



**Formal Recruitment Code**  
**Panhellenic Council**  
**California State University, Northridge**

**Article I: General Provisions of Formal Recruitment**

**SECTION A:** The governing body of the [California State University, Northridge] Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the California State University, Northridge Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities

**SECTION B:** All patronesses, alumnae, members, associated members, and new members are responsible for understanding and observing the CSUN Panhellenic Recruitment Code.

**SECTION C:** Current NPC manual of information and the CSUN Panhellenic Recruitment Code shall apply.

**Article II: Membership Recruitment Committee**

**SECTION A:** Recruitment will be administered by the Membership Recruitment Committee.

- a. Membership Recruitment Committee: Recruitment Chair, President, Recruitment Counselor Coordinator, Vice President, and Recruitment Assistant

**SECTION B:** The Recruitment Chair, President, Vice President, Recruitment Assistant, Advisor, Recruitment Guide Coordinator, Recruitment Administrator, College Panhellenic Council, and all Recruitment Guides will completely disaffiliate from their respective sororities, immediately preceding formal recruitment (not to exceed 30 Days) and during recruitment. To disaffiliate means to:

1. Abstain from wearing or identifying the sorority labeled clothing, jewelry or memorabilia 30 days preceding and during formal recruitment; unless approved by the Recruitment Coordinating Team.
2. No participation in any individual sorority recruitment parties, plans, summer retreats, or workshops.
3. No participation during the Formal Recruitment period in any Greek or campus related activities other than those within their recruitment related duties, where a potential new member may be present.
4. Maintenance of an impartial, unbiased and complete Panhellenic position on all recruitment matters in the execution of her duties.

5. A recruitment counselor or Panhellenic Council member who will be disaffiliating for recruitment shall not be penalized or fined by their chapter for not attending recruitment related/recruitment specific events, outside of the 30 day disaffiliation period.
6. Violation of any of the above will be subject to appearance before the Panhellenic Judicial Board. If found guilty, may be subject to immediate suspension by the recruitment team.
7. Any social networking web page containing photos and references to a Recruitment Counselor or Panhellenic Council member must be cleared 30 days before Formal Recruitment.

### **Article III: Panhellenic Council**

**Section A:** Members of the College Panhellenic Council, along with recruitment counselors involved in the recruitment, are to assist under the jurisdiction of the Recruitment Team in the recruitment process.

**Section B:** Members of the College Panhellenic Council are not to infringe in the Recruitment Counselor and Potential New Member process.

1. Members of the council are not to have and influence the decision making of the Potential New Member.
2. Members of the council are not to have direct contact with Potential New Members during the Recruitment weekend unless directed otherwise.

**Section C:** Members of the council shall abide by all NPC rules and shall perform their duties and remain unbiased acting always in the spirit of the National Panhellenic Conference.

### **Article IV: Recruitment Counselors**

**Section A:** Each chapter will have at least one woman participating in the Recruitment Counselor Committee. No chapter shall exceed more than four Recruitment Counselor. If a chapter fails to provide any qualified Recruitment Counselors their chapter will forfeit their representation on the Recruitment Counselor Committee, and the position will be filled with qualified applicants.

**Section B:** Each chapter is recommended to submit at least four applications to the CSUN Panhellenic Recruitment Counselor coordinator.

1. If a chapter submits a minimum of 4 applications, the chapter will be guaranteed a minimum of two women being selected to participate in the Recruitment Counselor Experience.
2. If a chapter fails to submit a minimum of 4 applications, they will only be guaranteed one Recruitment Counselor from their chapter.
3. In the event of a vacancy of a Recruitment Counselor the position will be filled by a member of college Panhellenic Council.

### **Article V: Potential New Members**

**Section A:** Eligibility

1. A Potential New Member shall be defined as any woman who may attend formal recruitment at California State University-Northridge. She must be registered as a full-time student (at least 12 units) for the semester she participates in recruitment.

2. A woman who is or has ever been an affiliated member of an existing National Panhellenic Conference (NPC) member fraternity shall not be eligible for membership in another NPC fraternity.
3. All bids must be issued through Panhellenic, in accordance with the schedule set by the Panhellenic Council.

**Section B: Potential New Member Bill of Rights**

1. The right to be treated as an individual.
2. The right to be fully informed about the Recruitment process.
3. The right to ask questions and receive true and objective answers from the Recruitment Counselors and chapter members.
4. The right to be treated with respect.
5. The right to be treated as a capable and mature person without being patronized.
6. The right to ask how and why and receive straight answers.
7. The right to have and express opinions to Recruitment Counselors.
8. The right to have inviolable confidentiality when sharing information with Recruitment Counselors.
9. The right to make informed choices without undue pressure from others.
10. The right to be fully informed about the binding agreements implicit in the preference card signing.
11. The right to make one's own decisions, and accept the full responsibility for the results of that decision.
12. The right to have a positive, safe, and enriching Recruitment and new member experience.

**SECTION C:** Under the preferential system, the signing of the Membership Recruitment Acceptance Binding Agreement (MRABA) binds the potential new member to one calendar year of ineligibility to accept a bid from any other fraternity on the same campus other than the one which she received the bid; in accordance with the policies of the NPC Manual of Information.

**SECTION D:** The CSUN Panhellenic Advisor/Panhellenics should keep on file for two calendar years all records used in bid matching and COB. Because of their confidential nature, these records should be carefully protected until destroyed.

**SECTION E:** Any potential new member who accepts the maximum number of invitations each day and attends those parties will be eligible to receive an invitation for membership:

1. If a potential new member was invited to only one preference party and signs her preference card for that sorority, she shall be bid to that sorority.
2. If a potential new member was invited attends two preference parties and puts only one choice down, she shall not be penalized, but made aware she is not be guaranteed a bid.
3. The Recruitment Team will be responsible for explaining all options and consequences to potential new members before they fill in their MRABA.

**Article VI: Chapter Provisions for Formal Recruitment**

**SECTION A:** Chapters are responsible for submitting invitational lists. Each day's invitational list is to be submitted through the ICS program by the designated time. Chapters who submit invitation lists late will be fined twenty-five dollars (\$25.00) for every fifteen minutes.

**SECTION B:** Chapters are responsible for submitting copies of Recruitment Preference party maps for each potential new member to the Panhellenic office no later than one week prior to the start of Formal Recruitment.

**SECTION C:** Chapters are responsible for submitting bids to membership and bid day party maps for each potential new member, to the Membership Recruitment Team at the same time they submit their last invitational list to the Recruitment Coordinating Team.

#### **Article VII: Panhellenic Provisions for Formal Recruitment**

##### **SECTION A: General Rules**

1. The Panhellenic Council is responsible for coordinating communications and publications about formal recruitment.
2. Each chapter will follow the schedule of parties as published.
3. The Panhellenic Council will be responsible for providing and distributing invitations for all rounds through the end of Bid Day.

**Section B:** Panhellenic will facilitate the provision of tables and chairs to chapters for day 1 and 2 of recruitment. The chapters will pay for the rental tables and chairs. The rental costs of the tables and chairs will not be included in the recruitment budget for that chapter. There may only be a maximum of 6 tables used for Day 1 and Day 2 of recruitment. The chapters will be responsible for table and chair rentals for Preference Night.

**SECTION C:** Panhellenic will provide booklets for Formal recruitment either via online or physical copy.

#### **Article VIII: Recruitment Party Location/Boundaries**

**SECTION A:** The recruitment parties for Day One and Day Two shall be held on the CSUN Campus.

**SECTION B:** Preference for on-campus recruitment facilities shall be determined upon rotation for a minimum of 7 years as follows:

1. Starting in the year 2014, Day One rooms, will be selected in the order of the earliest founded organization at CSUN having first choice, the following year the second earliest founded organization having its first choice, and so on in order until the rotation starts again.
2. Starting in the year 2014, Day Two rooms will be selected in the order of the organization at CSUN with 4th earliest founded organization having first choice, the following year the 5th earliest founded organization having its first choice, and so on in order until the rotation starts again.

**SECTION C:** All chapters may hold Preference Parties for day three of recruitment on or near campus. Panhellenic will pay the room fee for chapters who choose to do Preference Parties on campus.

3. Rooms for chapters, who hold Preference Parties on campus, will be determined based on a rotation system. Starting in the year 2014, Preference rooms will be selected in the order of the organization at CSUN with newest founded organization having first choice, the following year the 2nd newest founded organization having its first choice, and so on in order until the rotation starts again.

**SECTION D:** Recruitment party locations must not deviate from the boundaries of Woodley Avenue to Topanga Canyon Boulevard and from Saticoy Street to Rinaldi Street. The CSUN Panhellenic Recruitment Chair will have the option to go to your location prior to formal recruitment to ensure that the chapters are within the boundaries. If a chapter is found to be outside of the boundaries they will have to hold their Preference Parties on campus, there will be no exceptions.

1. A map that provides directions to the preference party location will be provided to each PNM by the houses

### **Article IX: Formal Recruitment Rules and Regulations**

**SECTION A:** No oral bids may be extended from the last day of spring semester until 5:00pm on Bid Day of fall recruitment.

1. An oral bid is any exchange of communication from a sorority woman to a potential new member that indicates that she will be invited back to the next day's parties, or will be extended a bid of membership to that chapter, or indicates the sorority's continued interest in the potential new member.
2. In order to extend oral bids on bid day the chapter must receive approval from the Panhellenic President and the CSUN Panhellenic Recruitment Chairman according to their house total.

**SECTION B:** No potential new member shall be pressured at any time to declare her feelings regarding intent to pledge a specific chapter. Formal Recruitment Code 5 Last Updated: April 2017

**SECTION C:** No potential new member shall retain favors, gifts, or souvenirs from any recruitment party including the Preference Party.

**SECTION D:** The participation of men in recruitment functions is prohibited.

1. Men are not allowed at Bid Day. Contracted services (i.e. photographer, DJ, Videographer) shall not exceed 3 people. There must be a clear contract stating their purpose, times that they are allowed to be there, and turned into Panhellenic for approval 14 business days prior to Bid Day. If this is violated the chapter will lose this privilege for the following year.
  - a. Bid Day starts at 4:00PM and ends at 4:00AM the next day.
2. The only following exceptions is:
  - a. Men are allowed to transport or set up equipment prior to the first recruitment event of the day. They must be off the recruitment premises an hour prior to the arrival of potential new members on all recruitment days.
  - b. Men are allowed to transport or take down equipment after all parties for the day have ended, they will only be allowed on the recruitment premises to do so once the last PNM has left campus
    - i. The Panhellenic Council will notify chapters when the last PNM has left campus
3. Men may not assist any organization in recruiting potential new members.

- a. If a man is found advertising a house without the house knowing or consenting to it, the Interfraternity Council will be notified so that they can deal out the proper infractions to the man/chapter involved (Panhellenic chapters will not be given infractions in this scenario specifically)

**SECTION E:** No sorority member may buy anything for a potential new member (meal, gift, drinks, etc.). This includes passing out non-Panhellenic approved items during tabling or around campus during the Primary Recruitment period.

**SECTION F:** No potential new member may buy anything for a chapter member (meal, gifts, drinks, etc.).

**SECTION G:** No sorority women shall infringe upon the New Student Orientation experience. Including talking to New Student Orientation leaders and approaching NSO groups. No chapter will be allowed to create on campus geofilters during NSO orientation days.

**SECTION H:** No sorority member or potential new member may visit each other in their places of residence during Formal Recruitment starting with the Formal Recruitment Orientation.

**SECTION I:** Only positive things shall be said about any sorority during the Formal Recruitment Period.

**SECTION J:** No more than five alumnae (including the Recruitment Advisor and Chapter Advisor) will be allowed on the recruitment floor at all parties except for Preference Night, where ten alumnae will be allowed. Chapters wishing to utilize outside collegians and visitors must obtain prior approval by the Recruitment Team 10 calendar days prior to the start of Primary Recruitment. Any alumnae attending recruitment parties must be clearly identified with a name tag, as "ALUMNAE." Alumnae on the recruitment floor are to be serving refreshments only and are to refrain from direct interaction with Potential New Members.

**Part A:** All bylaws are applicable to Alumnae and guests of the chapter

**SECTION K:** Day One/Sisterhood Day will consist of the following:

1. Decorations
  - a. Sorority colors (or shades of) and one color of the organization's choosing.
  - b. Sorority mascot, symbols and flowers. Any flowers present must be Sorority's flowers. If unable to use flowers the chapter must be granted permission to use another accepted flower by the Recruitment Chairman.
  - c. Sorority memorabilia (trophies, jewelry, composites, etc.) relating to sisterhood and/or Sorority's values (i.e. paddles, plaques, etc...)
    - i. Sorority memorabilia shall consist of items owned by a member of organization.
  - d. Sorority letters, with the inclusion of sweetheart letters allowed, as long as two other fraternities are represented.
  - e. There shall be no decorations hanging from walls or ceilings. With the exception of piping and drapes (there should be no decorations hanging from drapes)
  - f. Panhellenic will provide tables and chairs to chapters.
  - g. There shall be no decorations outside the room.
2. Attire

- a. Outfits may not be costumes and should be practically worn outside the recruitment party. The purchase of clothes for the sole purpose of recruitment must be limited, excluding recruitment t-shirts.
  - b. Each house will be provided with shirts to wear for Day 1, which will be paid for by the Panhellenic Council
    - i. Day 1 shirts for the respective houses will have the same design and style, with different colors for each house. The color of each shirt will be decided on by the Panhellenic Recruitment team; each house will send their first, second, and third choice of color through an email to the Panhellenic Recruitment Chairman. The time frame that the email can be sent to the Panhellenic Recruitment Chair will be set by the Panhellenic Recruitment team and will be given to the chapters a week in advance.
    - ii. The design of the shirt will be chosen through a process of each house submitting design options to the Panhellenic Recruitment team. The Recruitment team will then narrow the designs down to four options. The final design will be voted on by the chapter presidents and recruitment chairs.
  - c. Members shall not be required to wear a specific article of clothing (i.e. dresses, skirts, shorts, etc...), but an organization may assign members to all wear a specific material or style (i.e. denim, suede, stripes, etc...)
    - i. By eliminating costuming and matching outfits, chapter members display their individuality and authentic selves to potential new members.
3. Program
- a. Strong emphasis on conversation, closing song, welcome and closing speech.
  - b. No slide show, entertainment, or skits. A skit is anything that stops the party to provide entertainment to Potential New Members and conversation is continued immediately following. This excludes songs that end the party.
  - c. Entertainment is a unified theme excluding theatrics
  - d. Potential new members shall not be permitted to leave with any favors.
4. Refreshments
- a. Ice water in either Panhellenic cups or plastic cups without any accents. (No straws) Accents exclude cup color (must be a single color) and napkin.
  - b. No food of any sort may be served including fruits in water.

**SECTION L: Day Two/Philanthropy Day shall consist of the following:**

1. Decorations
  - a. May only contain a theme, if related to the chapter's philanthropy.
  - b. Sorority memorabilia (trophies, jewelry, composites, etc.) relating to philanthropic events.
  - c. No ceiling decorations
  - d. MINIMAL wall decorations may only be used if it can be tied to sisterhood/philanthropy (ex: Floral wall with pictures of sisters on it, flag with symbol of philanthropy). The Panhellenic recruitment team must approve all proposed decorations.
  - e. Minimal decorations such as
    - i. Pins, small stands, buttons, etc... from philanthropic partners may be on table.

- ii. Fraternity pictures from philanthropy events may be presented as long as there are at least three fraternities shown.
      - iii. Philanthropy trophies, medals, etc... may be displayed
    - f. Panhellenic will provide tables and chairs to chapters.
    - g. There shall be no decorations outside the room.
  - 2. Attire
    - a. Outfits may not be costumes and should be practically worn outside the recruitment party.
    - b. There is no assessing members and matching exactly. Chapters can only provide suggestions of what their members can wear but cannot force them to purchase anything
    - c. Members shall not be required to wear a specific article of clothing (i.e dresses, skirts,shorts, etc...), but an organization may assign members to all wear a specific material or style ( i.e. denim, suede, stripes, etc...)
      - i. By eliminating costuming and matching outfits, chapter members display their individuality and authentic selves to potential new members.
  - 3. Program
    - a. The only viewing entertainment that will be permitted is a video provided by your National Organization or the chapter's own philanthropy, and it must be no longer than ten minutes in length.
      - i. Videos must get the approval of the Recruitment Team two calendar weeks prior and cannot be changed.
    - b. Emphasis on conversation.
    - c. Potential new members shall not be permitted to leave with any favors.
  - 4. Refreshment
    - a. Ice water in either Panhellenic cups or plastic cups without any accents. (No straws) Accents exclude cup color (must be a single color) and napkin.
    - b. No food of any sort may be served including fruits in water.

**SECTION M:** Preference Night shall consist of the following

- 1. Decoration and attire
  - a. Shall correspond with the theme or mood.
  - b. Only dresses suitable for chapter badges and/or simple cocktail dress will be worn.
- 2. Program
  - a. Potential new members shall not be permitted to leave with any favors.
  - b. Gifts, favors, letters and notes for potential new members are prohibited (cannot be given to or taken by new members)
    - i. Ritual items, such as but not limited to flowers, gems, etc. can be used in the preference room, but cannot leave the space.
    - ii. Personalized items, such as but not limited to letters, cups, etc, cannot be given to PNMS in the pref room whatsoever.
- 3. Facilities and Rentals
  - a. Rentals will be allowed
- 4. Refreshments

- a. Preference party one should provide appetizers and Preference Night Party two should provide dessert, respectfully the choice of each chapter.
  - b. Water and one beverage of the chapter's choice may be served.
5. Preference Cards
- a. Preference cards will be signed following the final Preference Party.
  - b. Two choices will be listed on the Preference Card.

#### **SECTION N: Bid Day**

1. Bid Day starts at 4:00PM and ends at 4:00AM the next day.
2. Bid day locations must be within the boundaries of Woodley Avenue to Topanga Canyon Boulevard and from Saticoy Street to Rinaldi Street. The CSUN Panhellenic Recruitment Chair will have the option to go to your location prior to formal recruitment to ensure that the chapters are within the boundaries.
  - a. A map that provides directions to the bid day location will be provided to each PNM by their respective houses
3. Chapters must get approval from the Recruitment Chairman in order to start with Continuous Open Bidding. House totals must be confirmed.

**SECTION O:** A period of Strict Silence shall take place from the close of the last Preference Party and remain in effect until 1:00 PM the day bid cards are picked up. During this time, social networking sites such as Facebook, Instagram, and Twitter must not show activity no later than 3:00PM the day of Preference Party, until Bid Day 4:00PM.

**SECTION P:** No sorority member shall attend any event that includes the presence of alcohol during the period of strict silence and Formal Recruitment. Formal Recruitment Code 8 Last Updated: April 2017

#### **Article X: Automatic Setting of Chapter Total**

**SECTION A:** Total is the allowable chapter size as determined by the College Panhellenic.

**SECTION B:** To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the CSUN Panhellenic Association shall automatically reset total upon the completion of bid matching.

**SECTION C:** Total will be set by median chapter size and will be set no later than 72 hours following Bid distribution in a primary recruitment semester and within 7 days of that start of the non-primary recruitment semester.

#### **Article XI: Recruitment Budgets**

**SECTION A:** No chapter may spend more than \$2,000 for Formal Recruitment out of its budget

Including:

1. Items donated by alumnae, local businesses, friends, parents, etc.
2. Food and decorations located in the recruitment room.

3. Grandfather list should be at a max of one page (double spaced, twelve point font, Times New Roman font, one inch margins)
  - i. Appraisal of items lacking a receipt will be conducted by the Panhellenic Recruitment team through finding an average price (based off of two prices found on the “market”)

**SECTION B:** Recruitment budget reports are due to the Panhellenic office THREE days before the start of Formal Recruitment.

1. A standard budget report form shall be provided by Panhellenic
2. Items donated need to have a specified value in the chapter’s submitted recruitment budget.
3. Original receipts or copies of receipts need to be submitted with the expense report two weeks following Bid Day.

### **Article XII: Publicity**

**SECTION A:** Flyers may be circulated no sooner than the first date of Panhellenic orientation; the Panhellenic Council shall supply a flyer design at least five days prior to the first day of orientation.

**SECTION B:** One side of each billboard shall be decorated with the Panhellenic recruitment theme, slogan, and names of all the chapters, respectfully done by each chapter’s preference. Panhellenic’s theme, slogan and design shall be provided by the Panhellenic Council to the individual chapters no later than August 1st.

**SECTION C:** Chapters will be required to wear the Panhellenic Recruitment shirt on the designated spirit days, not to exceed two days per week, during the time between the start of the semester and Primary Recruitment.

1. Panhellenic Recruitment shirts and Day 1 shirts will be eligible for revision and updates, every year.

**SECTION D:** Chapters must wear either their Chapter Recruitment shirt, Panhellenic Recruitment shirt, or another shirt approved by the Recruitment Team while tabling on campus.

1. Chapters will not be allowed to wear fraternity shirts or other apparel 2 weeks prior and 1 week after both primary and informal recruitment.

**SECTION E:** A maximum of 3 sorority women, including floaters, will be allowed for all Panhellenic Recruitment tabling events

1. For events that are hosted by outside organizations (Meet the Clubs, etc), Panhellenic chapters must adhere to their tabling bylaws. If there are none, Article XII, Section E will be the default option for tabling events

### **Article XIII: Recruitment Videos**

1. Panhellenic emphasizes the importance to showcase the values Chapters hold, encouraging videos that truly express what the chapter stands for

2. Any video to do with recruitment, which includes but is not limited to: teasers, short clips, full length recruitment videos, etc, must be approved by the Panhellenic Recruitment team before it can be aired on any platform (social media, youtube, etc.)
3. Some aspect of your national philanthropy must be addressed or showcased in the video
4. Fraternity men are allowed to be showed in videos only if a minimum of three different houses are shown in the video
5. Videos cannot be longer than 4 minutes