

# Valparaiso University Panhellenic Council

## 2024-2025 Recruitment Regulations and Guidelines

Adopted: TBD

*In accordance with the 28<sup>th</sup> edition of the National Panhellenic Conference Manual of Information*

### Unanimous Agreements

#### I. The Panhellenic Creed – NPC Manual of Information

We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

#### II. The Panhellenic Compact – NPC Manual of Information

1. A woman who is or who has ever been an initiated member of an existing NPC sorority is not eligible for membership in another NPC sorority.
2. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
  - A. Not be simultaneously enrolled in high school and attending college.
  - B. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.
4. Regardless of recruitment style, a potential new member must sign the membership recruitment acceptance binding agreement (MRABA). All signed MRABAs must be kept by the College Panhellenic until the next primary recruitment.
  - A. During COB, the proof of a woman's membership acceptance must be a dated continuous open bidding MRABA signed by the woman.
5. If through the membership recruitment process, including COB, a potential new member signs a membership recruitment acceptance binding agreement, receives a bid and then declines it or accepts a bid and then breaks her pledge, or has the pledge broken by an NPC sorority, she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next primary membership recruitment period.
  - A. Exceptions to an individual's ineligibility to be pledged may be granted by the NPC Board of Directors in the following cases:
    - i. documented illegal conduct by the chapter offering the bid, or
    - ii. documented violation of National Panhellenic Conference membership recruitment policies, or

- iii. documented clerical or administrative errors made by campus or Panhellenic personnel during the Panhellenic membership recruitment process.
- 6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.
- 7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.
- 8. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.
- 9. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on the transfer campus at the earliest opportunity.
- 10. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or women of a newly establishing chapter that has been dissolved are eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

### **III. Standards of Ethical Conduct** – *NPC Manual of Information*

NPC encourages all Panhellenic women to:

- 1. Uphold and demonstrate the Panhellenic Creed in thought, word, and action.
- 2. Conduct themselves in a manner consistent with the mission and values of NPC and the College Panhellenic.
- 3. Create friendly relations between sorority and non-sorority women, including promoting informative contact about the Panhellenic sorority experience with potential new members at all times, year-round.
- 4. Be respectful of the rights of every potential new member to make a personal choice during recruitment, including but not limited to: not joining the sorority community, intentional single preferencing or preferencing all sorority chapters available.
- 5. Avoid disparaging remarks about any sorority or college/university woman.
- 6. Promote honesty, respect, sisterhood and cooperation within the College Panhellenic and its chapters.

In case of Panhellenic difficulties, all chapters involved must do their utmost to restore harmony and to prevent negative publicity, both on the campus and in the community.

### **IV. College Panhellenic Membership Recruitment**

- 1. Each College Panhellenic Council must establish rules governing membership recruitment activities.
- 2. All members, including alumnae and new members, are bound by College Panhellenic Association rules governing membership recruitment.
- 3. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.

4. Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. COB begins on Bid Day for chapters who did not achieve quota or as soon as the College Panhellenic has determined total. To accommodate a newly establishing chapter or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.
5. Each College Panhellenic Association must prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
6. Each College Panhellenic Association must prohibit the participation of men in membership recruitment and Bid Day activities.

Preferential Bidding: When a preferential bidding system is used, the College Panhellenic Association shall observe the following:

- i. When a woman receives a bid under the preferential system, her signing the membership recruitment acceptance binding agreement is binding to the extent that she shall be considered ineligible until the next primary recruitment to accept a bid from any other sorority on the same campus. However, she may be repledged by the same sorority chapter at any time prior to the next primary recruitment.
- ii. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.

#### Continuous Open Bidding (COB)

- A. During COB, the proof of a woman's membership acceptance shall be a dated continuous open bidding membership recruitment acceptance binding agreement signed by the woman and witnessed by a member of the sorority chapter.
- B. The person in charge of record keeping shall be required to safeguard all COB records and keep them for one year from the date of signing.

### V. Valparaiso University Panhellenic Council Code of Ethics

We, the sorority women of Valparaiso University, strive to maintain the following Code of Ethics. We do hereby agree to abide by Valparaiso University Policies and Procedures, Fraternity and Sorority student policies, and the National Panhellenic Conference "Unanimous Agreements."

In our effort to achieve excellence, our goal is to hold the following ideals:

- To promote and develop leadership characteristics amongst our members.
- To act as positive role models to both the campus and the community.
- To uphold the GPA requirements set forth by our respective inter/national organizations.
- To foster and protect the Valparaiso Fraternity and Sorority Community, by uniting, so as to solidify our common goals.
- To recruit for the betterment and support of our fraternity and sorority community.
- To preserve the rights of all members, no matter their status or affiliation.
- To be respectful of all chapters and commit to make no disparaging remarks about members or other chapters.

- To respect and uphold the regulations and standards we set forth as NPC and local Panhellenic chapters.
- To thrive on the aforementioned ideals, in the security of our future endeavors.

## **VI. Valparaiso University Panhellenic Council Recruitment Regulations & Procedures**

1. The Valparaiso University Panhellenic Council follows the NPC Policy regarding the setting of Campus Total. Campus Total will be determined by the campus Total Setting Specialist, assigned by the NPC.
  - a. For the fall, Campus Total will adjust within 24 hours of the start of the academic term, following the submission of chapter rosters.
  - b. For the spring, Campus Total will adjust immediately following bid matching.
2. The Panhellenic Council expects that rules and regulations guiding the primary recruitment process will also apply to individual chapter events during continuous open recruitment activities.
3. Primary Membership recruitment shall be held beginning January 6, 2025 and concluding with bid day on January 12, 2025. Each potential new member will register on-line at [www.valpo.edu/fsl](http://www.valpo.edu/fsl) and pay a \$45.00 registration fee.
4. A woman must be a regularly matriculated student to be eligible for recruitment and new membership. She must have a 2.50 cumulative college GPA and 12 or more credits completed at Valparaiso University or another college/university to be eligible for the fall semester.
5. Member chapters of the Valparaiso University Panhellenic Council will not discriminate in membership selection practices on any basis prohibited by law or by Valparaiso University that states that we do not discriminate based on an individual's race, disability, age, national origin, religion or sexual orientation.
6. All NPC UNANIMOUS AGREEMENTS and NPC Policies shall be upheld. Please see section I - IV of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines.
7. All members (including alumnae and new members) are responsible for understanding and observing the membership recruitment regulations as well as the Valparaiso University Panhellenic Council Code of Ethics.
8. If participating in the primary recruitment process, a woman shall attend orientation and membership recruitment events to which she has received invitations. In case of illness or other emergency, the woman shall notify the Panhellenic Vice President of Recruitment and/or her Recruitment Counselor. The Panhellenic Vice President of Recruitment shall notify the sororities involved.
9. Potential new members must provide their own transportation to and from all events during the primary recruitment period.

10. No favors or gifts may be given to, purchased for, or promised to women by the sorority and/or by individual members. No sorority may invite a freshman woman to a chapter social event prior to the primary recruitment period.
11. All primary membership recruitment events shall be held in the designated chapter facility.
12. The Panhellenic Council will provide supplies for nametags for potential new members during the primary recruitment period.
13. Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the PNM attends. Continuous Open Bidding Acceptance Binding Agreements will be signed within 48 hours of when a woman accepts a bid.
14. There will be no promising of bids directly or indirectly by any member, new member or alumna of a sorority.
15. No sorority members, including new members and alumnae, may visit a potential new member in her place of residence during the primary recruitment period.
16. Normal social contact and conversation shall be allowed between potential new members and sorority members, new members, and/or alumnae during membership recruitment.
17. Strict silence is designated as the period of time from the end of the woman's last event until the issue of bids. Strict silence is defined as verbal, written, printed or electronic communication between potential new members by sorority members, new members, or alumnae.
18. A factual sheet including a list of fees to be incurred by members during collegiate membership, grade requirements, and housing obligations will be provided to each Potential New Member by the Panhellenic Council. Each chapter will be responsible for submitting the information to the Vice President of Recruitment by August 1, 2024.
19. For primary recruitment, each chapter is to submit a "Chapter Recruitment Plan" to the Vice President of Recruitment by October 31, 2024. This plan will include descriptions of each round of recruitment, including room layout, and attire. A checklist will be provided to each Recruitment Chair by October 1, 2024.
20. For chapters eligible for continuous open recruitment, a "Chapter Recruitment Plan" is to be submitted to the Vice President of Recruitment one week prior to the first recruitment event. This plan should include date, time and location of events.
21. Initiated collegiate members, new members and inter/national sorority representatives may assist the chapter with membership recruitment activities. Alumnae present will be under advisement of the inter/national sorority representatives.
22. All membership recruitment publicity for the Primary Recruitment Process will be the sole responsibility of the Panhellenic Council through the Panhellenic Marketing Team that is comprised of the Panhellenic Executive Board Officers, Recruitment Counselors, and selected

affiliated women. Any flyers or promotional items are to go through the Panhellenic approval process.

23. The Panhellenic Vice President of Recruitment, in combination with the Panhellenic recruitment chairs and the Panhellenic Advisor, will set the primary recruitment budget for each chapter. The 2024-2025 budget will not exceed \$1,300, and shall include the following: the value of all donated goods and services; Round One unity shirts (not to exceed \$300); fall interest event expenses; video production costs (not to exceed \$200); all primary recruitment expenses; any required member apparel that is worn during primary recruitment.
24. All Chapters must submit their budgets and receipts from primary recruitment by Wednesday, January 15, 2025 or the fine will be \$50 per day that is it late.
  - a. If a chapter spends over the \$1,300 budget limit for a given primary recruitment period, the chapters primary recruitment budget for the following year will be reduced by the amount of the overage from the previous year.
25. All slideshows and videos for each round used during primary recruitment are due to the Vice President of Recruitment no later than 5:00 pm, December 20, 2024. Any changes to be made to the final video are to be submitted by 5:00 pm, Monday, December 30, 2024. No additional changes can be made after approval from the Vice President of Recruitment.
26. No sorority woman or potential new member may have any association with alcohol starting 24 hours before the start of primary recruitment through 24 hours after bid day. For 2024-2025 that would be 7:00 p.m. on Monday, January 6, 2024 through 7:00 p.m. on Monday, January 13, 2025.

## **VII. Valparaiso University Panhellenic Council Continuous Open Bidding Procedures**

1. Each Panhellenic chapter has the right to extend bids to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar.
2. For fall and spring continuous recruitment, each chapter is encouraged to submit a "Chapter Recruitment Plan" to the Vice President of Recruitment one week prior to the first recruitment event, to allow the Valparaiso University Panhellenic Council to assist in the marketing efforts of all chapter recruitment events. This plan should include date, time and location of events.
3. Any woman that accepts a membership invitation must begin her new member education process within 48 hours of bid acceptance.
4. The Panhellenic Advisor must be notified before any bids are extended to ensure that the chapter has space available and to verify that the woman meets the eligibility requirements.
5. A woman has 48 hours to accept or decline a bid. An accepted bid is a binding agreement. The woman must complete the Membership Recruitment Acceptance Binding Agreement and a Valparaiso University Membership Agreement within 48 hours of bid acceptance. If a woman accepts an invitation to membership, she cannot accept a bid from another sorority until the next primary recruitment.

### **VIII. Infractions of the Recruitment Rules and Guidelines or the Code of Ethical Conduct**

1. Information regarding the National Panhellenic Conference Judicial Procedures for handling recruitment infractions can be found on pages 22-24 of the NPC Manual of Information. The Valparaiso University Panhellenic Council will follow the outlined procedures of the Peer Accountability Process for all alleged infractions of these recruitment regulations and Code of Ethics.
2. Violations of the Code of Ethics, not in relation to recruitment, will be handled according to the Valparaiso University Fraternity and Sorority Judicial Board Guidelines.

# Valparaiso University Panhellenic Council

## *2024-2025 Recruitment Regulations and Guidelines Appendix*

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The appendix of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines is under the jurisdiction of the Vice President of Recruitment and the elected recruitment chairperson for each chapter. The appendix will be updated annually during the spring semester.

**1. Promotional Events:** The Panhellenic Council, in cooperation with chapter Recruitment Chairperson will plan and implement a number of events during the fall semester.

**2. Sorority Recruitment Preview:**

**Event:** This event will introduce the concept and structure of primary sorority recruitment to women interested in exploring membership in a sorority.

**Date:** Thursday, September 26, 2024

**Time:** 7:00 p.m.

**People:** Any woman interested in sorority life & Recruitment Counselors/Staff

**Location:** Harre Union Ballrooms and Sorority Housing Complex

**Rounds:** 7 rounds

**Length:** 12 minutes with 5 minutes between each round

**Attire:** For potential members: casual jeans and a sweater or nice top  
For chapter members: stitched letters and nice jeans

**3. Sorority Interest Events**

**Event:** Chapters will host an interest event that specifically focuses on their national philanthropic partnership

**Date:** To be determined between October 7 and November 22, 2024

**Location:** Chapter Facility/Room

**Length:** 60 – 90 minutes

**Attire:** Casual attire for PNM's, chapters are encouraged to wear philanthropy shirts or marketing shirts

**Other:** -Chapters are responsible for creating all marketing materials for their Sorority Interest Event

**4. Sorority Recruitment Orientation**

**Event:** This event will be for all registered PNM's - it will preview primary recruitment, educate the PNMs on all policies and procedures, tour the sorority chapter facilities, and Recruitment Counselor groups will meet.

**Date:** Monday, January 6, 2025

**Time:** 7:00 p.m.

**People:** All potential new members & Recruitment Counselors/Staff

**Location:** Harre Union Ballrooms

**Other:** This event will be planned by the Panhellenic Vice President of Recruitment

**The deadline to register for primary recruitment is 10:00 p.m. on January 6, 2025**



3.       **Event:**            **Campus Involvement Round**  
**Date:**                Tuesday, January 7, 2025  
**Time:**                Four events from 9:30 a.m.-12:30 p.m. with the first event beginning at 10:00 a.m.  
Four events from 2:00 p.m.-3:50 p.m. with the first party beginning at 2:00 p.m.  
**Rounds:**             7 rounds, PNM's will attend 7  
**Length:**             30 minutes with 10 minutes between each round  
**Attire:**              For potential members: casual jeans and a sweater or nice top  
For chapter members: unity shirt and nice jeans  
**Other:**               Chapter may show a video related to their national philanthropic partner organization
4.       **Event:**            **Sisterhood and Values Round**  
**Date:**                Friday, January 10, 2025  
**Time:**                5:30 p.m. – 11:00 p.m. with the first party beginning at 6:00 p.m.  
**Rounds:**             4 rounds  
**Length:**             45 minutes with 15 minutes between each round  
**Attire:**              For potential members: business attire  
For chapter members: pin attire  
**Other:**               - Chapters will show a video related to the values and sisterhood of the organization  
- At least 3 display boards/slides about academics, finances, sisterhood
5.       **Event:**            **Preference Ceremony**  
**Date:**                Saturday, January 11, 2025  
**Time:**                TBD\*  
\*This time will be based on the men's and women's basketball schedule  
**Rounds:**             3 rounds, potential new members attend 2  
**Length:**             60 minutes with 15 minutes between each round  
**Attire:**              For potential members: semi-formal attire  
For chapter members: ritual/ceremonial attire  
**Other:**               - Water can be served  
- Supplies as related to the ritual/ceremony may be used
6.       **Event:**            **Bid Day**  
**Date:**                Sunday, January 12, 2025  
**Time:**                1:00 p.m.  
**Attire:**              For potential members: jeans, t-shirt and a hoodie sweatshirt  
For chapter members: jeans and bid day t-shirt  
**Room:**               Harre Union Ballrooms
7.       **Quota:** Quota will be set according to the National Panhellenic Conference guidelines.
8.       **Invitation Lists:** The Panhellenic Council and the chapter Recruitment Chairperson are responsible for submitting lists and accessing lists in according to the following schedule:

Schedule for Philanthropy Round:	11:00 p.m., Monday, January 6, 2025
Invitations for Sisterhood Round:	12:00 p.m., Wednesday, January 8, 2025
Schedule for Sisterhood Round:	10:00 a.m., Friday, January 10, 2025
Invitations for Preference Round:	8:00 a.m., Saturday, January 11, 2025
Schedule for Preference Round:	3:00 p.m., Saturday, January 11, 2025
Bid List Due:	11:00 p.m., Saturday, January 11, 2025
Final Bid Matching:	9:30 a.m., Sunday, January 12, 2025
Continuous Open Bidding:	Following completion of bid matching
Bid Day Activities:	1:00 p.m., Sunday, January 12, 2025

9. **Recruitment Fines:** For all required submissions for recruitment (checklists, videos, budgets, etc.), the fine will be \$50.00 per day that it is late.
10. **Late Fees for Primary Recruitment Lists and Invitations:**
- i. 1-14 minutes: \$30.00
  - ii. 15-29 minutes: \$55.00
  - iii. 30 – 44 minutes: \$80.00
  - iv. 45 – 59 minutes: \$105.00
  - v. 60 minutes or more: \$205.00 plus \$1.00 per minute