

## RECRUITMENT RULES OF THE OHIO STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

### **I. Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience**

We, the Panhellenic Association, will actively promote the overall sorority experience to potential new members, at all times, year-round, through personal and informative Panhellenic-spirited contact. We will do this through all forms of communication.

Positive Panhellenic contact and promotion of the sorority experience does not mean creating an unfair advantage for a particular chapter. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts, cover up their association or be penalized for talking about their association.

### **II. Strict Silence**

Strict silence will begin on January 21, 2024 at noon and will last until bid distribution on January 22, 2024. No sorority member, including alumnae and new members, may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is restricted. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process.

### **III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All National Panhellenic Conference (NPC) member organizations represented at The Ohio State University adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

### **IV. Statement of Values-Based Recruitment**

All NPC member organizations represented at The Ohio State University will engage in the following practices that align with the Values-Based Recruitment policy during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters, and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

**V. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The Panhellenic Association will uphold and use the Membership Recruitment Acceptance Binding Agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

**VI. Statement of Automatic Reset of Total**

Total is the allowable chapter size as determined by the Panhellenic and includes both new members and initiated members. A Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

The Panhellenic Association follows a deferred recruitment model, in which total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year. Members declared inactive by their nationals shall not be counted on membership selection quotas and shall not participate in membership recruitment.

Total will be automatically adjusted using average or median chapter size (whichever is larger).

**VII. Recruitment Finances**

The fee to register for Primary Recruitment is \$57. The fee will cover logistics for recruitment as broken down in the table below.

Description	Amount
Apparel	\$15308.73
Space Rental	\$39597.85
Meals	\$11559.43

The budget has been developed using financial data from the past two Primary Recruitment cycles. Potential new member registered for Primary Recruitment will receive an apparel item. Ballrooms and other logistic spaces will be rented in the Ohio Union. On January 14, 2024, potential new member going through Primary Recruitment will be supplied one meal during the extended break time.

The Panhellenic Association at The Ohio State University will adhere to the recruitment credited by the Panhellenic President, Panhellenic Vice President of Finance & Administration, Panhellenic Vice President of Recruitment & Retention, and the Panhellenic Advisor.

All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members before extending a bid.

**VIII. Social Media**

Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process are not allowed.

**IX. Regulations Affecting Potential New Members**

All first year students will be considered potential new member during the fall semester. Any registered, eligible student is considered a potential new member (PNM).

To be eligible to join a PHA chapter students must:

1. Have completed at least 12 collegiate credit hours.
  - a. Earned credit hours through the advanced placement and credit by examination do not count towards the required 12 credit hours.
2. Earned a minimum 2.5 cumulative Grade Point Average (GPA).
  - a. Cumulative GPA for eligibility will be based on the GPA information that is available in the Student Information System (SIS) through the OSU Registrar.
  - b. If transfer students from other institutions are participating in recruitment at their first semester at OSU, they will only have their previous institution's grades considered for eligibility.
  - c. PNMs will have until Wednesday, January 10, 2024 at noon to notify the PHA Advisor of any grade changes and/or grade forgiveness request changes from the registrar.

The university requires a minimum GPA of 2.5 to go through the recruitment process. All chapters have different grade requirements to be extend membership to their respective chapters.

### **X. Primary Recruitment Schedule and Logistics**

The dates of Primary Recruitment are set for January 12, 2024 to January 14, 2024 and January 20, 2024 to January 22, 2024. The Ohio State University will allow interested parties to register for Primary Recruitment from the opening of registration until Monday January 8, 2024 at 11:59 pm.

Any round may be required to be held virtual to abide by State or University protocol, determined at the discretion of the Panhellenic President, Panhellenic Vice President of Recruitment & Retention, and Panhellenic Advisor.

All policies are subject to the Panhellenic Judicial Procedures, under the discretion of the Sorority and Fraternity Life Advisors.

There will be absolutely no alcohol at any recruitment events and no drinking by chapter members, members of the Recruitment Team, Recruitment Guides, Panhellenic officers, Panhellenic delegates, or Panhellenic Directors during recruitment as a part of the joining process. Beginning at 5:00 pm on Wednesday, January 10, 2024 until 5:00 am on Tuesday, January 23, 2024, it is encouraged that Panhellenic members abide by the individual rules and processes of their individual organizations regarding alcohol consumption. No alcohol consumption is to be a part of the joining process. No registered events with alcohol should be held/attended.

Chapters are not permitted to host required recruitment related events on federal holidays religious observance days. Chapters are encouraged to participate in educational and/or service events on Martin Luther King Jr. Day.

Affiliate chapters, Phi Sigma Rho and Alpha Sigma Upsilon, have the opportunity to do tabling and/or host a recruitment event after Primary Recruitment Orientation is over or to participate in the first round of recruitment (Meet the Chapters) if the associate group elects to do so.

Potential new member will be permitted in the Panhellenic facilities 10 minutes before official party start time in order to check in with their recruitment guide. PNMs may not be permitted in chapter facilities during any other "break" periods for any reason. This applies to all methods

of delivery, if held virtual PNMs will be allowed to virtually allowed into a Chapter's recruiting room 10 minutes prior to the start of the party to check in and complete attendance.

The format for Primary Recruitment will adhere to the following format:

1. Round One – Meet the Chapters: 19 Parties (PNMs may attend up to 17 events)
2. Round Two – Philanthropy: 14 Parties (PNMs may attend up to 11 events)
3. Round Three – Sisterhood: 10 Parties (PNMs may attend up to 7 events)
4. Round Four – Preference: 6 Parties (PNMs may attend up to 2 events)
5. Extra rounds may be added or removed at the discretion of the PHA Council and the Panhellenic Advisor.

The purpose and format of each round of Primary Recruitment shall follow the outline below:

- i. Orientation
  - a. Will be held in person from 6:00 to 8:00 pm.
  - b. PNMs going through Primary Recruitment will attend this session.
  - c. Members of the Recruitment Team are required to be in attendance.
  - d. In the allotted two hours will be a one hour presentation with time for troubleshooting technical difficulties.
  - e. A brief presentation will be shown to PNMs. All questions will be addressed and answered so that PNMs will have a complete understanding of recruitment policies and procedures.
  - f. Potential new members (PNMs) will also be given the opportunity to break out into their Recruitment Guide groups and meet their Recruitment Guides toward the end of the session.
- ii. Meet the Chapters (MTC) Round
  - a. Part 1 be held virtually on Friday, January 12, 2024, from 6:00 pm to 11:00 pm.
  - b. Part 2 be held virtually on Saturday, January 13, 2024, from 9:30 am to 7:15 pm.
  - c. 30 minute parties with a 15 minute break between each party.
  - d. MTC Day 2 will have an extended 75 minute break taking place from 12:30 pm to 1:30 pm. This will occur after the third round and before the fourth round.
  - e. Chapters have the option during this event for a 2-3 minute video to provide PNMs with a tour of their chapter facility or a small introduction.
  - f. Chapters will inform PNMs of financial information.
    - i. Including but not limited to member dues, housing, and chapter fees.
  - g. Selections will be made after the round is over (Saturday, January 13, 2024). Chapter lists will be due two hours after numbers are received on Saturday, January 13, 2024.
- iii. Philanthropy Round
  - a. Will be held on Sunday, January 14, 2024, from 10:30 am to 9:45 pm in the Ohio Union and Chapter Facilities.
  - b. 30 minute parties with a 15 minute break between each party.
  - c. After the sixth round, there will be an extended 75 minute break. Parties will resume at 4:00 pm.
  - d. Videos/powerpoints should be focused on chapters' philanthropic and service efforts.
  - e. Chapter members that are recruiting will wear pre-purchased chapter merchandise.
  - f. Chapter lists will be due no later than 2 hours after numbers are received on Sunday, January 14, 2024.
- iv. Sisterhood Round
  - a. Will be held on Saturday, January 20, 2024, from 8:40 am to 8:05 pm in the Ohio Union and Chapter Facilities.

- b. 45 minute parties with 20 minute breaks between each party.
  - c. After the fifth round, there will be an extended 75 minute break. Parties will resume at 3:00 pm.
  - d. Videos/powerpoints used during this round should highlight the benefits of sorority life:
    - i. Leadership
    - ii. Scholarship
    - iii. Service
    - iv. Sisterhood
  - e. The video should aim to be an organic and genuine representation of PHA experiences. Videos should be no longer than five (5) minutes.
  - f. Chapter lists will be due two hours after lists are received on Saturday, January 20, 2024.
- v. Preference Round
- a. Will be held on Sunday, January 21, 2024, from 11:00 am to 6:40 pm in the Ohio Union and Chapter Facilities.
  - b. 60 minute parties with 20 minute breaks between each party.
  - c. Preference ceremonies cannot be private. Panhellenic Executive Board Officers, Sorority and Fraternity Life Staff, and NPC Staff cannot be prohibited access to areas or events where potential new members may access.
  - d. Chapter lists will be due two hours after lists are received on Saturday, January 20, 2024.
- vi. Bid Day
- a. Will be held on Monday, January 22, 2024, at 7:00 pm in the Ohio Union.
  - b. Anticipated release from the Union is between 7:30 pm and 7:45 pm.

Recruitment focus forms and recruitment budgets must be submitted to the Panhellenic Vice President of Recruitment and Retention by September 1, 2023 at 11:59 pm.

Chapters must submit recruitment plans in full by December 8, 2023 at 11:59 pm.

Any videos/powerpoints used for the Philanthropy, Sisterhood, and Preference rounds must be submitted to the Vice President of Recruitment no later than December 8, 2023 and cannot be used unless approved by the Vice President of Recruitment and Retention themselves and the Panhellenic Recruitment Advisor.

Chapters must create and edit their own videos, use a video from a previous year, or use a video provided by their organization's international headquarters. The Ohio State Panhellenic Recruitment team may request a video change and/or assess applicable fines.

Failure to comply with the chapter list set time limit will result in a recruitment fine.

Chapters are permitted to play music during Preference Round and the breaks of MTC. Singing during any round other than Preference Round is not allowed. Chanting is strictly prohibited. Rooms cannot solely be lit by candles or natural lighting. More than two chapter members shall not be recruiting a single potential new member at one time.

Chapters are allowed to provide water to PNMs. Other beverages and snacks are not allowed to be distributed. PNMs shall not be permitted to leave the facility with the provided water.

No tangible gifts may be taken out of any chapter house by a potential new member. Gifts will include anything that the Recruitment Guide deems a gift, including, but not limited to: food,

nametags, flowers, notes, monogrammed sorority apparel or items. Should a “gift” be taken out of the house, the gift will be returned to the appropriate chapter and that chapter will receive both a recruitment infraction and a fine. The Panhellenic Vice President of Recruitment & Retention and the Panhellenic Advisor may remove any item as a gift from a chapter facility at their discretion.

A potential new member is expected to accept invitations and attend as many events as they are eligible for each event series. A PNM may not skip a round unless they have submitted a valid absence form, which will be reviewed by the Panhellenic Advisor and the Panhellenic Vice President of Recruitment.

Potential new member will always be allowed, at most, 2 hours to complete their selections beginning after the final round has completed. Selections will not be made until the second day of Meet the Chapters Round up until the end of Preference Round.

Following the preferential events, the PNM shall be issued a preference card to indicate their first and second choices. This card, called the Membership Recruitment Acceptance Binding Agreement (MRABA), is a binding document. This process will be completed on the digital app provided and supported by CampusDirector and NPC in order to complete this both virtually and/or in person. Should the potential new member not accept a bid from their preference choices but has signed their MRABA, the PNM is ineligible to participate in any continuous open bidding recruitment events or accept any bids until the next Primary Membership Recruitment Cycle the following year.

A bid is an invitation given to the PNM during Bid Day, inviting the PNM to join a chapter. The bids are not to be issued by any chapter member before this time nor are any chapter members allowed to promise a bid or hint at extending a bid to a PNM.

The Panhellenic Council will follow the NPC’s Manual of Information in regards to the snap bidding process. A list of PNMs eligible for snap bids will be given to the chapters that did not reach quota after the initial bid matching process. The snap bidding process will commence before the official PHA Bid Day but after quota is set. Snap bidding ends at noon and chapters must complete bid card signing at Ohio Union by 1:00 pm.

Chapters will be notified of their eligibility to snap bid and may provide a list of PNMs they wish to bid. The snap bid process through PHA and SFL shall conclude no later than the start of PHA official Bid Day ceremonial activities.

Potential New Members who have withdrawn from Primary Recruitment or were not matched to one of their preferences are eligible, only, for snap bids. Any PNM that accepted a snap bid will also sign a MRABA. Should the potential new member not accept a bid from their preference choices but has signed their MRABA, the PNM is ineligible to participate in recruitment until the next Primary Membership Recruitment.

After snap bids are completed, PNMs who were not matched or withdrawn, are eligible for continuous open bidding (COB).

No planned or “unplanned” events with potential members outside of Primary Recruitment events are allowed to take place, with the exception of permitted chapters participating in Continuous Open Bidding.

## **XI. Recruitment Counselors**

It is the Recruitment Guides primary role to represent Panhellenic and be supportive of all chapters on campus. Recruitment Guides will remain affiliated with their respective organizations through the duration of the fall semester and throughout the entire Primary Recruitment Process. Recruitment Guides must have recruited one Primay Recruitment cycle with their respective chapters. Recruitment Guides must attend all Recruitment Guide trainings, events, and meetings, including a leadership course in the fall semester.

Recruitment Guides:

- cannot drive a potential new member in any vehicle.
- shall not make disparaging remarks about any chapter.
- shall not suggest a PNM refuse a bid from one chapter and wait for a bid from another chapter.
- cannot encourage a PNM to Intentionally Single Preference.
- will not promote joining their respective organization at any time through any medium.
  - Including but not limited to: social media, email, PNM conversations, or Primary Recruitment meetings/presentations.
- are allowed to be pictured in chapter facilities, though non-excessively, during the primary recruitment process.
- shall not disclose special information about one's chapter or its membership selection process and decisions.
- shall respect all PNM privacy.
- keep all PNM selection information confidential.
- shall not communicate PNM thoughts, opinions, or decisions about the recruitment process to their respective chapter at any time.
- are able to attend their chapter events per their chapter's discretion.
  - Including but not limited to: chapter meetings, philanthropy events, community service, social events, meals at chapter facilities, and sisterhood events.
- are able to disclose their affiliation if asked by a PNM.
- are unable to participate in or attend their respective chapter's selection process.
- are able to wear paraphernalia except during the Primary Recruitment Process and during official Primary Recruitment presentations to PNMs.
- are allowed to have active, non-private social media per their chapter's discretion.
- shall not be featured in any chapter recruitment videos.

PHA in consultant with the PHA Advisor can remove a Recruitment Guide should they be found in violation of their expectations and responsibilities.

## **XII. Continuous Open Bidding**

Continuous Open Bidding (COB) at earliest, may begin after the conclusion of bid distributions of Primary Recruitment and when a chapter recives notification from the Panhellenic Vice President of Recruitment & Retention and Panhellenic Advisor that they are eligible.

After a chapter has received official notification that they are eligible for COB from the Panhellenic Advisor and the Panhellenic Vice President of Recruitment & Retention, they are able to extend a bid to a PNM. Chapters shall turn in the membership card (COB MRABA) to the Panhellenic Office within 24 hours after it is signed. If a bid is signed on a weekend it should be turned in by 5:00 pm on the Monday after it was signed. If a chapter is delinquent in turning in a membership card, the chapter will be fined as outlined in Section XII.

## **XIV. Alumnae Involvement**

All NPC and Unanimous Agreements and Membership Recruiting Policies shall bind patronesses and alumnae. Alumnae may serve but may not actively recruit during events. Chapter and/or Membership Recruitment Advisors, and/or visiting officers may be in the receiving line. Chapter Advisors may be present at other chapter facilities during Round One: Meet the Chapters. Headquarters and Network Advisors may be present at other chapter facilities during Round Three: Sisterhood.

#### **XV. Fineable Violations & Fines Assessed**

The first party of the first round of Primary Recruitment will be considered an amnesty round in which Procedural Violations only will not count toward overall infractions. The Recruitment Chair will receive a list of Procedural Violations and will be expected to correct these for the following events. Fines restart at the beginning of each new round. Recruitment procedure violations will be reviewed by the Recruitment Team after each round and reported back to each individual chapter. Failure to correct these violations for the next round is considered a repeated offense.

Any and all fines resulting from Primary Recruitment must be paid to the Vice President of Finance for the Ohio State Panhellenic Council within one week of Bid Day 2024. All other fines must be paid to the Panhellenic Vice President of Finance & Administration within two weeks of notification.

<b>Violation</b>	<b>When Applicable</b>	<b>Amount</b>	<b>Assessed</b>
Late recruitment focus forms and budget	After September 1, 2023	\$20	per day
Late release and invitation list.	January 12, 2024 – January 21, 2024	\$50	per day
Late recruitment plans	After December 8, 2023	\$20	per day
Late recruitment video(s).	After December 8, 2023	\$20	per day
Violation of video guidelines	January 12, 2024 – January 21, 2024	\$50	per occurrence
Showing an unapproved video	January 12, 2024 – January 21, 2024	\$300	per occurrence
Gifts	January 12, 2024 – January 21, 2024	\$50	per day
Failure to adhere to submitted recruitment documents.	January 12, 2024 – January 21, 2024	\$100	per occurrence
Breaking elements of health and safety rules and regulations (eg. COVID-19)	January 12, 2024 – January 22, 2024	\$500	per round



Late COB MRABA	After January 23, 2024 at 8 pm	\$20	per day
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