions section of these rules, up until Strict Silence begins (see Section XII). In an effort to maintain consistency and fairness, all sorority members and PNMs are asked to abide by the rules outlined in this section even if relationships existed prior to Primary Recruitment.
- 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”). Conversations should be limited and avoid discussion of sorority life or Primary Recruitment.
 - ii. There is to be no contact whatsoever between a sorority member and a PNM during Primary Recruitment via electronic communications such as but not limited to email, phone, text message, instant message, Facebook, Twitter, Instagram, SnapChat, LinkedIn, etc. Each sorority is responsible for ensuring their members comply with this rule. Chapters whose members are found to have violated this rule will be issued a recruitment infraction.
 - iii. All active sorority members, regardless of their level of participation in Primary 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 12:00 pm on Bid Day.
 - iv. No sorority members may visit a Potential New Member in her place of residence nor may a Potential New Member visit a sorority woman in her place of residence during Primary Recruitment.
- X. During Primary 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.

XI. 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 before or during Primary Recruitment.
- 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) before or during Primary Recruitment.

XII. Strict Silence is the period of time from the end of the Potential New Member's last Preference Round event until she reports to the sorority from which she accepts a bid. During Strict Silence, there is no conversation or contact between sorority members and Potential New Members; the two parties should not engage in any form of direct or indirect verbal, written, printed or text message communication.

XIII. Chapter social media pages may not post during the duration of Primary Recruitment, from the start of Orientation (August 23, 2019) to the morning of Bid Day (8:00 am August 31, 2019).

XIV. Chapters will all purchase and wear a round one shirt designed by the Vice President of Recruitment and Membership Committee members. Chapters will be invoiced by CPA and pay by date later specified.

Potential New Member Guidelines

I. A PNM shall register for Primary Recruitment using the software provided by Fraternity & Sorority Life to register and pay a registration fee. Depending on when she registers, the fee will follow the following payment schedule:

- i. May 1, 2019 : \$75.00
- ii. August 14, 2019 : \$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 Primary 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 valid excuse for PNM's. Work and other activities will not be considered valid excuses but will be communicated to the chapters from whom events the PNM is absent.
 - ii. Potential New Members are not allowed to leave a chapter's room during a Primary Recruitment event unless there is an emergency and a Recruitment Counselor can enter the room to escort her out.
- III. During Primary Recruitment, no PNM may visit with any sorority member outside of Primary Recruitment events to which she has accepted an invitation.
- IV. A PNM should contact her recruitment counselor and/or a CPA Recruitment Team member if she desires to withdraw from the Primary Recruitment process. If possible, a PNM Withdraw Form should be filled out by the PNM upon her departure.
- V. Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the woman attends.
- VI. Strict Silence is the period of time from the end of the Potential New Member's last Preference Round event until she reports to the sorority from which she accepts a bid. During Strict Silence, there is no conversation or contact between sorority members and Potential New Members; the two parties should not engage in any form of direct or indirect verbal, written, printed or text message communication.

Bid Day

I. Bid Card Signing

- i. On the morning of Bid Day, a representative from each chapter will meet with the CPA Recruitment Team to retrieve their Bid List.
- ii. Bid Cards must be signed and left with the CPA Recruitment Team; chapters will not be allowed to take their Bid List until all Bid Cards have been completed.
- iii. The chapter must also provide the CPA Recruitment Team with enough shirts (and appropriate sizes) for each New Member on their Bid List and leave them with the completed Bid Cards.

II. Bid Day Celebration

- i. Chapters are REQUIRED to bring enough water for members and New Members.
- ii. Each chapter is permitted to set up a 10 x 10 tent on the where chapter members will gather to welcome their New Members.
- iii. CPA will determine the placement for each chapter on the Outdoor Stage and notify them where to set up their tents on the morning of Bid Day.
- iv. Men are not permitted to attend or watch Bid Day celebrations unless permitted by CPA.
 - a. 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 2019. CPA will issue passes for any men approved to attend Bid Day.

III. 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.

Recruitment Counselors and Recruitment Team

The role of the Recruitment Counselor is crucial to the success of the recruitment process, and the experience of Potential New Members. Thus, their disassociation is of the utmost importance throughout the entire recruitment process.

I. The recruitment team is defined as the seven members of the Panhellenic Executive board and Panhellenic Recruitment Assistants. The Panhellenic Executive Board must disaffiliate 30 days prior to recruitment. The Panhellenic team members who lead recruitment are still to be disaffiliated as they are part of Panhellenic throughout the recruitment process

II. Parameters and Expectations for Affiliated Recruitment Counselors

i. Recruitment Counselors may;

- a. Keep letters in social media bios until dissociation begins on August 10, 2019
- b. Be present on chapter social media platforms prior to June 1, 2019
- c. Have letters on cars and technology
- d. Stay in contact with sisters throughout the Spring and Summer semesters
- e. Can tell affiliation to Potential New Members if asked
- f. May not be posted on chapter members' social media platforms 30 days prior to recruitment (July 23rd)

ii. Recruitment Counselors may not;

- a. Wear apparel or jewelry with letters from the start of Recruitment Counselor retreat until bid day
- b. Accept requests from PNMs on Facebook, Instagram or any other social media platform
- c. Promote their own organization such as "Alpha Alpha does it best", "Alpha Alpha forever and always", or "missing my sisters"
- d. Recruit or be a "representative" for their organizations. This includes but is not limited to being in recruitment promotional videos, social media posts, and/or flyers, decorations and conversations.
- e. Converse with chapter members from the start of Recruitment Counselor retreat until Bid Day.
- f. Attend or be a part of any chapter recruitment workshops, spirit week, or anything pertaining to recruitment for their organizations
- g. Disclose the affiliation of any member of the recruitment team to PNMs

COB I. Continuous Open Recruitment may start immediately following Bid Day.

II. 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 an alleged or potential Recruitment Rule infraction will follow the guidelines set forth in the NPC Manual of Information, including starting with an Informal Discussion if possible. Should a Violation Report Form be filed, the judicial process outlined in the NPC Manual of Information as well as the FAU College Panhellenic Association Bylaws will be followed.

Appendix A Timeline

March 20th: Bid day themes may be submitted to the Panhellenic Recruitment Assistants (panhelfaured@gmail.com) , no earlier than 10:00 am

May 1st: Primary Recruitment Registration Opens (fee \$75.00) (*PNM Guidelines Section I*)

May 1st: Inventory List due to CPA (*Recruitment Room Specifications Section II*)

May 1st: Bid Day Outline due to CPA (*Recruitment Room Specifications Section XI*)

May 15th: Chapter Facts and Finances Report due to CPA (*Chapter Guidelines Section V*)

June 1st: Chapter promotional material (brochure) proof due to CPA (*Chapter Guidelines Section VI*)

June 1st: Recruitment Round Decor Report due to CPA (*Recruitment Room Specifications Section II*)

June 1st: Recruitment Counselors and Recruitment team may no longer be posted on social media platforms by chapters (*Recruitment Counselors and Recruitment Team section II*)

July 1st: Slideshow and Philanthropy video due to CPA (*Recruitment Room Specifications Section IV*)

July 1st: Recruitment Video due to CPA (*Primary Recruitment Section IV*)

July 23rd: ICS Recruitment software trainings begin being offered to chapters (*Primary Recruitment Section IV*)

July 23rd: Recruitment Team disaffiliates from chapters

July 23rd: Chapter members may no longer post members of the recruitment team or recruitment counselors on their personal social medias

August 1st: Promotional Video can be posted by the chapter and its members (*Primary Recruitment Section IV*)

August 9th: Student Union Agreement due to CPA (*Primary Recruitment Section II*)

August 9th: PNMs visible to chapters on ICS Recruitment software (*Primary Recruitment Section VIII*)

August 14th: Freshman Move In (social media accounts must be privatized) (*Chapter Guidelines Section IX*)

August 14th: Primary Recruitment Registration fee increases to \$80.00 (*PNM Guidelines Section I*)

August 18th: Pre-Recruitment Event: Get WOW'd Activities Fair (*Primary Recruitment Section VI*)

August 21st: All banners, including bid day banners must be turned into the Fraternity and Sorority Life Office by 5:00 pm (*Recruitment Room Specifications Section III*)

August 23rd: Primary Recruitment Begins (*Definitions Section I*)

Sept 7th: Final Budget due to CPA (*Recruitment Room Specifications Section IV*)

TBD: Pre-Recruitment Event: Summer Preview (*Primary Recruitment Section VI*)

TBD:Pre-Recruitment Event: Meet the Greeks (*Primary Recruitment Section VI*)

Appendix B Resources

CPA Bylaws

NPC Manual of Information