



Recruitment Rulebook of *Michigan State University* Panhellenic Council

Article I. Administration of Membership Selection

- A. Fall formal recruitment will be held as soon as possible providing the University schedule as decided by the Vice President of External Recruitment and the Vice President of Internal Recruitment with ample notice given to recruitment chairs.
- B. The *Michigan State University* Panhellenic Council shall provide a comprehensive Recruitment Meeting Schedule to all chapters prior to the beginning of the Fall Semester. This schedule shall include all meetings and activities related to the Fall Formal Recruitment Process. If a Chapter does not have a Chapter house as a location to participate in recruitment, request and approval of a different location must be completed by the last day of the spring semester of the preceding academic year.
- C. Recruitment Guidelines for the Fall Formal Recruitment Period will be finalized during the preceding Spring Semester. Recruitment Guidelines will remain in accordance with all National Panhellenic Conference Recruitment Resolutions.
- D. Every regularly enrolled new member and initiate of a chapter shall be counted in the chapter total.
 - A regularly enrolled student at *Michigan State University* is defined as a student taking at least 12 credit hours.
 - A list of pledged and initiated members of each chapter shall be filed with the Vice President of Finance on the first Friday of every semester.
 - Any de-pledging, termination or other change in membership shall be reported to the Vice President of Finance no later than 48 hours after it has occurred.

Article II. Membership Selection.

- A. *Michigan State University* will use the Priority Recruitment Process, facilitated by our recruitment computer program.
- B. The National Panhellenic Conference Quota-Total System will be used.



- Michigan State University's quota range is determined before the end of Preference Day during the Formal Recruitment process. Quota Range is determined by the RFM Specialist, utilizing ICS historical data and statistics of the current year's recruitment numbers. The final quota number is determined by the Panhellenic Advisor and RFM Specialist.
 - The Panhellenic Council, under direction of the RFM specialist and Panhellenic Advisor, will provide the maximum number of women each chapter may invite back to Phases B, C, Preference and Quota. Chapters should adhere to the Release Figures and Quota provided.
 - The formal recruitment release figures and quota will be determined with the assistance of a RFM specialist and the Greek Advisor.
 - Release figures will be provided to chapters electronically following each phase of recruitment.
 - It is the expectation that all chapters provide a flex minus list as deemed appropriate by the RFM Specialist. A chapter is strongly encouraged to provide a flex plus list each round as well based on numbers provided by the RFM Specialist. These lists are used to provide a chapter a stronger return rate if needed in a particular round. If a chapter will not be following the flex plus list numbers provided for any round, they must have prior approval from their National organization. A flex minus list is not an option and will be required by all chapters for each round.
 - Chapters must list every woman who attends their Preference party in either their A or B bid list.
- C. The preferential bidding system shall be used.
- D. The *Michigan State University* Panhellenic Council will adhere to the *1994 NPC Resolution on Gridlock Resolutions* and the following steps:
- Using the bid list of the woman's first-choice fraternity, determine the number of the fraternity's confirmed matches at that point (i.e. the number of names listed in the center column of that fraternity's bid list). Add that number to the total number of unmatched names that precede the name of the woman under consideration. Add only the preceding names that also have named this same fraternity as their first choice.
 - If the sum equals or is greater than quota, it is apparent that the fraternity will be matched to its quota before the name of the woman



in question can be read. At this point the reader calls the woman's second choice fraternity and bid matching can continue.

- If the woman's second choice is not matched at this reading, her MRABA is placed again in the hold category and bid matching is resumed.

E. The *Michigan State University* Panhellenic Council will adhere to the *2007 NPC Resolution on Quota Additions*.

- Quota additions occur immediately following bid matching. The unmatched Potential New Members must be listed on the chapter's preference list.
- The Potential New Members must also be eligible by the following criteria:
 - The Potential New Member must maximize her options on her MRABA in accordance with how many preference events she attended.
 - The Potential New Member must have participated in all possible events each round to which she received an invitation and accepted.
 - The Potential New Member must have listed the chapter on her MRABA.
- The Chapters must also be eligible by the following criteria:
 - Chapters must have followed the RFM throughout recruitment.
 - Chapter must have already filled quota. .
 - Chapter must have the Potential New Member listed on the chapter's bid list or the snap bid list.
- Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system, Potential New Members and the situation even if such placement exceeds quota by more than 5 percent.
- The RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing Potential New Members with chapters with lower relative recruiting strength, for Potential New Members' first choice, for even distribution of Potential New Members, and for Potential New Member position on a chapter's bid list.
- This quota addition procedure shall never include a woman who has failed to attend any membership recruitment event for which there was room in her membership recruitment schedule, or has failed to



list on her MRABA all fraternity chapters appearing on her Preference schedule.

- The goal of quota additions is to achieve as much parity as possible while matching the remaining Potential New Members who completed the membership recruitment process in good faith.

F. Chapters who do not achieve Quota will have the option of Snap Bidding. Snap Bidding is intended to fill vacant spaces in a chapter's quota only.

- Snap Bidding is limited to any woman who participated in the designated formal recruitment process. However, if a woman listed a Single or Double Intentional Preference during the MRABA period she is ineligible for Snap Bidding.
- Panhellenic Council will facilitate the extension of Snap Bids to women.

G. In an encouragement for chapters to extend bids to upper division Potential New Members, any Potential New Members with more than 56 cumulative credit hours will not count towards any chapter's Quota, Quota Additions, Snap Bidding or Total for Fall Formal Recruitment.

- All upper division women participating in Preference shall be hand matched so that they will in no way influence the bid matching process.
- Each chapter may extend bids an allotted number of upper division women participating in Recruitment (based on participation numbers) and should list in order of preference at the end of the B list.

Article III. Recruitment Infractions.

A. Infractions of recruitment shall be adjudicated according to the most current copy of the *Guidelines of the Greek Judicial Process*.

B. Monetary Fines shall only be acceptable for the following measurable recruitment infractions: turning in a list late, any missed recruitment meetings and letting a Potential New Member out of the chapter house late. These amounts will be determined and discussed each year and on a case-by-case basis.

C. In addition to all Unanimous Agreements and Policies set forward by the National Panhellenic Conference, all members of the *Michigan State University* Panhellenic community must abide by the following policies.



Before participating in any recruitment activity in which Potential New Members are present, Greek women must have on file with the Panhellenic Council, a signed statement of understanding of the Recruitment Rulebook.

- i. All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules as well as the Panhellenic code of ethics.
- ii. No favors or gifts may be given to women by the chapter and/or individual members.
 - a. If any necessary/special circumstances may arise, a member of the Recruitment team may contact Panhellenic Council for approval of immediate need items.
- iii. There will be no promising of bids directly or indirectly by any member, new member or alumna of a chapter.
- iv. A Potential New Member shall attend all orientation and membership recruitment events to which she has accepted invitations. In case of illness or an emergency, the woman shall notify the Panhellenic Council and/or her recruitment counselor. The Panhellenic Council and/or recruitment counselor will then notify the chapters involved.
 - a. If no valid excuse is presented to either the Potential New Member's recruitment counselor or Panhellenic Council she faces expulsion from the recruitment process.
- v. Chapter members may not buy anything for a Potential New Member (e.g., a meal, soft drink, etc.).
- vi. No current chapter members, including alumnae, may visit a Potential New Member prior to and during membership recruitment.
 - a. Chapter members are not permitted to visit with or discuss recruitment with Potential New Members following the kick-off event (i.e. Go Greek BBQ)
- vii. All chapter members may not go into any men's fraternity official chapter house or annex house from 12:00 am (Midnight) on the morning of Spirit Day through 8:00 am following Bid Day.
 - a. An annex is defined as any residency where two or more Greek members of the same organization reside.
 - i. Any party hosted at an annex house can be defined by the relationship, which brought you to the party. (i.e. as a member of your organization, a personal relationship, etc.)



- viii. All chapter members must abide by the Social Media guidelines:
 - a. All members must set all “Facebook”, “Twitter” and other social media sites to the highest privacy setting and in the case of “Facebook” set to “Only my friends”.
 - b. All members must adhere to these settings between 12:00 am (midnight) on the day of the Potential New Member orientation through 8:00 pm on Bid Day.
 - c. Chapter members may not communicate via text, phone, e-mail, Facebook (“friending” or messaging), twitter, or any other forms of social media until 8:00 PM on Bid Day.
 - d. Each member’s profile picture must not include collegiate men or alcohol and/or drug paraphernalia during this period.
- ix. Chapter members may not be advertising for their specific chapter prior to or during the formal recruitment process. Panhellenic Council will provide all pre-recruitment advertising materials.
 - a. Advertising includes posting pictures of sorority letters, chapter name, the chapter house, or any chapter specific “print”.
- x. Chapters may not reveal their recruitment membership selection process to Potential New Members.
- xi. Chapters may not discuss Continuous Open Bidding or Intentional Single or Double Preference with Potential New Members.
- xii. Chapter members may not initiate a hug or kiss with a Potential New Member.
- xiii. Recruitment conversations should be positive and not include topics such as Men, Alcohol and Test Files.
- xiv. During all recruitment events there shall be no pictures of collegiate men (excluding immediate family members) in any rooms. There will also be no pictures of alcohol, drugs or alcohol or drug paraphernalia allowed. Any of this material may not be physically displayed in chapter houses during this period. Panhellenic Council reserves the right to walk through every chapter house to check for these items before each round at a chapter house.
- xv. There is a strict silence period between Potential New Members and Chapter Members from the time the Potential New Member has finished her last Preference Party until Bid Cards are handed out.
- xvi. In situations in which these guidelines are not specific, the NPC *Manual of Information* shall be consulted.



Article IV. Financial Guidelines

Michigan State University Panhellenic Council participates in a “No Frill” recruitment process. This includes chapters creating chapter t-shirts and other extra material goods for the recruitment process, with the exception of Spirit Day shirts. Chapters should make every effort to spend as little as possible in the formal recruitment process as conversations between initiations and Potential New Members are the primary way a quality new member process should be implemented.

- Recruitment budgets for chapters will be determined and enforced each year by Panhellenic Council.
- Each chapter will be assessed a fee to provide meals/snacks to the Potential New Members during recruitment (This cost must be included in the overall recruitment budget). The Vice President of Internal Recruitment will dictate this number each year.
- Recruitment budgets are to be completed with all receipts and appropriate documentation no more than 30 days after bid day.

Article V. Potential New Members

A Potential New Member is defined as a woman who registers for recruitment. She is considered a Potential New Member until the time set by the Panhellenic Council for continuous open bidding to begin.

A. In order to be eligible to participate in recruitment, a woman must:

- Complete registration by the deadline set by the Panhellenic Council if participating in the formal recruitment process. This includes payment of the registration fee and turning in a transcript. A first-semester freshman must turn in a high school transcript. All students that have attended some college or university for at least one full semester must turn in a college transcript.
- Be a full time student at *Michigan State University* for 12 or more credits.
- May not already be an initiated member of an existing National Panhellenic Conference fraternity.

B. The Potential New Member Bill of Rights is designed to ensure that Potential New Members have a good experience while participating through the recruitment process. In that regard, a Potential New Member has the right to:



- Be treated as an individual
- Be fully informed about the recruitment process
- Ask questions and receive true answers
- Be treated with respect
- Be treated as a capable and mature person
- Ask how and why and receive straight answers
- Have and express opinions to Rho Gammas
- Have confidentiality when sharing with Rho Gammas
- Make informed choice without pressure from others
- Be fully informed about all binding agreements
- Make one's own choices and decisions
- Have a positive, safe and enriching experience

C. The Panhellenic Council will coordinate all invitations and scheduling of Potential New Member's parties.

- Each Potential New Member must follow the Panhellenic Council schedule for recruitment activities. This includes accepting all possible invitations to all phase chapter parties.
- Each Potential New Member must fill out excuse forms for each day she will miss recruitment due to class or other pre-arranged events. She must fill out a form even if she will be missing only a small amount of the day.
- A Potential New Member may only pick up her individual schedule from her Rho Gamma. If for some reason she is unable to pick up her schedule at the designated time she can arrange another time with her Rho Gamma.
- A Potential New Member MUST adhere to her maximum invitations to parties for any given round during Formal Recruitment. Not attending a party that she has been invited to on her party schedule may result in dismissal from the recruitment process. A PNM may not "pick and choose" which houses to go to on her party schedule.

D. The Potential New Member and Withdrawing from Recruitment

- Potential New Members are requested to notify their Rho Gammas of the intent to withdraw.



- If a Potential New Member fails to respond to her invitations or skips a party, the Panhellenic Council will assume she has withdrawn from recruitment.
- In case of illness or other emergency, the Potential New Member shall notify her Rho Gamma or Panhellenic Council. They will notify the chapters affected.
- Any Potential New Member who withdraws from the Recruitment Process must complete an Exit Survey with a Panhellenic Council member.

E. Potential New Members may not attend any Men's fraternity social functions during formal recruitment.

F. MRABA Cards and Bid Matching

- Formal Bidding shall be of the preference type.
 - The individual members, new members or alumna of a chapter may not issue any oral or written invitation or bid, directly or indirectly. Panhellenic Council and Rho Gammas are exclusively responsible for issuing invitations and bids to Potential New Members during formal recruitment.
 - Chapters that experiences unaccepted bids, may snap bid or COB to their original Quota set forth by Panhellenic Council. If the chapter has received Quota additions, the chapter may only pledge additional women to the establish Quota and not the Quota plus Quota additions.

G. MRABA Explanation and Signing

- The *Michigan State University* Panhellenic Council will follow all rules and guidelines relating to the Membership Recruitment Acceptance Binding Agreement or MRABA set forth in the *Manual of Information*.
- MRABAs will be signed immediately after the last event the woman attends.
- A MRABA script must be used prior to signing the MRABA to ensure that the Potential New Members understand this binding agreement.



- It is essential that all Potential New Members are able to freely and openly discuss their MRABA Cards and the binding statement they sign before submitting their card.
- The Panhellenic Council and other *Michigan State University* staff will manage and accept MRABA Cards. Because Panhellenic Council and other *Michigan State University* staff are disaffiliated during recruitment, they will be considered an “objective and impartial” party.
- Women who sign and submit MRABA cards are bound to the agreement they signed. This agreement states that the Potential New Member will accept any bid that she is bid-matched with, whether it be her first, second or third preference. A Potential New Member will not be released from this Preference Pledge.

Article VI. Panhellenic Council and Recruitment Guides

- A. Recruitment Guides (Rho Gammas) and Panhellenic Council shall maintain the highest ethical standards in the completion of their assigned duties.
- B. The primary emphasis for the Rho Gammas will be the Potential New Members, not recruitment infractions.
- C. Rho Gammas and Panhellenic Council members must completely disaffiliate with their chapters during the recruitment process. Specifically,
 - Rho Gammas and Panhellenic Council members may not participate in any chapter recruitment events. This includes party preparation, practice, actual parties, transportation, discussion sessions, etc.
 - Rho Gammas and Panhellenic Council members may not wear or display chapter jewelry, letters, emblems, symbols, etc. from the time chapter houses open in the fall to the completion of bid distribution. They also may not display apparel in their residence hall rooms and/or automobiles during this time.
 - Rho Gammas may not reveal their chapter affiliation in anyway to Potential New Members until after bids have been distributed and until designated by Panhellenic Council.
 - Panhellenic Council members may not reveal their chapter affiliation until after their term has ended.



- Rho Gammas and Panhellenic Council members may not be questioned by chapter members or any alumna about women who are participating in recruitment.

- Rho Gammas and Panhellenic Council members may not live in or enter their chapter houses from the beginning of Spirit Day through the completion of bid distribution.
 - Alternate arrangements for housing during this time period must be made known and approved by Vice President of Internal and External Recruitment
- Chapters should not use any pictures nor make any reference to Rho Gammas or Panhellenic Council members as members of a specific affiliation.
- Rho Gammas must attend all Rho Gamma workshops scheduled by the Panhellenic Vice President(s) of Recruitment.
- Rho Gammas and Panhellenic Council members may not enter any chapter house except on official business, to use to the rest room, or in case of inclement weather.

Article VII. Formal (Fall) Recruitment Event Guidelines

- A. Each Potential New Member will be required to attend a Potential New Member Orientation session, prior to Phase A, wherein they will be educated on the schedule, policies and procedures followed during formal recruitment.

- B. Policies for all Recruitment Days
 - Beginning 4 hours prior to the beginning of parties, chapter members are not permitted to use the front door. During this time, only Chapter Presidents and Chapter Recruitment Chairs are permitted to answer the front door.
 - During the week of recruitment, beginning 12:00 am the day of Spirit Day until 5:00 pm on Bid Day, collegiate men are not permitted to use the front door.
 - Collegiate men are not permitted inside of chapter houses during the above designated times with the exception of designated employees. (i.e. bus boys)
 - Potential New Members are not permitted inside of chapter houses unless attending their designated recruitment party.



C. Spirit Day will consist of _____ a community wide event where each Potential New Member will meet with every chapter.

- Spirit Day T-shirts may not be altered in any way (cut, shrunk, additional artwork, tucked in, etc.) and must be worn as delivered by the Panhellenic Council.
- Entrance songs and exit songs are forbidden on Spirit Day.

D. Philanthropy Day.

- Chapters will provide water on the front lawn/porch for Potential New Members and Rho Gammas.
- Philanthropy projects may be completed by each chapter to help introduce their philanthropy. The Vice President of Internal Recruitment must approve each project by a date specified by the Vice President of Internal Recruitment.
- No videos may be shown unless they are associated with the National Philanthropy.
- Decorations may be limited to philanthropy materials.
- The chapters will provide chapter financial information to Potential New Members this day following the template provided by Panhellenic Council.
 - Financial information sheets must be approved by the Vice President of Finance.
 - Financial information provided by the chapters must be completely accurate.
- Chapters may sing/chant an entrance and exit song.

E. Values Day.

- Chapters will provide water on the front lawn/porch for Potential New Members and Rho Gammas.
- House Tours
 - House tours may be given through areas approved by the Vice President of Administration and Panhellenic Council.
 - Failure to comply with any of the house tour rules may result in the inability to conduct house tours.
- Chapters may sing/chant an entrance and an exit song.



F. Preference Day.

- The chapter may serve food and beverage.
- Preference ceremonies will be presented.
- Decorations will be limited to items pertinent to the preference ceremony.
- Chapters may sing an entrance and an exit song.

G. Bid Distribution will be held the day after Preference Day.

- Invitations for membership will be distributed by the Rho Gammas.
- Bid Day activities may begin at the time designated by the Vice President of Programming.
- Bid Day will take place in a common area with all Potential New Members, Rho Gammas, Panhellenic Council members and representatives of all chapter members.
- All initiated and new members will celebrate in a respectful and courteous manner.
- All celebrations will be compliant with the *NPC Unanimous Agreements VI, 2C and VI, 2D* in the *Manual of Information*, which prohibits the use of alcoholic beverages and the participation of men in all Bid Day activities.

Article VIII. Continuous Open Bidding

Continuous Open Bidding shall commence the day following Bid Day until the end of the spring semester. All students must be eligible as explained in Article V, Section A.

- A. Continuous Open Bidding will begin at the time set by the Panhellenic Council in accordance with the announcement of bid matching results.
- B. Chapters must hand in Continuous Open Bidding acceptance cards and new member lists to update all chapter lists within twenty-four (24) hours to the Panhellenic Council.
- C. The Continuous Open Bidding acceptance form is a binding agreement.



- D. All Continuous Open Bidding Practices shall follow the rules set forth in the *Manual of Information*.
- E. Events must be submitted to the VP of Internal Recruitment at least 1 week prior to the events and approved by the VP of Internal Recruitment
- F. If the event is held within the chapter house, the VP of Internal Recruitment must walk through on the day of the event prior to the start time.
- a. House inspections are to be completed by a member of Panhellenic Council, designated by the VP of External Recruitment, in order to ensure Potential New Member's natural experience. Pictures of collegiate men, shot glasses, and items similar to these will be asked to be removed while Potential New Members are inside of the chapter house.

Article IX. Women's Participation in Men's Recruitment

- A. Per the National Panhellenic Conference's "Unanimous Agreement X" women cannot participate in men's recruitment events.
- a. Women are not to be in men's chapter houses or meeting places one hour prior to, one hour after, and during recruitment events.
- B. Women are forbidden from attending any event hosted by a men's chapter where there is a men's Potential New Member who has not yet accepted a bid.
- C. Women are not allowed to promote any specific fraternity/chapter through social media or any other avenues during men's recruitment, this includes:
- a. Attending any Facebook event regarding men's recruitment.
 - b. Becoming a member of any "Rush _" or men's recruitment group on Facebook.
 - c. Wearing men's rush t-shirts (even if they are from previous years or semester's recruitment.)
 - d. Tweeting, Facebooking, etc. promoting any specific chapter.

Article X. Purpose and Intention of *Michigan State University* Recruitment

Michigan State University's Panhellenic Council holds the ideals of sisterhood closely throughout the recruitment process. The purpose of the recruitment rules and regulations are to protect the chapters and Potential New Members as well as to promote the unity of the Greek Community during this special time in the



growth of our community. We expect each participating chapter to act with good intention and respect during any recruitment period.