All recruitment programs are planned to provide opportunities for the greatest number of women to become part of the Sorority Life experience while protecting the rights and privileges of individuals. The Sorority Life Recruitment Policies were developed to ensure a safe, positive experience for all Potential New Members and current Sorority members.

Section 1: Recruitment Standards
1. All Drury University policies, Greek Life policies, applicable laws, National Headquarters guidelines—including NPC Unanimous Agreements—shall be upheld.
   a. The use of alcoholic beverages during Sorority Life recruitment by current members and potential members within 24 hours of the acceptance of bids is prohibited.
   b. The participation of men in recruitment functions is prohibited.
2. Sorority Recruitment is outlined in the Sorority Life Judicial Operational Procedures and all members—including alumnae, initiated members, and new members—are responsible for understanding, supporting and observing the procedures and guidelines, including recruitment guidelines. The penalties for recruitment violations will follow the Drury University standard sanctions listed in the current Community Standards Handbook and will reflect the ones recommended in the NPC Unanimous Agreements.
3. Each chapter shall submit a list of current members to the Student Activities Office by the first day of fall recruitment workshop.
4. There will be mandatory workshops prior to recruitment. The Panhellenic Council will present important recruitment information, including but not limited to:
   a. Formal Recruitment Rules
   b. Safety Procedures
   c. Judicial Process Training
   d. Chapter Programs Review
   e. Basic Information and Best Practices
   f. Panhellenic Events Review

Section 2: Recruitment
1. All chapters will follow the formal recruitment schedule set, organized and executed by Panhellenic Council.
2. Panhellenic Council follows the NPC Fully Structured Recruitment style with the following guidelines:
   • Events should reflect values-based themes and reflect a lifelong fraternal experience.
   • Recruitment Counselors will inspect each sorority suite before the start of every Formal Recruitment day.
   • NPC Release Figures Method must be used.
   • Panhellenic Council will determine the Quota Range for each day of Formal Recruitment.
   • Bid matching is always conducted. The preferential bidding system is used and a Sorority Life Membership Acceptance Contract (SL-MAC) is always signed.
   • Snap Bidding is available for chapters who do not reach quota.
   • Chapters have the right to Continuous Open Bid to reach Quota or Total during the academic year.
3. All recruitment events shall be held in an area designated by Panhellenic Council (traditionally the chapter suites).
4. Only national chapter representatives, alumnae, new members, and initiated members of the fraternity may assist the chapter with recruitment during Sorority Life Recruitment unless approved by Panhellenic Council.
5. After the first set of invitational rounds, Panhellenic strongly urges each chapter to re-invite only those potential members whom they are seriously considering for membership.
6. Panhellenic requires each chapter to invite only those potential members they will place on their bid list to the preference party.

7. Collegiate chapter members will leave campus during the period of Strict Silence. Strict Silence is the period in which there will be no conversation or contact with potential members by fraternity members, new members, and alumnae. This includes all reference to sorority – oral, written, printed, typed, texted or through social media. Strict Silence is designated as the period of time from the end of the potential member’s last Preference round until she reports to the sorority from which she accepts a bid.

8. Panhellenic Council will oversee all Sorority promotion for recruitment-related activities. Chapters are not allowed to promote their individual chapters through merchandise.

9. Chalking is not allowed for recruitment related promotion. This includes, but is not limited to pre-recruitment, during recruitment, bid day and/or new member chalking.

10. Chapter members may display signs and or paint the windows of their residence with their chapter letters, ‘Go Greek’, chapter symbols and “I love (chapter name here).” Chapter members may also decorate their personal vehicles with these items. Chapter members are not allowed to say “rush our chapter”, “choose our chapter”, “our chapter is the best” or any similar statements in these locations (or anywhere).

11. Chapter members may not decorate Fraternity Houses, male residence locations vehicles of male students.

12. Chapters and chapter members may not encourage or provide any outside groups with chapter-related promotional materials unless approved and overseen by Panhellenic Council.

Section 3: Pre-Recruitment Schedule

During the summer, a sorority may not issue a bid or formally pledge a woman into their chapter.

1. During the summer, alumnae and/or members shall only use the suite for recruiting purposes if it is used for Panhellenic recruiting purposes and approved by Panhellenic council.

2. During the summer, Panhellenic Recruitment Counselors should initiate welcome contact to prospective university students and/or potential members provided they communicate as a Panhellenic member and not as an individual chapter member.

3. During the summer, chapter members may host or sponsor functions for the purpose of recruitment as a Panhellenic community, as long as two chapters are represented.

Section 4: Recruitment Schedule

1. Sorority Life Formal Recruitment will be held early in the fall semester each academic year. The schedule will be developed and executed by Panhellenic council and communicated to each chapter on a regular basis and posted online by February of the recruitment year.

2. Recruitment events will be formatted in the traditional manner, structured by rounds that reflect values-based themes and reflect a lifelong fraternal experience:

   a. The first event of Formal Recruitment will be the Panhellenic Orientation event; participation by Sorority women and Sorority Alumni will be by Panhellenic council invitation only.

   b. The second event of Formal Recruitment will be the Panhellenic & Alumni event; participation by Sorority women and Sorority Alumni will be by Panhellenic council invitation only.

   c. The third event of Formal Recruitment will be the Skit Night Event, PNMs will select three ‘yes’ chapters and one alternate chapter after their last Late Show round. Participation by all Sorority women is required.

   d. The fourth event of Formal Recruitment will be the Philanthropy Event and will focus on each sorority’s philanthropy. PNMs will select up to two ‘yes’ chapters and one alternate chapter after their last Philanthropy round. Participation by all Sorority women is required.
The fifth event of Formal Recruitment is the Preference Event. PNMs will complete the Sorority Life Membership Acceptance Contract after their last Preference round. Participation by all Sorority women is required.

The final event of Formal Recruitment is the Bid Reveal Ceremony. PNMs will be invited to join sorority chapters through bid card distribution. Participation by Sorority women and Sorority Alumni will be by Panhellenic council invitation only.

After the bid reveal ceremony, chapters are encouraged to host their own bid day & new member welcome celebrations. Participation by Sorority women and Sorority Alumni is at the discretion of each individual chapter. Bid Day celebrations must not include alcohol and should conclude at a reasonable hour; no later than 9:00pm. All New Members must be home by 9:30pm.

Section 5: Unique Experience for Potential Members

Panhellenic council encourages chapters to provide a comfortable, unique environment for Potential Members during Sorority Recruitment and understands the importance of planning and implementation to make a quality program. To maintain consistency and equality for chapters related to alumni involvement, Panhellenic council has established these standards:

1. Unique Items: Panhellenic council encourages the use of unique items, such as pop culture references or event themes, during Sorority Recruitment.
   a. Unique items must be listed on the Unique Items Sheet and submitted to Panhellenic council during required periods. All other submissions of these items will not be allowed.
   b. Unique items must be in good taste and positively promote the chapter and/or Sorority community. Unique items may never be derogatory toward another individual or chapter.
   c. If two or more chapters plan to use the same unique item during recruitment, chapters will be asked to make a decision on usage. To maintain parity between chapters, Panhellenic council will use the following qualifications to make a decision, if needed:
      i. Previous usage of unique item and level of success
      ii. Smallest quota reached during Formal Recruitment
      iii. Smallest chapter size related to Total
      iv. Importance of unique item related to planned program
      v. Submission date of unique item

2. Special Recruitment Helpers: Panhellenic council allows special helper participation in the Sorority Suites during formal recruitment for select events, e.g., alumnae, people related to theme of that night, with approval from Panhellenic.
   a. No more than 10% of the chapter delegates in the suite at any time may be special recruitment helpers.
   b. Special recruitment helpers in the suite should only discuss the benefits of the sorority’s involvement with their cause or hold conversations related to their involvement with the cause. Traditionally these causes are philanthropic in nature.
   c. Each special recruitment helper in the suite must be dressed appropriately and wear a name tags at all times that clearly distinguishes them as a special recruitment helper and provides their organization name.
   d. Panhellenic council must be alerted in the spring semester as to which Special Recruitment Helpers/Groups that chapters plan to use during Recruitment and why their involvement is a necessary component to the chapter’s recruitment program. Panhellenic council must approve all Special Recruitment Helpers/Groups before a chapter may use them during recruitment. Special Recruitment Helpers/Groups must be re-approved each year by Panhellenic council.
Section 6: Recruitment Finances

1. A Formal Recruitment budget will be established by Panhellenic for Recruitment purposes. Panhellenic strongly recommends that each chapter use good judgment, discretion, common sense and maturity in planning and maintaining a realistic and sound financial budget for Sorority Life Recruitment within the budget cap. To maintain a balanced and fair budget between the sororities during Formal Recruitment, Panhellenic details all spending that will directly impact the Potential New Member recruitment experience:
   a. Panhellenic allows a total of $1000 of monetary spending on chapter recruitment supplies and activities. Funding may come from chapter budgets or monetary donations from outside sources. All monetary spending must be detailed on the Recruitment Budget Worksheet.
   b. Panhellenic allows an additional $1000 worth of items to be donated to each chapter for each recruitment period. All Donated items and their estimated value must be detailed on the Recruitment Budget Worksheet. Flower bouquets are not included in the budget spending only if they are displayed in the chapter foyer during recruitment; if they are used in the suite, they should be included in chapter donated items on the Recruitment Budget Worksheet.
   c. Panhellenic allows unlimited borrowed items to be used during each recruitment period. These borrowed items must be returned immediately following recruitment and do not count toward the spending limit. All borrowed items must be detailed on the Recruitment Budget Worksheet.
   d. Panhellenic allows unlimited previously used items to be utilized during each Recruitment period. This could include items purchased for a previous chapter event or used in a previous recruitment period. These items should only be listed on the Recruitment Budget Worksheet if chapter members used individual funds to pay for the item.
   e. Panhellenic allows chapter members to use personal funds to purchase required chapter-coordinated items for recruitment. The chapter recruitment officer must provide reasonably priced options for required general items (example: white shorts, fun shoes). Chapter members are allowed to spend a maximum of $50 of personal funds for required specific items (example: Abercrombie white shorts, Toms shoes) per recruitment period. The chapter recruitment officer must alert chapter members of required specific items by August 1.
   f. Clothing purchases must be listed on the Recruitment Budget Worksheet if 10 or more members have purchased the general or specific items for or are wearing the items during formal recruitment. A copy of the chapter notification must be provided as an attachment of the Recruitment Budget Worksheet.
   g. Supplies purchased for Team Night and Drury Orientation Events are part of the Recruitment Budget and should be listed on the Recruitment Budget Worksheet.

2. Each chapter will provide a complete and accurate Recruitment Budget Worksheet, including copies of receipts, to the Panhellenic Council Advisor one week after Sorority Bid Day. Chapter Recruitment Officers will be required to present a Formal Budget Review to the Panhellenic Membership Experience Committee and the Panhellenic Advisor team within two weeks after Sorority Bid Day. The chapter recruitment chair should bring 3 copies of the Recruitment Budget Worksheet, receipts (in order of spending as detailed on the worksheet) and other attachments to the Formal Budget Review. The Formal Budget Review should include:
   a. Budget category review and rationale
   b. Budget receipts and attachments review, including use of Drury Tax-Exempt certificate
   c. Budget success and opportunities review from a chapter perspective
   d. Budget needs for next recruitment period
   e. Suggestions for improvement of Panhellenic Budgeting guidelines and process
   f. Success review of Panhellenic Budgeting guidelines and process

3. Panhellenic supports chapters, members and alumni by maintaining consistent practices and procedures to allow Sorority chapters to effectively implement a well-planned and consistent quality recruitment
Panhellenic Council Recruitment Standards

To ensure that Panhellenic standards are followed in an acceptable fashion, Panhellenic Council has detailed fines for select issues that may arise related to recruitment practices.

- **Hot Box Fine**:
  - $10 per member per chapter in violation. Picture documentation is required for sorority members.

- **Late Bid List Fine**:
  - Chapters will be charged $10 per minute for late submissions; charges will be assessed in 15-minute increments, regardless of time submitted during the allotment.

- **Late Budget Worksheet or Budget Review Meeting Fine**:
  - $10 per day until complete information is submitted.

- **Late Keep List/Release Figures/Flex List Fine**:
  - Chapters will be charged $50 per hour for late submissions—including non-maximized flex lists. It is acceptable for chapters to not maximize Keep Lists/Release Figures, if approved by chapter votes and the Panhellenic Advisor is notified via email as the final Keep List/Release Figures are submitted.

- **Late Marketing Fine**:
  - Information is listed in the Sorority Life Communication Standards.

**Section 7: Panhellenic Council & Recruitment Counselors**

1. Panhellenic Council will adhere to all written rules and guidelines and will act in the best interests of potential members and general Sorority Life. If a question arises, they will consult all other Senior Panhellenic counselors.

2. Senior Panhellenic delegates will serve as Recruitment Counselors during Sorority Life Formal Recruitment. During this time, the Recruitment Counselors will disaffiliate from their chapter to serve the Potential Members.

3. Junior Panhellenic delegates are affiliated with their chapter during the recruitment process.

4. Recruitment Counselors are required to maintain principles of Panhellenic ethics at all times, including:
   a. Maintaining confidentiality with privileged information
   b. Remaining objective and impartial at all times
   c. Complete disassociation from their own chapter beginning when new students arrive on campus and ending with the Bid Reveal Ceremony
   d. Maintaining their actions and decisions to support the welfare and best interests of the Panhellenic community.
   e. Escorting potential members to Formal Recruitment events, but not attending the chapter-hosted Formal Recruitment events in the chapter suites.

5. Recruitment Counselors should be available to potential members at all times, including:
   a. Providing contact information to potential members
   b. Responding to contact from potential members in a timely manner
   c. Scheduling group and individual meetings with potential members

6. Recruitment Counselors should not wear badges, letters or any other identifying insignia (in Springfield only) beginning with Greek move-in day and concluding on Sorority Bid Day. Also included are summer recruitment and orientation events.

7. Recruitment Counselors will limit communication to sorority chapters beginning with Greek move-in day and concluding with Bid Reveal ceremony. Recruitment Counselors are not allowed to visit their sorority suites, participate in chapter meetings or chapter decisions, or communicate with chapters regarding During this time the Recruitment Counselors will only meet with the Junior Panhellenic Representatives who will act as the chapter liaisons to Panhellenic council.

8. Recruitment Counselors have special communication rules beginning with first year orientation and concluding on Sorority Bid Day:
   a. Recruitment Counselors may always speak with Panhellenic Council representatives.
   b. Recruitment Counselors may speak with current sorority members on a limited basis.
      i. Recruitment Counselors are allowed to speak with sorority members from another chapter at any time.
Recruitment Counselors are allowed to speak with sorority members of their own chapter if a Panhellenic officer from another chapter is present.

Recruitment Counselors may always speak with current sorority members when the Recruitment Counselor is acting as a facilitator of an event or program.

Recruitment Counselors are allowed to speak with and sit near current Sorority women during class periods and class-related projects.

Recruitment Counselors should not attend events in the Quad from when new students arrive on campus and concluding with Bid Reveal Ceremony. The remaining members of Panhellenic will work together to manage the Quad.

Recruitment Counselors will limit their social media accounts beginning June 1 and concluding with Bid Reveal Ceremony. Facebook will be limited to basic profile information and messaging. All other information, including photos, will be blocked.

Section 8: Current Sorority Members

Membership in Drury University Sorority Life is a privilege. Drury University Sorority chapters select each member for her character, interests, talents, activities, honors and scholarship. Privileges and responsibilities go hand-in-hand. To enjoy the privileges of being a Drury University Sorority Life member and new members must accept the responsibilities of membership and act in accordance with Panhellenic Council, NPC and Drury University Policies.

Sorority chapters are expected to take responsibility for their members’ actions. Regardless of the individual’s intent, their actions reflect on the chapter and the entire Sorority Life community.

Sorority women, sorority chapters and sorority alumni should bring all questions, concerns and ideas to Panhellenic council. Panhellenic council will decide the appropriate actions to be taken based on what is most beneficial for the Sorority Life community. Only the chapter president may address judicial concerns with Panhellenic Council.

Sorority women and chapters are prohibited from using retaliation as a form of restitution.

Sorority women should not mention any chapter in a comparative or derogatory manner.

There will be no promising of bids directly or indirectly by any member, new member or alumna of a chapter.

Sorority women may not participate in or attend Freshman First Day and First-Year Orientation events unless the Panhellenic Council has granted specific consideration and guidelines. Sorority women are encouraged to serve as Orientation leaders and as Orientation Leaders may attend all orientation events as representatives of the Sorority community.

It is essential to inform potential members and their families of the benefits of sorority membership during both their college and post-college years. Panhellenic Council and Alumnae Panhellenic Council shall promote and encourage personal and informative Panhellenic-spirited contact with potential members at all times.

Sorority women are encouraged at all times to wear identifying insignia and badges, especially during recruitment periods.

Sorority members may not invite potential members to off-campus activities or events, unless given specific written permission by Panhellenic council and two or more chapters are represented.

Chapter members are not allowed to visit any PNMs residence. If an active member lives in a residence hall, however, they current member may stop by a PNMs room if she is alone and the door is left open for the entirety of the visit.

Sorority women are encouraged to meet and speak with potential members at every opportunity. To assist potential members comfort level, no more than 3 members of one sorority may speak with one potential member at a time and no more than 6 members of any sorority may speak with one potential member at any time.
13. Sorority women may invite potential members to meals in the commons and CX or any events on campus. The Hot Box Rule doesn’t apply if more than one PNM is present during these events only.

14. Chapter members should never provide a potential member with prohibited items including, but not limited to, drugs and alcohol.

Section 9: Special Allowances for Current Sorority Members
1. Teammates are allowed to travel together for team related activities, regardless of their potential member or current member status.
2. Resident Assistants, Community Advisors and Orientation Leaders are exempt from select Sorority Life Recruitment Policies only when acting in the capacity as an RA, CA or O-Leader.
3. Sorority women with PNM family members are exempt from select Sorority Life Recruitment policies in relation to their PNM family member.

Section 10: Alumni Participation during Recruitment
Panhellenic Council encourages the participation of mentors, advisors and alumni during Sorority Recruitment and understands the benefit of involvement of these groups. To maintain consistency and equality for chapters related to alumni involvement, Panhellenic Council has established these standards:

   a. No more than 25% of the chapter delegates in the suite at any time may be alumni helpers.
   b. Alumni helpers in the suite should only discuss the benefits of lifetime membership or hold conversations related to Chapter-required recommendation form completion.
   c. Each alumni helper in the suite must be dressed professionally and wear a name tags at all times that clearly distinguishes them as chapter alumni and provides graduation/alumni status year.

   a. Panhellenic does not limit the number of Kitchen Alumni Helpers; but supports chapter and fire-code limits for Kitchen helpers.

3. Alumni Support: Panhellenic Council encourages alumni to participate in and support chapter recruitment programs as requested by the collegiate chapter. This may include, but is not limited to:
   a. Funding Donations (not-tax exempt)
   b. Item Donations
   c. PNM Recommendations

4. Quad Attendance & Participation: Alumni are not welcome or necessary in the Fraternity Quad beginning with first-year student move in and concluding on Sorority Bid Day. All alumni in the Quad may be asked to leave by Panhellenic Council, Chapter Officers or Drury Staff.

Section 11: Potential Members
1. A woman is eligible to participate in Sorority Life Recruitment if she is a Drury University student in good standing with Drury University.
2. A potential member is defined as any woman who is not currently a sorority member (initiated or new) on Drury’s campus and has not been initiated into any other NPC group. A potential member shall not be, or ever have been, an initiated member of a NPC group.
3. A woman is ineligible for Sorority Life Recruitment if she has been a pledge of an NPC sorority on Drury’s campus within one calendar year, unless going back to the group she originally pledged.
4. A potential member shall register for Formal Recruitment and pay a registration fee.
5. A potential member shall consult her Recruitment Counselor before withdrawing from recruitment.
6. A potential member shall fill out the Membership Recruitment Acceptance Binding Agreement (MRABA) immediately after the last preference round she attends. Once a card has been signed, no change may be made.

7. Any potential member signing a MRABA and receiving a bid at the end of Formal Recruitment shall be bound to the agreement as stated on MRABA for one year, while she is still attending the same university.

8. Potential members who attend any functions under the influence of any alcohol or drugs will be dropped from Formal Recruitment.

9. Potential Members are guaranteed to receive a factual sheet listing membership fees, additional required purchases, academic standards and time requirements. This fact sheet will be provided to each potential member before and during membership recruitment by each chapter. Chapters must submit complete and accurate information to Panhellenic council by February 1 each year.

10. No sorority member or chapter may provide favors, give gifts or buy anything for a potential member.

11. Potential members may not visit any current sorority member’s residence, including the residence of any Panhellenic Recruitment Counselor. If an active member lives in a residence hall, however, they current member may stop by a PNMs room if she is alone and the door is left open for the entirety of the visit.

12. Potential members must provide their own transportation or use transportation provided by Panhellenic to and from membership recruitment events.

13. From the beginning of first year orientation through the acceptance of fall formal recruitment bids, no potential member shall visit a sorority suite except for the designated Panhellenic and/or Formal Recruitment events.

14. A potential member shall attend recruitment events to which she has accepted an invitation. In case of illness or other emergency, the potential member shall notify her recruitment counselor who shall notify the chapters involved.

Section 12: Post-Recruitment, Pledging & Initiation

1. A woman who has had per pledge broken by a sorority or who has broken her pledge to a sorority may not join another sorority on the same campus for one calendar year from the date she was originally pledged. She may re-pledge the same sorority chapter at anytime within that calendar year.

2. A new member may be initiated when she has met the requirements of the sorority to which she has pledged.

3. Sorority new members are required to take the Sorority Recruitment Feedback Survey during the first two weeks of their New Member Period.

4. Potential members that withdraw from recruitment will also be encouraged to take the Sorority Recruitment Feedback Survey and will be provided with an incentive to complete the survey.