DREXEL UNIVERSITY
PANHELLENIC ASSOCIATION
FORMAL RECRUITMENT POLICY

Formal Recruitment is a period set by the Panhellenic Council for organized and evenly distributed membership recruitment. It is designed to provide each sorority with a base of women to recruit and to give each sorority an equal opportunity to recruit each and every woman who is interested in Fraternity and Sorority Life.

1 KNOWLEDGE OF THE RECRUITMENT POLICY

A The Formal Recruitment Policy will consist of all National Panhellenic Conference Unanimous Agreements and this Recruitment Policy as well as an Addendum of Dates and Times as determined each year by the Drexel Panhellenic Council. The Panhellenic Association, under the direction of the VP Recruitment, will review the Formal Recruitment Policy by the 2nd week of winter term. All proposed revisions will be brought to the Panhellenic Association by the 6th week of the winter term. The proposed Formal Recruitment Policy will be presented for approval no later than the 8th week of winter term.

B All members, including alumnae and new members, are responsible for knowing and observing the recruitment policy. At a mandatory recruitment meeting for all recruitment chairs, the Formal Recruitment Policy will be reviewed in detail and questions will be taken. This meeting will be held with the Recruitment chairs by 6th week of the spring term. By the end of the 9th week of spring term, the recruitment chairs should review the Recruitment Policy with the entire chapter. A follow-up meeting will be held by the end of week 10.

C Prior to the fall term, each recruitment chair will be responsible for ensuring that their chapter members are fully informed of all Formal Recruitment Policies and procedures. Contracts will need to be signed by all chapter members to ensure knowledge of the policy by the 10th week of summer term. Also, each president will sign a form that states that all members have had the policies read and explained to them and that they fully understand them. Members of the Panhellenic Executive Board will be available to attend meetings/retreats to answer questions.

D Each chapter president is responsible for submitting the appropriate paperwork to the Office of Fraternity and Sorority Life to update their chapter roster by the last day of the summer term. These rosters will be provided to the Panhellenic Council.

2 PANHELLENIC SORORITY RECRUITMENT

A From New Student Orientation to Bid Day, our purpose is to recruit “Greek Life” and Panhellenic, not the individual chapters.

B Do not mention your chapter without mentioning the other chapters here at Drexel.

C It is important to show a strong fraternity and sorority community.

- i Wear your Greek Letters to let everyone know that sororities are alive on Drexel’s campus.
- ii Speak positively about all Greek-letter organizations on campus.

3 RECRUITMENT BUDGET

A The Panhellenic VP Recruitment will work in conjunction with the Panhellenic Treasurer and Panhellenic Advisor to prepare an overall Panhellenic recruitment budget for the council. This budget will be proposed and passed by the 5 Panhellenic chapters by the end of spring term.

B Any money spent by a chapter on recruitment outside of a Formal Recruitment event will be an infraction of this Formal Recruitment Policy.

C A recruitment budget for all chapters will be determined by the end of spring term by a vote from all chapters.

D Each chapter’s recruitment chair must file an expense report for each event, including receipts, by the date and time specified. Failure to do so will result in a $50.00 fine.

4 RECRTUITMENT COUNSELORS

A There will be at least two Recruitment Counselors per chapter but no more than 15% of the chapter membership will be asked to serve in this capacity. The number will be determined by the Panhellenic Executive Board in consultation with the Assistant Recruitment Chair/Recruitment Counselor Coordinator and all the chapters' Recruitment Chairs.

B Recruitment Counselors will be selected through an application and interview process. Recruitment Counselor applications will be provided by the 6th week of winter term and will be due by the 8th week of winter term. Interviews will take place during the 9th week of winter term, with the selection of Recruitment Counselors concluding by the 10th week of winter term. A short orientation meeting will take place the after the selection is done.

C Because of the nature and intensity of the position, those members who haven't participated in Formal Membership Recruitment as an initiated sister will not be permitted to apply.

D Only Panhellenic Executive Board and Recruitment Counselors may engage in organized recruiting efforts during the summer.

E Panhellenic Executive Board members will temporarily disassociate from her sorority under the same rules as Recruitment Counselors during the Formal Recruitment period, New Student Orientation and New Student Move-In. During this time:

- i They will be available for questions, complaints and suggestions from sisters and potential new members
- ii Ensure all lists are completed by proper deadlines
- iii Serve as a recruitment counselor

F Recruitment Counselors will participate in a training program which will occur over the course of spring and summer terms. The Panhellenic Assistant Recruitment Chair will be in charge of the recruitment, selection, training, and coordination of Recruitment Counselors.

G During the periods of New Student Orientation and from New Student Move-In to the conclusion of Formal Recruitment, Recruitment Counselors temporarily disassociate themselves from their chapters so that she can provide an unbiased point of view for the potential new members and potential new members to whom they are assigned. During disaffiliation:

- i Recruitment Counselors will not be permitted to associate with any sorority member wearing Greek letters, or any indication of which chapter she is a member.
- ii Recruitment Counselors will be able to provide any information the potential new members need and answer any questions the potential new members may have.
- iii Recruitment Counselors will become a member of the Panhellenic Recruitment Committee.
- iv Recruitment Counselors will attend chapter meetings of all sororities to allow each chapter to meet and recognize the women.
- v For Accepted New Students' Day in the spring, recruitment counselors will not be permitted to wear letters or associate themselves with their sorority for those certain days.
- vi Disaffiliated members must make their social networking sites private/ limited (maximum security) by the first day of summer term.

H Recruitment Counselors who do not uphold their duties will be penalized.

- i Recruitment Counselors have one missed unexcused absence they can use for the spring term and another for the summer term during their training sessions.
- ii For each additional training session missed, where the recruitment counselor is unexcused, there will be an assessment of a $20.00 fine to that recruitment counselor.
- iii For each event missed the recruitment counselor will be assessed a $10.00 fine for the first event and each subsequent event missed will have an increase of $10.00 above the previous fine
- iv. Should a recruitment counselor break the contract stating their dedication to this program after the first meeting, there with be a $50.00 fine.

5 RECRUITMENT REGISTRATION

A Recruitment registration will take place from the first day of New Student Move-In to the night of the Round One Recruitment Event.

B The Panhellenic Executive Board and the Recruitment Counselors will staff the recruitment tables. Chapter Members, including new members and alumnae, should not be in the area of the

recruitment registration table, nor should they talk to the people who are sitting at the table. This can be subject to an infraction

6 INFORMATION SESSIONS

A Prior to the PNM Orientation, the Panhellenic Council will hold information sessions for all potential new members.

B Also, informal recruitment information sessions will be held in the winter and spring terms to promote all chapters' recruitments.

C Slideshow and handouts will be provided for any women interested in joining Greek Life

7 INTEREST LIST

A All women participating in Formal Recruitment must be registered on the Formal Recruitment Interest List. To be on the interest list a recruit must:

- Attend two out of the three recruitment events.

B Failure to comply with these policies will result in elimination from Formal Recruitment, unless a dire circumstance has been expressed to the Panhellenic Council Executive Board.

8 INVITATION EVENTS

A All potential new members will report to a designated location to receive her invitation(s) to Second Round Events and Preference Events.

B Each recruit will accept no more than four Second Round Event invitations and two Preference Event invitations, but they can receive less than that or none at all.

C Each chapter's invitation acceptance sheet will be dropped off to the recruitment chair at their chapter house one half hour before the event begins by a recruitment counselor.

9 BID ACCEPTANCE

A The NPC Preferential Bidding System will be used for Formal Membership Recruitment. No Bids shall be extended or promised to any potential new member until the close the close of the bid day ceremonies.

B All potential new members will report to a designated location to receive her invitations to membership.

C No more than six members of each chapter will arrive later that day to meet their new chapter members.

D During Bid Acceptance there will be a social planned by the Panhellenic Council.

a. Only 6 chapter members and all new members are to attend.

b. The reading of the Panhellenic Creed and recognition of the Recruitment Counselors will take place.

c. This will conclude the Panhellenic events of Bid Day and conclude the events of Formal Recruitment for the purpose of this Recruitment Policy.

E Following Bid Acceptance there will be no planned, structured social events involving men or alcohol for at least 24 hours.

10 SNAP BIDDING

Following bid matching, the Panhellenic Advisor will determine the women that are eligible for snap bidding. Snap bidding will only be used to fill quota. It is not intended to help a chapter reach total.

A. Snap Bidding is limited to any woman who was bid "mismatched" during the designated Formal Recruitment Bid Matching session.

B. The Panhellenic Advisor will contact (via phone call with phone number provided by the PNM during registration) the women that did not match and offer them a snap bid at that time if they are going to receive one. If the potential new member receives more than one Snap Bid, she may accept the one she wants.

C. Snap bidding must be done before bids are distributed.

D. A woman receiving a snap bid is still expected to come to campus and receive a formal bid on Bid Day so that she may participate with the rest of the women going through Formal Recruitment.

11 CONTINUOUS OPEN BIDDING (COB)

The purpose of COB is to provide maximum opportunities for membership to the greatest number of women possible and is encouraged to all sororities on campus below total.

A. Chapters not reaching Quota or Total during the formal recruitment process may recruit via Continuous Open Bidding (COB) until they reach Quota. Chapters at or above Campus Total after the formal recruitment period may not extend bids until they fall below total or until the next formal recruitment period.
B. Any undergraduate female student is eligible for Continuous Open Bidding
C. Sororities may extend COB's until either total and/or quota is reached.
D. A woman has 24 hours to accept or decline a bid. During that time, limited contact guidelines apply for the entire sorority. Casual, friendly, public contact with members of the chapter is permissible.
E. When a bid is extended, the woman must be informed in writing that:
    a. She may refuse the bid.
    b. She has 24 hours to respond.
    c. She must notify the President or Recruitment Chair of her decision
F. An accepted bid is a binding agreement. She must fill out a **Membership Agreement Form and file it with PHC within 24 hours after bid acceptance.** If a woman accepts a COB she cannot accept a bid from another sorority until one calendar year from the time of acceptance.
G. This process runs from the end of Fall Formal Recruitment (immediately after Snap Bidding is completed) up until the beginning of the next Fall Formal Recruitment
H. No restrictions are placed on the times, locations, or types of recruitment events during COB; however, the chapter must comply with NPC rules regarding COB and recruitment.
I. No men or alcohol are allowed at COB functions.
J. No informal promise of a bid can be made. No reference to the possibility of a woman receiving a bid from your chapter may be made to that individual.

12 RECRUITMENT INFRACTIONS

A. A When a member group of the Drexel Panhellenic Association, a Recruitment Counselor, a potential new member or the Panhellenic Greek Advisor believes there has been an infraction of either the NPC Unanimous Agreements concerning membership recruitment or of this Formal Recruitment Policy, a written report signed by the President of the member group or individual, specifying the time, place and witness to the alleged infraction shall be submitted to the Drexel Panhellenic Council President, or a member of the Panhellenic Executive board in her absence.
B. This written report must be filed with the Drexel Panhellenic Council President within 48 hours of the alleged infraction is known but no more than ten days after it has occurred.
C. Violations that take place during school breaks shall be considered at the first meeting of the Panhellenic Council when school reconvenes.
D. The Panhellenic Council President has the responsibility of seeing that the accused chapter and the Panhellenic Greek Advisor receive a copy of that accusation and that the NPC Area Advisor is notified within 24 hours after receiving the written report of the alleged infraction.
E. All violations shall follow the procedures defined in the Thirteenth Edition of the National Panhellenic Conference Manual of Information, 1999. Please see pages 26-31 of the NPC manual for further detailed information.

13 CONTACT RULES

a. From the beginning of New Student Move-In through the acceptance of bids, no potential member shall visit an affiliated woman's fraternity house or other place of residence except for the designated recruitment events.
b. From the beginning of summer term through the acceptance of bids, no first-year students shall visit a woman's fraternity house or other place of residence except for the designated recruitment events.

c. No chapter member, including alumnae and new members, may buy anything for a potential new member
d. No potential member may buy anything for a chapter member
e. No chapter member, including alumnae and new members, may visit a potential new member in her place of residence during formal recruitment.
f. Physical contact between potential new members and affiliated members will be limited i.e., no hugging or kissing
g. For Social Networking sites, chapter members should close their social networking profiles so only their "friends" can see their profile, thus not allowing first-year students to view a member of the Drexel Panhellenic Association profile or pictures.
    i. There should be no way for a first-year student to access a Panhellenic Member's social networking profile at all.
    ii. Chapter members are not allowed to be friends with any freshmen as the first day of summer term, unless they were friends prior to the start of summer term.
    iii. Social Networks include but not limited to Facebook, Myspace, Twitter, etc.
    iv. Should a chapter member or recruitment counselor be a resident assistant or orientation leader, she may, if necessary, be in contact through social networking sites with those first-year students for whom she is responsible.
        A. However, there can be no discussion of formal recruitment of any kind, other than referring the PNM to Panhellenic representatives for more information.
h. From the beginning of New Student Move-In through the acceptance of bids, contact with potential new members outside organized/scheduled events shall be limited as follows:
    i. Chapter members, including alumnae and new members, will not be allowed to call or meet potential new members to go out or to go to a social party
    ii. Chapter members, including alumnae and new members, are permitted to speak with potential new members about Panhellenic Recruitment but not their individual chapters
    iii. Contact with potential new members is limited to ½ hour.
    iv. The Panhellenic policy will be in effect at social gatherings.
    v. An individual found not promoting Panhellenic Recruitment will be fined $50.00
i. Strict silence is designated as the period of time from the end of the final preference event until bid acceptance.
    i. This a period of time in which there will be no conversation or contact between potential new members and chapter members including alumnae and new members. This includes all reference to fraternity-verbal, written, printed, or typed.
    ii. The strict silence period is observed to allow the recruit to be confident about her decision, once she signs the Membership Recruitment Acceptance Binding Agreement she cannot change her mind
    iii. The observation of the strict silence period will be strictly enforced, and will be read at the last Preference Event by the chapters' recruitment chair or president. PNMs must completely and fully understand this.

14 ADVERTISING

A. During Greek Recruitment, New Student Orientation, and the entirety of Summer term, individual chapter advertisement will not be permitted on any area of Drexel's campus or on off-campus housing. Advertising includes but is not limited to the following:
    iv. Banners;
    v. Fliers;
    vi. Chalking;
    vii. Ads in the Triangle or other newspaper;

B Individual web sites are permitted if all Drexel Panhellenic Chapters host a web site. Panhellenic Recruitment Counselors cannot be shown or named.
    a. Failure to observe this policy will result in a $100.00 fine per offense.
    b. The Panhellenic Council will provide basic information about the membership recruitment process as well as individual chapter information such as:

viii. Founding and History;
ix. New member period;
x. Financial obligation.
xi. Housing obligation.

15 ALCOHOL

a. The use of alcohol is prohibited in Membership Recruitment and Bid Day activities.
b. Chapter members, including alumnae and new members, shall not provide alcoholic drinks to any potential new members during the period of Greek Recruitment.
c. No letters may be worn in the presence of alcohol as prescribed by the Drexel University President's Resolution, summer 1996.

16 MEN

a. Men, including sweethearts, are prohibited from participation in Membership Recruitment and Bid Day activities.
b. This includes but is not limited to videos, pictures, websites, and Recruitment Events/House Tours.

17 RECRUITMENT GIFTS

a. No favors, gifts, or individualized preference letters (including notes, letters, pieces of paper or invitations that are not standard invitations) will be read or presented to a potential new member before the acceptance of invitations to membership.
b. Potential new members may not leave any event with anything that they did not have when they entered, excluding refreshments.
c. Failure to comply will result in a $50.00 fine to the chapter.

18 LISTS

a. The recruitment chair will submit a list of all chapter members including new members who participate in University Athletic Teams and New Student Orientation and who are Resident Advisors for the summer and/or fall terms to the Panhellenic Council Vice President prior to the start of the summer term.
b. The recruitment chair will submit a list of sisters and their siblings who may be attending Drexel University to the Panhellenic Council Vice President of Recruitment prior to New Student Move-In.
c. This is being asked so all contact with PNMs is being known and recorded to avoid infractions.

19 ALUMNAE AND GUESTS

Any guests or alumnae members will be required to follow the Formal Recruitment Policies. The chapter will be held responsible for any violation of these rules.

20 ADVISORS

Each chapter will be required to have one advisor to supervise recruitment. The advisors duties will include the following:

A Attendance at meetings following round 1 and round 2
B Attendance at bid matching
C Assistance to chapters when voting
D Assistance with recruitment infraction mediation when needed