

# TENNESSEE TECHNOLOGICAL UNIVERSITY PANHELLENIC RECRUITMENT POLICY

## General Recruitment Rules

### 1. Membership Qualifications

- a. A potential new member must be enrolled full time (12 credit hours or more) at Tennessee Tech University and have a 2.0 grade point average or greater to participate in recruitment.
- b. A potential new member may not currently be or previously been initiated into an NPC chapter.
- c. A potential new member who has registered for Formal Membership Recruitment should follow all formal recruitment rules set forth by Panhellenic.
- d. A potential new member must attend all formal recruitment events to which she has been invited if her class schedule allows. In the case of illness or other emergency, the prospective member must notify her recruitment counselor and/or the Panhellenic advisor. Panhellenic will notify the sororities involved.
- e. A potential new member, who wishes to accept a bid, must attend the Panhellenic Bid Day Ceremony unless extenuating circumstances arise.

### 2. Unanimous Agreements

- a. The Tennessee Tech University Panhellenic Conference shall uphold all National Panhellenic Unanimous Agreements in concurrence with the Tennessee Tech Recruitment Policy.

### 3. Contact

- a. These rules apply to contact between potential new members, sorority members, and recruitment counselors.
- b. Normal friendly contact is encouraged between potential new members, sorority members, and recruitment counselors. Examples include but are not limited to:
  - i. Sorority members sitting with potential new members in class, the cafeteria, etc.
  - ii. Sorority members walking with potential new members on campus.
- c. No contact will be permitted between recruitment counselors and sorority women during informal and formal recruitment.
- d. Written correspondence, personal visitation, text messages, phone calls, and/or deliberately seeking out a perspective member are unacceptable and are prohibited.
- e. Absolutely no off-campus contact between chapter members and potential new members with the exception of immediate family.
- f. Sorority members may not enter a PNM's room on Great Move-In Day other than for the sole purpose of delivering her belongings.
- g. Sorority members and potential new members may not call, message (text or private), or e-mail one another at any time.
- h. A biological sister of an active member may contact or visit with her sister or other immediate family members. No other sorority women or potential members may participate in such visitations. The chapter's recruitment vice president must make and submit a written list to the Greek Life Office if this situation exists before Great Move-In Day. **\*\*FINE\*\***
- i. If a non-affiliated woman (whether or not she is a potential member) and a sorority woman live together, the sorority woman or her recruitment vice president must inform the Greek Life Office via e-mail before Great Move-In Day (Appendix Date a.). **\*\*FINE\*\***
  - i. Turning in names of the women whom fit the above category does not give the sorority woman the right to break any contact rules as stated in this section.

- j. Any non-affiliated female student should be treated as a potential new member until after Bid Day and all contact rules must remain in effect.
  - k. No sorority member may buy anything for a prospective member (meal, soft drink, etc.). No prospective member may buy anything for a sorority member.
  - l. Strict silence is a period of time where there is no communication of any form between sorority women and potential members.
    - i. This period will last from the end of the potential member's last Preference party until the potential member reports to the chapter in which she accepts a bid.
4. Alumnae
- a. Alumnae may be present in the chapter's recruitment room during recruitment events; however, they may not speak to potential new members or take the role of an active recruiter in the room.
  - b. Alumnae are responsible for understanding and observing the recruitment rules. Violations will be reported to the Panhellenic advisor and appropriate action will be taken.
5. Advertisement
- a. General Policies:
    - i. All advertisements from Spring commencement to Bid Day must promote Panhellenic spirit.
    - ii. Absolutely no advertisement that is demeaning or "puts down" another organization will be tolerated.
    - iii. All advertisements must keep the Panhellenic spirit and promote Panhellenic, Greek Life, and Tennessee Tech University.
  - b. University Center
    - i. Each sorority may hang two (2) posters on the ground floor of the Roaden University Center (RUC) to promote Panhellenic recruitment.
    - ii. Each sorority may have a banner at the TN Tech Bookstore (with permission from the Panhellenic Greek Coordinator and the Bookstore staff). You may also use illustrations such as your mascot on the banner.
  - c. Off-Campus
    - i. Sorority women may have no deliberate off-campus contact with potential new members.
  - d. Shirts
    - i. Sorority women may wear letters at any activity or event.
  - e. Websites
    - i. Individual and local sorority websites should accurately portray the chapter as a whole.
    - ii. Each sorority's website must be maintained and updated throughout the year. The following items must be included in the website:
      - 1. Updated council information
      - 2. History/Informational section
      - 3. Philanthropy section
      - 4. Pictures of current sisters (excluding Pi Chis)
      - 5. Reference letter information
      - 6. Parent information
      - 7. Financial information
    - iii. Each website should include a section dedicated to financial transparency. Along with the total amount for dues (new member and initiated member), a complete breakdown of where dues are being utilized should be included.
      - 1. For example, \$10.00 goes to Panhellenic. \$WX.YZ is the initiated member fee. The sum should equal the total amount for dues!

- iv. These updates should take place before Spring Recruitment and before the fall formal recruitment season.

## 6. Social Media

- a. Sorority women must set all social media accounts (including but not limited to Facebook, Instagram, Twitter) to “private” or “deactivate” those accounts.
  - i. Links and usernames of other social media accounts (including but not limited to Snapchat and VSCO) must be removed from view (i.e. bios).
- b. Members and chapters must remove (delete or archive) photos of Pi Chis from view after May commencement and refrain from posting photos or videos with Pi Chis until Pi Chi reveal on Bid Day.
- c. Sending and accepting follow or friend requests on all social media platforms is unacceptable after Spring commencement and until Bid Day.
- d. Sorority women may “like” pictures or posts from non-affiliated women that she already follows as of Spring commencement.
- e. Sorority women may not comment on posts or pictures of non-affiliated women after Spring commencement and until Bid Day.
- f. Failure to set all accounts to private will result in fines. The guidelines for fines are as follows:
  - i. Failure to set social accounts to private within 48 hours after spring commencement will result in a \$50 fine for each account that is not private to the member that failed to comply with the bylaws.
  - ii. Failure to address the issue after being notified for the first time, the fine will be doubled every seven (7) days.
- g. Failure to comply with all contact and social media rules from May commencement to Bid Day will result in further punishment on a per issue basis.

## 7. Pledging and Initiation

- a. A woman must be a regularly matriculated student with no less than a 2.0 GPA to be eligible for membership recruitment and pledging.
- b. A Panhellenic Association member sorority may not issue an invitation to membership or formally pledge a woman during any school recess.
- c. A new member may be initiated whenever she has met the requirements of the sorority to which she has pledged.
- d. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred. Any bio cards turned in for a potential member not registered in ICS will result in a \$50 fine per potential new member.
- e. Hazing:
  - i. All forms of hazing, pledge day and/or pre-initiation activities, shall be banned.
  - ii. Hazing is any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student; or creates risk of injury; or causes discomfort, embarrassment, harassment, or ridicule; or that willfully destroys or removes public or private property.
  - iii. Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normal in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual, or regulations and policies of the member sorority or the educational institution. All member groups will affirm their policies on hazing and inform

their membership of this NPC position on hazing through mailings and through their international magazines.

## 8. Conduct

### a. Alcohol

- i. No alcoholic beverages may be served at any sorority event or during formal recruitment, including Bid Day.
- ii. Recruitment counselors may not consume alcohol in public places or be present at bars 30 days prior to Bid Day.
- iii. Sorority women must follow the alcohol policy that is set forth by each individual chapter regarding the consumption of alcohol prior to formal recruitment (Note: Each chapter may have different set times for such issue).

### b. Men

- i. No dates/escorts may be secured by sorority women for prospective members.

### c. Transportation

- i. Potential members must provide their own transportation to and from formal membership recruitment events; chapter members and Pi Chis may not provide transportation.

### d. Bids

- i. There will be no promising of invitations to future recruitment events or assurance of bids directly or indirectly from a member, new member, or alumnae of a sorority. If proven to have "Bid Promised" a PNM, a fine of \$200 will be billed and a recruitment infraction will be filed.

### e. Attire

- i. There shall be no elaborate costuming or special recruitment outfits.
- ii. Sororities may not require their members to buy special clothing, jewelry, or other items for recruitment.

### f. Assistance

- i. Only national representatives, alumnae, initiated members, and new members of the sorority may assist the chapter during formal recruitment.
- ii. Chapters may have assistance from men up to 30 minutes before the first party starts and 30 minutes after the last party ends. Men and prospective members may not be present at the same time.
- iii. Panhellenic Council must give special permission for assistance from visiting collegiate chapters.

### g. Gifts

- i. Neither the sorority chapter or individual members of the sorority may give no favors, gifts, preference letters, or notes to prospective members until they have accepted bids. This includes but is not limited to:
  1. Food and drink
  2. Sunglasses, koozies, croakies, etc.
  3. Letters written to specific PNMs
  4. Preference letters
  5. Private letters, etc.

### ii. **Remember, gifts also include items that are not directly given to a PNM, including favors on tables, baskets, etc. for PNMs to pick up.**

## 9. Extension

- a. When all NPC chapters at Tennessee Tech University are close to or over Total (Appendix Term a.), the Panhellenic Council shall consider raising Total or adding another chapter.
- b. Such a chapter shall be organized through collaboration by an NPC sorority or through organization of a local sorority, which may petition an NPC sorority for a chapter.

- c. Consideration should be given to NPC fraternities that have previously had a chapter on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.
- d. Only members of the College Panhellenic Council shall vote on the extension matters.

#### 10. Budget

- a. A maximum budget of \$1350 for all recruitment expenditures is allowed. This includes everything spent for recruitment events.
- b. Donated items must be itemized on the recruitment budget and assigned a reasonable monetary value. The chapter must take ownership of any donated items before the formal recruitment period begins.
- c. Borrowed items must be indicated on the budget though they are not assigned a value.
- d. Every item brought into a sorority's recruitment room for recruitment must be listed on the budget. Chapters may assign no value (\$0) to composite pictures.
- e. The budget will be due to the Panhellenic advisor no later than one week after the completion of formal recruitment.

#### ~~f. Decorations and Displays~~

- ~~i. There will be no decorations outside the recruitment rooms during the formal recruitment period with the exception of a poster board no larger than 24 x 36 inches or a wreath no larger than 24 inches in diameter hanging on the main entrance door.~~
- ~~ii. A factual, current, financial expense sheet or board must be displayed by all sororities on Sisterhood and Values Night of recruitment. This sheet should list ALL fees to be incurred by the prospective member during her collegiate membership.~~
- ~~iii. All scrapbooks and presentations (verbal, video, etc.) must be submitted and approved by the Panhellenic advisor before formal recruitment begins. Panhellenic recommends submission one week before formal recruitment in case changes are mandated.~~

#### 11. Infractions

- a. The following people may file an infraction:
  - i. Panhellenic adviser
  - ii. Panhellenic Vice President of Recruitment
  - iii. Recruitment counselors
  - iv. Chapter presidents
  - v. Potential New Members
- b. The CPH Violation Report Form must be submitted to the Panhellenic advisor no more than 30 calendar days from the date of the alleged infraction. All judicial procedures shall be in accordance with NPC Manual of Information 19<sup>th</sup> edition.
- c. When the Violation Report Form is submitted, a meeting will be conducted with the Panhellenic Executive Board to discuss the incident in question. The monetary value of the infraction will be determined at the meeting.
- d. The following are considered infractions on behalf of the National Panhellenic Counsel:
  - i. Violating contact rules stated in Section 2 regarding PNM's, sorority recruiters, and recruitment counselors.
  - ii. Violating advertisement rules stated in Section 4.
    - 1. Inappropriate language used regarding other sorority chapters, your own chapter, or PNMs (e.g. "I don't like that chapter").
  - iii. Violating social media rules stated in Section 6.
  - iv. Violating pledging rules stated in Section 7.
    - 1. Bid promising language in formal recruitment (e.g. "See you tomorrow night").

2. Informing PNMs of their invitation/lack of invitation to the following night of formal recruitment.
- v. Violating conduct rules stated in Section 8 (e.g. Alcohol).
- vi. Violating budget rules stated in Section 10.
- vii. Violating any National Panhellenic Conference Unanimous Agreements.

## 12. Recruitment Counselors

### a. Requirements

- i. Must have a genuine interest in being an exemplary example of the TN Tech Greek System.
- ii. Must be an active member of her sorority during the recruitment season in which she is applying to be a recruitment counselor.
- iii. Must be able to completely disassociate from her sorority 30 days prior to the first informal recruitment event until the Pi Chi reveals on Bid Day.
- iv. Must possess the ability to be a good friend, listener, and peer counselor.
- v. Provide potential new members with support.
- vi. Must be able to attend all recruitment counselor training sessions (spring, summer, fall).
- vii. Must be able to attend all formal recruitment events.
- viii. Must be on academic good standing within her chapter during the spring semester prior to fall recruitment in which they are applying.
- ix. Any sorority woman who meets the above qualifications and expresses interest in being a recruitment counselor must apply directly to Panhellenic via the Greek Life Office.

### b. Partial Disassociation

- i. Recruitment counselors must partially disassociate from her chapter beginning the day after graduation.
- ii. Recruitment counselors are required to deactivate their personal Facebook account and create a new Facebook profile that does not reference their sorority affiliation. This profile must be set to "private."
- iii. Recruitment counselors are required to create a new email account in which they will use to contact the PNMs in their group.
- iv. Recruitment counselors are required to set all social media profiles to "private" and remove affiliation from their profile bios (i.e. Twitter, Instagram, etc.).
- v. Summer contact between recruitment counselors and sorority women should be minimal. Outings should be limited to 2-3 people. Neither woman should wear any form of chapter paraphernalia.
- vi. Recruitment counselors should not put themselves in any situation that could reveal their affiliation.
- vii. Recruitment counselors who have roommates participating in formal recruitment (PNM or active chapter member) must limit conversation to topics outside recruitment, sorority membership, or sorority members. There should be absolutely no discussion of Formal Membership Recruitment or any related topics.
- viii. Recruitment counselors cannot have letters or sorority paraphernalia (including any stuffed-animals (mascots), scrapbooks, photo albums, officer notebooks, car stickers, license plates, etc.) anywhere in sight.
- ix. If the recruitment counselor does not abide by the stated contract, she may be dismissed and/or taken before the Judicial Committee for further sanctions. The recruitment counselor will not be allowed to participate in the remaining of formal recruitment but still will be re-affiliated with her chapter on Bid Day.

Rejoining prior to Bid Day could put the affiliated chapter at risk for an infraction and/or fine.

c. Full Disassociation

- i. Recruitment counselors will completely disassociate from their respective sororities beginning 30 days prior to the first informal recruitment event and remain disassociated during formal recruitment and will re-associate at the “Reveal Ceremony” on Bid Day.
- ii. August 1<sup>st</sup>, recruitment counselors’ associations are no longer with their sorority but with Pi Chi sorority.
- iii. Pi Chi’s will be referred to by their first name and last initial.
- iv. Pi Chi’s and Panhellenic executive counsel should stress the importance of nondisclosure of their affiliation to family members, teachers, community members, etc.
- v. If potential member(s) become aware of their Pi Chi’s affiliation, the Pi Chi will implore the potential new member(s) not to tell other potential members.
- vi. Sorority women are to treat Pi Chi’s the same way they treat potential members.

d. Conduct

- i. Recruitment counselors are charged with upholding the utmost standards and ideals of Panhellenic.
- ii. Recruitment counselors will not consume alcohol with potential new members.
- iii. Recruitment counselors will not consume alcohol in local, public areas (including but not limited to bars, fraternity houses, etc.) starting August 1<sup>st</sup>. Use discretion in local, public areas such as restaurants and breweries. In public areas of discretion, social media posts are not permitted. Non-local towns (i.e. Nashville and Knoxville) are allowed but social media posts are still not permitted.
- iv. Violations of conduct rules will result in immediate removal from the recruitment counselor position and possible judicial action.

e. Post-Recruitment

- i. Recruitment counselors are responsible for following up with their previous PNMs during the fall semester.
- ii. Recruitment counselors must attend any post-recruitment workshop.
- iii. Recruitment counselors must follow up with the women that were their PNMs during the times of recruitment.
  1. Recruitment counselors must follow up with women who become affiliated in regards to, but not limited to, adjusting to their first semester of college, comfort in their new chapter, concerns in their new chapter, the new member process, and grades.
  2. Recruitment counselors must follow up with women who did not become affiliated in regards to, but not limited to, adjusting to their first semester of college, questions, concerns, or issues about the recruitment process, and grades.

## **In-Formal Recruitment**

1. Structure

- a. In-formal recruitment is an opportunity for PNMs to meet the chapters on campus before the first formal recruitment night.
- b. Non-affiliated women do not have to be registered through the Interactive Collegiate Solutions (hereafter referred to as “ICS”) (Appendix Term b.) to participate in in-formal recruitment.
- c. During these events, sorority women, recruitment counselors, and PNMs must uphold the General Recruitment Rules, including but not limited to Contact, Advertisement, etc.

- d. Pi Chis will be present during all events to monitor the behavior and actions of the sorority women and the PNMs.
2. Pre-Recruitment Meeting
  - a. A recruitment meeting will be held on (Appendix Date b.) to review the Tennessee Tech Recruitment Policy and answer any questions regarding recruitment before it begins.
  - b. The following must be in attendance: Panhellenic President, Vice President of Membership, Vice President of New Member Services, and at least one representative from each sorority (no more than 3 members).
3. Orientation Events – Week of Welcome
  - a. The purpose of orientation and Week of Welcome is to introduce new students to Tennessee Tech University; therefore, Greek members are expected to promote all aspects of student life.
  - b. Sorority women may attend and wear letters to Week of Welcome events.
  - c. Panhellenic Vice President of Membership will inform chapters of what is appropriate to display at each Week of Welcome event (e.g. sorority tent, letters, scrapbooks, etc.).
4. Panhellenic Suite Tours
  - a. Must be open to non-affiliated students, administrators, or anyone affiliated with TN Tech. The mixer will be monitored by Pi Chi's.
  - b. The Suite Tours may be advertised with flyers printed out by the Greek Life Office.
  - c. Chapter members may only "pass out" flyers supplied by the Greek Life Office at the Student Organization Mix 'n' Mingle. Flyers may only be posted on boards in campus buildings designated by the Greek Life Office.
  - d. Sororities may not have closed mixers until the completion of the recruitment period.
  - e. The Panhellenic Suite Tour will have a three (3) hour time limit and will be held on (Appendix Date c.). This event will include the sorority information session and the suite tours. All PNMs and recruitment counselors MUST leave New Hall North at the conclusion of the tours.
  - f. Each suite will have a room cap as determined by formal recruitment.
5. Fraternity Events
  - a. Sorority women are welcome to attend any fraternity events sponsored by philanthropic organizations. This excludes events that are related to fraternity informal and formal recruitment events.
  - b. Per national Unanimous Agreements from the National Panhellenic Council, Panhellenic women will not be present at any event where the focus and purpose are fraternity recruitment. This includes fraternity houses or rush events throughout the duration of the InterFraternity Council Rush week, or any informal events outside of the formal recruitment time.
  - c. Sorority women are expected to uphold and maintain the contact rules.

## **Formal Recruitment**

1. Structure
  - a. The Panhellenic Association shall conduct Fully Structured Membership Recruitment.
  - b. Formal membership recruitment will be held during (Appendix Date d.).
  - c. All members of the Panhellenic Association are responsible for observing the Formal Recruitment Rules referenced in the Tennessee Tech Panhellenic Recruitment Policy.
  - d. Schedules
    - i. Panhellenic will provide each potential new member a nametag with first name, last name, hometown, and schedule (new schedule provided before each night).
    - ii. Each sorority will receive schedules via ICS that will list when each potential new member will attend the room.



- iii. The Panhellenic adviser will make every effort to keep the number of potential new members scheduled evenly distributed throughout each nights' events and may add events if necessary.
    - iv. No one except a potential new member and her Pi Chi are allowed to be present when event schedules are given.
  - e. Decorations and Presentations
    - i. There will be no decorations outside the recruitment room during the formal recruitment period with the exception of a poster board no larger than 24 x 36 inches or a wreath no larger than 24 inches in diameter hanging on the main entrance door.
    - ii. All scrapbooks and presentations (verbal, video, etc.) must be submitted and approved by the Panhellenic Vice President of Membership before formal recruitment begins. Panhellenic recommends submission one week before formal recruitment in case changes are mandated.
  - f. Event Times
    - i. All recruitment events must start and end at the designated time outlined in "Event Description" and directed by the Panhellenic adviser.
    - ii. Each chapter will be given five (5) minutes prior to each event starting. That five (5) minutes will begin once all room checks and event lists have been given out (i.e. Once the last room has been checked, the five (5) minutes for everyone begins then.).
    - iii. Each chapter will be given a "warning" knock (one rep) five (5) minutes before the end of each event unless a chapter's recruitment director requests no warning knock.
    - iv. Chapters will receive a loud, repetitive knock at the conclusion of each event. Failure to adhere to timelines for events shall be assessed a fine of \$10.00 per minute late.
    - v. PNMs should be coming out of the room when or before the final knock has been given.
    - vi. Sorority women may not leave their respective recruitment rooms until notified by recruitment counselors.
  - g. Invitations
    - i. Sororities must submit event invitations and release to the Greek Life Office via ICS by the time designated by the Panhellenic advisor on the morning after each event (typically by 8:00 am).
    - ii. If flex lists (Appendix Term c.) are recommended by Panhellenic, chapters are encouraged to provide them. Doing so will help ensure the optimal number of potential new members will return to each chapter.
    - iii. On Preference night, sororities should begin work on their preference lists immediately after the last preference event. Sororities will submit their lists via ICS.
    - iv. Bid cards need to be filled out and returned back to the Greek Life Office within one hour of receiving the invitation list from the Greek Life Office.
    - v. No bids should be given out prior to the assigned Bid Day.
  - h. Acceptance
    - i. After each round of events, potential new members will rank the events they attended in order of preference.
    - ii. Before the next round, each potential new member will receive a schedule listing the events she has been invited back to. If the potential new member attends all events listed, she has accepted the invitation.

- iii. Potential new members must attend all recruitment events to which she has been invited if her schedule allows. In case of illness or other emergency, the prospective member shall notify the Panhellenic advisor and/or her recruitment counselor. Panhellenic shall notify the sororities involved.
    - iv. Preference agreements will be completed using ICS immediately after the last preference event each potential new member attends.
  - i. Room Cap
    - i. Per the maximum persons per room in the sorority suites set forth by Tennessee Tech University, a room cap has been set in place and must be strictly followed.
    - ii. Prior to each round of recruitment beginning, each chapter will have to count off to ensure the room cap is being followed.
    - iii. Chapters may have 50 chapter members and 5 flex members.
      - 1. Flex members can be chapter members, alumnae, or any other initiated member.
  - j. Violations
    - i. All recruitment rooms will be checked for violations by at least two members of the Panhellenic Executive Council and another recruitment counselor before recruitment events begin.
    - ii. If appropriate corrections are made before the first event begins, no infraction will be filed.
    - iii. If corrections are not made before the first event begins, the Panhellenic adviser will file an infraction against the offending chapter.
- 2. Values and Sisterhood Night
  - a. Budget is not to exceed \$350.
  - b. Casual/nice clothing – no uniformity in dress or special recruitment outfits
  - c. Scrapbook and slideshows (if used) must be submitted and approved by the Panhellenic adviser before formal recruitment begins.
  - d. ~~Chapters must have a display explaining financial information.~~
  - e. Display of demonstrating sorority values.
  - f. Presentation focusing on chapter values. Maximum of nine (9) minutes. Chapters may use verbal presentation, slide show, or electronic slideshow (i.e. PowerPoint, iMovie, etc.)
  - g. Songs and chants are allowed when PNMs are entering and exiting the room.
  - h. Event time: 30 minutes
  - i. Fifteen (15) minutes between events
  - j. Cost for all items must stay within the Values Night budget of \$350. Expenses must be listed on the itemized budget.
- 3. Philanthropy Night
  - a. Budget is not to exceed \$500.
  - b. Casual/nice dress – no uniformity in dress or special recruitment outfits.
  - c. Display illustrating service work and philanthropy.
  - d. Scrapbook and slideshow (if used) must be submitted and approved by the Panhellenic adviser before formal recruitment begins.
  - e. Presentation focusing on the chapter's philanthropy(s). Maximum nine (9) minutes. Chapters may use verbal presentation, slideshow, or electronic slideshow (i.e. PowerPoint, iMovie, etc.).
  - f. Songs and chants are allowed when PNMs are entering and exiting the room.
  - g. Event time: 45 minutes
  - h. Fifteen (15) minutes between events

- i. Cost of all items must stay within the Philanthropy Night budget of \$500. Expenses must be listed on the itemized budget.
4. Preference Night
  - a. Budget is not to exceed \$500.
  - b. Chapters should evaluate the length of their program. Recommended 15-20 minutes maximum.
  - c. Singing at the discretion of the chapter.
  - d. No gifts, favors, or letters should be given to potential new members (even if they are taken before the potential new member leaves the room).
  - e. Items that are symbolic or part of the preference night ceremonial experience are acceptable permitting that the items are not included as gifts or favors. A list of these items must be submitted and approved by Panhellenic.
  - f. Event time: 1 hour
  - g. Twenty (20) minutes between events
  - h. Cost for all items must stay within the Preference Night budget of \$500. Expenses must be listed on the itemized budget.
5. Bid Day
  - a. During the entire Bid Day process, women must take into account the safety of the PNMs and the Pi Chis.
    - i. Sorority women will not tackle, stampede, or cause extreme impact to PNMs or Pi Chis to the ground. The consequence for doing so will result in a \$250 FINE for every woman that touches the ground to the offending chapter (for example, 6 women are involved in a massive tackle and the chapter would be FINED \$1,500). Any discrepancies will be at the discretion of the Greek Life Coordinator.
  - b. Snap Bidding (Appendix Term d.) will begin immediately following bid matching, before bids are accepted, to help chapters reach quota. Through snap bidding, chapters may offer bids to Potential New Members whose preferences were not matched.

## **Spring Recruitment**

1. Structure
  - a. The decision for spring recruitment is to the discretion of the Panhellenic Executive Council and the Greek Life Coordinator.
  - b. Spring recruitment is an opportunity for chapters that did not reach quota during primary recruitment to hold events and offer bids to reach quota and/or for chapters that are not at total to offer bids to reach total.
  - c. Women interested in spring recruitment must be registered through ICS before participating in the recruitment events (to check grades prior to events).
  - d. If spring recruitment is held, it will be held during the third and fourth weeks after Winter Break (Appendix Date e.).
  - e. All chapters participating in spring recruitment are responsible for observing the General Recruitment Rules defined in the Tennessee Tech Panhellenic Recruitment Policy.
  - f. Each chapter participating in spring recruitment may hold no more than four (4) events lasting no more than three (3) hours (per event) for potential members. Those events must be reported to the Greek Life Coordinator and the VP of Membership at least a week before the first event (your chapter's first event).
  - g. The night before the chapter's "Bid Day", a list of women, being extended a bid, must be emailed to the Greek Life Coordinator.

## **Continuous Open Bidding/Snap Bidding**

1. Structure

- a. Continuous Open Bidding (COB) is a process that allows chapters to fill vacant membership spaces to reach Quota (Appendix Term e.) and/or Total.
- b. Snap Bidding is the process that happens immediately
- c. Women participating in COB do not need to be registered for formal recruitment but must meet membership requirements.
- d. Continuous Open Bidding (COB) is an opportunity for chapters that did not meet total during the primary formal recruitment or the spring recruitment to continue to extend bids to meet total.
- e. No events are to be held for COB. The concept for COB is similar to Snap Bidding where sorority women already know or get to know a non-affiliated woman and feel as though she would make a good addition to their chapter and just extend a bid.
- f. If a chapter decides to go through with COB, they must submit the woman's name to the Greek Life Coordinator through email, who will then check the woman's grades (with permission from the woman) and respond letting the chapter know if she is eligible or not.

## **Appendix**

### **1. Dates**

- a. Non-affiliation List(s) Deadline: Thursday August 1<sup>st</sup>
- b. Recruitment Meeting: Wednesday August 21<sup>st</sup>
- c. Panhellenic Suite Tours: Wednesday, August 28<sup>th</sup>
- d. Formal Recruitment: Tuesday, September 3<sup>rd</sup> – Saturday, September 7<sup>th</sup>
- e. Spring Recruitment: February 3<sup>rd</sup> – February 14<sup>th</sup> (2020)

### **2. Defined Terms**

- a. Total:
  - i. Defined as the total allowable chapter size as determined by the Panhellenic Association. Total includes both new members and active, initiated members.
  - ii. Each semester, the Panhellenic Council, in conjunction with the Panhellenic adviser, will conduct a total chapter review. Total for fall semester will be calculated by the mean chapter size. Total for the spring semester will also be calculated by the mean chapter size.
  - iii. A unanimous vote of the voting members of the Panhellenic Council shall be required to determine total chapter size.
  - iv. Panhellenic total is decided on behalf of NPC during recruitment and will fluctuate throughout each recruitment session in fall/spring.
- b. Interactive Collegiate Solutions (ICS):
  - i. Portal used to organize information about potential new members during formal recruitment.
- c. Flex List:
  - i. List of PNMs to be considered for invitation to a sorority, this is used to maximize the amount of potential new members who receive a bid.
- d. Snap Bidding:
  - i. An option available to chapters that did not match quota during bid matching. This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in the chapter total and is limited to any woman who participated in at least one event during primary recruitment.
- e. Quota:
  - i. The number of potential new members to which each chapter can offer bids during primary recruitment. This is determined with a formula involving the number of chapters and the number of women participating in bid matching.