

# Membership Recruitment Manual 2018-2019

## The George Washington University Panhellenic Association



### THE PANHELLENIC CREED

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.

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# Foreword

This manual is designed to specifically outline the rules and policies at The George Washington University concerning Panhellenic recruitment for member sororities. These guidelines have been approved by the Panhellenic chapter presidents and delegates and are in accordance with the policies and agreements adopted and encouraged by the National Panhellenic Conference (NPC). All women participating in recruitment, be they potential new members, active members, or alumnae, are expected to learn, understand, and follow these recruitment rules and code of ethics.

It is impossible that this manual will give direction for every situation that may possibly arise during the recruitment process. If problems should develop that are not discussed within the contents of this manual, you should refer to the National Panhellenic Manual of Information or contact the current Panhellenic Vice President of Recruitment. In all cases, these situations should be handled with the best interests of the entire Panhellenic community in mind.

With Panhellenic love,

Ashley Ann Renz  
Vice President of Recruitment

Elizabeth Jessup  
Panhellenic President

Kate Van Horn  
Vice President of Standards

# National Panhellenic Conference and the Unanimous Agreements Regarding Recruitment

- Each College Panhellenic Council shall establish rules governing membership recruitment activities.
- Each NPC fraternity chapter has the right to Continuous Open Bidding (COB) to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate the colonization of a 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.
- Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
- All members, including alumnae and new members, shall be bound by College Panhellenic Association rules governing membership recruitment.
- Regardless of recruitment style, a potential new member shall sign a binding agreement of membership.

## GW Panhellenic Association Statement Regarding Diversity and Inclusion During Recruitment

The GW Panhellenic Association is committed to providing a safe and inclusive recruitment environment to all Potential New Members who go through the process, regardless of their race, ethnicity, national origin, sexual orientation, gender identity or expression, religion, disability, socio-economic status, or any other characteristic protected by NPC, GW, federal, or local policy, except as required by Unanimous Agreement X of the NPC Manual of Information. Any woman participating in the recruitment process in any capacity should make every effort to combat the effects of their unconscious biases. All reports of unjust discrimination will result in judicial proceedings.

## Important Dates\*

### Formal Recruitment: Friday, January 18th – Wednesday, January 23rd, 2019

March 7	First VPR Meeting.
March 25	Form for Bid Day colors opens.
April 10	Finalized recruitment manual presented to chapter delegates.
April 20	Preference Round room preferences due; any chapter that would like to hold voting rooms in the Marvin Center should also submit a request, by this date, to the VP of Recruitment and Recruitment Relations Director.
April 27	Recruitment songs, Bid Day colors, and outfits due, with the exception of Night 1 T-Shirts.
May 15	Night 1 T-Shirt designs and lookbook information due.
August 27	PNM Registration opens.
September 5	Recruitment marketing shirt orders due.
October 1	Needs for A/V and room set-up due to Recruitment Relations Director by 5:00 pm.
December 10	Recruitment budget, slideshows, and videos due.
January 1	PNM Registration closes, disassociation begins.
January 14	PNM recruitment conflicts due to PNM Engagement Director by midnight.
January 18	Round 1: Open House Round
January 19	Round 2: Philanthropy Round

January 20	Round 3: Sisterhood Round
January 21	MLK Day (“Rest Day”)
January 22	Round 4: Preference Round
January 23	Bid Day

\*All dates are subject to change.

# Room Assignment Process

- All Recruitment parties will be held in the space provided by the Panhellenic Association.
- Room assignments for Round 1 will be chosen randomly based on chapter size and return.
  1. Chapters listed alphabetically in an excel column
  2. Second column populated with random number function, then sorted by ascending values, placing chapters into a random order
  3. Room numbers will be placed in a third column in ascending order, pairing random chapters with rooms
- Room assignments for Rounds 2 and 3 will be made using this process:
  1. Chapter return totals will be calculated from the previous year to allow the recruitment chair to be able to anticipate which rooms will logistically accommodate the expected return for each chapter. Using this number, we calculated the expected PNM return + the number of active members within the chapter to create a total number to use for the next step.
  2. Chapters will be randomly assigned to rooms based on the numbers calculated in the first step.
- Preference round room assignments will be made using this process:
  1. Chapter return totals will be calculated from the previous year to allow the recruitment chair to be able to anticipate which rooms will logistically hold the amount of women we expect to return for each chapter. Using this number, we calculated the expected PNM return + the number of active members within the chapter to create a total number to use for the next step.
  2. Chapters will be given a list of options that will best accommodate their anticipated party sizes and they will preference those rooms, conveyed to the Recruitment Relations Director by April 20th, 2018.
  3. If everyone's first preferences cannot be accommodated, we will use random selection within your size group (C, B, or A).
- Each chapter will be allotted a space for storage during rounds of recruitment. Access will be limited to the designated times before rounds begin and after rounds end for each day. No items are to be stored in the building overnight, and will be disposed if left behind. Any chapters found using non-designated recruitment areas will be fined.
- Each chapter will also be assigned a room for their advisors who are assisting in recruitment.
- All chapters that do not have GW Greek Housing will have a room reserved for voting. Chapters should not reserve their own voting spaces. **This should be conveyed to the Recruitment Relations Director by April 20th, 2018.**

# Marvin Center Rules: Decorations, Food, Etc.

- **MARVIN CENTER DECORATION REGULATIONS**
  - Only blue painter's tape may be used to tape decorations to walls. No double sided tape or other adhesives.
  - NO GLITTER OR SEQUINS WHATSOEVER (example: tulle that has glitter in it).
  - No Command strips or any other kind of sticky hook may be used on the walls.
  - Nothing can be hung from the ceilings or in between ceiling tiles.
  - Ceiling tiles may NOT be moved in any capacity.
  - Real candles may be used if not lit, fake candles with battery power are acceptable.
- **TIMING:** No chapter member or alumna may enter the Marvin Center or bring recruitment related materials into the building prior to the time indicated in the recruitment daily schedule.
- **ELEVATORS:** Please use the freight elevators, not the main elevators if you have to bring up carts or other large decorations.
- **GARBAGE:** All garbage must be in a trash can or bagged next to a can at the end of each night. *Prepare for this by bringing extra trash bags.*
- **SET UP NEEDS:** Please only notify the Recruitment Relations Director (Ariel Waldman, gwu.recruitment.relations@gmail.com) of all your Set-Up and Audio/Visual needs in writing by October 1st, 2018 at 5:00 PM. Please do not email the Vice President of Recruitment with these needs. If a chapter needs something changed in the room set-up (chairs added/removed etc.) see a member of the Panhellenic Executive Board, or the RRD, and **NOT** the Marvin Center staff.
- **FURNITURE:** ***DO NOT*** move excess furniture into the hallway or dismantle furniture. If the furniture in your room is different from that which was agreed upon, the Recruitment Team will work to rectify the mistake. Additionally, if there is going to be a change in furniture, Recruitment Officers will be notified beforehand.
- **POWER CORDS:** Chapters must provide their own extension cords and power strips.
- **FOOD REGULATIONS:**
  - No food or beverages are to be served to PNMs in chapter rooms during any of the rounds of Recruitment. Snacks and water will be available between rounds for PNMs at designated locations, provided by the Panhellenic Executive Board.
  - If individual chapters would like food, they must work with university catering and order it themselves to be consumed during their designated breaks. Chapters may arrange sisters to bring their own food, but **any food ordered within the Marvin Center must be catered through GW.**
  - Chapters are allowed to have water or snacks for their sisters but it may not be visible during rounds. These snacks do not have to be included in the recruitment budget. In emergency situations, sisters are permitted to drink water or eat a snack during the round, as long as they do so out of sight from PNMs.
- **DAMAGE:** Any damage to a chapter's party room as assessed by Marvin Center staff will be billed to the chapter. The Marvin Center will collect this bill and use the money to pay for the room repairs.



*Additionally, any chapter that causes damage to a room because of a disregard for the rules will lose their room reservation privileges in the Marvin Center for the rest of the spring semester.*

## Budget Information

Each chapter may spend a **maximum of \$2,500** on party rooms for the **entire** Formal Recruitment process. *Re-use of items is encouraged, and those items do not have to be counted in the budget for each re-use.*

- All receipts and a complete budget for the entire Formal Recruitment process must be emailed to the Vice President of Finance, Samantha Corcoran (gwu.panhel.finance@gmail.com), in accordance with the form provided by December 10th, 2018.
- The Vice President of Recruitment and/or the Vice President of Finance may ask for budgets and detailed receipts at any time before, during, and after formal recruitment.
- The value of **donated goods and services (including those donated by chapter advisors)** will be calculated into the total of each chapter's budget. Some examples of donated goods or services are: tablecloths, letters, room decorations, etc.
- All Bid Day related expenses (i.e. T-shirts, gifts to new sisters on bid day, activities, etc.) are not included in the budget.
- Although food is never allowed to be consumed in front of PNMs in recruitment rooms during an ongoing party (with the exception of medical emergencies), food costs that a chapter provides for its sisters during recruitment or voting is not included in the recruitment budget. Be sure to see the rules regarding catering in the Marvin Center.
- Fines are not included in the budget.
- Budget templates will be sent out to individual chapters by the Vice President of Finance before Thanksgiving break.

## Party Rules and Procedures

Colloquially, the George Washington University uses the word "party" to describe what NPC calls an "event." Pi Rho Chis, the Executive Board, and the Recruitment Team will assist in keeping recruitment running on time. Pi Rho Chis will be stationed outside of each room to give a **5-minute and 2-minute warning knock before each party starts**. The chapter VPR should open the door at this time so that she is aware the party will start soon. Pi Rho Chis will also give a **2-minute warning knock towards the end of each round**. PRCs will open the doors once the round is over at which time sisters should release their PNMs in a timely manner. E-Board members will serve as timekeepers and are stationed in each hallway where parties are taking place.

- During parties, the doors to each chapter's room must remain closed at all times. **No chapter members will be allowed to enter rooms during the party, after that party has started.**

**Unless there is an emergency, members cannot exit and re-enter rooms during the round.**

The only exemptions are for PNM's and PRCs participating in split parties.

- Chapters may have as many national representatives, advisors and alumni on site during Formal Recruitment as they need. They must wear name tags designating their alumnae/advisor status.
- Sisters should adhere to a maximum 3:1 sister-to-PNM ratio. At no time should a PNM be surrounded by more than 3 sisters because it overwhelms the PNM.
- Sisters who are going abroad during the Spring 2018 semester are permitted to recruit but must wear name tags designating their Abroad status.

## Split Parties

**The only time a Pi Rho Chi or Executive Board member will be present in a chapter's party is when she is accompanying a PNM participating in split parties, or in the case of an emergency.**

The occurrence of a split party will be communicated by the PRCs stationed outside of each party, in the PNM schedule conflicts Google Doc that all chapter VPRs will have access to, and on each party's attendance list.

PNMs that have to leave after the beginning of the party will be lined up at the end of the line as they start.

PNM's will be required to submit party conflicts that will be reviewed by the recruitment team to deem whether that PNM will be allowed a split party. The PNM's will be made aware of this prior to registration.

## Advisors

- Each chapter will be **required to have at least one advisor on site at all times**. Their duties will include:
  - Assisting in communication between Panhellenic and the chapter when VPR and President are unavailable
  - Attending VPR and Advisors' Meeting on Bid Day
  - Assisting chapters during voting, to assure lists are submitted on time
  - Assisting with recruitment infraction mediation when necessary
- **All** non-collegiate chapter members are required to wear name tags designating their advisor status.
- Parking validation for one car per chapter will be available during recruitment. Please contact the Panhellenic Advisor (Travis Roberts, [travis\\_roberts@gwu.edu](mailto:travis_roberts@gwu.edu)) for parking validation.

# Total and Quota

Chapter total for Spring 2018 is 153 members, and was calculated based on median chapter size.

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(s) in which primary recruitment is not held.

In 2018, Quota was 41. Quota is calculated after every PNM has signed her MRABA following Preference Round. Quota is communicated to chapter VPRs as soon as it is calculated.

# Release Figure Method and Bid Lists

GW Panhellenic Association uses the Release Figure Methodology (RFM). There are three main reasons for using RFM:

1. To enable each sorority to invite a sufficient number of PNMs to each event in order to reach Quota at the end of Recruitment.
2. To allow each PNM to methodically investigate realistic options and ultimately to match with sorority for which she has a preference among those options.
3. To maximize the number of PNMs who ultimately affiliate with a sorority through recruitment.

Attendance of PNMs will be taken by Pi Rho Chis before and after each party. These numbers are then sent to the RFM Specialist, who will use the numbers to determine the release figures for each chapter. The release figure is the recommended number of PNMs a chapter can invite back to each Round..

It is important to note, chapters are expected to invite back the maximum number of PNMs for the first three rounds. However, a chapter may decide not to invite the maximum number of PNMs to their Preference Round, as these PNMs may potentially receive bids from the chapter.

# Snap Bidding

Snap bidding is an option for chapters that did not match to Quota.

- Chapters should have a prepared list of women they would extend a bid should they not be matched to Quota during the regular bid-matching process.
- The procedure is used only to fill Quota spaces and not spaces in Total.

All PNMs, who attended at least one event during formal recruitment, are eligible for snap bidding.

- Women listing intentional single preferences on their MRABA are eligible for snap bidding.
- A PNM may be offered more than one snap bid at a time

Once snap bidding is over, bids are distributed and Bid Day activities may begin. Continuous Open Bidding (COB) begins as soon as bids are distributed.

# Potential New Member Bill of Rights

## *Each PNM has:*

- The right to be treated as an individual and to feel welcomed during the recruitment process, without the presence of unethical discrimination.
- The right to be fully informed about the recruitment process.
- The right to ask questions and receive true and objective answers from recruitment counselors and members.
- The right to be treated as a capable and mature person without being patronized.
- The right to ask how and why and receive straight answers.
- The right to have and express opinions to the recruitment counselors.
- The right to have inviolable confidentiality when sharing information with recruitment counselors.
- The right to make informed choices without undue pressure from others.
- The right to be fully informed about the binding agreements implicit in the preference card signing.
- The right to make her own choice and decision and accept full responsibility for the results of that decision.
- The right to have a positive, safe, inclusive, and enriching recruitment and new member period.
- The right to not be persuaded by a sorority member to resign her bid to any sorority during her new member period.

***Most importantly, a PNM reserves the right to voice concerns if they feel these rights are violated.***

# Potential New Members Rules and Eligibility

- A woman is eligible for formal recruitment only if she is regularly matriculated student of The George Washington University who has earned 12 credits at The George Washington University or another college or university. Credits from AP scores or high school dual-enrollment do not count toward this total.
- A GPA requirement shall not be imposed on PNMs in order to be eligible to go through the recruitment process as per NPC policy. However, individual chapters may impose higher grade point average requirements. A PNM shall not be, nor have ever been, an initiated member of any NPC member group.
- A PNM must register for formal recruitment, pay the designated recruitment registration fee at the time she completes the registration form online and later sign an Honor Code, stating that she will behave in a respectful manner towards all chapters.
- PNMs must attend the mandated PNM educational sessions (one New Member Days and one PNM Orientation). These education sessions will be designed by GW Greek Life Office in coordination with other organizations and university departments as necessary.
- All PNMs must attend the recruitment orientation session the week before recruitment, her Pi Rho Chi group's meetings, and **all recruitment parties for which she has received an invitation**, barring an excused absence.
- Excused absences include scheduled academic commitments (class, field trips, Living & Learning program mandatory events, etc.) and athletic team games/practices. In case of illness or other emergency, the PNM shall contact her Pi Rho Chis, who will communicate the information to the PNM Engagement Director or VP of Recruitment. No other types of absences will be excused.
- PNMs who anticipate missing any recruitment events for excused purposes should submit their conflicts to the PNM Engagement Director by **January 14, 2016 through the designated google form**.
- Any PNM with an unexcused absence will be released from the recruitment process.
- Any PNM who partakes in the consumption of alcohol or other illegal substances during Formal Recruitment will be automatically released from the process. The Formal Recruitment process officially starts once the first PNM Orientation session has started to the start of the first party on January 18th, and does not end until 24 hours after bids have been distributed. **Although Monday, January 21st is a "rest day", there is absolutely no alcohol or other illegal substance consumption permitted, as this day is still considered a part of the recruitment process.**
- No PNM may promise to accept a bid before bids are formally issued by the Panhellenic Association.
- A Membership Recruitment Acceptance Binding Agreement (MRABA) will be signed immediately after the last party the Potential New Member attends. Once signed, no changes may be made.
- Any Potential Member who signs an MRABA (Membership Recruitment Acceptance Binding Agreement) shall be bound by that agreement until the next formal recruitment if she continues to

attend The George Washington University.

- If a PNM declines a bid, she may re-join the sorority she rejected during COB, but only if the sorority is below total and/or there are available spaces in Quota.
- If a PNM accepts a bid but the pledge is broken, she may rejoin only that particular sorority before the next formal recruitment, even if she puts the chapter over total.

## National Panhellenic Conference

### Standards of Ethical Conduct - Unanimous Agreement IV

- National Panhellenic Conference (NPC) fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.
- In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.
- NPC denounces the arbitrary priority rating of women's fraternities.
- NPC denounces the ranking or categorization of chapters determined by administrative personnel according to a chapter's compliance with university standards or guidelines.
- NPC fraternity members shall not suggest to any Potential New Member that she refuse a bid from one group in order to wait for a bid from another group or suggest that she list only one choice on her membership recruitment acceptance.
- It is in accordance with the dignity and good manners of fraternity women to:
  - Avoid disparaging remarks about any fraternity or college woman.
  - Create friendly relations between fraternity and non-fraternity women
  - Avoid negative publicity on Panhellenic matters
- NPC discourages the use of Greek-letter fraternity names and insignia in inappropriate or distasteful commercial advertising.
- NPC has no affiliation or connection with any high school sorority.
- NPC supports all efforts to eliminate hazing.

# Code of Ethics: Panhellenic Sisters

## Ethical Interactions Between Sisters and PNMs **prior** to Formal Recruitment

- o PNMs are defined as all Freshman women and any unaffiliated upperclassman woman who intends to go through recruitment, unless the contact with the unaffiliated upperclassman woman occurs within the context of COB.
- o All communication and contact between PNMs and sisters with the intent to recruit is prohibited.
- o All bid-promising is strictly prohibited. Any predictions, assurances, or guarantees that are verbally or digitally communicated by sisters to PNMs are considered recruitment violations subject to the Panhellenic Judicial Board process. Bid-promising includes indirect language such as “I want you to be my little,” “it would be so cool if you went through recruitment and went (Chapter),” “You would be great in (Chapter),” “You definitely have a good chance at getting into (Chapter),” “I’ll put in a good word for you during recruitment”, and any other language or action that leads a PNM to believe she will be offered membership in a specific chapter. Bid-promising can be incredibly damaging to PNMs and to the Panhellenic community as a whole, and will result in referral to the VP of Standards and/or the Judicial Board.
- o Sisters may not conduct conversations with PNMs regarding the recruitment process or any specific Greek chapters.
- o Conversations about Greek Life should be limited and should be restricted to generalized sentiments about the value of Greek life as a whole. Specific questions about the recruitment process or Greek life should be directed to PNM Engagement Director, Izzie Omer.
- o At all times, sisters of Panhellenic chapters should communicate with PNMs in a manner which represents the entire Panhellenic community well.
- o Under no circumstances may sisters consume alcohol or any illegal substances with PNMs. Under no circumstances may PNMs consume alcohol or any illegal substances with sisters. This regulation applies regardless of age and regardless of whether or not there is a previously established relationship between the sister and PNM.
- o The use of alcohol and men to recruit members is prohibited per the Unanimous Agreements by all 26 chapters. For example saying “members of X sorority hang out at this fraternity all of the time, and since you’re hanging out here, you’d fit right in” are prohibited.
- o Sisters may friend/follow PNMs with whom they have established an offline relationship.
- o The Panhellenic community supports the relationships formed by members of the Panhellenic community with people who are not affiliated with Panhellenic organizations. Therefore, we will not restrict public interactions of sisters with PNMs providing that the contact does not violate any other regulation of the Recruitment Manual, the NPC Manual of Information, or the Panhellenic Code of Ethics.
- o Sisters may not provide gifts or services to PNMs.\*
- o PNMs and sisters should not visit each other in their residences.\*
- o PNMs are permitted to attend any on-campus chapter event that is open to the entire GW community (i.e. philanthropy events or Greek Week skit night).\*\*

- o PNMs are not permitted to attend any off-campus chapter event or any on-campus event that is not open to the entire GW community (i.e. club events). It is the chapter's responsibility to make sure that no PNMs are invited to such events.\*

**\*Exemptions:** Sister-PNM relationships that fall into the following categories are exempt from the starred regulations above: biological sisters, close friendships established prior to the PNMs acceptance to GW, romantic relationships, or mentor-type relationships established in another student organization.

**\*\*Clarification of public on-campus events:** PNMs may enter GW Greek Housing buildings if and only if that building is the designated location for a public, on-campus chapter event. During the course of the event, PNMs may only remain in the room(s) where the event is taking place- they may not enter individual bedrooms or private living spaces.

If a PNM-sister relationship does not fall under one of these categories, but a sister would like to request an exemption (either generally, or for a specific event), sisters will be able to submit requests to the Recruitment Team through a google form.

#### Ethical Interactions Between Sisters and PNMs during the Formal Recruitment Process

- o There should be no discussion of recruitment between Panhellenic sisters and PNMs during formal recruitment outside of the party rooms..
- o Negative discussion about the Panhellenic community in any form will not be tolerated.
- o Sisters should use recruitment to promote the Panhellenic community as a whole, explaining the experiences and opportunities that membership has brought them. Sisters should also explain the values their sorority holds and how those values have impacted their experience in GW Greek Life.
- o Sisters may not wear fraternity apparel inside the Marvin Center during the recruitment process (this includes t-shirts, sweatshirts, sunglasses, etc.).
- o **Promise of bids is strictly prohibited.** In reality, individual sisters cannot guarantee bids, so they should avoid saying anything to make PNMs feel their future with the chapter is definitive.
  - "See you tomorrow", "You'll definitely get a bid here", "I want you to be my little", and other similar phrases are all inappropriate.
  - Sisters may express their excitement for a PNM's involvement in recruitment and/or tell a PNM that they had a great time meeting them.
  - At all times, members should maintain appropriate physical contact with PNMs.
- o **Sisters shall not ask a PNM about her impressions of another chapter,** advise her in forming an opinion on a specific chapter, nor ask her about her party schedule. Schedules and other sororities may not be discussed under any circumstance.
- o **Gifting anything to a PNM is prohibited.** Anything given to a PNM during a party must be retrieved at the end of the party and is not to leave with the PNM.
- o Treat all PNMs as just that: potential new members. Keep in mind they are about to join our Greek community and could very well be your sisters.

#### Ethical Treatment of Disassociated Panhellenic Women

- o Keep the affiliation of temporarily disassociated women protected and secret and keep public interactions with said women to a minimum.
- o These women may not be involved in individual chapters' recruitment under any circumstances, so keep conversations about chapter business with them to a minimum.



### Ethical Representation of Greek Life

- Embrace **Positive Panhellenic Contact**, or the promotion of Greek life as a whole, not merely an individual organization, at all times.
- Promote Greek unity **always**.
- Respect yourself, your body, your sisters, and all Panhellenic women. Demand that respect from others.
- Represent yourself in public in a way that reflects the values of your Panhellenic organization.

**Strict Silence** is the period starting with the end of the Potential New Member's last preference party until she receives her bid. During this time, there will be **absolutely no conversation** between PNMs and active sorority members (including Pi Rho Chi's, Recruitment Team, and Executive Board members), alumnae, or any others affiliated with a chapter in oral, digital, written, and/or printed forms, regardless if there is a previously-established relationship between a PNM and sister.

## Disassociation

Pi Rho Chis, the Recruitment Team, and the Panhellenic Executive Board will disassociate from their chapters beginning January 1, 2019 and will remain disassociated until the reveal of chapter affiliations on Bid Day. During the period of disassociation, the above women will do the following:

- Refrain from attending any and all formal and informal chapter events (including mandatory events) and discussing any chapter business.
- Remove themselves from all chapter listservs, social media groups, and group chats.
- Refrain from engaging in public interactions with members of their chapter that exceed minimal friendly greetings.
- Set their social media accounts to “Friends Only” and refrain from posting anything that might reveal their Greek affiliation. This includes setting their profile picture and cover photo to a non-affiliated picture and deleting/hiding all past sorority-related cover photos.
- Avoid wearing anything related to their Greek affiliation.
- Avoid revealing, or instructing anyone else to reveal, by word or action, their Greek affiliation to any PNM.

Before the period of disassociation, the above listed women should make every effort to avoid discussing their specific chapter with any unaffiliated woman at length, instead focusing on the entire Greek community in discussions of Greek life or recruitment. An important piece of showing pride in the Panhellenic community is showing pride in one’s own chapter and the above listed women are permitted to attend all chapter events (except for those at which recruitment business is discussed), wear chapter apparel, and post chapter-related posts and pictures on their social media accounts. Chapter meetings at which recruitment business makes up a portion of the meeting, the above listed women should leave the meeting for the duration of the recruitment portion, and may return when the discussion of such business is concluded. More specifically, all members of the recruitment team are not permitted to attend any recruitment-related workshops over the course of their term. At all times, the above listed women should make every effort to highlight the virtues and values of the Panhellenic community as a whole. Chapters should avoid posting pictures of the above listed women after they are notified of their selection.

# Code of Ethics: Panhellenic Executive Board, Recruitment Team, and Pi Rho Chis

The groups above shall **always** act as role models, particularly for Potential New Members, but also for the greater Greek community. They were chosen to be positive representations of the Greek community and the George Washington University. They will treat all sorority members, advisors, alumnae, Panhellenic Executive Board members, and GW employees with extreme respect and work to make recruitment a positive experience for all involved.

- Upholding a Panhellenic spirit and attitude at all times
  - Be positive about all sororities/the Panhellenic Association in their daily lives, not just at trainings or when meeting with the PNMs.
  - Maintain a kind and professional manner during interactions with PNMs, other Panhellenic Recruitment Counselors, the Recruitment Team, the Panhellenic Executive Board, Chapter Advisors/ Recruitment Chairs, and all Panhellenic sisters.
  - Respect the Marvin Center/other meeting places and all staff and facilities members.
- Dissociation
  - All rules and expectations outlined in the Recruitment Manual must be followed in word and spirit.
- Formal Recruitment Process Behavior
  - Any Pi Rho Chi, member of the Recruitment Team or member of the Panhellenic Executive Board who partakes in the consumption of alcohol or any other illegal substance during Formal Recruitment will be automatically released from the process, and therefore their position. The Formal Recruitment process starts once Pi Rho Chis (and members of the Recruitment Team and Panhellenic Executive Board) the first PNM orientation has begun, and does not end until 24 hours after bids have been distributed. **Although Monday, January 21st is a “rest day”, there is absolutely no alcohol or other illegal substances consumption (regardless of age), as this day is still considered a part of the recruitment process.**
  - **The sister-PNM alcohol policy is the same for Pi Rho Chis during the fall semester.**
- Confidentiality of PNMs
  - All Executive Board members, Recruitment Team members, and Pi Rho Chis are expected to **maintain complete confidentiality** in all matters regarding PNMs, unless information conveyed by a PNM poses a threat to the safety of herself or others.
  - No information regarding the preferences, opinions, and/or ranking of a PNM may be communicated to anyone except between the PNM and her PRC(s) or the VP of Recruitment/Panhellenic Advisor/PRC Directors/VP of Standards if their assistance is required.
    - There is a **zero tolerance policy** for communicating confidential information about PNMs to affiliated members, fraternity men and/or unaffiliated individuals, for any reason. Failure to adhere to this policy will result in immediate dismissal.
  - Specific information about **PNMs may not be discussed** at any point after each round,

unless assistance is required from the Head Pi Rho Chi or VP Recruitment.

- Counseling PNMs
  - All Pi Rho Chis are expected to provide impartial advice and support to PNMs during the recruitment process.
  - Advice should be given with the intent to help the PNM have the most enjoyable and successful recruitment experience.
  - Personal opinions, biases, and preferences held by an Executive Board member, Recruitment Team member, or Pi Rho Chi should in no way be communicated to a PNM.
  - In all matters of counseling PNMs, Executive Board members, Recruitment Team members, and Pi Rho Chis are expected to uphold the PNM Bill of Rights.

## Panhellenic Recruitment Counselor Contract

I \_\_\_\_\_, as a GW Panhellenic Recruitment Counselor (Pi Rho Chi), agree to the following expectations.

I WILL:

1. Disassociate from my chapter beginning on January 1st, 2019 until Bid Day concludes on January 23rd, 2019
2. Ensure my chapter has full understanding of my disassociation.
3. Attend all Pi Rho Chi trainings and events. If I am not able to attend, I will receive prior approval at least two weeks in advance.
4. Respect the confidentiality associated with my role as I handle the private information of Potential New Members.
5. Remain Panhellenic; be impartial, fair, and objective during my term.
6. Be knowledgeable of the recruitment rules, recruitment schedule, Code of Ethics, and chapter information.
7. Fully execute my responsibilities as a Panhellenic Recruitment Counselor while being approachable, enthusiastic, inclusive, and positive throughout recruitment.
8. Be on call 24 hours a day during recruitment and be responsible, dependable, and supportive of my Panhellenic Recruitment Counselor sisters, Recruitment Team, Panhellenic Executive Board, and Potential New Members.
9. Serve as a positive role model by representing the best qualities and values of Greek women.
10. Report any instances of recruitment violations I am a witness to.
11. Follow all instructions given by the Head Pi Rho Chi(s) and Vice President of Recruitment.

12. Follow all National Panhellenic Conference and George Washington University policies.

I fully understand my role and the responsibilities associated with being a Panhellenic Association Recruitment Counselor. I commit to fulfilling these obligations over the course of recruitment. If I am found violating and/or do not adhere to the aforementioned items, I agree that this document, effective immediately, will serve as my resignation.

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**Panhellenic Recruitment Counselor Name (Printed)**

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**Panhellenic Recruitment Counselor Signature**

**Date**

# Panhellenic Recruitment Publicity Plan

- A recruitment lookbook will be created and distributed to PNMs featuring information on GW Greek Life, Panhellenic Recruitment, and an overview of each chapter. Each chapter is required to submit pictures, a brief letter from the chapter President, as well as chapter information including: colors, symbol, motto, dues for new members and active members, philanthropies, housing options, point systems, and the minimum GPA for invitation. Chapter submissions are due by **May 15, 2018**.
- Tabling, posters, palm cards, and dorm storming will be done entirely by the Panhellenic Association. If a chapter is participating in COR/COB, all Publicity Plans shall be approved by the Panhellenic Executive Board.
- Voluntary informational sessions will be held for PNMs prior to Formal Recruitment by the Panhellenic Association. Information will be presented highlighting the benefits of Panhellenic membership including: philanthropy/community service, scholarship, leadership opportunities within chapters and on GW's campus, and social opportunities.
- A recruitment marketing T-shirt will be ordered by the Panhellenic Association that sorority members can wear in the weeks leading into recruitment. In an effort to provide visibility and to promote unity for Greek Life, members should wear the t-shirt on the designated days and as often as possible.
- Suggestions for Formal Recruitment marketing can be submitted to the PNM Engagement Director.

## Rules for Individual Chapter Marketing

The Panhellenic Association will coordinate **all** advertising for Formal Recruitment. Individual chapters and its members are prohibited from encouraging PNMs to “rush” a specific chapter. All clothing, paraphernalia, cover photos, and even social media posts, should encourage PNMs to consider all chapters during Formal Recruitment. Cover photos and profile pictures are often public and therefore visible to the PNM without having to follow or become a friend, so this is very important. However, having cover photos with the name of your organization in association with recruitment, such as “ABC, Recruitment 2019” or “Go Greek” is definitely appropriate and is encouraged. Chapters are encouraged to use the cover photo provided by the Panhellenic Association.

Chapter websites and social media accounts should be consistent with all policies laid out in this manual.

### **Appropriate chapter marketing includes, but is not limited to:**

- Wearing letters
- Wearing other chapter marketing shirts, though they cannot reference the recruitment process
- Stickers for current members to place on laptops/water bottles/ etc.
- In the fall semester, non-alcoholic events open to both men and women

# Panhellenic Participation in Men's Recruitment

As a Panhellenic Association, we denounce the representation and participation of Panhellenic women in men's fraternities' Formal Recruitment and/or informal/rush events. Panhellenic women **may not** wear and/or use men's fraternities' recruitment promotional material. This includes, but is not limited to, sunglasses, t-shirts, and buttons expressing preference of a specific fraternity.

## NPC Guidelines

Please read the [NPC Guidelines Changes](#) and the [NPC General Guidelines](#) effective this year. We are governed under all of NPC's rules, so please be familiar with these.

## List of Fines

It should be noted: fines are not meant to be punitive, they are meant to be preventative. All of the things being fined serve the purpose of keeping recruitment running smoothly and leveling the playing field for all chapters. With that in mind, individuals should remember that reporting a recruitment violation should not arise out of spite or revenge. It should arise from a concern for the fairness of the recruitment process.

<b>Violation</b>	<b>Penalty</b>
Chapter submits fewer than 8 Pi Rho Chi applications	\$25/application
Photos of E-Board Members, Recruitment Team, or Pi Rho Chis on chapter social media with letters, fellow sisters, or anything distinguishing their affiliation beginning the day of Pi Rho Chi acceptance notifications	Before January 1st: \$15/individual offense +\$10/day (following a 24-hour grace period after notification by a member of the Recruitment Team or Panhellenic Executive Board) Beginning January 1st: \$25/individual offense +\$15/day (with no grace period)
Late submission of list of disaffiliated sisters, recruitment budget, recruitment outfits/songs/videos, or A/V needs	\$50/day
Pi Rho Chis, members of Panhellenic E-Board, members of Recruitment Team, or Colonial Cabinet members in pictures submitted for lookbook (after published)	\$150
Violation of a PRC contract (whether the PRC personally decides to withdraw from her position, or she is released by the recruitment team)	\$100, beginning June 1 \$150, beginning October 1 \$300, beginning January 1 \$500, beginning January 18
A chapter leaves the Marvin Center before the VP of Finance approves, during an inspection, the cleanliness of the chapter party room AND chapter storage room with the chapter Recruitment Officer or her pre-arranged designee and gives permission for dismissal.	\$300
Late invitation lists	\$100 +\$10/minute late (please call if there are extenuating circumstances, such as medical emergencies)
Use of non-designated storage areas	\$100
Violation of PNM-Sister Relationship Regulations	Referral to VP Standards and/or Judicial Board. These violations may be associated with a fine between \$25-\$175, based on the severity of the violation.



Violation of NPC Unanimous Agreements, NPC Standards of Ethical Conduct or GW Panhellenic Code of Ethics	Referral to VP Standards and/or Judicial Board. These violations may be associated with a fine between \$25-\$175, based on the severity of the violation.
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## Reporting Recruitment Violations

All Recruitment violations must be submitted, using the designated Panhellenic Violation Report Form, to the Panhellenic Vice President of Standards (Kate Van Horn, [gw.panhel.standards@gwu.edu](mailto:gw.panhel.standards@gwu.edu)), or in the case of a violation concerning the VP of Standard's own sorority to the Vice President of Recruitment (Ashley Ann Renz, [gwyrecruitment@gmail.com](mailto:gwyrecruitment@gmail.com)). All infractions will be investigated using the NPC Judicial Process as described in the 23rd edition of the NPC Manual of Information.

- Persons who may file recruitment violations include:
  - The chapter president on behalf of her chapter
  - The College Panhellenic officer in charge of recruitment or a recruitment counselor
  - A potential new member
  - The fraternity/sorority advisor
- If a chapter member would like to file a violation, they should communicate the infraction to their Chapter President or the Vice President of Recruitment.
- Violation reports will not be accepted through the university's anonymous hazing report system
- Violations **must be reported within 30 days** of the violations occurrence.
- Grounds for violations must originate from an infraction, in word or spirit, of the NPC Manual of Information, GW Panhellenic Association's Bylaws, the Code of Ethics, or the Recruitment Manual

# National Panhellenic Conference

## Violation Appeal Process, Unanimous Agreement VII

The decision of the Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee. An appeal shall be filed with the Panhellenic President, using the appeal form (can be obtained from the Greek Life Office), within **seven days** of the decision.

The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association Judicial Board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.

## Continuous Open Bidding (COB)

NPC Unanimous Agreement VI states that "each NPC fraternity chapter has the right to COB to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter's colonization 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."

COB events must take place between the start of bid distribution from Formal Recruitment and the end of the Fall 2018 semester (before final exams). No COB events may take place from January 1, 2019 until the end of the Formal Recruitment process, unless it is hosted by the Panhellenic Executive Board.

If chapters are interested and eligible (meaning, they are under the calculated Total for the semester) to conduct Continuous Open Recruitment/Continuous Open Bidding (COR/COB), they must abide by the following guidelines:

- Follow NPC Unanimous Agreement VI, #2 "Establishment and Regulation of Membership Recruitment"
- Panhellenic VP of Recruitment and Panhellenic Advisor must be informed of all COB events/activities
  - If a formalized recruitment is planned (open invitation, non-alcoholic events promoted through social media, website, flyers, etc), the chapter's Recruitment Chairman and New Member Coordinator/Chair must meet with the Panhellenic Advisor and VP of Recruitment to go over the Recruitment Schedule and New Member Education Program curriculum
- Chapter must submit a list of Potential New Member (PNM) names (First and Last) along with their GWIDs to the Panhellenic Advisor and Panhellenic VP of Recruitment at least 48 hours before bids are issued.
- Together, the Panhellenic Advisor and VP of Recruitment, will confirm if all interested PNMs meet all of the following criteria:
  - Has at least 12 credit hours
  - Is enrolled as a full-time undergraduate student (at least 12 hours)
  - Did not previously sign a Membership Recruitment Acceptance Binding Agreement (MRABA) or a COB Membership Acceptance Binding Agreement (MABA)

- Must have attended a New Member Days session (or will attend a New Member Days session before Initiation)
- Based on the GPA criteria of the chapter, will confirm (or not) which PNMs meet their chapter GPA requirement
- Once bids are given out, and the PNM has accepted it, a COB MABA must be filled out by the PNM, with a witness signature, and returned to the Panhellenic Advisor and VP of Recruitment within 24 hours of the date signed.
  - To download a COB MABA, go to: [greeklife.gwu.edu/pha-specific-resources](http://greeklife.gwu.edu/pha-specific-resources)

Formal recruitment fines will not apply to COB infractions. However, any recruitment violations through COR/COB will be assessed on a case-by-case basis by the VP of Recruitment and if necessary, the Panhellenic Judicial Board and/or VP of Standards.

# Important Contacts

Panhellenic Association VP of Recruitment

**Ashley Ann Renz**

(609) 560-1033

[gwvprecruitment@gmail.com](mailto:gwvprecruitment@gmail.com)

Office Hours: Tuesday 2:00 - 3:30 pm

Pi Rho Chi Directors:

**Nadia Wiggins and Reaiah Moses**

[gwhprc@gmail.com](mailto:gwhprc@gmail.com)

Recruitment Relations Director:

**Ariel Waldman**

[gwu.recruitment.relations@gmail.com](mailto:gwu.recruitment.relations@gmail.com)

PNM Engagement Director:

**Izzie Omer**

[gwupnmcc@gmail.com](mailto:gwupnmcc@gmail.com)

Panhellenic Association President

**Elizabeth Jessup**

[gw.panhel.pres@gmail.com](mailto:gw.panhel.pres@gmail.com)

Office Hours: Tuesday 5-7 pm

Panhellenic Association VP of Standards

**Kate Van Horn**

[gwu.panhel.standards@gmail.com](mailto:gwu.panhel.standards@gmail.com)

Office hours: Tuesday 6-7 pm

Panhellenic Association VP of Finance

**Samantha Corcoran**

[gwu.panhel.finance@gmail.com](mailto:gwu.panhel.finance@gmail.com)

Office Hours: Thursday 10-11:30am

Panhellenic Advisor, Center for Student  
Engagement

**Travis Roberts**

(202) 420-9380

[travis\\_roberts@gwu.edu](mailto:travis_roberts@gwu.edu)

Assistant Director of Events and Venues, Marvin  
Center

**Adam Murphy**

(202) 994-7471

[amurphy15@gmail.com](mailto:amurphy15@gmail.com)

*All office hours are held in the Panhellenic Office (Marvin Center 408)*