

KANSAS STATE UNIVERSITY PANHELLENIC COUNCIL CODE OF ETHICS FOR MEMBERSHIP RECRUITMENT

Updated February 2, 2009

We, the members of the Kansas State University College Panhellenic, support the purpose of recruitment, which is to promote opportunities for the development of undergraduates through membership in women's fraternities. We define the goals of recruitment as the following: to give each potential member maximum opportunity to pledge; to provide the fraternity experience to as many as possible; and to maintain strength in each of the fraternity chapters. We uphold and honor the Kansas State University Code of Ethics for Membership Recruitment and the National Panhellenic Conference Unanimous Agreements through words and actions. We believe that the highest level of trust should exist between chapter members and the chapters and officers of the College Panhellenic in order to ensure a spirit of cooperation and unity.

The Kansas State University Panhellenic Recruitment Guidelines are intended to help guide sorority women, both undergraduates and alumnae, and prospective members throughout the membership selection process and formal membership recruitment.

The Kansas State University College Panhellenic promotes equality regardless of race, color, religion, belief, or physical abilities.

I. Formal Membership Recruitment (FMR)

- A. Purpose:** The purpose of recruitment week is for the prospective member and chapter to get to know each other well enough for both to make an important lifetime choice. Recruitment week should portray the values and benefits of sorority life in a relaxing atmosphere and should not center on superficialities.
- B. Definition:** Formal membership recruitment (FMR) is defined as all activities involving the selection of new sorority members at the beginning of the fall semester. The term "formal membership recruitment" includes work week/spirit week, all Round events occurring during the week of formal recruitment, and Bid Day. This period begins may not begin earlier than noon, four days preceding first open house event and ends 24 hours following the distributions of membership invitations. All NPC Unanimous Agreements and K-State Recruitment Guidelines apply to the entire duration of this period.
- C. Structure:** The style of formal membership recruitment shall be that of "Fully Structured Recruitment" as defined in the National Panhellenic Council (NPC) Manual of Information. All chapters agree to the use of "No Frills" Recruitment. NPC Release Figure Methodology will be employed as will the NPC Quota Range a Preferential Bidding systems.
 - a. Sororities will follow NPC recommendations for release figures by reinforcing the proper use of release figures as being vital to the success of recruitment week and the pledging of the maximum number of women. Chapters will be given their individual chapter release percentages and numbers throughout recruitment week.
 - b. Prospective members will sign a Membership Recruitment Acceptance Agreement immediately following the last event of the last Round.
 - c. Strict silence shall be observed from the end of the potential member's last event until bids are issued. During this time any form of communication between the potential member and a member of the sorority is prohibited.
 - d. All prospective members who list all available preferences on their preference card will be matched using the Quota Plus system.

- e. Prospective members who list a single intentional preference and those who intentionally list only two of three preferences will not be considered for quota plus additions.
 - f. A structure of “No Frills” Recruitment will be observed. “No Frills” Recruitment is defined in the NPC Manual of Information. To support “No Frills” Recruitment, chapters agree the emphasis of recruitment events should be in interactions between sorority members and prospective members rather than elaborate refreshments, entertainment, and decorations.
 - i. Chapters may only serve unadorned ice water in clear plastic cups with white unscripted napkins.
 - ii. No skits will be performed.
 - iii. Recorded music can only be used for song accompaniment when a chapter is singing a song.
 - iv. All singing must take part in the chapter house. No gifts, favors, letters or notes may be given to prospective members during the events.
 - v. No decorations other than those approved for Round 4 events may be used.
 - vi. The chapter cannot require its members to purchase or wear costume-line outfits. Dress may be similar, but not identical clothing.
- D. Description of Rounds:** Formal Membership Recruitment will include four rounds and be followed by a Bid Day celebration.
- a. **Round 1/Open House:** This round is intended to provide prospective members with an informative introduction to sorority life and Greek membership at Kansas State and such should stand as the theme. Conversation breaks may last up to seven minutes of the thirty minute event period. Sorority members and prospective members are encouraged to dress comfortably in K-State related apparel. Chapter members will wear tops which are K-State apparel or solid purple or white shirts, but cannot be identical. Chapter members will wear bottoms and shoes which can be the same type but not identical. There can be no Greek letters or chapter names on any apparel or shoes.
 - b. **Round 2/Eight Invitational Events:** This round is intended to provide prospective members with the chapter’s expectations of members (i.e., financial obligations, scholarship obligations, housing obligations, service hours, etc). House tours should be conducted during the 45-minute time periods for each round, and should last no more than 25 minutes. Chapters may include a presentation about the benefits of living in a sorority house and/or Greek life. This presentation will be a maximum of 5 minutes. These presentations will focus exclusively on the factual information about the physical house or the benefits of living in a sorority chapter home. Information that will be used on other days of recruitment (i.e. date parties, sisterhood and philanthropy events and programming, etc) should not be included in these presentations. Dress for prospective members and chapter members is casual. Chapter members will wear tops which can be the same color but not identical. Chapter members will wear bottoms and shoes which can be the same but not identical. Each chapter must display its financial obligations according to guidelines distributed by the Panhellenic Council during this round.
 - c. **Round 3/Five Invitational Events:** This round is intended to further familiarize prospective members about sorority life with a focus on philanthropy and sisterhood. Conversation for the 45-minute rounds will emphasize the chapter’s philanthropies, programming, and outside events, in addition to each sorority’s core values, open motto, creed, etc. Philanthropy presentations or projects involving the prospective members must be included. Chapters may also choose to include a presentation on sisterhood. - The total time allowed for presentation(s) is 15 minutes. A presentation can be, but is not limited to, the following: PowerPoint presentation, DVD or video, speaker, interview chapter members, etc., or picture display. Presentations may not include scripts, animation or costuming. Prospective members and Chapter members are expected to

wear outfits which are a bit dressier than Rounds 1 and 2. Examples would include sundresses or a top with business slacks. Chapter members' attire can be the same but not identical.

- d. **Round 4/Three Invitational events:** These events, preference events, present an opportunity for prospective members and sorority members to discuss membership commitment. Prospective members and chapter members are encouraged to wear dresses suitable a summer wedding. Chapter members' outfits may not be identical. The only allowable decorations are items that are part of the ritual or ceremonial items. Items used to create a certain atmosphere or mood may be used, however should be kept to a minimum, and are limited to one room. Members of the Recruitment Staff - will tour each sorority prior to preference events to ensure that all chapters have similar levels of decoration. Audio-visual equipment and pianos are allowed.
- e. **Bid Day: Bid Day begins when membership invitations are offered and lasts for 24 hours following.** Each chapter should have activities planned for their new member classes, including time for the new member class to get to know the other new members. Each chapter should provide the appropriate meals for the new members on bid day.

E. Budget and Recruitment Week Plan Approval:

- a. Chapters must submit a Recruitment Week Plan with a full description of each round, including conversation focus, activities/interactions, clothing, projects, and estimated budgets no later than May 15 of each year.
- b. A copy and description of all presentations in their **final** state for Round 2 and Round 3 of recruitment must be submitted no later than June 15. All activities/events must be approved by the Directors of Recruitment and the Panhellenic Advisor, including scheduled chapter outings.
- c. Each chapter's recruitment budget is limited to \$1000. The \$1000 does not include the cost of food and activities held on bid day. An estimated recruitment week budget must be submitted to the Panhellenic Directors of Recruitment no later than May 15 of each year. This budget must include alumnae contributions, donated goods and services, as well as all items purchased exclusively for recruitment week (for example nametags). Previously-owned items (e.g., those used for recruitment in previous years) are not included in the budget cap. Supplies for recruitment philanthropy projects are not included in the \$1000 limitation. A finalized itemized accounting of all recruitment expenses must be submitted to the Panhellenic Directors of Recruitment within two weeks following bid day.
- d. Recruitment Staff will be admitted into the chapter house prior to each Round to ensure compliance with all polices and these proposals.

F. Rules and Obligations:

- a. Recruitment activities may be conducted anywhere within the chapter house during times scheduled by Panhellenic Council.
- b. A recruitment event is defined as beginning when a chapter first opens its doors to receive potential new members attending the event, and ends when the last active has returned to the house and the doors are closed.
- c. Chapters are responsible for informing their initiated members, new members, and alumnae members of the recruitment guidelines, which are binding for all concerned. Each chapter is held responsible for the actions of its members.
- d. The nametag may include nothing other than the following: name of member, name or letters of sorority, and a one line inscription or saying.
- e. Only current undergraduate members may interact with prospective members during recruitment events. National fraternity representatives, house directors, and alumnae may assist the chapter with recruitment "behind the scenes." However, the house director and one alumnae advisor may participate in receiving lines during recruitment events.

- f. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not imply to a prospective member that she has an invitation to a recruitment event, ask her to pledge, or imply she will receive a bid.
- g. A chapter member, alumnae member, or anyone acting on a sorority's behalf may not initiate contact with a prospective member by phone, in person, or in writing outside of scheduled recruitment events. Nor may they send or give flowers, gifts, preference letters/notes, poems, or any other mementos to prospective members prior to the extension of bids.
- h. No sorority members, including siblings and alumnae, may visit a prospective member in the residence hall or at an apartment between the time the prospective member moves into the recruitment housing and bid day.
- i. No sorority member may allow a potential new member to visit or stay with her at her "out of house" residence at any time during formal membership recruitment.

G. Recruitment Guides

- a. The selection of recruitment guides will be conducted by the Panhellenic Directors of Recruitment and the Panhellenic Advisor through applications and personal interviews. A minimum of one guide will be selected from each chapter.
- b. For every 15 recruits, one recruitment guide will be selected. The number of recruitment guides selected will be determined by averaging the starting number of women participating in the last three formal recruitments and dividing that number by 15. An additional three women will be selected as to ensure manageable sized potential new member groups.
- c. Recruitment guides must attend all workshops meetings and training sessions.
- d. Recruitment guides must separate themselves, emotionally and physically, from their chapter for the purposes of formal recruitment. Recruitment Guides may not communicate nor visit with their recruiting chapter members from the time they are instructed to move into recruitment housing until Bid Day.
- e. Recruitment guides may not reveal their sorority affiliation, and they must remain neutral at all times to prospective members. They may not wear or display any sorority jewelry, clothing, or other identifying articles during the week of membership recruitment. If a recruitment guide reveals their affiliation or attempts to recruit a potential member to their sorority, they will be immediately removed from their duties as determined by the Directors of Recruitment and the Panhellenic Advisor.
- f. Recruitment guides will escort the recruitment group to the Open House events, but may not attend the events nor enter any chapter houses.
- g. Recruitment guides shall not use alcoholic beverages or other illegal substances and will have no interaction with men during the formal membership recruitment.

H. Recruitment Staff

- a. The recruitment staff consists of the Panhellenic Advisor(s) and the Panhellenic Council Board of Directors members. Members of the recruitment staff should be objective and impartial in their opinions and should promote a positive image of sorority life. The recruitment staff will additionally be expected to meet all expectations of the recruitment guides.
- b. The recruitment staff is responsible for preparation and the logistics of formal membership recruitment. The recruitment staff will not entrench upon the given rights of any chapter.
- c. The recruitment staff will be required to sign a contract of confidentiality.
- d. The only members of the recruitment staff that will have access to the computers in dealing with Recruitment information will be the Directors of Recruitment and the Panhellenic Advisor(s).

- e. The recruitment staff must be completely “disassociated” from their respective NPC chapters for the period immediately preceding formal recruitment (as of August 1 of each year) and during formal structured recruitment so that their actions and decisions support the welfare and best interests of the Kansas State Panhellenic community.

I. Eligibility and Expectations of Prospective Members

- a. Prospective members must be enrolled, full-time students at Kansas State University to be eligible for recruitment.
- b. To participate in recruitment, interested women must not be or must not have been an initiated member of a National Panhellenic Council organization and must not have signed a Membership Recruitment Acceptance Agreement at Kansas State University in the last calendar year.
- c. Entering freshmen are recommended to have a 2.90 cumulative high school GPA, and upperclassmen are recommended to have a 2.50 cumulative GPA.
- d. Each potential member should be aware that individual chapters will be following grade requirement guidelines set forth by their national councils.
- e. Prospective members must register with Panhellenic Council and pay the established fee to participate in formal membership recruitment.
- f. Each prospective member is expected to accept the maximum number of invitations for each round in order to maximize her chances of pledging, except in the case of illness or emergency. Failure to do so will result in being withdrawn from further recruitment activities.
- g. Legacies are recruited the same as any other prospective member.
- h. Prospective members who sign preference cards and receive bids at the end of the formal recruitment period are bound to that sorority for one calendar year at Kansas State University. While they are not obligated to pledge that sorority, they may not pledge another NPC sorority at Kansas State within that year.
- i. Prospective members may not use alcohol or illegal substances from the time they move into recruitment housing until the close of Bid Day.
- j. Prospective members may not communicate about recruitment with, or visit men during recruitment week.
- k. Prospective members must stay in their assigned residence hall room every night during recruitment week.
- l. Prospective members must contact their recruitment guide should they wish to withdraw from the formal membership recruitment process to complete necessary paper.

II. Continuous Open Bidding (COB)

- A. Purpose:** Continuous Open Bidding is to enable those chapters that did not pledge Quota, or pledged Quota but did not reach Total, to take additional new members.
- B. Definition:** Continuous Open Bidding (COB) begins immediately following Bid Day and continues until the start of formal membership recruitment.
- C. Structure:** No restrictions are placed on the times, locations, or types of recruitment events during Continuous Open Bidding; however, all applicable membership recruitment guidelines will be enforced.
- D. Eligibility and Expectations of Prospective Members**
 - a. Any full-time, unaffiliated woman student is eligible for Continuous Open Bidding as long as she has not signed a Membership Recruitment Acceptance Agreement or a Continuous Open Bidding Acceptance Agreement in the last calendar year.
 - b. Entering freshmen are recommended to have a 2.90 cumulative high school GPA, and upperclassmen are recommended to have a 2.50 cumulative GPA.
 - c. Each potential member should be aware that individual chapters will be following grade requirement guidelines set forth by their national councils.

- d. Bids may be extended orally or in writing. A signed Membership Acceptance Agreement card must be filed with the Greek Affairs office within 24 hours after a prospective member accepts an invitation to pledge. A signed Membership Acceptance binds a potential member to the National Panhellenic Council's one calendar year rule.

III. Judicial Procedures: Infractions of this document or the National Panhellenic Council (NPC) Unanimous Agreements must be reported as outlined in the NPC Unanimous Agreements within 30 calendar days of the alleged violation. Action on the infraction will be observed by the Kansas State Panhellenic Council in accordance with the NPC Unanimous Agreements.