

Recruitment Rules And Ethics Of Kent State University Panhellenic Council

Recruitment Code Of Ethics

We, the members of women's sororities at Kent State University, agree to promote honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as the Panhellenic community of Kent State University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization, and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate member and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority members.
- Recognize friendly relations with all collegiate members, both sorority members, and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as the Panhellenic community of Kent State University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Kent State University Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As the Panhellenic community of Kent State University, these are the tenets by which we strive to live.

Recruitment Rules Of Kent State University Panhellenic Council

I. Statement of Positive Panhellenic Contact

We, the members of Kent State University women's sororities, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the end of the last preference round and last until bid distribution. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message, and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Kent State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at Kent State University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits, and obligations of sorority membership.

In accordance with NPC policy, Kent State University recruitment events do not include skits, elaborate decorations, and costumes.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The Kent State University College Panhellenic 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.

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

1. To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.
2. Total will be determined by average or median chapter size (whichever is larger).

Standing Recruitment Rules Of Kent State University Panhellenic Council

I. Primary Recruitment

1. Primary Recruitment shall be a fully structured process in partnership between the University, Panhellenic Council, and Member Organizations.
2. Recruiting is defined as one or more chapter members meeting together with a potential new member to promote the interest in the Panhellenic community.
3. Only the following people may act as a recruiter unless otherwise approved by the Panhellenic Council:
 - a. An active and initiated collegiate member.
 - a. A transfer student who is enrolled at Kent State University and who is invited by their affiliated chapter to participate with the approval of the chapter's headquarters.
 - b. Member organizations that are within their first three years of chartering at Kent State University or who may need extra assistance must have the advanced permission Panhellenic Vice President of Recruitment & Retention to have a consultant assist in a round.
4. No more than two chapter members may step out of the recruitment facility per room, in order to hold the door open and greet the incoming potential new members. No chapter members, advisors, or consultants may leave the room to interact with potential new members.
5. Once a round has begun, no person should be entering or exiting the recruitment room except in the case of a medical emergency (i.e. fainting, vomiting, or injury) or in the case of a modified schedule of a PNM. This stands even if your chapter is in two separate rooms in the Student Center.
6. Primary Recruitment may take place only during the dates determined by the Panhellenic Council which are to be voted on annually by the Panhellenic Council. Dates should be determined no later than the start of the academic semester in which primary recruitment is not held.
7. The Panhellenic Vice President of Recruitment will implement the recruitment schedule and can make minor schedule adjustments as long as it is in the best interest of the PNM experience. Chapters must adhere to the designated round times.
8. It is considered the Panhellenic Primary Recruitment time period at Kent State University from the first day of classes in the fall until 24 hours after bid day.
9. PNM Transparency Efforts.
 - a. PNMs will also be given an overview of the average cost of membership and academic requirements during PNM orientation.
 - b. Each organization must provide their digital fact sheet abiding to the provided template to the Vice President of Recruitment & Retention by August 1st.
 - c. Academic requirements will be included in the recruitment registration form on Campus Director.
 - d. Chapters are required to share detailed financial information (member dues, chapter fees, assessments, and scholarships that are available to members, etc.) with potential new members during Open House Round of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations.
 1. A potential new member may leave each chapter's event with a single sheet of paper

containing the chapter's dues and fees information using the approved Panhellenic template.

2. Chapters are responsible for printing a ¼ sheet size version of their fact sheet to be given to PNMs. It must be identical to the digital fact sheet submitted to the Vice President of Recruitment & Retention by August 1st.
 - e. The Panhellenic Council will provide a fact sheet to be distributed before the PNMs first round including the PNM Bill of Rights, Kent State Fraternity & Sorority Life information, the average cost of membership, academic requirements, and housing obligations.
10. The Panhellenic Council must approve any activities (including but not limited to videos shown), icebreakers, and/or hands-on activities with PNMs must be submitted to the Vice President of Recruitment & Retention by August 1st. All activities must be values-based and abide by NPC Unanimous Agreements and policies.

II. Recruitment Rules and Regulations

Section 1: Potential New Members

1. The Panhellenic Executive Board will host "Panhellenic Info Nights" in the weeks prior to primary recruitment. Though potential new members (PNMs) are not required to attend these meetings, it is highly encouraged to learn more about the recruitment process.
2. The Panhellenic Executive Board will host an orientation prior to primary recruitment. This is a mandatory event that all PNMs are to attend.
 - a. Conflicts should be communicated to the Panhellenic Vice President of Recruitment & Retention no later than 24 hours in advance.
3. PNMs will be expected to attend all parties to which they are invited to throughout the recruitment process. Failure to attend a party may result in a lack of invitations the following round or removal from the recruitment process.
4. PNMs are expected to treat sorority recruitment counselors, Panhellenic executive board members, chapter members, and professional staff with respect. Failure to do so can result in removal from the recruitment process.

Section 2: Recruitment Counselors

1. Individuals selected through an application and interview process by the Vice President of Recruitment Personnel will serve as sorority recruitment counselors. Sorority Recruitment Counselors and the Panhellenic Executive Board shall remain affiliated per NPC Unanimous Agreements.
 - a. The number of women to be selected as Recruitment Counselors is at the discretion of the Vice President of Recruitment Personnel.
2. General Recruitment Counselor Expectations
 - a. Sorority Recruitment Counselors (SRCs) agree to remain unbiased and Panhellenic in all interactions with PNMs. The job of the SRC is to provide information and to assist PNMs in finding the chapter that is the best fit for them.
 - b. SRCs work for the greater good of the Panhellenic by being impartial and fair. No special

information should be shared or implication given to the PNM about their chapter or its membership selection process.

- c. SRCs can disclose their affiliation to a PNM, always indicating her role is to represent Panhellenic and be supportive of all chapters on the campus. SRCs will work in groups to alleviate any issues and provide more opportunities for interaction with PNMs.
 - d. Recruitment Counselors found not upholding the recruitment rules or sharing PNM information with their chapter will be dismissed from their responsibilities as an SRC and will not be permitted to recruit her chapter.
3. Affiliated Recruitment Counselor and Panhellenic Executive Board Interactions with Chapters
- a. SRCs and the Panhellenic Executive Board may attend chapter meetings and functions prior to recruitment, but should not be part of any training or discussion related to membership recruitment.
 - b. SRCs and the Panhellenic Executive Board may not attend chapter meetings and functions during the primary recruitment period.
 - c. SRCs and the Panhellenic Executive Board will provide no assistance with recruiting prior to the start of primary recruitment and during primary recruitment (including tabling, wearing chapter promotional gear, etc.)
 - d. When representing the Panhellenic community as an SRC or a member of the Executive Board at recruitment events, they should not wear apparel representing their chapters or other fraternity/sorority organizations.
4. Chapters
- a. Chapters do not have to mark out or cover SRCs or Executive Board member photos on composites or in pictures viewable throughout the recruiting facility. However, these members should not be highlighted or present in scrapbooks, videos, or other photo displays used explicitly during recruitment, other than the way they are regularly represented in the chapter. Rooms that belong to these members do not have to be closed off, but every effort should be made to minimize significant time spent in those spaces.
 - b. Chapter members can acknowledge that an SRC is in the chapter if asked, but shouldn't willingly disclose this information. However, chapter members shall refrain from acknowledging whether or not a member of the Executive Board is a member if asked.

Section 3: Budget

- 1. The registration link will be prepared and ready for PNMs prior to the start of Destination Kent State (DKS). The fee to register is \$50 and is subject to change. This is a non-refundable fee.
- 2. The recruitment budget for each chapter (excluding Bid Day) may not exceed the guidelines set by the Panhellenic Council.
 - a. Each organization will spend no more than \$3,000 on primary recruitment activities, including the value of all donated goods and services. Ritual materials are separate from the budget.
 - b. Necessary rentals such as tables, chairs, and linens, are not included in the allotted budget for

primary recruitment activities.

- c. Organizations with two rooms during the first round of primary recruitment will be permitted an additional \$400 for expenses related to having two rooms in the Student Center. This additional funding may only be used for rounds in the Student Center.
3. Additional budgetary allowances for extenuating circumstances such as not having a chapter house or other financial concerns will be determined at the discretion of the Panhellenic Council.
 - a. For chapters who do not have a chapter facility during the semester in which primary recruitment is held, the Panhellenic Council will reimburse the chapter up to \$1000 in costs associated with room or facility reservation.
4. All chapters must provide a detailed list of expenses to the Vice President of Recruitment & Retention no later than one week (seven days) after Bid Day.
 - a. Items the chapter has owned prior to recruitment can be used for recruitment. However, the chapter needs to indicate what those items are, what rounds they were used in, and the previous uses of these items for the chapter.
 - b. Recruitment clothing is of a personal nature and will not be included in the budget.
5. Bus fees will be divided evenly amongst the eight organizations and will not exceed more than \$1,800 per chapter.

Section 4: Positive Panhellenic Contact

1. Any individual who identifies as a woman and is considered eligible for Primary Recruitment is considered a potential new member and should be treated as such.
2. When communicating about or promoting the Primary Recruitment process, messaging should center around “going Greek” rather than joining the individual chapter.
3. It is never appropriate to negatively portray another chapter to a potential new member. If this is reported to any Panhellenic Executive Board member or advisor, the chapter member may be removed from the next recruitment party.
4. It is not appropriate to discuss the membership selection process of your own chapter or of the Panhellenic Council with anyone, members or nonmembers.
5. Asking a potential new member to state her preference of chapter, asking her to join a particular chapter, or personally inviting her to attend any recruitment round, except through proper Panhellenic procedure, is strictly prohibited.
6. Bid promising is strictly prohibited. It may occur when a recruiter, but is not limited to, acting as an individual or representative of the chapter, may give a potential new member any suggestion or guarantee that she will be asked back for another round. The recruiter may not suggest to the potential new member that she is guaranteed to attend the next round and/or that she shouldn’t attend future rounds with other chapters.
7. In accordance with NPC Unanimous Agreement X, during the Primary Recruitment period, no member should be wearing any shirts, buttons, hats, etc. promoting a specific fraternity, including sweetheart apparel and lavaliers. This policy extends to social media posts and stories, as well.

Section 5: Social Media and Marketing

1. Social Media
 - a. There should be no “friending”, “following”, or messaging of any kind of potential new members by individuals associated with the chapters (i.e. collegians, advisors, etc.) after August 31st until potential new members receive their bids.
 - b. Chapters may utilize their organization’s social media. Any content pertaining to recruitment should have, “Go Greek” messaging.
2. The Executive Board will design and distribute marketing materials to promote primary recruitment to potential new members.
 - a. Individual chapters may create and distribute print materials of their own that have been approved by the Vice President of Recruitment and Retention no later than August 1st.

Section 6: Schedule and Logistics

1. The selection format for recruitment will follow an 8-5-2 process. This means at the end of each evening, chapters and PNMs will be making selections on whom to visit/invite back the next day.
2. Open House Round
 - a. There will be 8 rounds lasting 40 minutes each
 - b. There will be a 10-minute break in between each round
3. Sisterhood Round
 - a. There will be 7 rounds lasting 45 minutes each
 - b. There will be a 20-minute break in between each round
4. Preference Round
 - a. There will be 4 rounds lasting 60 minutes each
 - b. There will be a 25-minute break in between each round
5. The Membership Recruitment Acceptance Binding Agreement (MRABA) will be signed immediately after the last preference event the PNM attends.
 - a. MRABA forms shall be filled out and signed individually by the PNMs in the presence of the Panhellenic Advisor and after being provided proper instruction. Sorority recruitment counselors cannot be present for the selection or signing process.

Section 7: Decor, Attire, and Daily Guidelines

1. Room checks will be conducted one hour before the start of the first round of each day of Primary Recruitment.
2. No hitting or banging on the walls or doors while in University facilities.
3. It is mandatory that all Chapters abide by university, state, and local fire codes during all rounds and bid day.
4. No chapter or chapter member may give gifts, favors, flowers, preference letters, notes, or poems to a potential new member during Primary Recruitment. A gift includes anything that a potential new member receives inside or outside of the recruitment facility during Primary Recruitment. This excludes bid day celebrations and financial transparency sheets.
5. Kent State University recognizes and respects that some sororities and fraternities, as a part of their historical basis, have adopted certain religious and spiritual values. Consequently, new members and

members of these organizations may be required to take certain prescribed oaths, affirmations, or use certain symbols at the time of new member education and/or initiation. Each organization must disclose the religious or spiritual contents of any oaths, affirmations, or symbols to prospective members at the beginning of the recruitment process when prompted to the extent that a student may make an informed decision regarding their affiliation with a particular organization.

6. Kent State University shall host three parties (rounds) during Primary Recruitment. They are as follows: Open House, Sisterhood, and Preference. Further guidelines for each round are listed below.
 - a. Open House Round
 - i. No food and drink may be served.
 - ii. One display table may be used. Chapters with two recruitment rooms will be permitted one per room. Minimal decorations should be used on these tables to promote chapter values and everyday life. All decorations must fit on top of the tables. However, large wooden letters are permitted to be displayed along the wall.
 - iii. Chapters are permitted to show a video that has been approved by the Vice President of Recruitment & Retention no later than August 1st.
 1. Videos must be under five minutes long and promote the philanthropy and service initiatives of the chapter.
 - iv. Games or other activities that promote the chapter's philanthropy and service initiatives are permitted with approval from the Vice President of Recruitment & Retention no later than August 1st.
 - v. During Open House Round, organizations will create and wear a shirt that is centered around their philanthropy of choice that follows the guidelines set in place during the second recruitment roundtable of the spring semester. All shirt designs must be confirmed and approved by the Vice President of Recruitment and Retention before placing an order.
 - b. Sisterhood Round
 - i. Each chapter may serve a non-alcoholic beverage of their choice. No food is permitted.
 - ii. Chapters should keep decorations to a minimum and confined to the interior space used for recruitment rounds.
 1. Chapters who are not recruiting out of chapter facilities may petition the Executive Board for additional décor and supplies.
 - iii. For Sisterhood Round, organizations will determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
 - c. Preference Round
 - i. Each chapter may serve a non-alcohol beverage and a small dessert or savory snack of their choice.
 - ii. Chapters should keep decorations to a minimum and confined to the interior space used for recruitment rounds.

1. Chapters who are not recruiting out of chapter facilities may petition the Executive Board for additional décor and supplies.
2. Chapters may utilize other supplies and decorations necessary for their preference ceremony.
- iii. For Preference Round, organizations will determine recruitment event attire for chapter members that reduces the individual financial burden and eliminates costuming.

Section 8: Fines

1. Penalties for tardiness of invitation and bid lists will be \$250 for the first 15 minutes and \$10 for each minute thereafter.
 - a. Other penalties may include but are not limited to, requiring chapters to complete educational programs or restricting social activities. All penalties imposed will follow the guidelines for infractions as outlined in the NPC Manual of Information.
2. Chapters are responsible for cleaning up after themselves during the distribution of bid and Panhellenic-sponsored Bid Day activities. Failure to do so will result in a \$500 fine.

Section 9: Continuous Open Bidding

1. Continuous Open Bidding (COB) is a process only eligible to organizations who still did not reach total following the Snap Bid process.
 - a. COB to fulfill vacancies in total may not begin until total is reset or 72 hours following bid distribution, whichever comes first, in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held.
 - b. Chapters who are eligible and decide to participate in COB must reach out to the Vice President of Recruitment and Retention to notify them. All completed MRABAs and Affiliation Agreements must be submitted to the Vice President of Recruitment and Retention.

Section 10: Failure to Comply

Failure to comply with the Kent State University Panhellenic Association Recruitment Code of Ethics and Rules will result in an infraction. Infractions shall be reported and handled according to the most recent version of the NPC Manual of Information Unanimous Agreements regarding the Judicial Process Overview.