

Recruitment Rules

University of Southern California Collegiate Panhellenic Association

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NPC Recruitment Statements

The National Panhellenic Conference provides the following statements for College Panhellenic Councils to follow all unanimous agreements, policies, and best practices defined in the NPC Manual of Information. The University of Southern California Panhellenic Council adheres to these statements.

I. Statement of Positive Panhellenic Contact

All College Panhellenics should promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between MRABA signing and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as National Panhellenic Conference (NPC) policies. It means holding yourself and others accountable to make good choices. Ethical conduct promotes parity for all member organizations through fair play.

We, the College Panhellenic members of the University of Southern California, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of

MRABA signing and last until bid distribution on Bid Day. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. If potential new members live or interact with sorority members, only casual greetings and contact are permitted.

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

All NPC member organizations represented at the University of Southern California adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at the University of Southern California will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – POLICY during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds. ● Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate recruitment skits.
- Eliminate all forms of predetermined lists of potential new members prior to kickoff.

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

The University of Southern California College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year.

If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset within one week (no more than 7 days) from the start of the academic term(s), and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

Total will be automatically adjusted using the following method: Average or median chapter size (whichever is larger).

Expectations

This section functions to define expectations for all participants in the Panhellenic recruitment. These expectations are written to empower all parties involved to uphold the Panhellenic mindset, focus on values-based conversations, and have clear accountability. All expectations, practices, recruiting dates will be in alignment with FSLD standards.

I. Potential New Member

A. Eligibility

Refer to **Article IV Section 3.** of the University of Southern California Panhellenic Council Bylaws which outlines Potential New Member eligibility for participation in recruitment.



- a. Students who live and identify as a woman, regardless of the gender assigned to them at birth are eligible for participation in Panhellenic recruitment.
- b. Academics. A Potential New Member (PNM) must be registered as a full-time student with at least 12 units at the University of Southern California for the semester they participate in recruitment. They also must have completed a minimum of 12 academic units and have a minimum University of Southern California grade point average of a 2.5. A transfer student with at least one year of coursework and a minimum GPA of 2.5 from a previous university is eligible to participate in recruitment.
- c. A student who is or has ever been an initiated member of an existing National Panhellenic Conference (NPC) member organization shall not be eligible for membership in another NPC organization.
- d. All bids during the primary recruitment period must be issued through Panhellenic, in accordance with the schedule set by the Panhellenic Council. During Continuous Open Bidding (COB), each individual chapter who is eligible to participate is allowed to issue their own bids, separate from Panhellenic Council. COB Bids are extended by the individual chapters who provide the COB MRABA which must be signed and submitted to Panhellenic.

B. Potential New Members Expectations

- a. PNMs must attend all academic classes during recruitment for the duration of the scheduled time.
- b. PNMs are expected to attend all of their scheduled recruitment rounds throughout the duration of recruitment. PNMs must request excused absences by the deadline set by the Panhellenic Council through the excused absence form. Late excuses will not be accepted.
- c. Reason for unexcused absences must be communicated by 5:00 PM the day of the absence. Reasons can be submitted to recruitment counselors or uscphcrecruitedirectors@gmail.com.
 - i. Failure to communicate a valid explanation for recruitment absences by 5:00 PM the day of the absence will result in dismissal from recruitment.
 - ii. Dishonest excuses will result in dismissal from recruitment.
- d. Panhellenic Recruitment is an alcohol and substance-free process. Potential New Members found under the influence of alcohol or substances during recruitment activities will be dismissed from recruitment.
- e. All participants in Panhellenic Recruitment understand the National Panhellenic Conference Unanimous Agreements which can be found on the Panhellenic Council website.
- f. Any disrespectful behavior or language to other PNMs, active chapter members, recruitment counselors (s), Panhellenic Executive Board, or other involved parties will result in dismissal from recruitment. This includes but is not limited to:
 - i. Identity-targeted microaggressions
 - ii. Slander of other chapters
 - iii. Use of slurs of any kind

C. Potential New Member Dismissal

- a. PNMs who do not adhere to the above expectations may be dismissed from recruitment. In an effort to create due process during accountability efforts pertaining to PNMs, a judicial process may be set in motion by filing a report of the alleged violation of Potential New Member Rules. Details can be found in the [Judicial Procedure](#) section. The party submitting the alleged behavior must include and adhere to the following:
 - i. First and last name of the PNM
 - ii. Had direct contact with the PNM (i.e, spoke to the PNM during a round of recruitment)
 - iii. Be willing to participate in a mediated conversation with the PNM and representatives of the Panhellenic Executive Board
 - iv. Provide a detailed description of the alleged behavior
 - v. If reporting disrespectful behavior, recounting specific phrases or actions
 - 1. Actions that are disrespectful in nature may include but are not limited to negative comments about the organization or other PNMs, speaking poorly of other organizations in the presence of active members or

PNMs, language described as aggressive or threatening, crude or inappropriate hand gestures or body language.

2. General disengagement, facial expressions, silence or any additional behavior perceived as “disrespectful” by reporting parties may be taken into account depending on the perceived severity of the detailed report

D. Potential New Member Bill of Rights

- a. The right to be treated as an individual.
- b. The right to be fully informed about the Recruitment process.
- c. The right to ask questions and receive true and objective answers from the Recruitment Counselors and chapter members.
- d. The right to be treated with respect.
- e. The right to be treated as a capable and mature person without being patronized.
- f. The right to ask how and why and receive straight answers.
- g. The right to have and express opinions to Recruitment Counselors.
- h. The right to have inviolable confidentiality when sharing information with Recruitment Counselors.
- i. The right to make informed choices without undue pressure from others.
- j. The right to be fully informed about the binding agreements implicit in the preference card signing.
- k. The right to make one’s own decisions and accept full responsibility for the results of that decision.
- l. The right to have a positive, safe, and enriching recruitment and new member experience.
- m. The right to bring any potential violation to the Panhellenic Executive Board, the Vice President of Recruitment and/or the Vice President of Judicial Affairs.

II. Chapters and Chapter Members

A. Chapter Expectations

- a) Chapters are responsible for providing all information required to the Panhellenic Council by the dates specified in the [Deadline](#) Infraction.
- b) Coordination of chapter merchandise during the primary recruitment period, outside of recruitment parties, is not permitted.
- c) Chapters will be responsible for providing name tags for all active, recruiting members to wear during all interactions with PNMs.
 - a) Name tags must only include names and pronouns.
- d) Only members of the official chapter roster submitted to the Fraternity & Sorority Leadership Development are eligible to participate in primary recruitment and will be allowed in the rooms while recruitment rounds are taking place. Alumni and parents of any active members:
 - i. May not recruit;
 - ii. Will be allowed to prepare for the Recruitment parties, only between rounds;
 - iii. Each individual must display visible name identification, specifying their role.
- e) Panhellenic Recruitment is an alcohol and substance-free process. Failure to uphold this rule will result in judicial action.
- f) Chapter Executive Boards are responsible for implementing protocols to address reported incidents of microaggressions and biases by their chapter members and advisors.
- g) Chapters will provide information to PNMs about dues.
 - i. Chapters will provide up-to-date information regarding cost of membership.
- h) All chapters are expected to contribute 4-6 of their members to serve as recruitment counselors during formal recruitment. In order to achieve this goal, all chapters will be

required to have a minimum of 5% of total membership apply for the recruitment counselor position. This will take into account the number of members from each chapter represented on the Panhellenic Executive Board. a) The Panhellenic President, Vice President of Recruitment, and Director of Recruitment Counselors will work with the Chapter President and Vice President of Membership (or equivalent position) of each chapter in order to ensure that a final and a fair number of recruitment counselors are selected from each chapter.

- i. All information regarding the recruitment counselor application process will be communicated to the Chapter President, Vice President of Membership (or equivalent position), and advisors of each chapter prior to the start of the application process.

B. Chapter Member Expectations

1. Potential New Member Contact Rules

- (1) During active recruitment periods, sorority members may not go to the residence halls or living spaces of PNMs unless that is their place of residence or is required by their employer or professor.
- (2) Communication between recruitment periods:
 - i. Conversation between PNMs and Panhellenic sorority members will be permitted, under general guidelines. If the topic of conversation is Greek life or Recruitment, the sorority member should promote the Panhellenic community as a whole, and represent the Greek Community to the best of their abilities. –
 - ii. If the active member is asked a question and is unsure how to best answer, they should direct the PNM to the Panhellenic website, a Recruitment Counselor, or the Panhellenic Executive Board for further clarification.
- (3) Sorority members may not be near the designated schedule distribution area as outlined in the recruitment schedule.

2. Panhellenic Mindset

- (1) All chapter members are required to uphold the Community Recruitment Expectations for the entirety of the Primary Recruitment Period
- (2) All chapter members are expected to promote the values of the Panhellenic Community and membership in any USC Panhellenic chapter, including upholding an environment pursuant to the University of Southern California's Panhellenic Community Plan for Diversity, Equity, and Inclusion.
- (3) All chapter members are expected to practice Positive Panhellenic Contact, meaning no degradation toward another chapter/member of a chapter
- (4) No chapter member will discriminate or exclude an individual based on race, ethnicity, socio-economic status, weight, religion, disability, or sexuality.

III. Recruitment Counselors

A. Recruitment Counselor Code of Conduct:

- a) Rules.
 - i) Recruitment Counselors are expected to have a comprehensive knowledge of the recruitment rules, regulations, and recruitment infraction reporting procedures.
 - ii) Recruitment Counselors are expected to act in a way that represents the values of the Panhellenic Community, as stated in our Bylaws and the Diversity, Equity, and Inclusion Plan
 - iii) Recruitment Counselors are expected to support and treat all PNMs with equal respect and kindness through the lens of supporting diversity, equity and inclusion.

- b) Attendance
 - i) Pre-Recruitment Events
 - (1) Attend and assist the Panhellenic Executive board with any pre-recruitment events such as Recruitment Kickoff and Sorority Showcase.
 - ii) Training
 - (1) Attend all training sessions in the Fall and Spring semester.
 - (2) Training dates will be provided on the application and the Director of Recruitment Counselors will provide a breakdown of the training schedule during the first training session.
 - (3) Absences may only be excused by the Director of Recruitment Counselors. A minimum of 48 hours of notice of absence is preferred.
 - (4) Be present during all training sessions by actively participating in activities and providing insightful comments.
 - (i) If we are on zoom, this means having your camera turned on unless you have a valid excuse that is shared with the Director of RCs
 - (5) Training will require discussion and exploration of leadership styles, counseling and emotional support, and in collaboration with an outside professional consultant, identity education, implicit bias training, and prosocial bystander training. As well as contain important information about how to lead a group of PNMs with compassion and an equitable and inclusive mindset.
 - iii) Recruitment
 - (1) Attend all days of recruitment following the schedule provided by the Director of Recruitment Counselors.
- c) Affiliation
 - i) RCs will not be allowed to attend any chapter-affiliated functions related either directly or indirectly with recruitment during the recruitment period.
 - ii) Disaffiliation:
 - (1) Participate fully in disaffiliation during the required times. Disaffiliation expectations will be explained in detail by the Director of Recruitment Counselors during training.
 - (i) Disaffiliation cannot be longer than 30 days prior to recruitment
 - (2) Maintaining an impartial and Panhellenic perspective through all recruitment and non-recruitment activities.
- d) Values.
 - i) Engage PNMs in discussions of their personal values and how those values will better inform their decision-making.
 - ii) Counsel PNMs through the recruitment process by finding effective ways to help them reason how their values connect with each chapter.
 - iii) Encourage PNMs to keep an open mind throughout the process and to approach each chapter as a group that could develop them personally.
- e) Recruitment.
 - i) Recruit eligible students to register and participate in the primary recruitment process.
 - ii) Act as a point of contact for PNMs leading up to and throughout the primary recruitment process.
 - iii) Help facilitate the logistical and counseling aspects of recruitment, which will be explained and taught during training.
 - iv) Panhellenic Recruitment events, including Bid Day, are alcohol and substance-free. RCs found under the influence of alcohol or substances during recruitment activities (including Bid Day), will be dismissed from recruitment.
- B. Responsibilities to Panhellenic Community:
 - a) Act with dignity and pride as a representative of the entire Panhellenic Community.
 - b) Ability to provide a thorough knowledge of the Panhellenic Community.
 - c) Promote the positive benefits of sorority membership and the impact the Panhellenic Community has on campus.
 - d) Foster an environment of diversity, equity, and inclusion (DEI) for PNMs, acting in accordance with the DEI training within the RC training program and the [USC Panhellenic Community DEI Plan](#).

- e) Report any potential incidents of disrespectful language or behavior either from a PNM or toward a PNM
- C. Responsibilities to Potential New Members:
 - a) Serve as a positive contact and Panhellenic sorority role model before, during and after recruitment.
 - b) Positively work with PNM's and assist them through the primary recruitment process. c. Stay in contact with each PNM to provide support and guidance that will contribute to their retention throughout the primary recruitment process. This includes one mandatory office hours session mid-recruitment and daily touch bases with their PNM group on recruitment days.
 - c) Treat all PNM's with equal respect and kindness without discrimination on any basis, including by respecting all policies defined in USC's Title IX and EEO policy
- D. RCs are encouraged to attend New Member Education events to connect with their PNM's who joined a Panhellenic chapter

IV. Panhellenic Board

A. Participation

- a) See Article 5. Section 4. in the USC Panhellenic Council Bylaws for the roles of Executive Board officers planning primary recruitment.

B. Responsibilities

- a. Potential New Member Education
 - i. The Panhellenic Executive Board will be responsible for educating PNM's on the values, logistics, and expectations of the primary recruitment period.
 - ii. In order to increase understanding of sorority expenses for PNM's and their parents, make NPC Financial Transparency packet available online prior to recruitment and available at all times during the recruitment process.
 - iii. The Panhellenic Executive Board will provide a breakdown of all new member/active member financial expectations for each chapter on the website. Total financial costs for new members/active members will also be provided in the PNM Recruitment Workbook, at Recruitment Information Educational Events, and at Primary Recruitment Kickoff.
 - iv. The Panhellenic Executive Board will also provide DEI education for PNM's, as outlined in the [Community DEI Plan](#).
- b. Scheduling and Events
 - i. The Panhellenic Executive Board is responsible for coordinating communications and publications about primary recruitment.
 - ii. The Panhellenic Executive Board will be responsible for providing and distributing invitations for all rounds.
 - iii. The Panhellenic Executive Board will be responsible for providing name tags for all PNM's.
 - 1. Name tags must only include names and pronouns
 - iv. The Panhellenic Executive Board will be responsible for writing bids offered during primary recruitment.
 - v. The Panhellenic Executive Board will follow the communication schedule outlined in [Deadline Infraction](#).
 - vi. The Panhellenic Executive Board will be responsible for scheduling and providing racial sensitivity and microaggression trainings led by expert consultants
- c. Panhellenic Mindset
 - i. The Panhellenic Executive Board is responsible for promoting the values of the Panhellenic community and membership in any USC Panhellenic chapter.

- d. Reporting Protocols
 - i. The Panhellenic Executive Board is responsible for the creation and upkeep of a reporting portal to ensure that all incidents of microaggressions and biases during recruitment will be reported in a standardized manner
 - ii. The Panhellenic Executive Board will ensure that all reported incidents will lead to the NPC Judicial Process
- e. Potential New Member Application
 - i. The PNM Application will include questions that encourage personal narrative and experience.
 - ii. Waivers will be made available for the PNM Application fee
 - 1. To request a waiver, PNMs will submit a short statement describing why they are applying for a waiver in a form provided on the Panhellenic website. No other information, such as financial aid documents will be required.
 - 2. The Panhellenic Executive Board will ensure that all requests stay confidential and will not affect the PNM's recruitment experience.
 - 3. The amount of money in waivers will be available each year will be determined by the Panhellenic Council, with reevaluation at the end of each academic year
- f. Exit Poll
 - i. The Panhellenic Executive Board will be responsible for administering an exit poll during each recruitment to fully evaluate PNM experiences including inclusion.

V. Community Recruitment Period Expectations

- A. Commitment
 - a) Panhellenic chapter members are expected to understand and uphold the NPC Unanimous Agreements and the USC Panhellenic Council Bylaws, Standing Rules, and Code of Ethics.
- B. Recruitment Events
 - a) Per Unanimous Agreements X., Panhellenic members may not be present or participate in fraternity recruitment events, including events held at the fraternity facility.
- C. Monday after Bid Day
 - a) Per USC policy, found in SCampus part G, registered social events with alcohol are limited to Thursday, Friday & Saturday.
 - b) Panhellenic chapters are prohibited to coordinate informal, unregistered social events with alcohol with any IFC chapter or other organization at USC on this day.
 - c) Panhellenic chapters are encouraged to coordinate sisterhood events the evening of the Monday directly following Bid Day to welcome new members into the Panhellenic community. The purpose of these sisterhood events is to celebrate membership in the Panhellenic community in a safe and fun environment.
 - i) These events will be alcohol and substance free.
 - ii) Chapters are encouraged to plan joint events with other Panhellenic chapters that emphasize the values of the entire Panhellenic community.

Year-Round Rules

Year-round rules regarding recruitment are in place to enable Panhellenic Chapters to encourage membership in the Panhellenic community before, during, and after active recruitment periods. These rules (which outline specifics contained in the NPC Unanimous Agreements and the USC Panhellenic Bylaws, Standing Rules, USC Panhellenic Plan for Diversity, Equity, and Inclusion, and Code of Ethics) provide a framework on how to positively represent the Panhellenic community at all times during the year.

I. Recruitment Rules

The Panhellenic Executive Board, Collegiate Representatives of each chapter, and the Panhellenic Advisor, in accordance with University policies, shall determine Recruitment Rules. A two-thirds vote is needed to approve or amend the recruitment rules.

- A. These Recruitment Rules shall be a separate document than the University of Southern California Panhellenic bylaws and shall be referred to for matters relating to recruitment.
- B. We recommend assessment of these Rules in a Think Tank style with one Collegiate Representative from each chapter led by the Panhellenic Vice President of Recruitment.

II. Recruitment Structure

- A. One primary recruitment period per academic year in the spring semester.
- B. Continuous open bidding for member sororities under total will begin after the reset of total which will occur within seven days from the first day of classes in the fall semester.

IV. Marketing Rules

The Panhellenic Council will coordinate the production of a marketing plan including promotional videos and materials to be shared on social media by all chapters prior to the start of primary recruitment. Video(s) will be coordinated and produced by the Vice President of Public Relations and will incorporate member experiences from all Panhellenic chapters participating in the recruitment process. This will be a collaborative effort between Panhellenic Executive Board members and chapter officers to promote the Panhellenic community.

A. Social Media Content

- a) All social media content should encourage membership in the Panhellenic community and advocate for joining any Panhellenic chapter.
- b) National chapter mottos and slogans are permitted. These must be pre-approved by the Panhellenic Vice President of Judicial Affairs by the date specified in the Deadline Infraction Section.
- c) Prevent the use of superlatives and, or comparisons. These include but are not limited to slogans such as “Go <insert chapter name here>”, “<insert chapter name here> is the best!”.
- d) Panhellenic will provide chapters with recruitment marketing guidelines that chapters must review and are encouraged to follow.
- e) There may be no mentioning or depiction of alcohol consumption.
- f) No social media content should depict any kind of degradation toward other chapters, nor should it include any disrespectful, aggressive or threatening language.

B. Membership Videos

- a) No chapter videos may be produced and shared on social media, except for short, unprofessional clips of events on Instagram stories.
- b) Third-party videos, such as Extreme Greeks, are not allowed.
- c) Videos shown in [Round 2: Involvement Day](#) are not allowed to be shared on chapter social media or any third party social media.

Primary Recruitment

The purpose of the primary recruitment period is to provide an opportunity for students of the University of Southern California to learn about the Panhellenic sororities on campus and to allow all chapters to welcome a class of new members. Primary Recruitment is a structured process that includes 4 recruitment rounds with an additional final day in which bids are offered to Potential New Members. Primary recruitment rules and expectations are in place to allow every chapter equal opportunity during the recruitment period, recruit based on values, and enforce accountability.

I. Pre-Recruitment Preparation

- A. Fall semester: recruitment preparation education can begin up to once per week, for a maximum of 8 hours per week, for a maximum of 20 hours for the pre-recruitment period.
 - (1) A minimum of 2 hours must be focused on DEI training.
 - (2) Training may be conducted by the chapter's DEI representative or by an outside professional.
- B. Spring semester: a maximum of 20 hours leading up to spring primary recruitment and in between the two weekends of recruitment are allotted for recruitment preparation related activities.
 - i. The Panhellenic Council will organize a mandatory DEI training before Spring Recruitment begins.
- C. For every four hours of recruitment preparation work, there must be at least 30 minutes of break.
- D. Chapter-wide racial sensitivity and microaggression training led by expert consultants as outlined in the [Community DEI Plan](#) is mandatory for chapter participation in primary recruitment
 - i. Every chapter member who will be in attendance for recruitment must attend this training
- E. Fall and spring recruitment preparation to be approved by an international organization with documented approval submitted to the Panhellenic Vice President of Judicial Affairs by the date specified in the [Deadline](#) Infraction section.
- F. Pre-Recruitment is defined as any time during the year except for the primary recruitment period

II. Release Figure Methodology

The method used for calculating release figures during primary recruitment is called Release Figures Method (RFM). NPC recommendations for release figures will be followed. Information from the NPC Manual of Information (2020) is incorporated into these rules. For complete details, please reference the NPC Manual of Information on recruitment. The Panhellenic Executive Board is responsible for coordinating communications and publications about primary recruitment. Each chapter will follow the schedule of rounds and events as published. The Panhellenic Executive Board will be responsible for

providing and distributing invitations for all rounds. Invite lists must be submitted by the time published time in the master recruitment schedule.

A. The format for primary structured recruitment is 9-7-5-2.

B. Quota

- a. A quota is not set until the final or preference round has been completed and the bid matching results are factored into the equation. To optimize the number of PNMs matched and to achieve parity, the quota is run at different numbers by the fraternity/sorority advisor and RFM specialist within the projected quota range to determine a quota that is in the best interest of the community and maximizes the number of PNMs placed without jeopardizing the overall results.
- b. On campuses where RFM is used, a quota range is given to chapters during the recruitment process as a planning tool to estimate a range in which quota may be set. Quota range is communicated to chapters by the fraternity/sorority advisor.
- c. Some campuses find the use of an upper-class quota valuable in situations when there is a significant number of upperclassmen who are interested in recruitment, and/or the campus historically matches a low percentage of upper-class PNMs in the primary recruitment process. The determination to implement an upper-class quota must be made by the College Panhellenic before recruitment begins and in consultation with the RFM specialist and the NPC area advisor. Upper-class quota is not the answer for every campus but rather in circumstances that will help place upper-class PNMs who have traditionally not been placed. Once the Panhellenic votes to establish an upper-class quota, individual chapters may not opt-out of accepting those PNMs without consulting their inter/national organization, the fraternity/sorority advisor, and the RFM specialist before recruitment begins.
- d. A vacancy in quota occurs in the following situations:
 - i. When a PNM refuses to accept their matched bid at the conclusion of primary membership recruitment.
 - ii. When a new member does not participate in a ribbon or formal new member pledging ceremony and/or does not sign documentation or agreements with the member organization indicating their intent to pledge the group.
 - iii. A chapter may immediately bid and pledge another PNM, in these situations, even if the chapter is over the total. However, if a chapter has received quota additions, the chapter may only pledge additional PNMs to the established quota. They cannot offer bids to or pledge additional PNMs to fill vacancies in quota additions. For example, if the quota was 25 and a chapter matches to quota (25) plus received two quota additions (total of 27 new members), the chapter may not fill any openings from declined bids until they drop below 25 new members.
 - iv. If a chapter matches to quota and is above total, and all PNMs go through the formal pledging ceremony (quota), the chapter is unable to fill any vacancies until the chapter drops below total should a new member break their pledge.

C. Quota Additions

- a. Quota Addition Procedures Policy (2007, 2017):
 - i. Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the community and the PNMs. In placing quota additions, the RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing PNMs with chapters with lower relative recruiting strength, for PNMs' first choice, for even distribution of PNMs, and for PNM position on a chapter's bid list.
- b. Chapter eligibility for quota additions:
 - i. The chapter must have followed RFM recommendations throughout recruitment.
 - ii. The chapter must have already matched to quota.
 - iii. The chapter must have the PNM listed on the chapter's bid list or snap bid list.

D. Snap Bidding

- a. Snap bidding is an option only for chapters that did not match to quota.

- b. Chapters should have a prepared list of PNMs they would bid should they not be matched to quota during bid matching.
- c. The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor.
- d. The procedure is used only to fill quota spaces.
- e. All PNMs who attended at least one event during primary recruitment are eligible for snap bidding.
- f. PNMs listing single intentional preferences on their MRABA are eligible for snap bidding.
- g. The fraternity/sorority advisor works with the chapters not matching to quota, and either the fraternity/sorority advisor or a Panhellenic officer contacts the PNMs to extend snap bid invitations.
- h. A PNM may be offered more than one snap bid. For this reason, it is advisable for the fraternity/sorority advisor or a Panhellenic officer to contact the PNM, and it is important for the PNM to understand they are receiving more than one opportunity to pledge if that should be the case.
- i. During this time the Panhellenic monitors PNMs who have accepted snap bids and presents the MRABA for the PNMs to sign.
- j. Careful attention must be given to ensure there are not more snap bids offered than places available in quota.
- k. When contacting a PNM about accepting a snap bid, provide a time limit or deadline for when the PNM must respond to accept or decline the snap bid offer.
- l. Snap bidding ends when bids are distributed. COB begins as soon as Bid Day begins.

III. Round Rules

A. General Rules

- a) Performances, including porch chants/songs, are not permitted.
 - i) Please see [Round Structure](#) for round-specific songs.
- b) Furniture rentals are permitted. Costs must remain within parameters of the established recruitment budget.
 - i) Rental plans are submitted to the Panhellenic Vice President of Judicial Affairs.
 - ii) Only functional tents, tables, tablecloths, and seating which function to accommodate PNMs are permitted.
 - (1) Tablecloths must be plain and solid-colored.
 - (2) No table runners are allowed.
 - (3) No bows or additional decor are allowed on rentals.
 - (4) No risers or elevated surfaces are allowed.
 - (5) No erected walls are allowed.
 - iii) Rental furniture must be functional
 - (1) To increase seating capacity for PNMs and Recruiters
 - (2) To accommodate water glasses or activities
 - (3) Rental furniture as decoration is not permitted
- c) Chapters must abide by disaffiliation rules and prevent all photo and video appearances of RCs and Panhellenic Executive Board members on the Panhellenic recruitment team.
- d) One activity during either [Round 2: Involvement Day](#) or [Round 3: Sisterhood Day](#) is permitted.
- e) If a PNM is dropped from all 9 chapters after the first round, the Panhellenic Executive Board will call upon all 9 chapters to volunteer a spot for their second round.

B. Decorations

- a. Norms for year-round decorations will be established through collegiate walkthroughs during the semester prior to recruitment periods. These will be facilitated by the President, Vice

- President of Judicial Affairs, Vice President of Recruitment, and Panhellenic Judicial Board members.
- b. A decoration is defined as anything not normally displayed in the house.
 - c. Floral arrangements are permitted, but may not exceed \$200 for the entire primary recruitment period. The \$200 must come from the Recruitment budget.
 - i. For chapters that have floral arrangements as year-round decoration, the flowers displayed must fall within the \$200 budget. Floral arrangements that exceed this budget must be removed.
 - ii. One minimal ceremonial flower is permitted during [Round 4: Preference](#).
 1. A ceremonial flower is defined as a flower that a PNM interacts with during the party time, such as being given a single flower during the ceremony.
 2. These must be equal for all PNMs attending each party.
 - d. Place cards are not permitted.
 - e. Table setting/cutlery or food as decor is not permitted.
 - f. Chapter letters larger than 1 foot tall are not permitted to be used as decoration.
 - g. Decorative wall coverings:
 - i. For all rounds: Decorative wall coverings including additional draped curtains, fabrics, lights, foliage, and/or flowers are prohibited due to fire safety hazards.
 1. Functional wall coverings including draped curtains and fabrics are allowed. Functional wall coverings are defined as any coverings that serve to conceal certain parts of the house, create a space for active members to place items or wait during parties, and/or that are used to project the slideshows. Wallcoverings that are desired to be used must be submitted with a reason for use. These will be reviewed by the Panhellenic Vice President of Judicial Affairs and are to be approved by fire safety.
 - ii. Wallcoverings must meet local, state, and federal laws pertaining to flammable material and entrance and egress.
 - h. Stand Alone Display Boards are defined as boards that are not permanently fixed to the chapter facility that displays the chapter.
 - i. These are permitted only during [Rounds 2 and 3](#).
 - ii. They are only allowed to showcase chapter leadership involvement, scholarship including abroad experiences, philanthropy events/community service, chapter events, alumni relations, Panhellenic Community engagement, sisterhood, and professional/career development.
 - iii. These are required to be made by chapter members.
 - iv. Additional props that are not attached to the board or excessive decor is not permitted.
 - i. Individual chapter members are not permitted to purchase decorations from their personal funds.
 - j. Exterior house decorations are not allowed (year-round exterior house accents will not be considered decoration). Exterior lighting for practical, logistical and safety purposes is acceptable, and should not be used as a form of decoration. Tents can be available for inclement weather. Tents should be decoration free, with the exception of chapter letters.

C. Entering & Exiting

- a. All entrances and exits must be accessible and visible at all times.
- b. Entrances for the beginning of the party:
 - i. There is no limit on the number of people who are allowed to shake the hands of the PNMs at the door.
 - ii. No choreographed movement or dancing is permitted
 1. Music playing in the background is permitted
 2. Chapters are permitted to sing national songs, however choreographed movement or dancing is still prohibited
 3. Please see [Round 4: Preference Round](#) the exception during Preference round
- c. Exits for the end of the party:

- i. Only one active member is allowed to walk a PNM out to the door. There will be no audible goodbyes when the PNM leaves the chapter house. Waving at the door is permitted.
 - ii. Active members are not allowed to exit the chapter facility.
 - iii. PNM's are to leave the chapter facility and begin walking to their next round or break and do not re-assemble to observe exits.
- d. No form of "door stack" will be allowed.
- e. No form of hair flipping is allowed on any day or time of recruitment. This includes synchronized and unsynchronized "hair-flipping" and "hair tossing". Hair flipping consists of deliberately tossing hair in front of the shoulders.
- f. Please see [Round Structure](#) for the number of greeters permitted per round

D. Refreshments

- a. No personalization including gifts, favors, letters, or notes for PNM's until they have accepted bids will be allowed.
- b. Food is not permitted during any round.
- c. Alcoholic beverages are prohibited. Only water without garnish is permitted during all events.
 - i. Cups for water should not be plastic. Instead, they should be reusable, compostable, or biodegradable.

IV. Budget

A. Budget Totals

- a) The Recruitment budget for primary Recruitment is at a maximum of \$8,000 for each chapter.
 - i) No sorority may exceed this cost for any reason.
 - ii) Within this amount chapters may allocate:
 - (1) A maximum of \$500 to develop a video for [Round 2: Involvement Day](#).
 - (2) A maximum of \$200 for floral arrangements.
 - iii) This figure does not include Bid Day expenses which are not to exceed \$2,000 on costs and \$10 per person (both new members and actives) for food.
 - iv) The cost of renting tent-like items to prepare for inclement weather is not included in the budget totals and still should be reflected in recruitment budget submissions.
- b) Donations.
 - i) Donations from graduated members, collegiate members, or parents must be included in the recruitment and Bid Day budgets for each chapter.
 - ii) Donations must be recorded and accounted for in the budget at fair market value.

B. Budget submissions and review

- a. This budget will be reevaluated after each primary recruitment.
- b. Draft budget:
 - i. Each chapter will submit a projected draft budget, including recruitment and Bid Day expenses, to the Panhellenic Vice President of Judicial Affairs by the published deadline.
 - ii. Before a draft budget is submitted, it should be reviewed and approved by the chapter president, recruitment chairs, treasurer, chapter advisor, finance advisor, recruitment advisor, and inter/national organization regional or national team for alignment to chapter budget, recruitment rules, and Panhellenic Community values.

- iii. Draft budget submission should include documentation of the review and approval of those listed.
- c. Post-Recruitment budget:
 - i. Each chapter will submit a final budget with projected and actual spending for recruitment and bid day to the Panhellenic Vice President of Judicial Affairs by the published deadline.
 - ii. As done with the draft budget, the final budget should be reviewed and approved by the chapter president, recruitment chairs, chapter advisor, finance advisor, recruitment advisor, and inter/national organization regional or national team for alignment to chapter budget, recruitment rules, and Panhellenic Community values.
 - iii. Post-recruitment budget submission should include documentation of the review and approval of those listed.
 - iv. If there is a misalignment with the draft and post-recruitment budget, chapter leadership should describe in writing what was learned, what may have occurred, and how alignment will be addressed for future budgets.

V. Round Structure

A. Round 1: Welcome Day

- a) Length:
 - i) Parties will be 30 minutes in length.
- b) Greeters:
 - i) A maximum of 3 members may greet the PNMs outside of the house.
- c) Attire:
 - i) PNMs will be required to wear the provided Panhellenic t-shirt which will be ordered through the recruitment registration.
 - ii) All chapter member attire will be casual, with a t-shirt coordinated by the Panhellenic Council.
 - (1) Casual pants, shorts, and skirts are permitted.
 - (2) Heeled shoes of any form are prohibited, platform boots and sandals are permitted
 - (3) The shirt will have a uniform design and a t-shirt cut amongst all chapters. The shirt will only adorn the chapter name. The shirt will be designed by the Vice President of Public Relations and respective chapter marketing leaders.
 - (4) Chapter members must refrain from displaying excessive wealth such as luxury brand names and logos.
 - A. Chapter members must refrain from having backgrounds that display excessive wealth
 - B. Chapter members must refrain from displaying luxury items (i.e. purses, jackets, etc.) in their rooms during house tours

B. Round 2: Involvement Day

- a. Length:
 - i. Parties will be 35 minutes in length.
- b. Greeters:
 - i. A maximum of 3 members may greet the PNMs outside of the house.
- c. Attire:
 - i. Chapter member attire must be casual.
 - 1. Casual pants, shorts, skirts, and dresses are permitted.
 - 2. Heeled shoes of any form are prohibited, platform boots and sandals are permitted.
- d. Video:
 - i. Production:

1. The video shown during the Involvement round must be filmed and edited by amateur and non-professional videographers not affiliated with a business entity and created with non-business affiliated equipment.
 - a. Any questions regarding footage should be directed to the Panhellenic Vice President of Judicial Affairs for approval
 2. A maximum of \$500 from the recruitment budget may be used to develop, film, edit, and produce the video.
 3. All footage must be collected within the year directly prior to the primary recruitment period, as specified in the [Deadline](#) Infraction. Requests for the use of any footage that is more than a year old must be submitted to the PHC Vice President of Judicial Affairs by the date specified in the [Deadline](#) Infraction.
- ii. Content:
1. Videos can be up to 8 minutes in length
 - a. Chapters are permitted to have one backup video of 2-3 minutes in the case of online recruitment. This video must also be pre-approved by the Panhellenic Vice President of Judicial Affairs
 2. The purpose of the video is to showcase the well-rounded member experience in a chapter and within the broader USC Panhellenic Community.
 3. Videos must focus on these four Panhellenic member experiences:
 - a. Scholarship and professional development
 - b. Sisterhood
 - c. Philanthropy and service
 - d. Member involvement on campus
 4. Content outside of these experiences is permitted contingent on it depicting a positive member experience
 - a. Contingency on this footage is pending approval by the Vice President Judicial Affairs
 - b. Panhellenic chapter sponsored social events are allowed in videos with the focus on sisterhood.
 - i. This is limited to chapter invites and date dashes
 5. Content may not depict:
 - a. Alcohol or other controlled substance consumption
 - b. Party Sponsored Videos (i.e. Extreme Greek)
 - c. Any fraternity event, including tailgates
- iii. Presentation:
1. The manner in which the video is displayed during recruitment must be approved by the Panhellenic Vice President of Judicial Affairs.
 2. Unchoreographed dancing and singing along with the music playing and verbal call-outs are allowed only when the video is being played.
- e. Philanthropy: A short live presentation that depicts philanthropy details is required
- i. Content can include but is not limited to:
 1. What the philanthropy is
 2. What events are done to aid this philanthropy
 3. There may be no mentioning or depiction of alcohol consumption
 4. There may be no use of video content
 - ii. The presentation must be done by the University of Southern California chapter collegiate members.
 - iii. There is no maximum or minimum time length for the philanthropy presentation.

C. Round 3: Sisterhood Day

- a. Length:
 - i. Parties will be 35 minutes in length.
- b. Greeters:

- i. A maximum of 3 members may greet the PNMs outside of the house.
 - c. Attire:
 - i. Chapter member attire must be casual.
 - 1. Casual pants, shorts, skirts, and dresses are permitted
 - 2. Heeled shoes of any form are prohibited, platform boots and sandals are permitted.
 - d. Chapters may utilize common areas and bedrooms including those that are not ground floor of the facility.
 - i. Chapters may display a maximum of eight bedrooms
 - ii. In the semester prior to the primary recruitment period, chapters must submit which rooms they will be showing in the following semester.
 - e. Decor
 - i. Rooms must be decorated as they would typically throughout the year.
 - 1. Matching bedding is permitted but must have already been owned by the chapter/chapter members.
 - ii. Bedroom decor must not display excessive wealth or luxury brands, including but not limited to bags, shoes, clothing, perfume, etc.
 - iii. Flowers are permitted but must be included within the \$200 chapter floral budget.
 - iv. Food or candy is not permitted in any capacity.

D. Round 4: Preference

- a. Length:
 - i. Parties will be 45 minutes in length.
- b. Greeters:
 - i. There is no quantified limit on the number of people who are permitted to greet the PNMs outside of the house.
- c. Songs: a sentimental song(s) may be sung at the beginning of the party before/while PNMs are entering and during the party as part of the ceremony
 - i. This is defined as normal inside singing voices tied to the purpose of the ceremony.
 - ii. This is not a chant.

E. Bid Day

- a. Bid Card Distribution:
 - i. Fifteen chapter members shall be allowed to pick up their new member class.
 - ii. Chapters can bring:
 - 1. Balloons
 - a. Up to 10 balloons
 - b. Balloons are not permitted to have any confetti or additional decor inside/outside
 - 2. One standard size poster
 - 3. Handheld speaker for music only.
 - iii. Items not permitted:
 - 1. Large banners
 - 2. Chapter letter cutouts
 - 3. Additional props
 - 4. Microphones are not permitted.
 - a. *This list is not comprehensive and all discretion on what to bring should be determined by the Panhellenic Vice President of Judicial Affairs.*
 - iv. Chapter members must be on time.
 - v. Chapter photographers are not allowed to be present at the field or follow the new members or active members from the field to the facility.

- vi. New members may not be given gifts or wear matching attire until they reach their chapter houses.
 - vii. Chapters are released from the field in order from Delta Gamma moving west towards Kappa Kappa Gamma.
 - 1. These chapters will be lined up in a circular shape in this same order on the field.
 - 2. New members and active members are required to walk to the chapter facility.
 - 3. Active members are allowed to greet the new members off their chapter property once the new member class is in front of the chapter facility. After an initial greeting, the chapter must quickly move back to chapter property and stay there for the entirety of Bid Day.
- b. Chapter Facilities
- i. The use of food trucks to provide food to new members and active members is prohibited.
 - ii. Bid Day activities are limited to the chapter property lines.
 - 1. All events and decor are limited property boundaries.
 - 2. The use of public streets and/or sidewalks for any purpose is prohibited.
 - iii. The use of live professional music entertainment (i.e. DJ, band, etc.) is prohibited.
 - 1. Music may be played through speakers.
 - 2. Only an unpaid volunteer who is an active member of the corresponding member organization may play music through speakers
 - a. No additional equipment may be used.
 - iv. There is no limit to the number of balloons at the Chapter.
 - 1. Balloons are permitted to have confetti or decor inside/outside.
 - v. Large chapter letters that are decorated are permitted.
 - vi. Decor and costumes are permitted.
 - vii. Separate erected structures, including but not limited to photo walls, are not permitted.
 - 1. [Step and repeat walls](#) are permitted for the use of photos.
 - 2. Photo booths are allowed.
 - 3. Adding embellishments to a pre-existing wall to serve as a “photo wall” is permitted.
 - viii. Chapter photographers must stay on chapter property for the full duration of Bid Day.
 - ix. Extravagant activities, including but not limited to ferris wheels, bouncy houses, slip n’ slides, trampolines, are not permitted.
 - x. Chapters should avoid using plastic plates, bowls, utensils, cups, and other serving ware and instead use biodegradable or compostable alternatives
- c. Behavior:
- i. The presence and consumption of alcohol at Bid Day activities are prohibited.
 - ii. New members and active members must stay on the chapter property for the full duration of Bid Day.
 - 1. It is recommended that a security guard be on-premise to help keep members on the chapter property.
 - iii. All active members must have their chapter Bid Day t-shirts visible the entire duration of the event.
 - iv. Sidewalks are to remain clear and are only to be used for pedestrian foot traffic flow.
 - v. Pedestrian traffic is to remain on the sidewalk. Pedestrians are not permitted to walk in the street.
 - vi. Pedestrian traffic must yield to traffic lights, signs and follow instructions from security when crossing roads.
- d. Men shall not participate in Bid Day and/or Night.
- i. The Panhellenic Council will work with the Interfraternity Council prior to Bid Day and/or Night to set joint expectations.
 - ii. Men are not allowed to walk or run down 28th street with new members as they make their way to their chapter.

- e. Each chapter must prepare a Bid Day risk management plan that includes the safe return of new members to their residence at the conclusion of Bid Day activities.
 - i. Each chapter must submit the Bid Day risk management plan as well as an itinerary of their bid day to the Panhellenic Vice President of Recruitment and Vice President of Judicial Affairs to be approved.
 - ii. This itinerary must include at least one sisterhood bonding activity for the whole chapter, including new members.
 - iii. A new member education piece must occur on Bid Day.
- f. Bid Day parties must conclude within the duration as referenced on the schedule.

Continuous Open Bidding

The purpose of COB is to enable those chapters that did not pledge to quota or pledged quota but did not reach total, to pledge additional new members immediately following the primary membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible. These expectations are in place to provide chapters the greatest opportunity to have a successful COB period.

I. Chapter Expectations

- A. Chapters that are participating in COB are expected to send a COB calendar to the Panhellenic Vice President of Recruitment 48 hours after the total is set. A COB calendar includes:
 - a) Chapter COB events
 - i) Date, time and location of the event
 - ii) Name of event if applicable
 - iii) Open to the public or invite only
 - iv) Permission or denial of Panhellenic to publicize events on website or social media
 - (1) If permission, include marketing material
- B. Any chapter extending a bid to a PNM must fill out the COB MRABA.
 - a. A copy of this MRABA as well as proof of GPA eligibility must be emailed to the USC Fraternity and Sorority Leadership Development Office within 24 hours.
- C. Once a chapter has finished their COB process, a chapter executive member is expected to email the Panhellenic Vice President of Recruitment and the USC Fraternity and Sorority Leadership Development Office to explicitly state that their COB process is over.
 - a. Once COB for a chapter has concluded, chapters must send an excel sheet of new member contact information to both the Panhellenic Vice President of Recruitment and the USC Fraternity and Sorority Leadership Development Office for records.
 - b. If a new member who signed the MRABA withdraws membership prior to being initiated, the chapter must notify the USC Fraternity and Sorority Leadership Development Office.
- D. Chapters may extend bids once total is set. See total-setting policy in the Manual of Information (pp. 109-110).
 - a. Panhellenic will align Fall COB kick-off with the date total is set.
 - b. Kick-off will be held within the first seven days of school.

- c. If a chapter has less than five spots, they are not required to attend COB kick-off.
- E. Chapters agree that it is mutually helpful to allow PNMs sufficient time to respond to a bid.
 - a. Chapters agree that it is optimal to allow PNMs at least 48 hours.
- F. Chapters who are eligible for COB must inform the Vice President of Recruitment if they plan to participate in kick-off. All chapters eligible for COB on the day of kickoff must attend kickoff.

II. Panhellenic Expectations

- A. The Panhellenic Vice President of Public Relations will share all marketing materials provided by chapters for public COB events:
 - a) Directly in an email to all PNMs that have expressed interest in COB to the Panhellenic Executive Board
 - b) On all appropriate social media channels
- B. Verify eligibility of PNMs as it pertains to MRABA and bid acceptance.
- C. Host an event at the beginning of every COB period to give chapters an opportunity to connect with PNMs.
- D. Panhellenic may publish, post and/or announce when chapters have completed their COB process, with the permission of chapters.
- E. Encourage all chapters to support efforts by promoting COB at least once before it begins.

III. Potential New Member Support

- A. Recruitment Counselors who are signed up for Spring primary recruitment may opt to assist with Fall and/or Spring COB.
 - a) They will serve as “COB Ambassadors.”
 - b) Possible duties include:
 - i) Participating in panels during kick-off
 - ii) Assisting with orientation events
 - iii) Being an additional resource for PNMs
 - iv) Helping with event management
 - c) COB Ambassadors will not be involved with the COB MRABA.
 - d) COB Ambassadors will not be expected to attend training sessions, have specific attendance requirements, or mirror the responsibilities of recruitment counselors during primary recruitment.

Judicial Procedure

*The University of Southern California will follow the **NPC Judicial Procedures as outlined in the NPC Unanimous Agreements section VII.** Any violation of the recruitment rules, with the exception of Recruitment Counselor Conduct, is subject to go through the Panhellenic Council Judicial process as outlined in the current National Panhellenic Conference Manual of Information.*

A Judicial Procedure exists so that the recruitment process is executed equally among all chapters. The Panhellenic Vice President of Judicial Affairs will be the main point of contact for all actionable judicial procedures.

I. Accountability

- A. Each chapter's Judicial Board representative will serve to ensure that recruitment is a fair and equitable process for all chapters.
 - a) The judicial board representatives will remain neutral and unbiased during all hearings
 - i) If the chapter representative is unable to remain neutral and unbiased, they will be asked to recuse themselves from the hearing.
 - b) These representatives will operate as a chapter and will serve on the Judicial Board.
 - c) If a Judicial Board representative is unable to participate, the chapter Panhellenic Delegate will fill the role.
- B. Infractions
 - a. Recruitment infractions may only be reported and signed by one of these people:
 - i. Chapter president on behalf of their chapter
 - ii. College Panhellenic officer in charge of recruitment or a recruitment counselor
 - iii. Potential new member
 - iv. Fraternity/sorority advisor
 - b. Forms that can be filed during recruitment, found in the NPC Manual of Information:
 - i. College Panhellenic Violation Report (by one of the people in a.)
 - ii. College Panhellenic Infraction Notice (by Panhellenic)
- C. Walkthroughs. The purpose of walkthroughs is to ensure all chapters are following the expectations and are in the spirit of the recruitment rules.
 - a. Walkthroughs will be led by the Panhellenic Vice President of Judicial Affairs, along with the designated Panhellenic Judicial Board representative from each member organization.
 - b. During the semester prior to recruitment, the Panhellenic Vice President of Judicial Affairs will conduct an orientation for the Judicial Board representatives to understand the Recruitment rules, as well as work to build out a constructive rubric that will be utilized during the chapter walkthroughs.
 - c. During chapter walkthroughs, the Judicial Board representatives will fill out the rubric prepared, and review for any concerns regarding chapter violations of recruitment rules.
 - d. If there are no concerns or violations, the walkthroughs may proceed to the next chapter house.
 - e. If there is a concern, the Panhellenic Vice President of Judicial Affairs will voice this concern and the representatives will work together to see if this concern is valid and appropriate.
 - i. If the concern is valid and appropriate, then immediate action will be taken to resolve it before continuing with the walkthroughs.
 - f. After a concern is voiced, the Panhellenic Vice President of Judicial Affairs will follow up and communicate with the walkthrough representatives on the status of the concern within 24 hours as they seek resolutions.
- D. Recruitment Counselors
 - a. Reporting
 - i. Any alleged behavior that violates the Recruitment Counselor Code of Conduct will be reported directly to the Director of Recruitment Counselors and the Vice President of Judicial Affairs.
 - b. Process
 - i. Any alleged behavior that is reported to The Director of Recruitment Counselors and Vice President of Judicial Affairs is subject to an in-person meeting to determine if the behavior violated the Recruitment Counselor Code of Conduct
 - 1. In the event that The Director of Recruitment Counselors and Vice President of Judicial Affairs are directly involved in an incident the Panhellenic President will lead in accountability conversations and determine outcomes.
 - c. Violations
 - i. Any Recruitment Counselor found in violation of the Recruitment Counselor Code of Conduct could result in the removal of the Recruitment Counselor from their role effective immediately without communication to their PNM group.

- ii. The Director of Recruitment Counselors and Vice President of Judicial Affairs will assist in the communication to PNMs.
- iii. The Director of Recruitment Counselors and Vice President of Judicial Affairs will coordinate alternative recruitment counselor placement if necessary.

E. Potential New Members

a. Reporting

- i. Any alleged behavior that violates the Potential New Members
- ii. Expectations will be reported directly to the Director of Recruitment Counselors and the Vice President of Judicial Affairs.

b. Process

- i. All participants in Panhellenic Recruitment understand the National Panhellenic Conference Unanimous Agreements which can be found on the Panhellenic Council website.
- ii. Mediations
 - 1. Mediations will be met on an as needed basis pertaining to the perceived severity of the alleged violation of the Potential New Member Expectations. The alleged behavior will be discussed between the parties involved and the Vice President of Judicial Affairs. Removal or dismissal of the PNM will be determined pending the outcome of the discussion. The University of Southern California Panhellenic Council maintains the right as a private member organization to dismiss PNMs from the recruitment process. Appeals of dismissal are not accepted due to the non-member status of PNMs.

c. Violations

- i. Any disrespectful behavior or language to other PNMs, active chapter members, RCs, Panhellenic Executive Board, or other involved parties will result in dismissal from recruitment.
- ii. Panhellenic Recruitment is an alcohol and substance-free process. PNMs found under the influence of alcohol or substances during recruitment activities will be dismissed from recruitment.

I. Monetary Fines

A. If a chapter violates the following rules, a fine is issued to the chapter. Chapters have 14 days following invoice dispersal to pay the invoice

Pre-Recruitment Infractions Fine and/or Judicial Procedure	
Pictures/Videos of disaffiliated members (including recruitment chapters) on chapter websites, social media, or any other publications after the designated deadline set by the Panhellenic Director of Recruitment Counselors	\$100 per new post containing a disaffiliated member. Chapter will first be given a 24-hour notice to take it down. Fines will not be incurred if the chapter complies with Panhellenic's notice.
Below the required number for Recruitment Counselor applicants	\$50/every member under
Video for Round 3: Sisterhood Day not submitted to the Panhellenic Council by the established deadline date	\$50 per day
During & Post Recruitment Infractions Fine and/or Judicial Procedure	
	\$20 per minute

Invite lists turned in past the designated time set by the Fraternity & Sorority Leadership Development Office and the RFM Specialist	
PNM leaving a chapter house with any object prior to Bid Day	\$25 per object per PNM
Any deviation from normal decorations that are not normally in the chapter year round.	\$50 per occurrence
Late arrival of chapter representatives to the field on Bid Day	\$50 for every 5 minutes after initial 5 minute grace period
Degradation of another chapter - Degradation includes but not limited to: speaking unfavorably of another chapter to a PNM, active, or anyone outside of the Greek community. This could be through verbal or written communication.	\$100 per occurrence, and a formal judicial process
Any Round 2: Involvement Day video shown that was not approved by Panhellenic Vice President of Judicial Affairs during Round 2 of recruitment. The first time a party goes over the designated time in the schedule, Panhellenic Vice President of Judicial Affairs will issue a warning (excluding the first party of every round)	\$500 per occurrence, and a formal judicial process Second offense: \$25 per minute for first two minutes, then \$50 per successive minute Following offenses: \$50 per minute for the first two minutes and then \$100 per minute beyond The end of the party denotes when every PNM must be out of the house
Any documented incident of invite or bid promising - Bid promising includes but is not limited to an active member communicating to a PNM that they will receive a bid (including a COB bid) or an invitation to the next round. This could be through verbal or written communication.	\$200 per occurrence, and a formal judicial process
Every dollar spent over the \$8,000 limit for recruitment.	Chapter will be fined double the amount of their over-spend (if chapter spends \$8,100, they will be fined $\$100 \times 2 = \200)
Every dollar spent over the \$2,000 budget for Bid Day and \$10 per person food budget.	Chapter will be fined double the amount of their over-spend (if a chapter spend \$2,300, they will be fined $\$300 \times 2 = \600)

- B. At the end of the recruitment period, points will be tallied for each chapter and then placed in ascending order. Chapters will be able to pick their social and philanthropy dates for the following semester in order from the least number of points to the most number of points.
- Every \$100 is a point. Example: A total recruitment fine of \$500 dollars is 5 points.
 - If all chapters or remaining chapters are within a point wave, it's first come first serve for date picking.

- C. All deadlines below are subject to a fine of \$2/hour past the deadline for *up to* the first 24 hours. Every day past the initial 24 hours is subjected to the *additional* fines listed below for every day past.
 - a. All required documents and/or information must be shared with the Panhellenic Vice President of Judicial Affairs.
 - i. If the delinquent chapter communicates with the Panhellenic Vice President of Judicial Affairs prior to the missed deadline with a legitimate reason for tardiness, then the fine may be waived.
 - b. The validity of each reason will be determined in consultation with Panhellenic Judicial Board members and the Panhellenic Vice President of Judicial Affairs.
 - c. Chapters **MUST** remain in continuous and constant communication regarding all deadlines and the possibility of potentially missing a deadline. Failure to do so will result in an immediate \$25 fine.
- D. Chapters are expected to follow the Joint Recruitment Expectations for Panhellenic and the Interfraternity Council prior to the start of recruitment.
 - a. These expectations will be developed by the Panhellenic and Interfraternity Council Presidents and will detail appropriate behavior during the rounds of recruitment.
 - b. There will be no organized social events the Monday after bid day, as detailed in these recruitment expectations.
 - c. Any chapter violation of these expectations will result in the addition of 10 points for social and philanthropy date choices.

Template for Deadline Infractions

This template provides guidelines for in-person recruitment deadlines. Utilize this template to inform the selection of due dates for each of the listed items. Vote to finalize appropriate due dates for the following items by October 1st each year.

All deadlines below are subject to a fine of \$2/hour past the deadline for <i>up to</i> the first 24 hours. Every day past the initial 24 hours is subjected to the <i>additional</i> fines listed below for every day past.		
Date	Due Infraction/ Fine	Panhellenic Confirmation by:
Late October	House picture to be included in the PNM workbook due to PHC VP of Judicial Affairs \$25	Within 48 hours
Late October	Tentative outline of slideshow and philanthropy presentation due to PHC VP of Judicial Affairs \$25	Within 48 hours
End of Fall semester	Send the name of the representative who will be doing Chapter walkthroughs during formal recruitment to PHC VP of Judicial Affairs	Within 48 hours

	\$25	
End of Fall semester	Tentative song list, in-depth outline for all slideshows, including exceptions for professional footage, themes for each day (including outfits), due to PHC VP of Judicial Affairs \$75	Within 48 hours (for all)
End of Fall semester	Promotional content intended for use during pre-recruitment due to PHC VP of Judicial Affairs \$50	
Mid December	Draft projected budget submitted to PHC VP of Judicial Affairs, utilizing template provided \$25	
Mid December	Complete membership rosters due to PHC VP of Recruitment \$30	Within 48 hours
Mid December	Description of activity taking place during Round 2: Involvement Day or Round 3: Sisterhood Day due to PHC VP of Recruitment \$30	Within 48 hours
Mid December	First cut of slideshow due to PHC VP of Judicial Affairs \$30	Within 48 hours
End of December	Final cut of slideshow due to PHC VP of Judicial Affairs – these are completed on a case by case basis \$30	Within 48 hours
End of December	Tentative recruitment school schedule due to PHC VP of Recruitment \$30	Within 48 hours
End of December	The final draft of themes, outfits, songs, and decorations due to PHC VP of Judicial Affairs \$30	Within 48 hours
End of December	Bid day themes, activities, and decorations due to PHC VP of Judicial Affairs \$50	Within 48 hours