

Northeastern University Panhellenic Council
Standing Rules of Recruitment

These recruitment rules will govern all Formal Recruitment periods undertaken by Northeastern University Panhellenic Council member sororities. The recruitment committee is comprised of the Panhellenic President, Vice President of Recruitment, Assistant Vice President of Recruitment, Recruitment Guide Coordinator, the Advisor to Panhellenic, and the recruitment chairs from each Panhellenic Council member sorority.

Panhellenic Council will no longer sponsor Spring Informal Recruitment. Chapters are encouraged to participate in Continuous Open Bidding.

General Guidelines

1. Northeastern University Panhellenic Council will hold a Formal Recruitment during the fall semester. The recruitment committee in conjunction with the Panhellenic Advisory will determine the dates of Formal Recruitment based on the academic calendar.
2. Northeastern University Panhellenic Council Formal Recruitment will follow all National Panhellenic Council recommendations, Unanimous Agreements, resolutions and policies for membership recruitment.
3. Only national sorority staff, faculty advisors, alumnae, and new members of a sorority may assist the chapter during the Formal Recruitment period.
4. Northeastern University Panhellenic Council shall use a preferential system of Partially Structured Formal Recruitment. According to this system, sororities must make invitation decisions at the conclusion of each designated recruitment night .
5. After attending these parties, Potential New Members will be instructed to indicate their preferences based on priority recruitment guidelines. They will fill out selection cards, where by which they are to rank all sororities in order of preference. (1 being most preferred, and so forth). Potential New Members will receive invitations based upon a mutual selection process the following day prior to the evening's parties.
6. All reasonable efforts will be made to accommodate women on co-op trying to participate in Formal Recruitment.
7. All Northeastern University Panhellenic Council Bylaws and Standing Rules of Recruitment, as well as Northeastern's Student Handbook Rules, the Fraternal Governing Document, and the Fraternal Standards shall be upheld at all times. All members, including new members and alumnae are responsible for observing the afore mentioned.
8. A Potential New Member is required to attend Information Night and all recruitment parties to which she has accepted an invitation. In the case of illness, class, or emergency, she will notify someone on the Recruitment Team. In turn, the Panhellenic President will notify the chapters involved. A Potential New Member's excused absence shall not be held against her.
9. All of the Formal Recruitment events and parties will take place within Northeastern University's Curry Student Center.

- a. The location of informal Recruitment parties is subject to the Panhellenic Advisor's discretion.
10. No chapter may spend more than five hundred dollars (\$500) for Formal Recruitment. This figure does not include money spent on Bid Day shirts or gifts. All sororities are required to submit all of their receipts during walk-trus each night of recruitment.
11. Northeastern University Panhellenic Council will host an Information Night the Sunday of Recruitment week followed by four nights of parties beginning on Thursday and ending on Sunday, which will abide by the following schedule:
 - a. Night 1: Open House Night (6 parties at 20 minutes each)
 - b. Night 2: Philanthropy Night (6 parties at 30 minutes each)
 - c. Night 3: Sisterhood Night (4 parties at 45 minutes each)
 - d. Night 4: Preference Night (2 parties at 1 hour each)

Should a chapter choose to shorten their parties by more than 5 minutes that chapter must notify the Vice President of Recruitment one week before the start of formal recruitment.
11. Chapters are not permitted to keep Potential New Members past the time allotted per party. Failure to release Potential New Members in a timely fashion may result in sanctions.
12. All pictures and slideshows may not contain images of alcohol, drugs, men, or disaffiliated women and must be in good taste. Members of the Panhellenic Council Executive Board and the Panhellenic Advisor, disaffiliated for recruitment, reserve the right to review slide shows and pictures before every party.
13. No more than five alumnae can attend any night of Recruitment. The role of any alumnae present should be to motivate the chapter and provide support. It is not appropriate for them to interact personally with the potential new members (i.e. speak to, greet, etc.).
14. There will be a non-refundable fee that Potential New Members will be required to pay at the start of recruitment week. H
15. Potential New Members must submit a transcript from their high school or previous college in order to participate in formal recruitment.
16. Each chapter will be allotted twenty (20) minutes at the helium tank in the Curry Student Center each night to blow up balloons. The schedule will be provided to chapters at the start of recruitment week.
17. Per Fire Code Regulations and Curry Student Center guidelines, there are several restrictions to decorations allowed. NO candles are to be used during Formal Recruitment. In addition, there is to be no use of electric or battery powered Christmas lights or tube lighting. If any chapters are found in violation of this rule, a fine and infraction will be issued. If damage is done (i.e. wax or fire) additional fines may be assessed building services.
18. Room set up requests will be submitted to the Vice President of Recruitment. All room set ups are subject to the approval of Building Services.
19. Each chapter will contribute forty (\$40) dollars for the production of the recruitment book.
20. During the specified recruitment period, no sorority member will be permitted to make contact with a Potential New Member with the intent to discuss her chapter. Contact includes, but is not limited to phone calls, emails, meetings, letters, notes, instant messenger, Facebook, Myspace or any other social networking website. NPC

believes that normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting all contact between sorority women and potential members (normal contact implies relatives, friends, neighbors, and co-workers). It is recommended that chapters make the Panhellenic President, Vice President of Recruitment, or the Panhellenic Advisor aware of longstanding relationships as to alleviate confusion. (NPC Manual of Information p. 84)

21. Members of NPC sororities participating in Formal Recruitment, in order to prevent inappropriate contact with Potential New Members, will be asked to maintain private online profiles on any social networking website to which they belong. This must be done prior to summer orientations.
22. Chapters may request additional rooms during recruitment for the purposes of voting after recruitment parties. Panhellenic will assign rooms for voting as to ensure that two groups will not be next to each other as to avoid one group overhearing the membership selection process of another group.

Recruitment Guides

1. Each Panhellenic Council member sorority must provide applications from at least seven (7) eligible members. Five (5) will be selected from each chapter. Alternates may be selected or used as needed.
2. Any member of the Northeastern University Panhellenic Council Executive Board who wants to volunteer to be a Recruitment Guide will receive special consideration in the selection.
3. Recruitment Guide applications will be due in February prior to the Fall Semesters. Interviews should be scheduled and women should be chosen prior to Spring Break.
4. All Recruitment Guides, Panhellenic President, Executive Vice President, Vice President for Recruitment, Assistant Vice President for Recruitment and Recruitment Guide Coordinator must be disaffiliated during recruitment. The Panhellenic Advisor must approve special circumstances.
5. Recruitment Guide disaffiliation from respective chapters will begin no sooner than 30 days prior to Formal Recruitment and continue until the conclusion of all Bid Day events. However, during Summer Orientation days, Recruitment Guides will be asked to not share or represent in any way affiliation to their respective chapters. All women who are disaffiliating for Fall Formal Recruitment will be required to sign a Disaffiliation Agreement.
6. All women required to disaffiliate must alter their profile for any social networking website (Facebook, MySpace, etc...) no later than two weeks prior to the first Summer Orientation. This includes removal from all sorority-related groups, removal of all references to their respective chapter, and setting their privacy to "Friends Only".
7. Recruitment Guides are to act as advisors to the Potential New members and are permitted to file recruitment infractions on behalf of a potential new member.
8. The Recruitment Guide Coordinator shall serve as the instructor for Recruitment Guide training. Other members of the Northeastern University Panhellenic Executive Board will be available to conduct special education pertaining to their role in recruitment. A schedule will be provided.

9. Any member of the Northeastern University Panhellenic Council Executive Board who wishes to disaffiliate to help with recruitment week but does not want to become a Recruitment Guide may do so. She will be required to follow the same rules as the Recruitment Guides and other disaffiliating members.
10. A Panhellenic Council sorority member refusing or failing to fulfill her Recruitment Guide duties may result in removal from the position.
11. All disaffiliated members must have their faces covered if they should appear in any pictures or video shown by any chapter. In addition, all chapters must abide to the privacy rules set in place for disaffiliated women, including the altering of public websites so they do not include mention of, or photos of disaffiliated members. Pertaining to social networking websites such as Facebook, all public groups must be altered so not to contain mention or images of disaffiliated members. Failure to do so will result in a sanction for the chapter
12. The Panhellenic Advisor reserves the right to enter any party should it be deemed necessary.
13. Recruitment Guides will be asked to leave their cell phones in the room with the Panhellenic President and advisor during the duration of the evening's parties. Cell phones shall only be used in the case of an emergency or in the case of a need to contact a PNM arriving late to parties.
14. During New Student Orientation, any initiated chapter member who serves as an Orientation Leader may not wear any form of identifying labels such as letters, buttons, or carry bags representing their own sorority or express verbal affiliation with her chapter. She should act as a disaffiliated member where they promote fraternity and sorority life but not her own chapter.

Chapter Total/ Chapter Rosters

1. Chapter total shall be the total number of members of a sorority including all active initiated members and new members.
2. For an inactive member to be omitted from the chapter total, she must be designated as inactive by the national office.
3. Any changes in chapter total must be reported to the Northeastern University Panhellenic Council in writing prior to the extension of bids. All paperwork must be completed in order to change the chapter total.
4. Initiated women who have transferred to Northeastern University, but whose paper work has not yet been processed by the national office of the sorority, do not count toward the chapter total.
5. Granting of permanent or early alumnae or inactive status to an undergraduate member must be done during the previous semester in order for that member to not count toward chapter total. (i.e. A member placed on alumnae or inactive status in the spring semester will not count on the fall roster.)
6. Total for Northeastern University Panhellenic Council member sororities is currently at 75 members.
7. Total will be evaluated annually after the Fall Formal Recruitment period.

Quota

1. Per National Panhellenic Council rules, quota is not to be set until final Bid Matching is complete. Northeastern University Panhellenic Council will provide a Quota Range to chapters at the conclusion of each night of Formal Recruitment
2. All sororities, regardless of their chapter total may take quota during formal recruitment even if by doing so the chapter total exceeds campus total.
3. Quota additions may be required for some chapters that take quota in regular bid matching per the National Panhellenic Council Unanimous Agreements.
4. Once quota additions are finalized, any chapter that has failed to reach quota may extend bids to any unmatched Potential New Members.

Eligibility

1. A Potential New member must be a regularly enrolled, full-time female undergraduate student at Northeastern University and have a GPA of at least 2.5 (in compliance with the rules of the Student Activities and Leadership Office of Northeastern University, as verified by the Panhellenic Advisor).
2. No one who has been an initiated member of an NPC member sorority may be eligible to go through Formal Recruitment or join any other NPC member organization at any time.
3. When a non-initiated member transfers to another campus, she is immediately eligible to be recruited by the sorority of her choice at the earliest opportunity.
4. New members, not yet initiated, of a colony that has been dissolved shall be eligible to become a new member of another sorority immediately following the release of the new members by the national office.
5. A new membership will automatically expire at the close of one calendar year if, at the end of that year, the new member has not been initiated. A new membership will also automatically expire if the new member leaves the university prior to being initiated.
6. A woman recruited during the Formal Recruitment period that has her new member period broken by a sorority, or who breaks her new member period to a sorority may not join another sorority another sorority on that same campus for one calendar year from when she began her new member period. However, she may be re-recruited by the same sorority at any time during that calendar year. A calendar year is the period from one recruitment period until the corresponding recruitment period of the next year (i.e. Fall to Fall Recruitment or Spring to Spring Recruitment).

Information Night

1. The purpose of Information Night is to orient the Potential New Member to the Northeastern University Panhellenic Council and the chapters on campus. Therefore, only positive, Panhellenic-minded contact is permitted. Information Night will be the Sunday prior to the first night of parties in the Northeastern University Curry Student Center.

2. The schedule for the night is up to the discretion of the Panhellenic Council Vice President of Recruitment, but should include registration, review of important material, time to talk with individual chapters, and a meeting with Recruitment Guides.
3. No more than ten (10) sisters from each chapter are to be present. You may wear letters or matching shirts. Signs and banners are optional. No alumnae are permitted to attend.
4. You will be asked to submit appropriate pictures for a slide show presentation.
5. During the event your chapter members **cannot** cheer louder for any particular Recruitment Guide. Nothing can hint at what Recruitment Guides are in your chapter.

Recruitment Event Guidelines

1. No alcohol will be permitted at any sorority recruitment events, including Bid Day activities. In addition, there shall be no references or illusions of alcohol or drugs, including but not limited to displayed photographs or in party events.
2. No men will be permitted at recruitment events, including Bid Day activities.
3. No sorority or sorority member (including Recruitment Guides) may advise a Potential New Member to intentionally single preference (i.e. "suicide") one chapter.
4. There may be no promising of bids, directly or indirectly, during Formal Recruitment.
5. From the end of Information Night until the conclusion of Preference parties, friendly and natural outreach to unaffiliated women is permitted. Informative Panhellenic-spirited contact with Potential New Members all year round is promoted and encouraged (i.e. classroom interaction or conversation in passing). Please refer to #18 under "General Guidelines."
6. Strict silence set forth in the Recruitment rules may not be broken by any sorority or sorority member during the Formal Recruitment period. Strict silence is the period in which there may be no conversation or contact between sorority members and Potential New Members. This includes all references to sororities verbal, written, or printed. Strict silence is the period from the end of the potential new member's last party until bids are extended. The exception being for academic purposes.
7. No sorority may give gifts to or favors to a Potential New Member during the Formal Recruitment week, including preference night. Gifts may be given to potential new members on Bid Day. No sorority member may buy or give anything to a Potential New Member between the first move-in day and the end of Formal Recruitment week.
8. Sororities or individual sorority members may not provide transportation to or from recruitment events to Potential New Members.
9. No sorority members, including new members, holdovers, and alumnae, may visit a Potential New Member in her place of residence during the recruitment period. This does not include Bid Day.
10. A factual finance expense sheet shall be provided to the Potential New Members in the recruitment book. This fact sheet will include all expense incurred by a sorority member during her collegiate membership including but not limited to: new member fees, dues, or any other costs associated with membership.

11. The NPC requires that each sorority to only invite back to Preference Night only those potential new members whom they intend to place on the bid list.
12. All Potential New Members shall fill out a Preference/Membership Recruitment Acceptance, through the ICS system or on paper, immediately after the last event she attends. Once this has been signed, no change may be made. This should be done in the presence of the Panhellenic Advisor, Panhellenic Council President, or other women designated by the Advisor.
13. Potential New Members accepting a Bid from a sorority have 24 hours to sign their card and, once they have done so, are bound to it for one calendar year. All Bid Cards will stay in the possession of the Panhellenic Advisor for two academic years.
14. If a Potential New Member chooses not to sign her Bid Card, the Panhellenic Advisor becomes her primary advisor until such time as she makes a decision.
15. There shall be no elaborate costumes or requirements of chapter members to purchase clothing with the intent to coordinate the chapter (i.e. everyone is wearing the exact same outfit). This does not include Bid Day.
16. Those chapters not active during Formal Recruitment must follow the Northeastern University Panhellenic Council Bylaws and Standing Rules of Recruitment as well as the rules of the Fraternity and Sorority Governing Document and Fraternal Standards. They must also not recruit outside the formal Panhellenic process.
17. Favors (including crafts) **must not** leave the party rooms.
18. No food or drink is allowed in the individual sorority rooms by chapter members or Potential New Members until after the recruitment parties.
19. Chapter members may not leave their designated room 30 minutes prior to the start of the first party or between parties, with the exception to use the restroom. A specific ladies' room will be designated for sorority women, and a different one will be designated to potential new members.
20. "Hot boxing" is not allowed during Recruitment events. This is defined as more than two active sorority women talk to one Potential New Member at any point in time, and/or a Potential New Member and Active(s) secluded from other women in the room.

Interactive Collegiate Solutions

1. Northeastern University Panhellenic Council will contract use of the Interactive Collegiate Solutions (ICS) computer database system.
2. The Panhellenic Advisor shall have sole access to ICS and will oversee the use of the system by the Panhellenic Council President, the Vice President of Recruitment, the Executive Vice President, the Assistant Vice President of Recruitment, and the Recruitment Guide Coordinator. No undergraduate member of the Recruitment Team shall have the password or access the program outside of supervised use. No member of the Recruitment Team shall use ICS in an inappropriate manner or share information accessed through the program. All chapter invitation lists should be submitted using this program. The Panhellenic Council President and Vice President of Recruitment will assign a reasonable time that lists are due each night. Chapters who do not turn their lists in by the assigned time will be issued a \$5 fine for each minute they are late.

3. The recruitment team with assistance from the Recruitment Guide Team leaders and oversight from the Panhellenic Advisor will input into ICS the Potential New Members selections as indicated on their preference card.
4. Bid matching will be conducted using this program. The Panhellenic Advisor will complete the bid matching and quota addition process with the NPC Release Figure Methodologist.

Bid Day

1. Northeastern University Panhellenic Council is responsible for distributing Bid Cards to Potential New Members. The chapters are responsible for providing the Bid Cards to the Vice President of Recruitment a minimum of 2 hours before Bid Day activities begin.
2. Northeastern University Panhellenic Council will arrange chapter photographs and individual chapters will be billed upon ordering.
3. Following the Bid Day ceremony, chapters may have a celebration with sisters, alumnae, and the women to whom they have extended bids. A celebration is considered, but is not limited to, cookouts, cake receptions, and potluck dinners. **No men or alcohol are to be present at or following these celebrations. National Panhellenic Rules hold this in effect for 24 hours after the singing of Bid Cards. Any off-campus gatherings should be approved and/or contracted through the Student Activities and Leadership Office and/or the Panhellenic Advisor.**

Public Relations

1. During the Summer Sessions (including Orientation), individual chapters are not permitted to distribute self-promoting flyers or have tables. Chapters are encouraged to wear letters during this time. Individual chapters are not permitted to have Facebook groups promoting their chapter or encouraging Potential New Members to join their sorority.
2. No sorority may publicize itself between the first day of Freshman Move-in and the end of the Formal Recruitment period. Members are Only permitted to wear block letters during this time. No screen printed shirts or sorority event paraphernalia will be permitted.
3. Individual sororities are not permitted to hold events that are self-promoting from the first day of Freshman Move-in through the end of the Formal Recruitment period. These include, but are not limited to, social, educational, fundraising and philanthropic events. Co-sponsorship with non-fraternal groups for events happening during this time must have the permission of the Panhellenic Executive Board.

Judicial

1. The Northeastern University Panhellenic Council Judicial Board is to be comprised of the Panhellenic Council Executive Vice President as chair and one member from each sorority.
2. Any alleged violation of the above outlined rules or NPC recruitment policy may be considered an infraction and will be handled as such.
3. A Potential New Member, alumnae, sorority member on behalf of a chapter, may report recruitment infractions. A Recruitment Guide, the Recruitment Guide Coordinator, the Vice President of Recruitment, Assistant Vice President of Recruitment, Executive Vice President, Panhellenic President, and Panhellenic Advisor may all file infractions on behalf of a potential new member. They must report the violation no more than 30 days after the violation has occurred. The infraction must be submitted in writing to the Panhellenic Council Executive Vice President and signed by both the witness and the chapter president. Anonymous reports will not be accepted.
4. If the rules are broken and problems occur during the Formal Recruitment week, the Executive Vice President and Panhellenic Advisor will do their best to handle matters so they do not interrupt the recruitment process.
5. All reasonable measures will be taken to assure the integrity of the recruitment process.
6. The Panhellenic Council Judicial Board will be responsible for enforcing sanctions for sororities that are being disciplined. If a sorority is under sanction they must abide by the rules of the Judicial Board.
7. Any accused sorority has the right to have any alleged infraction resolved through the use of Mediation or a Judicial Hearing. The accused sorority is responsible for contacting the Panhellenic Council Executive Vice President within one week of receipt of the "Notice of Infraction Form" to schedule Mediation or opt directly for a Judicial Hearing. The Mediation/Judicial Hearing does not have to take place within the week; it simply must be scheduled as soon as possible at a time convenient for the parties involved. If the "Notice of Infraction Form" is received during a university break, the Mediation/Judicial Hearing can be deferred until classes resume.
8. The "Judicial Board Guidelines and Procedures" will be provided to each chapter prior to the start of the recruitment period.
9. A one hundred (100) dollar fine will be assessed to chapters who do not attend their assigned recruitment tables, and/or whose Recruitment Directors do not attend designate meetings.
10. Sanctions for infractions include, but are not limited to, fines, educational programs, probation for a specified period of time, referral to the Panhellenic Judicial Board, and removal of chapter Recruitment Directors from their positions.
11. If a fine(s) is incurred, it will follow this schedule: a fifty-dollar (\$50) fine will be assessed, where a monetary fine is appropriate, to any chapter that receives a Recruitment Infraction. There will be an increase of ten (10) dollars per infraction (i.e. the first infraction will be \$50, the second \$60, the third \$70, etc.). This does not include fines for late lists (see #3 under "Interactive Collegiate Solutions).
12. All infractions will be promptly reported to the National Panhellenic Council area advisor.

Chapters are encouraged to participate in COB in order to add women to their roster. In order to provide adequate length for a New Member program, chapters may participate in fall COB for up to one month after Bid Day. Chapters may not COB a woman after the start of the sixth week of the spring semester. Per the Fraternal Relationship statement, women must be initiated within the semester that they are given a bid.