



RECRUITMENT RULES OF WINTHROP UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION
Effective August 29th, 2020 and Expires May 15th, 2021

X. Spring Primary Recruitment

1. "Primary Recruitment Period" refers to CPC Day, October 17th 2020 and will last until 24 hours after Bid Day, January 17th 2021, of the Spring Semester.
2. "Primary Recruitment Weekend" refers to the first day of Primary Recruitment parties, January 14th 2021 and lasts until 24 hours after Bid Day, January 18th 2021.
3. It is the responsibility of each CPC Exec Officer and Rho Gamma to ensure that each event begins and ends on time with strict adherence to the recruitment schedule. Parties' time will officially start when the last Potential New Member enters the Zoom Room. Parties' time will officially end when the last Potential New Member exits the Zoom Room.
4. Recruitment Guides or CPC Exec Officers will be at assistance for each Potential New Members before, and after virtual parties during Primary Recruitment Weekend via Campus Director/ GroupMe and will be available to the chapters if questions or emergencies arise.
5. Party Visitation by Panhellenic Executive Council
 - a) The President, Vice President of Recruitment and other members of CPC Exec will come by before the first party of each day, knock on the respective chapter's door to review each room with the party plans. To maintain CDC guidelines and Winthrop Rules.
6. Each sorority will follow all rules and policies of all facilities in which a recruitment activity, practice, and/or event is held. Each sorority member will follow CDC guidelines and Winthrop restrictions.
7. ONLY members are allowed inside the individual recruitment parties. Advisors, National Consultants or National Representatives, may enter and exit parties as needed, but are only allowed to exchange pleasantries (i.e. hello, goodbye, thank you, etc.). Under no circumstances is there conversation to take place between a PNM and advisor or volunteer unless there is an emergency. (Alumnae cannot enter a recruitment party room. They are welcome to attend recruitment weekend and assist chapters with any behind-the-scenes needs, except for any activity that is occurring in the party while PNM's are in attendance). They may only be silent participants and not have any contact with PNM's on social media sites, through email, or phone during the Primary Recruitment Period.
8. Sorority women will be alcohol-free during Primary Recruitment Weekend, January 14th - January 18th 2021.
 - a) The twenty-four hour Bid Day period shall begin when bids are distributed. For example, if bids are distributed at 5:00 p.m. on Sunday, Bid Day will not end until 5:00 p.m., the next day on Monday. Events or activities during this period are alcohol free.
9. Bid Promising: Bid promising is any conversation either written or spoken between a sorority woman and a potential new member where the potential new member is led to believe she will be receiving a bid from said sorority. (NPC Manual of Information)
 - a) There will be no promising of bids directly or indirectly by any member, new member or alumnae of a sorority.
10. Footage and Photoshoot protocol
 - a) A chapter may use footage from pre-COVID (March 13th). We strongly suggest for new footage that rotations, stations and that members of your chapters come in waves.

A. Room Assignments

The placement of Primary Recruitment spaces and Bid Day Spaces for Recruitment 2022 will take place during the Spring Recruitment meeting 2021 where the new Panhellenic Total is set. Chapters can start setting up no earlier than 8:00 pm the night before the first day of Primary Recruitment and must vacate the building by 11:00 p.m.

1. Chapters can re enter their recruitment party site at 8:00 am. Look at the official Recruitment Schedule for further time restrictions.
2. It is the chapter's responsibility to contact Winthrop University Campus Police services to arrange for someone to lock up their facilities at the end of setup.
3. It is up to the individual chapters to find out what is available in the room and to schedule practice times in that space
4. It is each chapter's responsibility to contact the Space Use manager to coordinate practice times and discuss how the rooms can be arranged to meet the chapter's individual needs. You will need to submit an online space request for all practice times.
5. It is the chapter's responsibility to contact the advisor for specified space, to maintain social distance, the correct capacity, and wear face masks until in front of a screen, at all times during Recruitment week.

B. General Recruitment Party Guidelines

1. All NPC Unanimous Agreements shall be followed (refer to NPC Manual of Information).
2. Financial Transparency - The College Panhellenic will require chapter recruitment chairs to go over their new member budget breakdown at the Recruitment Orientation before Primary Recruitment weekend. College Panhellenic Council will provide a physical copy of this breakdown within the Primary Recruitment Weekend booklet that all Potential New Members receive before day one of Primary Recruitment. Chapter members are encouraged to talk about dues and payment plans if PNM brings it up. Chapter members are also encouraged to answer questions about dues and payment plans if PNM brings it up and chapter member feels comfortable enough. Our participation in the program will allow our community to share detailed financial information with potential new members (PNMs) on a piece of paper that is provided to them by College Panhellenic Council. Please provide Covid related dues, complimentary to non-covid times.
3. The Panhellenic budget for Spring Primary recruitment is \$1,150. Any item donated will not be considered in your budget. The Primary Recruitment budget includes an overall expense for a chapter's sisterhood video. However, the value of all donated goods and services must be included in your chapter budget/expense report.
 - a) Example: Someone's mother made flower arrangements for your centerpieces. Her time was donated by putting the flowers together, however you must get written documentation of how much she spent on the flowers which will be included in your budget.
 - b) The Chapter Recruitment chair will be responsible for completing their chapter budget/expense report for recruitment and turning it into the Office of Fraternity and Sorority Affairs by 5pm on the date set by CPC VP for Recruitment. A \$100 fine will be imposed if received after the date plus \$25 for each additional day.
 - c) Receipts are required to be collected if over \$25. These things could include anything from tables/tablecloth rentals to wall adhesives, poster boards, printed pictures, etc. Receipts and a final budget/expense report will be turned in by 5pm on date set by CPC VP of Recruitment. Turning in receipts late will result in a recruitment infraction.
4. Absolutely no balloons or streamers will be used in any chapter's recruitment parties.
5. Panhellenic will provide all correspondence to potential new members digitally (i.e.: name tags, schedules, and information booklets).
6. All name tag for chapter members will be provided by their member organizations.
7. No food will be served during the parties.
8. Written party plans, decorations, bid day plans, completed sample philanthropy projects; outfit pictures for all three days, and bid day and name tag proof, virtual backgrounds for Zoom, potential link for Zoom and a total of members who will be performing recruitment activities within the recruitment space are required to be presented in the ten minute presentation, in PowerPoint format, to VP of Recruitment as well as other organization's recruitment chairs during a final Recruitment Meeting in the Fall semester.
 - a) Philanthropy and Sisterhood videos are due by date set by CPC VP of Recruitment **November 15th, 2020 by Midnight** via email. Videos/slideshows of pictures should not show pictures of disaffiliates. Chapters have creative freedom within these 12 minutes, between the two days.

****Subject to change due to CDC guidelines and Winthrop Restrictions****

Final corrections must be submitted via email to the VP of Recruitment by date set by CPC VP of Recruitment (**Tuesday, December 8th, 2020** (study day)), by 5pm and the final decision will be made if the chapter will be a pre-recorded Preference round.

10. All room setups, and layout of locations for all recruitment activity, and visual proof of social distancing are due by 5:00pm on date set by CPC VP of Recruitment (**December 8rd, 2020**). Chapters will present a roster total number for members and advisors who will be using the recruitment space.
11. Chapters have to mark out or cover disassociates' pictures and they should not be highlighted in anyway. If any additional corrections are needed, then they will be checked again during room checks during recruitment weekend by CPC VP of Recruitment.
12. All potential members accepting a sorority's "Preference party" invitation must be placed on the sorority's bid list.
13. Each chapter will follow and implement the NPC endorsed formula regarding Release Figures. An NPC RFM Specialist will be assigned to work with the College Panhellenic Council and will provide release figures and quota range information to be given to the chapters.
 - a) A \$200.00 fine will be imposed if a party list is turned in 1-30 minutes after deadline. \$100.00 will be charged for each additional half hour.

C. First Round Events (Philanthropy Day)

College Panhellenic Council will provide PNMs with an information booklet that includes the financial breakdown of each Panhellenic organization, basic information of each organization and a section for notes.

1. Time: Each party will last exactly 35 minutes (5 minute buffer has been added for technical difficulties), with 20 minute breaks in between each party. Room checks will begin at 3:00 p.m. Approximate party start time will be 4:00 p.m. and ending at 8:25.
2. Outfits: Outfits for this night will be National Philanthropy Promoting attire including, but not limited to letters, outfits in sorority colors, etc. Footwear, jewelry, etc. will be up to the discretion of the chapter. Outfit pictures must be submitted with party plans for approval.
3. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.

D. Second Round Events (Fraternal Values Day)

1. Time: Each party will last exactly 55 minutes (5 minute buffer has been added for technical difficulties) with 20 minute breaks in between each party. Room checks will begin at 9:30 a.m. Approximate party start time will be 11:00 a.m. and will end at 4:05 p.m.
2. Decorations: All items used must be directly related to fraternal values (Citizenship, Leadership, Scholarship, and Friendship). The following items are permitted for chapter's recruitment rooms and or spaces members will be utilizing for recruitment:
 - A Highly Recommended Feature outlining specific actions taken by your chapter to increase Inclusion and Acceptance in your chapter.
 - Tri-fold boards may be used to display the fraternal values (citizenship, scholarship, friendship, leadership). The fifth board will include any value that your chapter deems important to their individual organization.
 - Financial & GPA Requirements poster
 - Chapter/Campus/National Recognition Awards (as many as you want/have)
 - Articles of clothing (letter shirts, small letters, sweatshirts/sweatpants, flip flops, letter bags, etc.).
 - Items of Chapter Insignia (pillows, mascots, stuffed animals, cups, candles, coolers, any miscellaneous item).
 - Picture frames
 - Picture boards/collages
 - Scrapbooks

****Subject to change due to CDC guidelines and Winthrop Restrictions****

- Wall letter sets
 - Signs/painted canvases
 - Composite
3. Outfits: Chapters can wear a stitched letter shirt of choice OR a tasteful shirt of choice, and bottoms of choice. Dresses may be worn as an option for chapter members as long as it is not a required form of attire for the entire chapter. It is highly encouraged for the entire chapter to not match in order to avoid a financial burden on chapter members and the chapter itself. The entire chapter must not have the same brand of clothing (i.e. every chapter member must buy a pair of dark wash Walmart jeans). Footwear, jewelry, etc. will be up to the discretion of the chapter. Outfit pictures must be submitted with party plans for approval.
 4. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.
- E. Third Round Events: (Preference)**
1. Each preference party will last exactly one hour with a 30-minute break in between each party. Room checks will start at 9:00 a.m. Approximate party start time will be 10:00 a.m and will end at 12:30 .
 2. Decorations: Chapter's Decision. The NPC Manual of Information discourages outlandish decorations such as frills as defined in Section III.
 3. Outfits: Appropriate attire approved by the National Sorority. Discourage elaborate costuming and purchasing of special recruitment outfits. Outfit pictures must be submitted with party plans for approval.
 4. Nametags: Chapter will provide name tags for chapter members. Chapter must submit proof with party plans for approval.
 5. The chapter may have the option to pre-record a preference round ceremony. The chapter also has the option to have a select number of members perform this round within the recruitment room.
- F. Bid Night:**
1. New Member Reveal will be held virtually.
 2. New Member Revealed will consist of new members revealing who they accepted a Bid from. Rho Gammas and CPC Exec will also be recognized for doing their part in recruitment.
 3. Bid Night for each individual organization will take place virtually.
 4. A final decision will be made by January 1st 2021, with information from CDC and Winthrop, about an in person aspect.

XI. Virtual Recruitment Administration Rundown

- A. Promotion of the Sorority Experience
 - a. All sorority women should actively promote the overall sorority experience and membership opportunities in organizations. This can be done in all forms of communication in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership.
 - b. Organizations and individual members need to remain Panhellenic Positive.
 - i. Communication cannot include:
 1. Bid promising. Anything that would lead a PNM to believe that she is guaranteed to join your chapters is not allowed.
 2. Negative Talk. Organizations/individual members cannot speak negatively about another Panhellenic organization or chapter woman.
 3. Persuading the PNM experience. Organizations/individual members cannot tell a PNM how to go through recruitment. This includes telling a PNM how they should rank, encouraging them to withdraw from the recruitment process in hopes to COB, etc.
 4. Inappropriate Questions. Organizations/individuals cannot ask PNMs if other chapters have reached out and what those conversations have been.
- B. Virtual Schedule
 - a. Recruitment Orientation - Virtual Sessions with Rho Gammas leading the Orientation. There will be a sanitized pick up point for PNMs to get their T-shirt and Recruitment

****Subject to change due to CDC guidelines and Winthrop Restrictions****

booklet before their Orientation later that evening. Registration for PNMs will close on January 13th.

- b. Day 1 - Virtual - - Philanthropy Video (6 Mins max) and Zoom Meeting (24 Mins) -- Total 35 Mins (5 minute buffer has been added for technical difficulties)
 - c. Day 2- Virtual - Sisterhood Video (6 Mins max) and Zoom Meeting (44 Mins) -- Total 55 Mins (5 minute buffer has been added for technical difficulties)
 - d. Day 3 - Virtual - 1 Hour total via Zoom - Up to the Organization's Discretion
 - e. Bid Day - Virtual - Each Organization needs to provide CPC with a Bid Day Zoom Link.
 - i. Bid Distribution will be virtually. A physical bid may be delivered as well.
 - ii. New Members will be given the Zoom Link by their Rho Gammas to log on after accepting their eBid with their Rho Gamma.
 - iii. Rho Gammas and CPC Exec Members will create a Reveal Video to be sent out to PNMs along with their Zoom Link for Bid Day!
 - f. There are 3 rounds during Primary Recruitment, and Potential New Members have the potential to attend all 3 rounds. During Round 1, a PNM will visit all 5 chapters. During Round 2, a PNM can visit a maximum of 4 chapters. During Round 3, a PNM can visit a maximum of 2 chapters.
- C. PNM Ranking with Campus Director and Bid Distribution.
- a. Each Day PNMs will rank via Campus Director with the assistance of the Campus Companion and a Rho Gamma if needed.
 - b. RFM is based on a mathematical model to determine the number of invitations each participating chapter will issue throughout the recruitment process.
 - c. Bid distribution will be virtually. If they have accepted their bid with their Rho Gamma, they will be given a pick up time to get their physical bid and Tshirt from Rho Gamma Tables on Scholars Walk.
 - d. Bids from Organizations must include the Zoom Link for Bid Day.

XII. Recruitment Infraction Guidelines

If any guidelines outlined in the Recruitment Compact is ignored or broken it can qualify as a recruitment infraction. CPC will act only on those infractions and violations reported in writing on a completed "College Panhellenic Violation Report Form" found in the NPC Manual of Information. The College Panhellenic Council at Winthrop University will follow the NPC Judicial Procedures as outlined by NPC. All chapters are expected to display ethical behavior at all times. Ethical behavior means adhering to the College Panhellenic Council at Winthrop University rules as well as the National Panhellenic Conference (NPC) policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all chapters through fair play.

Prior to Primary recruitment, the VP of Recruitment will explain the rules and infraction process to sorority members at the beginning of Fall semester and at the beginning of the Spring semester.

A. Fines

- a. All fines are due within 30 days of each chapter's receipt of the final invoice for Recruitment Infractions. For every day that late, a \$50 fine will be added.
 - b. Depending on the severity of some of these infractions, a chapter may receive a fine as well as a referral for mediation and/or Judicial Board.
1. Monetary Fines for Recruitment/Non-recruitment Infractions are as follows:

****Subject to change due to CDC guidelines and Winthrop Restrictions****

Violation	Time Applicable	Amount	Assessed
<p>Panhellenic Budget - The Panhellenic budget for Primary recruitment is \$1,150. A chapter's sisterhood video expense must be included in the chapter budget report.</p>	<p>The Chapter Recruitment chair will be responsible for completing their chapter budget/expense report for recruitment and turning it into the Office of Fraternity and Sorority Affairs by date set by CPC VP of Recruitment by 5pm</p>	<p>A \$100 fine will be imposed if received after the date plus \$25 for each additional day.</p>	<p>Each Occurrence</p>
<p>Submitted Party/Bid Lists Late</p>	<p>If at any time during recruitment weekend (Friday night, Saturday night, or Sunday afternoon) a chapter(s) submits their party or bid list AFTER the predetermined deadline</p>	<p>Between 1 – 30 minutes - \$200.00 (Example- If your Bid Lists are due by 3:00 pm and you submit the list at 3:00.04 pm then you are one minute late; this results in a \$200 fine.) \$100.00 will be charged for each additional 30 minutes</p>	<p>If an emergency or situation arises that prevents the Chapter from submitting their lists on time, they must contact the CPC President or Vice President of Membership Recruitment immediately. The CPC Executive Board will meet and decide within one week of the end of Primary Recruitment and assess whether a fine will be implemented or not.</p>
<p>Party Start Times</p>	<p>Three days of Primary Recruitment (Starting a party early and ending a party late)</p>	<p>\$50 per minute</p>	<p>Chapters will be fined the full \$50 regardless of when during the minute they open the door (i.e. the party needed to start at 2:00 pm and a chapter opens the door at the end of the party at 3:00.10, that counts as a full minute and they will be fined the full \$50). There is a ten second grace period for chapter to start and end a recruitment party, after the ten seconds a chapter will be fined the full \$50. If an emergency situation arises that prevents the Chapter from starting or ending their party on time, they must contact the CPC President or Vice President of Membership Recruitment immediately (or the Rho Gamma assigned outside their party, who will then contact the CPC Executive Board). The CPC</p>

****Subject to change due to CDC guidelines and Winthrop Restrictions****

			Executive Board will meet and decide within one week of the end of Primary Recruitment and assess whether a fine will be implemented or not.
Violation of Room guidelines and decoration	Primary Recruitment	\$100 per party per round that rules are violated	Each Occurrence
Recruitment - Not following Bid Day Plans	Primary Recruitment	\$100	Each Occurrence
Trying to enter a space early	Primary Recruitment	\$250	Each Occurrence
Leaving trash behind	Primary Recruitment	\$50	Each Occurrence
Failure to meet recruitment deadlines	August-May	\$25	Each Day Late
Talking poorly/negatively about another chapter	Academic Year	First Warning: \$10 Second Warning: \$100 Third+ Warning: \$200	Each Occurrence
Social Media	Primary Recruitment timeline	\$50 each day a post was shared. If chapter members post inappropriately during the week of Primary Recruitment, there will be a \$100 fine each day chapter members post inappropriately.	If a chapter member breaks any social media rules, the chapter advisors and the person who posted will be alerted and given 30 minutes to take down the post. This results in the first warning, if contacted again chapter will be charged.
Disaffiliated Displayed on Social Media and revealing affiliation	Day of signed contract till bid day	\$25 per person	Each occurrence
Breaking 3Bs Alcohol, bars and boos	Recruitment Timeframe	\$100-200	Each occurrence non-primary - \$100 Primary - \$200

Subject to change due to CDC guidelines and Winthrop Restrictions

Missing TME	Academic Year	\$5 per member absent	Each occurrence
Breaking any Winthrop or CDC Guidelines	Academic Year	\$100	Each occurrence

B. Informal Discussion

All member organizations are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before filing an infraction. If the accusing organization representative is comfortable confronting the representatives of the accused organization, CPC encourages informal discussion between the disputing chapters. Often the two parties can reach a mutual understanding and resolve the situation without further action needed.

C. How to File an Infraction

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a violation report form for the alleged infraction. All report forms are available on the NPC website or from CPC.

1. If an organization would like to file an infraction, it must be within 30 days of the alleged infraction.
2. If an organization would like to file a recruitment infraction against another organization, the "College Panhellenic Violation Report" must be filed and the accusing organization must put down \$50.00. If the infraction turns out to be true, the chapter will get reimbursed the \$50.00. However, if the infraction is false, the College Panhellenic Council will keep the \$50.00. Checks can be made payable to the College Panhellenic Council.
 - a) The proper reporting authority to file a recruitment infraction is:
 - i. The chapter president on behalf of her chapter.
 - ii. CPC Vice President of Recruitment or recruitment guide
 - iii. A potential new member
 - iv. Assistant Director of Student Activities for Fraternity & Sorority Affairs
4. The organization will bring the infraction paperwork directly to the Assistant Director of Student Activities for Fraternity and Sorority Affairs.
5. The accused organization will be notified within one week of the infraction being filed via the "College Panhellenic Infraction Notice."
6. The accused organization has one week (seven days) to contact the CPC President to schedule a mediation with the organization who filed said infraction.

D. Mediation Process

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused organization. It is used to come to a decision regarding infractions not listed in monetary sanctions. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (College Panhellenic Mediation Summary Report) indicating the outcome(s) and the acceptance on any agreed-upon follow-up action or sanction from the mediation session. The mediation process will follow the procedure list in the NPC Manual of Information.

1. The Assistant Director of Student Activities for Fraternity and Sorority Affairs, President of the College Panhellenic Council and a neutral third party are present at this mediation.
 - a) The only time that the Panhellenic Vice President of Recruitment is present is if she has details about the said infraction.

2. After the mediation, the recruitment infraction and outcome documentation will be sent to the NPC Area Advisor.
3. Infractions that will lead to mediation include but are not limited to:
 - a) Any guideline that is broken or ignored that is outlined in the 2019-2020 Compact / Covid Compact can lead to mediation
 - b) Dirty Rushing/Recruiting (i.e. Bid Promising, inappropriate contact between Potential New Members and actives, disrespectful remarks made towards other CPC chapters on campus, any violation of the Code of Ethics, etc.).
 - c) Minor Infractions not included in the monetary fines list.
4. Possible results from mediation include but are not limited to:
 - a) The offending organization will write/deliver an apology to the other CPC organizations.
 - b) The offending organization will perform a specific number of volunteer hours either helping in the Office of Fraternity and Sorority Affairs, another department on Winthrop University's campus, or a chosen non-profit organization
 - c) The offending organization will be referred to the CPC Judicial Board for further repercussions.

****Subject to change due to CDC guidelines and Winthrop Restrictions****

Attached Virtual Schedule for Primary Recruitment

Friday January 15th 2021	8am may re-enter 12pm schedules will be posted to Campus Director
Room Checks begin at 3pm	6 minute video 24 zoom 5 min buffer 20 minutes between each party
Party 1	4:00-4:35
Party 2	4:55-5:30
Party 3	5:50-6:25
Party 4	6:55-7:30
Party 5	7:50-8:25
Recruitment Chairmen/Advisor Meeting	Via zoom 8:30
Chapters Must vacate building, Lists are due to the OFSA - Campus Director	12:00 am

Saturday January 16th 2021	8am may re-enter 7am schedules will be posted to Campus Director
Room Checks begin at 9:30am	6 minute video 44 zoom 5 min buffer 20 minutes between each party
Party 1	11:00-11:55
Party 2	12:15-1:05
Lunch	1:10-2
Party 3	2:15-3:05
Party 4	3:25-4:05
Recruitment Chairmen/Advisor Meeting	Via zoom 4:10
Chapters Must vacate building, Lists are due to the OFSA - Campus Director	10:45 pm

Subject to change due to CDC guidelines and Winthrop Restrictions

Sunday January 17th 2021	8am may re-enter 7am schedules will be posted to Campus Director
Room Checks begin at 9:00am	60 zoom 30 minutes between each party
Party 1	10:00-11:00
Party 2	11:30-12:30
Campus Director - Selections and MRABAs	12:35-3
Chapters Must vacate building, Lists are due to the OFSA - Campus Director	3:30
Recruitment Chairmen/Advisor Meeting	Via zoom 4:15
Shirts and Physical Bids must be delivered to Location TBD - Sanitized	4:30
Bids are Distributed	5pm
Bid Night Virtual	5:45ish

Subject to change due to CDC guidelines and Winthrop Restrictions