Certain rules governing membership recruitment are necessary to ensure orderly procedures. Recruitment rules should be simple, fair, and few. Long lists of specific rules are not necessary and sometimes create distrust among chapters and members. The spirit of Panhellenic unity is so important, especially during the membership recruitment process.

**Section 1 – Potential New Members**

1. A Potential New Member (Hereinafter Referred to as PNM) shall be defined as any female that is at least a second semester high school senior.
2. A woman wishing to participate in fall membership recruitment must be a regularly matriculated undergraduate student at West Texas A&M University.
3. Freshmen will be defined as students who have graduated high school in May or June prior to Fall Formal Recruitment, regardless of completed college credit hours.
4. Sophomores will be defined as students who have completed thirty (30) hours, or have completed one (1) year of college.
5. Juniors will be defined as students who have completed fifty-eight (58) hours, or have completed two (2) years of college.
6. PNMs must complete the registration process with West Texas A&M University Panhellenic on or before the specified deadline prior to the start of fall membership recruitment events with the option of making an extenuating circumstance, special request to register after the deadline.
7. PNM nametags are distributed by the Panhellenic Executive Council during Recruitment Kick-Off and are to be worn at all times during the week.
8. PNMs unable to attend all of the scheduled events during Recruitment (due to participation in a University sponsored activity or due to a personal emergency) will be allowed to rank the sororities they are invited to attend. Panhellenic will then attempt to allow them to attend the events of the sororities they most want to attend but the PNM must attend all preference parties that they accept an invitation from. However, if a PNM purposely decides to not attend an event for reasons other than illness, a personal emergency, or another conflicting University activity, then she will be removed from Formal Recruitment and not be permitted to accept a bid during Formal Recruitment.
9. PNMs will abide by the West Texas A&M Code of Student Conduct at all times during Formal Recruitment week.
10. If a PNM is found in violation of the West Texas A&M Code of Student Conduct at any point during Recruitment week, she may be removed from the formal Recruitment process.

**Section 2 – Pre Recruitment**

1. Chapter Education

Chapters are responsible for educating their members on the membership recruitment rules. If desired, a member of the Panhellenic Executive Council and/or advisor can be asked to assist in this education.

1. Communication with PNMs
	1. Resolved (2003), That all College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times, year round.
	2. Members and alumnae should refer to the Panhellenic Code of Ethics for guidance on the nature of all communication outside of recruitment week.
	3. Strict silence will be observed only between the end of Preference Night (Friday September 1, 2017) and end after the bid presentation (Saturday, September 2, 2017), as stated in the NPC Manual of Information, and that normal friendly contact be advocated at all other times. Strict Silence is defined as no communication, including: written, verbal, or electronic other than during specified Recruitment Events, between actives and PNMs, actives and PNMs’ family, actives and PNMs’ boyfriends/friends, actives and Rho Gammas.
	4. Members of the Panhellenic Executive Council will be responsible for all recruitment marketing efforts throughout the year and will provide consistent information for each sorority as agreed upon by the chapters and Panhellenic.

**Section 3 – Formal Recruitment**

1. Budgets - All chapters are highly encouraged to limit the amount budgeted for their Recruitment events in the fall to $2300 or less. This amount should include donations. This budget includes money spent on items that directly affect the PNMs including but not limited to: decorations, refreshments for PNMs, slide show costs, etc. This budget does not include: Bid Day. Chapters are responsible for abiding by the established guidelines for recruitment budgets.
	1. There will only be a collection of receipts if and when a protest occurs.
2. Format
	1. Recruitment week format will be (university calendar allowing):
		1. Day 1 – Recruitment Kick-Off
		2. Day 2 – Showcase
		3. Day 3 – Philanthropy
		4. Day 4 – Preference Night
		5. Day 5 – Bid Day
	2. Events shall begin and end as scheduled unless the Panhellenic Advisor, President or Recruitment Chairman has rescheduled times.
	3. All chapter members may be present at each event in accordance with individual chapter guidelines except for Recruitment Kick-Off
	4. Event Length
		1. Period I – Recruitment Kick-Off
			1. Each event will be twenty-five (25) minutes in length with a twenty (20) minute break in between events.
		2. Period II - Showcase
			1. Each event will be thirty (30) minutes in length with a twenty (20) minute break in between events.
		3. Period III - Philanthropy
			1. Each party will be forty-five (45) minutes in length with a twenty (20) minute break in between events.
		4. Period IV – Preference Night
			1. Each party will be seventy-five (75) minutes in length with a thirty (30) minute break in between events.
3. Decorations
	1. In the spirit of values-based recruitment, all decorations should be kept at a minimum for recruitment events. If elaborate costuming, or the purchase of special recruitment outfits are required by a chapter then we recommend that ordering outfits in bulk be considered to keep cost low and shopping time to a minimum for the chapter members. Skits are not permitted. Skits are any choreographed movements, song, poem, etc. that lasts longer than 5 minutes.
	2. All decorations may only be seen from inside the sorority’s designated area during all events; except for their large wooden letters.
	3. Preference
		1. Events must be held at the sorority’s designated area on campus.
4. Entertainment/ Conversation
	1. No gifts, favors, preference letters or notes, etc. may be given to PNMs until they have accepted bids.
	2. Welcoming and exiting songs/chants are permitted.
	3. All entertainment must be provided by the collegiate members.
	4. Chapter members are not allowed to bang on their windows, shutters, etc. at the beginning or end of an event.
	5. Food/snacks is only permitted during Recruitment Kick-Off and Preference Events
	6. Period I – Recruitment Kick-Off
		1. these activities will be provided by Panhellenic; snacks will be provided during unit tours by each chapter but no chapter members and associates may be involved
		2. should be light and casual in nature. The focus should be on conversation and information.
	7. Period II - Showcase
		1. should be slightly more serious in nature.
		2. There will be a 5th rotation included to give PNMs with night class an opportunity to still attend and it will also provide PNMs an opportunity to eat and get a breather
	8. Period III - Philanthropy
		1. should be more serious in nature.
		2. must have a philanthropy focus/theme.
		3. Entertainment will be limited to a video or slide show highlighting the chapters’ philanthropy and community service.
	9. Period IV – Preference
		1. Preference events should be more serious in nature.
		2. Refreshments are allowed at all events.
5. Volunteer Involvement
	1. Alumnae and Mother’s Club members may not participate in the recruiting of PNMs throughout the entire week of recruitment. They are permitted to assist with any functional needs of the chapter (i.e. meals for active members, re-filling snacks, checking lines, decorations, etc).
	2. No men may be present at any Recruitment events.
	3. A chapter member or alumna member is permitted to check the line of PNMs before the event begins to ensure they are in the correct order.
	4. Initiated collegiate members, new members, and national sorority representatives may assist the chapter with membership recruitment activities.

**Section 4 – Release Figure Method (RFM) & Chapter Total**

1. During Recruitment, chapters are strongly encouraged to follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.
2. If any chapter does not take quota during formal Recruitment, the Snap Bidding Procedures outlined in the NPC Manual of Information 22nd ed. will be utilized.
3. If a chapter did not pledge to quota or pledged to quota but did not pledge to chapter total, they are permitted to conduct Continuous Open Bidding/Recruitment once Formal Recruitment bids have been distributed to PNMs on Bid Day. COB procedures outlined in the NPC Manual of Information 22nd ed. will be followed. Any women offered a bid through COB/COR will be required to sign a Continuous Open Bidding Acceptance Binding Agreement. This form is due to the Panhellenic Advisor within 24 hours of signing.

**Section 5 – Statement of Automatic Reset of Total**

1. Total is the allowable chapter size as determined by the College Panhellenic
2. To allow organizations to achieve parity as quickly as possible, total will be automatically adjusted every regular academic ter. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and and within one week (no more than seven days) from the star of the academic term in which primary recruitment is not held. WT Panhellenic shall automatically reset total upon the completion of snap bidding in the fall semester. Total will be determined by the median chapter size (MCS) rounded down to the nearest whole number.

**Section 6 - Bid Day**

1. Each chapter will be provided with a list of all PNMs who have been matched to their chapter at a time agreed to with Panhellenic Executive Council. Additionally, chapters will be provided with a list of the PNMs who are eligible for COB/COR.
2. All new members will have the opportunity to sign the New Member Verification cards supplied by Panhellenic Executive Council and accept or decline their bid before they board the Bid Day buses. If a PNM decides to accept the bid at a later date, the chapter is responsible for turning in the appropriate bid card to Panhellenic in an appropriate amount of time.
3. Chapters must inform the Panhellenic Exec Council as to where Bid Day events will be held before August 21, 2017, Recruitment Kick-Off. The address and phone number of this location must also be provided prior to Recruitment week.
4. In accordance with the NPC Unanimous Agreements, Section VI, 2, C-D, alcoholic beverages and the participation of men in recruitment and bid day activities is prohibited. Bid Day is defined as the twenty four (24) hour period following the distribution of bids.

**Section 7 – Role of Panhellenic Council**

1. Deadlines/Fines
	1. Penalties for invitations and bid lists include:
		1. $50.00 for the first fifteen (15) minutes and $10.00 for every five (5) minutes thereafter. Lists are due two (2) hours after release figures have been received
		2. $150.00 for bid lists turned in late on preference night. Lists are due two (2) hours after receiving pre quota numbers
	2. Penalties for coming out of an event late will be $5.00 per minute.
	3. Other infractions not listed in a. or b. could result in fines ranging from $5.00 - $150.00; the fine amount will be determined on a case by case basis and requires a majority vote by Panhellenic Executive Concil.
2. Rho Gammas
	1. Selection of Rho Gammas will be in the spring. Responsibilities and Expectations of Rho Gammas
		1. A Rho Gamma shall not work during Formal Recruitment week.
		2. Rho Gammas must attend pre-Recruitment workshops as scheduled by the Panhellenic Executive Council. Excuses for absences must be approved prior to workshops by the Panhellenic President or Panhellenic Advisor.
		3. A Rho Gamma will be required to pay a fee of $10 to assist in the costs for the t-shirts worn by Rho Gammas.
		4. A Rho Gamma will be required to abide by the West Texas A&M University Student Code of Conduct at all times.
	2. Disassociation from their respective chapters will begin July 29, 2017 thirty (30) days prior to the Recruitment Kick-Off and end after the PNMs have received their bids for membership.

**Section 8 – Infractions**

1. All NPC UNANIMOUS AGREEMENTS shall be upheld.
2. All recruitment infractions must follow the procedures as outlined in the 22nd Edition of the NPC Manual of Information and the West Texas A&M University Panhellenic Council Bylaws Article XII.
3. Enforcement of Guidelines
	1. To enforce compliance with the sanctioned formal recruitment period, chapters shall be left to police and discipline themselves with oversight and guidance from their national organizations.
	2. WT Panhellenic will notify chapter leadership of deviations from this policy when informed and will expect immediate action from the national organization, local organization, and/or WT Panhellenic judicial action.
	3. Sanctions will be determined through the mediation or judicial board hearing process.
		1. Possible sanctions include: social probation, required training from the NPC Area Advisor or chapter’s district team at the expense of the chapter, apology letter to community, documented workshops, etc.
		2. Sanctions will be determined on a case by case basis.

**Section 9 – Continuous Open Bidding**

If any chapter does not take quota during formal Recruitment, the Snap Bidding Procedures outlined in the NPC Manual of Information 22nd ed. will be utilized.

If a chapter did not pledge to quota or pledged to quota but did not pledge to chapter total, they are permitted to conduct Continuous Open Bidding/Recruitment once Formal Recruitment bids have been distributed to PNMs on Bid Day. COB procedures outlined in the NPC Manual of Information 22nd ed. will be followed. Any women offered a bid through COB/COR will be required to sign a Continuous Open Bidding Acceptance Binding Agreement. This form is due to the Panhellenic Advisor within 24 hours of signing.