

**Colorado State University
Panhellenic Association
Recruitment Code of Ethics 2023**

We, as Panhellenic women of Colorado State University, agree on and commit to:

- Respectfully adhere to the recruitment rules of the Colorado State University Panhellenic Association.
- Abide by all local and federal laws and NPC (inter)national member group bylaws and Unanimous Agreements.
- Hold one another accountable to these standards, remembering that at all times we represent not only our individual chapters but also the Panhellenic community as a whole. As Panhellenic women of Colorado State University, these are the tenets by which we strive to live.

**Colorado State University
Panhellenic Association
Recruitment Rules 2023**

I. Promotion of the Sorority Experience All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment All NPC member organizations represented at Colorado State University believe in strictly adhering to NPC Unanimous Agreements and policies. These values and non-negotiable policies will be followed by all groups during the recruitment process.

III. Values-Based Recruitment

The NPC values-based recruitment policy shall be observed by all chapters. In support of “no frills” recruitment, chapters agree the emphasis of recruitment events shall be the values of each organization and conversation with potential new members, rather than elaborate refreshments, entertainment, and decorations. “No Frills” means that chapter facilities look the same as they do any other day of the year. This includes, but is not limited to, no balloons, no wall or ceiling decorations, no elaborate table decorations, and no elaborate outdoor decorations. The only outdoor decoration permitted is a banner. Rounds of recruitment hosted in on-campus classrooms can use some decorative items owned by the chapter including wooden letters, posters, pop-up displays, pictures, etc.

The same banner must be used for each round of recruitment. Decorations should not be purchased

specifically for primary recruitment. Chapters should utilize decorative items that are used throughout the year in the chapter facility (i.e., for formal dinners, guests, etc.). Finally, the chapter cannot require its members to purchase unreasonably specific clothing items or wear costume-like outfits. Dress may be similar, but no mass produced or identical clothing will be permitted. The only exception is during round one of primary recruitment, during which all chapter members will wear the all-Panhellenic shirts produced by the Panhellenic Recruitment Management Team.

This policy includes the elimination of extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

IV. Statement of Membership Recruitment Acceptance Binding Agreement

The Colorado State University Panhellenic will uphold and use the Membership Recruitment Acceptance Binding Agreement (MRABA) for each potential new member interested in joining a women's fraternity, whether during formal membership recruitment or continuous open bidding.

V. Statement of Values-Based Recruitment

The members of Colorado State University Panhellenic pledge to promote the following practices during membership recruitment:

- Choose recruitment activities and behaviors that reflect the core values of National Panhellenic Conference organizations.
- Engage in meaningful conversations that include topics related to core values.
- Make informed choices about potential new members.
- Educate potential new members about the chapter's values and connect to these values.

VI. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, the Colorado State University Panhellenic Association shall automatically reset total within 72 hours of the completion of primary recruitment. In addition, chapter total will also be automatically reset within one week of the start of the spring semester to better guide spring recruitment efforts for chapters below total. Total is determined using the midpoint between median and largest chapter size.

VII. Primary Recruitment

1. **Description of Rounds:** Primary recruitment shall include three rounds and be followed by bid distribution.
 - a. *September 23, 2023: Round One– Values and Membership Expectations Day:* This round is intended to provide potential new members with an introduction to sorority life and the Panhellenic community at Colorado State University, including the values of the fraternity and sorority community and the values of individual Panhellenic chapters.
 - i. This round will take place in person and consists of 30-minute events to

emphasize shared values of scholarship, leadership, membership development, philanthropy and service, and friendship, as well as individual Panhellenic chapters' core values, open motto and/or creed. Conversations will also emphasize the chapter's expectations of membership, including financial obligations, scholarship expectations, housing obligations, attendance expectations, and time commitment. Each chapter must educate potential new members with a summary of their financial and housing requirements during these conversations.

- a. These in-person events will take place in on-campus classrooms
 - b. Serving food/beverage is not permitted
- b. *September 24, 2023: Round 2 – House Tour and Philanthropy Day:* This round will take place in person and consists of 40-minute events. This round is intended to further familiarize potential new members with sorority life with a focus on philanthropic causes and chapter facilities. Panhellenic will provide videos of house tours to potential members. Chapters should provide a house tour video to Panhellenic no later than ~~Monday, September 11, 2023~~
- i. In-person events will take place in on-campus classrooms.
 - j. Serving food/beverage is not permitted
- c. *September 26, 2023: Round 3 - Preference Night:* This round is intended to provide an opportunity for potential new members and sorority members to discuss life-long membership and sisterhood. Conversations for the 45-minute event period will emphasize chapter values and lifelong membership opportunities. in person at designated locations. Decorative items required by the chapter's recommended preference ceremony are permitted. Utilizing ritual equipment is permitted, however, extravagant decorations that go "above and beyond" and portray preference night as a "show" or "party" are not permitted.
- i. Events will take place in chapter facilities
 - ii. Serving food/beverage is permitted
- d. *September 27, 2023- Bid Day:* Bid Day includes activities and programs associated with the distribution of membership invitations to potential new members. Each chapter should have activities planned for their new member class. Each chapter should provide the appropriate meals for new members on Bid Day. Additional guidelines for bid day as outlined on the "Bid Day Breakdown" documents that detail what Bid Day may look like in a fully in-person setting can also be referenced and specific format decisions surrounding bid day will be determined based on Larimer County guidelines along with the CSU Pandemic Preparedness Team.

The primary schedule, including the number of events per round, will be determined through mutual consensus of the Panhellenic Recruitment Management Team and chapter recruitment officers. However, removal of an event during a round is permitted in the instance that it does not require a chapter to double-recruit members during the remaining events of the round. Furthermore, adding an event will be permitted in the instance that it significantly improves the potential new member experience for that round. Decisions to remove or add an event will be made

by the Panhellenic Recruitment Management Team in conjunction with the assigned Release Figure Methodology (RFM) specialist.

2. **Chapter Primary Membership Recruitment Information and Expenses:** All chapter recruitment officers must submit the following requests for information by the assigned deadline:
 - a. *Recruitment Round and Expense Breakdown.* All chapters must submit a full description of each round, including conversation focus, activities/interactions, entertainment, clothing, food/drink being served, and all added decorations not present year-round. The deadline for submitting the first draft of the Recruitment Round Breakdown will be **April 24, 2023** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. The deadline for submitting the final draft of the Recruitment Round Breakdown will be **August 21, 2023** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. All chapters must submit a breakdown of estimated expenses related to each round of recruitment, not including Bid Day. Each chapter's recruitment budget is limited to \$2,000. The breakdown of estimated expenses must include all items anticipated to be purchased exclusively for primary recruitment. In addition, anticipated alumnae contributions, as well as donated goods and services are to be included in this amount. The deadline for submitting an Anticipated Expense Breakdown is **August 21, 2023** and will be communicated by the Panhellenic Vice President of Recruitment at least one month prior. The deadline for submitting a Finalized Expense Breakdown will be **October 2, 2023** following Bid Day and will be communicated by the Panhellenic Vice President of Recruitment at least two weeks prior.
 - b. Each chapter must pay a recruitment fee for Recruitment Team training, apparel, and meals during primary recruitment totaling \$850. Each chapter will be charged an identical amount to all other NPC chapters on this campus. This expense is not included in the chapter's recruitment budget limit. Chapters will be invoiced for this expense following primary recruitment separately from Panhellenic Association Dues.
 - c. Failure to pay the recruitment fee invoice by given deadlines will result in the following fines:
 - i. One Day late: \$50.00
 - ii. Two Days late: \$100.00
 - iii. Three Days late: \$150.00
 - iv. After three days, an additional fee of \$100.00 will be assessed for every day the fee is late.
3. **Additional Primary Recruitment Rules**
 - a. For any event held in person, current public health guidelines apply and are expected to be followed. The Panhellenic Council will utilize these guidelines when planning in person recruitment events as well.
 - b. OFSL chapter membership rosters must be updated with the appropriate OFSL staff by **September 1, 2023** (as outlined in the Elevation Accreditation Program). Chapter membership totals should be accurate, reviewed in consultation with the chapter president, recruitment officer, assistant recruitment officer (if applicable), and alumnae advisor.
 - c. Registration opens June 1, 2023 and closes Thursday, September 21, 2023 at 11:59 pm.

Potential new member information will be available to chapters via an online recruitment management program no later than **June 13, 2023**.

- d. Chapter requests for special treatment of or consideration for legacies will not be granted.
- e. Any student participating in primary recruitment who is a third or fourth year student or an international student will be included in a secondary pool throughout the recruitment process. At the conclusion of the process, a secondary quota will be utilized in bid matching.
- f. All chapters must provide their own membership invitation cards (bids) and envelopes to the Recruitment Management Team at the time outlined in the primary recruitment master schedule.
- g. Invitations and lists must be turned in on time as specified in the primary recruitment master schedule.
- h. Chapters must be ready for facility compliance checks on time, as specified in the primary recruitment official schedule. "Ready" is defined as the classroom or chapter facility looking exactly the same as it will for the relevant round. Failure to be ready on time may result in the following assessments:
 - i. (1-15 minutes late): \$25.00
 - ii. (16-30 minutes late): \$50.00
 - iii. (31-45 minutes late): \$75.00
 - iv. (46-60 minutes late): \$100.00
 - v. After 60 minutes, an additional fee of \$100.00 will be assessed for every 15 minutes the chapter is not ready

Chapters are responsible for informing their initiated members, new members, and alumnae members of the Panhellenic Association Recruitment Code of Ethics and Recruitment Rules, which are binding for all concerned. Each chapter will be held responsible for the actions of its members and alumnae.