



The College of New Jersey Panhellenic Council
Formal Recruitment Rules and Ethics
Updated 2014-2015

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1. Panhellenic Creed

We, the women of NPC fraternities at TCNJ, declare acceptance of the following standards of practice during any recruitment period and throughout the year:

PANHELLENIC CREED

We, as undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as fraternity women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

2. Purely Panhellenic Spirit

PURELY PANHELLENIC SPIRIT

Chapters are constantly encouraged to maintain friendly relations with all university women throughout the year, whether they are affiliated with a women's fraternity or not. No chapter member should **ever** make negative comments or references about other women's fraternities or their members. Further, no chapter members should **ever** encourage any PNMs to join a particular organization. The only advice that should be given is "go in with an open-mind". Finally, all chapters and their members should speak only in a positive and supportive manner when discussing the fraternity and women's fraternity community, especially the Panhellenic Council.

3. Agreements

- A. All National Panhellenic Conference Unanimous Agreements shall be upheld and enforced. This includes:
 - a. Each College Panhellenic Council shall prohibit the use of alcoholic beverages in membership recruitment, Bid Day activities, and New Member periods.
 - b. Each College Panhellenic Council shall prohibit the participation of men in membership recruitment and Bid Day activities.
- B. All TCNJ policies and procedures shall be upheld and enforced.
- C. All members, including collegiate, alumnae and new members, are responsible for knowing and upholding the TCNJ Panhellenic Council and NPC rules and regulations. To ensure that each member is accountable and aware of the rules, all active women in the chapter are required to sign a statement saying that they have read and understand all of the Panhellenic Membership Recruitment Rules and that their women's fraternity will be responsible for fines or violations levied as a result of their noncompliance.

4. Pre-Formal Recruitment Period

- A. The Pre-Formal Recruitment Period will begin the first day of Welcome Week. This period will end two weeks before spring classes begin, January 12, 2014.

- B. Although this is an informal recruitment process, it is still against TCNJ Panhellenic Policy to treat specific PNM's in a favorable way.
 - C. The purpose of enacting the following guidelines is to make more clear what is and is not allowed regarding interaction with Potential New Members during the Fall Semester. In the past, the "rules" have been shades of grey and different levels of hearsay, leading to distaste and conflict among organizations as well as varying viewpoints of what is okay.
 - D. PANHELLENIC DELEGATE: In order to promote a more cohesive Panhellenic Community it is highly encouraged for the accusing party to initially confront the violating organization. However, fines can be assigned based on the discretion of the Panhellenic Council if need be.
 - a. No Potential New Members are allowed to be invited or attending private social events. (This includes weekends, any event at an organizations house other than interest sessions.)
 - b. No potential new member should receive more attention from a sister(s) via social network (Facebook, instagram, twitter, etc.) than any other person would.
 - i. For example, a PNM's default picture should not have a sister of any organization in it. (Group shots of mixed groups or previous close friendships are excused)
 - c. When with PNM's, the subject of recruitment should be avoided. If or when the PNM brings it up, the sister should reply to "Go out for Greek life," as opposed to endorsing their own organization.
 - d. When with PNM's, speaking negatively of other organizations is not allowed.
5. Eligibility and Rules for Potential New Members
- A. All undergraduate female TCNJ full-time students with at least 12 credit hours earned at TCNJ are eligible for membership recruitment.
 - B. The lowest GPA requirement to join a women's fraternity at TCNJ is 2.50 and 12 credits earned at TCNJ (transfers need 12 credits as well).
 - C. A woman shall not be, or ever have been, an initiated member of an NPC fraternity. Women in doubt should consult the Panhellenic Council before registering for recruitment.
 - D. A woman is ineligible for Formal Membership Recruitment if she has declined a Formal Membership Recruitment bid or if she has been a new member of an NPC fraternity on this campus within the same calendar year.
 - E. In order for a woman to receive a bid from a Panhellenic chapter at the conclusion of the formalized recruitment process, she must attend all events that she is matched with.
 - F. Failure to maximize opportunities will result in the PNM being ineligible for a bid and being released from the Formal Membership Recruitment process. In the event of illness or other emergency, she shall notify her Rho Gamma and the Panhellenic VP 2 with the appropriate absentee forms.
 - G. In the event of a class or extracurricular conflict, the PNM shall submit their excuse to her Rho Gamma or the Panhellenic Council at least 24 hours prior to any party she will miss, either entirely or partially. This excuse is subject to the approval of the Panhellenic Council.
 - H. Ranking forms must be filled out by PNM's before they leave for that day's round.**
 - I. If a PNM attends less rounds then to rank, all sororities must be ranked and none can go in the bottom 2. (I.e., after Round 2 when able to attend up to 6 sorority's events, a PNM only attends 3 sorority's rounds they are required to rank all 3. They cannot place any of those 3 sororities in the bottom tier.)
 - J. Name tags will be supplied to each PNM at the start of Recruitment.
 - a. Name tags must be worn during every round each day of Recruitment. The Rho Gamma will hand out each name tag the beginning of each day and collect them before the PNM leaves for the day. This will be a form of attendance taking for the Panhellenic Advisor and VPs of Recruitment.
 - K. PNM's will be required to wear the provided t-shirts during Round 1, 2, and 3.

- a. During these rounds, the PNMs will be provide name tags in addition to their t-shirts. Chapters are encouraged to provide name tags for their sisters. PNMs should also be advised by their Rho Gammas to not cut up or tie dye their shirt until after the recruitment period ends.
 - L. A PNM must be dressed appropriately for each Preference Ceremony she is attending.
 - a. A PNM dressed inappropriately cannot attend any organizations' Preference Ceremony. No jeans, sneakers, and t-shirts should be worn and no cellphones, jackets, or purses are allowed into the room for the Preference Ceremony. There will be designated Rho Gammas and Panhellenic Executive Board members watching over the PNMs' belongings during the whole ceremony.
 - M. In order for PNMs to maximize each round, distractions should be limited. Thus, PNMs are prohibited from bringing anything beyond her person into each round. Those PNMs found violating this rule may be released based on the discretion of the Panhellenic council.
 - N. A PNM shall consult her Rho Gamma before withdrawing from membership recruitment. In the event the woman feels she must withdraw from membership recruitment she shall go to her Rho Gamma and her Rho Gamma shall notify VP 2 of recruitment.
 - O. A PNM shall not communicate with members of men or women's fraternities about the process of recruitment during formal membership recruitment.
 - a. Communication includes but is not limited to in-person conversations, contact through social networking sites (such as Facebook, Twitter, Foursquare, etc.), and conversations via instant-messengers, telephones or text messaging.
 - b. If contact with fraternity members, initiated by a PNM, is reported during formal membership recruitment, the Panhellenic Council reserves the right to release the PNM from the recruitment process.
 - P. All Vice Presidents of Recruitment will have access to background information on each PNM. This information will be accessible via the My Campus Director website.
 - Q. From the beginning of Formal Membership Recruitment through the end of Formal Membership Recruitment, no PNM may visit a women's fraternity chapter residence or an individual women's fraternity member's residence, unless she lives there (i.e. a women's fraternity member's roommate is a PNM).
 - R. PNMs may not discuss the eight women's fraternities and/or the events of recruitment parties with anyone during the week of formal recruitment (To be determined), especially during strict silence. Any large, public conversations of PNMs' opinions of the women's fraternities will be reported to the Panhellenic Council, which reserves the right to release PNMs from recruitment if the subject of these conversations is **slanderous** or **inappropriate**.
 - S. No women's fraternity member may buy anything for a PNM (meal, soft drink, etc.) or vice versa.
 - T. A PNM shall not give a promise, verbal or written, to join a certain fraternity before formal bids are issued through Panhellenic.
 - U. Any PNM signing a bid at the end of membership recruitment shall be bound by the agreement for one calendar year if she is at the same college or university.
 - V. **At no point** should PNMs be encouraged to intentionally singly preference.
 - a. While the Panhellenic Association cannot require a PNM to list more than one chapter on a preference card, it is encouraged to list more than one if she attends more than one Preference Ceremony and could see herself in either chapter.
6. Disassociation Period
- A. These disassociated individuals are expected to abstain from attending chapter events, including chapter meetings, recruitment workshops, and visiting their cube. Disassociated individuals must refrain from participating in or being present for chapters' or chapter

- members' conversations about recruitment. the recruitment process, or potential new members.
- B. Disassociated individuals may wear lettered shirts up to one time per week during the period January 24, 2015 - February 16, 2015. However, they may not wear letters when directly representing Panhellenic as rho gammas (i.e. when volunteering at PNM registration table, etc.).
 - C. Disassociated individuals should remove references to their organization from backpacks, bags, apparel, and accessories worn during Formal Recruitment activities. Disassociated individuals need not cover or remove car decals referring to their organizations.
 - D. Active women's fraternity members need not delete photos, videos, or verbal references to disassociated individuals on social media. Disassociated members need not be removed from chapter websites, or covered on composites and decorative photos used during formal recruitment activities. However, during the disassociation period beginning January 24, 2015, new photos or videos that reference a disassociated individual and her organization should not be uploaded to social media websites.
 - E. Disassociated individuals and active sorority members need not deactivate social media profiles on the following websites: Twitter, Instagram, Foursquare, Tumblr, Pinterest, YouTube etc.) The Facebook profiles of all Panhellenic women must be activated by 12:01 AM on January 24, 2015. Facebook profiles may not be changed back to Public profiles until 12:01 AM on February 17, 2015. Individuals seeking exemption to the deactivation requirement may request such privilege by emailing the VP-1 recruitment by January 1, 2015 at giacomm1@tcnj.edu.
 - F. Disassociated individuals are permitted to be included in the chapter's recruitment video. However, they may not be included in footage and photos excessively.
 - G. Chapter Facebook groups must be changed to private or deactivated. H. By 12:01am on January 24, 2015, all groups entitled "Chapter and Co" or "Chapter with Friends" etc. must be changed to private. These groups can be changed to their usual settings at 12:01am after Bid Day, February 16, 2015.
- A. Registration
 - a. PNMs will register for recruitment through the Panhellenic Council's computer program, My Campus Director.
 - a. A nominal registration fee per PNM will be incurred to help cover the costs of Formal Membership Recruitment. All payments for Recruitment must be paid by Round 1.
 - 1. The recruitment fee can easily be paid online while registering for Recruitment. There will also be days where tables will be set up in the STUD leading up to the New Member Meeting, in addition to ability to pay at the meeting.
 - b. All PNMs will be asked to sign a GPA release form as a portion of the Formal Membership Recruitment registration. These GPA releases will be distributed to individual chapters to satisfy possible GPA requirements for membership set by those chapters.
 - B. Interaction
 - a. During Pre-Membership Recruitment Period, women's fraternity members (including those who are disaffiliated) are encouraged to interact with prospective PNMs in only a method that promotes Panhellenic, not an individual chapter.
 - b. No individual women's fraternity may give an event in the name of Panhellenic.
 - c. **At no time** shall a women's fraternity member discuss another women's fraternity, one of its members, or Panhellenic unfavorably.

7. Formal Membership Recruitment Period

A. Responsibilities to Panhellenic Council

- a. Chapters shall submit their GPA requirements for membership, dues, and philanthropies to the Greek Advisor and Panhellenic Council by a date specified by the VP 1. (December 20, 2014).
- b. The Panhellenic Council has a zero tolerance policy on dirty recruiting. Violations of any of these rules or procedures mentioned in this document are punishable by written infractions, fines, and other means.

B. Formal Recruitment Orientation

- a. Orientation will take place two days before formal recruitment begins and is mandatory for all PNMs.

C. No-Frills Recruitment

The official guidelines of formal recruitment are shaped by a “no-frills” policy. This policy exists so that all chapters are on an equal playing field.

- a. No additional furniture may be brought into the room without the approval of the Panhellenic Executive Board.
- b. Donations, monetary or otherwise, from alumnae are not permitted.
- c. **MOST IMPORTANTLY: NO GLITTER IS ALLOWED.** If any glitter is found in an organizations assigned room, a fine of no less than \$500 will be given for each instance.
- d. Pictures of each room will be taken and compared at the end of the period. If rooms are found inconsistent with the initial picture (less chairs, mess, etc.) Infractions and fines of no less than \$100 per instance will be given.
- e. No skits are allowed.

D. General Conduct

- a. All rules are in effect from the two weeks before spring classes begin until acceptance of any Invitation to Membership (Bid Night).
- b. All members, including alumnae and new members, shall be responsible for understanding and observing the Panhellenic Code of Ethics and the recruitment rules stated herein.
- c. From January 1, 2014 until acceptance of an Invitation to Membership, no individual chapter promotions shall be permitted; this include flyers, posters, Facebook groups open to the public, ads in *The Signal*, etc. that refer specifically to one chapter.
- d. Letters may be worn during the recruiting period as a way of advertising the Greek system as a whole and showing Greek pride
 - i. During the formal recruitment period beginning January 24, 2015, no shirts with slogans or event titles may be worn: only Greek letters, their English alphabet equivalents or the spelled out name of the letters.
- e. Women’s fraternities shall not directly or indirectly encourage a PNM to withdraw from a New Member Program in one organization in order to join another.
- f. All chapters shall promote Greek life as a whole. To this end, all chapters shall participate in pre-recruitment activities as stipulated by the Panhellenic Executive Board.
- g. All chapters and members shall speak highly of all other chapters, and shall support every women’s fraternity in its efforts to succeed in the recruitment process.
- h. All chapters and members shall support the Rho Gammas and members of the Panhellenic Executive Board in their efforts during the disassociation period.
 - i. There should be no contact during which the recruitment process is discussed between a member of a chapter and their Rho Gammas or Panhellenic Executive Board officer.
 - ii. Chapters will be subject to judicial policy and fines.

E. Language

- a. No mention, including veiled references or innuendo, of the following topics:

- i. Men
 - ii. Men's Fraternities
 - iii. Alcohol
 - iv. Bars or Clubs
 - v. Drugs
 - b. Language that implies that Formal Membership Recruitment is a competition is prohibited.
 - F. Bid Promising
 - a. Bid Promising can be defined as, but is not limited to, **any** statement that would suggest that you or your chapter wants a PNM to become a new member.
 - b. A chapter shall not imply either directly or indirectly that a PNM will be invited back to their chapter for the next round of recruitment parties or that she will be invited back to is on a chapter's bid list.
 - c. Examples of what is **not** allowed includes, but is not limited to:
 - i. "We really could see you as a sister."
 - ii. Any statement involving "we" that leads the PNM to believe that the whole chapter wants her as a member.
 - iii. "I will see you tomorrow."
 - iv. "We hope your wish is the same as ours."
 - v. "I think you will make a great addition to my chapter."
 - vi. Anything that implies the PNM will be offered a bid at the jurisdiction of Panhellenic Council or MRCs
 - d. What **is** allowed:
 - i. Telling a PNM you had a great time meeting her.
 - ii. Expressing your excitement for her involvement with recruitment as a whole.
 - G. Continuous Open Bidding
 - a. The purpose of Continuous Open Bidding is to enable those chapters that did not reach Quota to take additional new members immediately following the designated Formal Recruitment period
 - b. The intent of Continuous Open Bidding is to provide maximum opportunities for membership to the greatest number possible.
 - c. A PNM shall not be told that a chapter will participate in Continuous Open Bidding during Formal Membership Recruitment
 - d. A PNM shall not be encouraged to withdraw from formal recruitment in order to go through the Continuous Open Bidding process.
8. Recruitment Counselors (Rho Gammas)
- A. Selection
 - a. Rho Gammas shall be active members of their chapters through their service to the Panhellenic Council.
 - b. MRCs will be selected from the applicants the semester before Formal Membership Recruitment.
 - c. Chapters who have women who are selected to be a Rho Gamma and who fail to fulfill their responsibilities during Formal Recruitment will be assessed a fine at the discretion of the Panhellenic Council.
 - B. Rho Gamma Responsibilities include:
 - a. Attend required Rho Gamma training programs and meetings in the spring semesters.
 - b. Be prompt to all meetings.
 - c. Promote the Panhellenic spirit and build PNM spirit.
 - d. Participate in all Panhellenic Formal Membership Recruitment events.

- e. Rho Gammas must wear the provided recruitment t-shirts everyday of formal recruitment in order to assist PNMs in distinguishing them.
 - f. Rho Gammas shall disassociate from their chapters during the Formal Membership Recruitment Period (January 2014, 2014 through Bid Day).
 - g. Educate and answer PNMs' questions about Formal Membership Recruitment rules and procedures. Rho Gammas will be available to and supportive of PNMs, and provide their cellular numbers and email addresses to PNMs, if needed.
 - h. Submit completed daily reports onto My Campus Director regarding the status of PNMs.
 - i. Be objective when dealing with PNMs' problems.
 - j. A Rho Gamma is **NOT** permitted to:
 - i. Participate in her chapter's Formal Membership Recruitment events, excluding Bid Night.
 - ii. Discuss recruitment or be in the presence of active fraternity members discussing recruitment.
 - iii. Recruit members for any individual women's fraternity.
 - iv. Use her affiliation to influence PNMs ranking decisions.
 - v. Discuss confidential Formal Membership Recruitment information with anyone except the Panhellenic Executive Board and the Greek Advisor.
 - vi. Attend her chapter's discussion meetings, volunteer any information about a particular PNM or participate in membership voting.
 - vii. Voice any opinions or concerns she may have about a PNM to affiliated members.
 - k. Rho Gammas are permitted to file membership recruitment infractions.
 - l. Bathrooms and staircases used by the PNMs will be patrolled by Rho Gammas during and in between each round of Recruitment.**
 - i. It is the responsibility of the designated Rho Gammas to monitor the bathrooms and staircases used by the PNMs. Any sister of any chapter found in a bathroom or staircase set for the PNMs, after the PNMs have begun to arrive, will be given an infraction for dirty rushing.
 - m. Dirty rushing regulations will also pertain to Rho Gammas.**
 - i. Rho Gammas must use their judgment and discretion on the amount of time spent and topics discussed with a PNM. The relationship between a PNM and their assigned Rho Gamma must be maintained strictly for recruitment purposes during the recruitment period. Under no circumstance should a Rho Gamma talk about any sorority negatively, boast about their own organization, promise bids or anything else that is not otherwise listed. Contacting PNMs after a recruitment event regarding the Rho Gamma's opinion on specific organizations is strictly prohibited. Problems that arise will be dealt with on an individual basis.
 - ii. When meeting with each PNM to rank the fraternities she visited that round, both co-rho gammas must be present. Rho gamma pairs are not permitted to "split up" their PNM groups to speed up the ranking process.
 - n. Any violations by a Rho Gamma are subject to the Judicial Procedures.
9. Rules Pertaining to Formal Membership Recruitment Procedures
- A. Release of PNMs by the Panhellenic Council
 - a. The Panhellenic Executive Board reserves the right to release (withdraw) any PNM who fails to abide by the PNM Rules.
 - b. After any form of dismissal, a PNM will not participate in recruitment until the following Formal Membership Recruitment.
 - B. Bid Acceptance
 - a. PNMs will accept bids following the Mutual Bid Matching process.
 - b. PNMs must sign a Bid Acceptance Card in order to accept her bid.

- c. If a PNM is matched to one of her preferences chapters and does not accept a bid card after Bid Matching, she is ineligible for Continuous Open Bidding until the following year's Formal Membership Recruitment or one calendar year.
- C. "Snap Bidding"
 - 1. Begins after Bid Matching and before the Bid Day Party.
 - 2. Specific times will be given by the Panhellenic Advisor and the VP I of Recruitment. Snap bidding allows chapters who did not reach quota to extend bids to women who participated in the Formal Recruitment process and either withdrew or were not matched.
- D. Continuous Open Bidding "COB"
 - 1. Begins after Bid Matching continues for 6 weeks
 - 2. Chapters who did not reach quota or are under chapter total of 50 may participate in COB during this time. No bid may be extended through COB prior to verifying the intended recipient's eligibility.
- E. At the Bid Day Party, both chapters and PNM's will find out the outcome of bid matching.
 - 1. Prior to the Bid Day Party, only the Recruitment Chair and President of the chapter know the outcome of bid matching.

10. Rules for Organizations

- A. Recruitment Administration
 - a. Men, alcohol, and drugs are all strictly prohibited in any form during Recruitment Events.
 - b. Men cannot host, co-host or participate in a sorority recruitment event. There should be no organized effort for men to advertise or endorse a particular sorority. Men cannot be alluded to or referenced during any round at any time. They are prohibited from being in any pictures or slideshows displayed. This is a direct violation of NPC Unanimous Agreements.
 - c. Every Potential New Member must sign-in at each Formal Recruitment event.
 - A. Chapters will be given an attendance list as part of their recruitment bulletin. Time is allotted for Potential New Members to sign in for Round 1, 2, 3 and Preference Ceremonies, therefore no chapters may collect a list of names of PNM's for attendance purposes during any round.
 - d. Chapters may not collect contact information from PNM's.
 - A. All relevant information regarding a Potential New Member is available on the Campus Director website. This includes one photograph of each PNM provided to every chapter by the beginning of Round 1. Any videotaping and picture taking of a Potential New Member is strictly prohibited.
- B. Recruitment Advisor COMBINE
 - a. The recruitment advisor must be present at each round of recruitment.
 - b. A chapter advisor must be TCNJ recognized and is not allowed to participate in rounds, but can observe them. After each round, advisors should follow their national guidelines for appropriate feedback, including but not limited to, facilitating conversation with a PNM. At no point can the advisor suggest who should be accepted into the sorority. A chapter's advisor must be in the room by the beginning of each round they choose to attend every day.
 - A. A chapter's advisor does have the ability to leave their designated room during a round and can reenter the room during that same round.
 - c. The recruitment advisor must be present during each round and voting thereafter.
 - A. Advisors will not give opinions of PNM's, but merely help the chapter in voting process to prevent the risk of dirty rushing or bid promising.

C. Chapter Rules

- a. Each chapter must follow the building codes for the building holding Recruitment.
 - A. Policies for individual buildings may slightly differ. Issues such as candles, covering windows, and the presence of helium tanks should be taken care of by the individual chapters accordingly. All trash from the designated chapter's room and holding room must be removed by the end of clean-up. This includes the separate location for voting, if a chapter chooses to do that, and no garbage will be tolerated. It will also be the responsibility of chapters to clean the bathrooms that were designated for them for Recruitment. Each round, there will be predetermined chapters set to pick up the trash in the bathrooms prior to the end of clean-up. If the bathrooms are not finished by the end of clean-up, organizations assigned that job will be fined.
- b. In order to maintain private voting rooms between rounds, all door windows must be completely covered.**
- c. Each sorority is allowed to use up to two tables and as many desks as needed to display paraphernalia during a Recruitment Event.
 - A. All other desks and tables must be moved into the hallway or another classroom that is not being used. Tables and desks moved must be accounted for and replaced correctly back into the assigned classroom. Any damage resulting from moving them will be assessed and charged to the chapter.
- d. A sister cannot enter the room after a round starts.
 - A. It is the chapter and individual member's responsibility to be in their designated room by the beginning of each round every day. This rule will be strictly enforced.
- e. PNM's are not allowed to take anything with them from the recruitment room after they leave a round.
 - A. The only exception is a single flower that may be distributed during the Preference Ceremony. It is allowed to be wrapped in cellophane, ribbon, etc. In this case, the PNM is allowed to leave the Preference Ceremony with a single flower. No other items will be tolerated.
- D. The Panhellenic Executive Board has the right to walk through each recruitment room prior to all Formal Membership Recruitment events.
- E. Upperclass students, or juniors and seniors, will be counted as quota additions and will not be considered part of your quota number. This will be agreed upon by the Panhellenic Advisor and the individual chapter.
- F. Excessive physical contact with a PNM is strictly prohibited.
 - a. A quick handshake or linking arms are acceptable and everything else is not tolerated. If a PNM feels uncomfortable, she will report it to her Rho Gamma or a Panhellenic Executive Board Member and will result in a monetary fine.
- G. Communication with a PNM is only allowed during recruitment events.
 - a. There will be no toleration for a violation of this rule. Any transfer of information about recruitment must be processed through the VPs of Recruitment or the Panhellenic Advisor. (i.e., chapters or individual members may not call or send Facebook messages to PNM's to inform them of any information about recruitment or their next recruitment event.)
- H. Budgets for each chapter are set at \$800
 - a. These budgets for each chapter must be submitted to the Panhellenic Executive Board. A detailed budget outline, is due by: TO BE DETERMINED

11. Formal Recruitment Rounds Description:

- A. All Formal Recruitment events will take place on campus.
 - a. Round 1, Round Robin, will be 20 minute parties.
 - 1. Sisters will introduce themselves and give PNMs a general understanding of their organizations.
 - b. Round 2, Philanthropy Round, will be 40 minute parties.
 - 1. Sisters and PNMs will work together on a project benefitting the chapter's specific philanthropy.
 - c. Round 3, Meet the Sisters, will be 45 minute parties.
 - 1. Sisters will show the bonds they share and what makes their sisterhood unique.
 - d. Preference Ceremonies will be 2, 60 minute parties.
 - 1. This is the last opportunity that sisters have to interact with PNMS on a more personal level.
- B. All Formal Recruitment events' set-up and clean-up times will be strictly enforced.
 - a. Round 1
 - 1. Chapters will be given 1.5 hours to prepare for the event and 1 hour to clean up after the event.
 - b. Round 2
 - 1. Chapters will be given 1.5 hours to prepare for the event and 1 hour to clean up after the event
 - c. Round 3
 - 1. Chapters will be given 1 hour to prepare for the event and 1 hour to clean up after the event.
 - d. Preference Ceremonies
 - 1. Chapters will be given 1.5 hours to set-up, 15 minutes between ceremonies, and 45 minutes to clean up after the event.
 - e. These times designated for each round will be strictly enforced. Every member of each chapter that arrives early must remain within a designated area, predetermined by the Panhellenic Advisor and the VP I of Recruitment, until the set-up time begins. After the allotted time for set-up, no supplies are permitted to enter a chapter's room. At this point, Potential New Members will be beginning to arrive.
- C. Food is strictly prohibited in any of the rounds.
 - a. During any rounds, including preference ceremony, no food is allowed to be served. However, non-alcoholic beverages are permissible.

12. Rules for Knocking.

- A. These knocks are known as "warning knocks".
 - a. Rho gammas will knock on each chapter's door 5 minutes prior to the start of each round, including preference ceremony.
 - b. A rho gamma will knock on each chapter's door 5 minutes prior to the end of each round. This includes preference ceremony.
 - c. After the 5 minutes, the rho gamma will knock again and immediately open the door.
- B. If a round is ending, all PNMs must be out of each chapter's room 2 minutes after the designated time and there will be no exceptions. If a chapter is caught with a PNM when the time is up, there will be an automatic \$200 fine per PNM still in the room during a round.
- C. **A master list of PNMs will be given before rounds.**

13. Voting and Lists

- A. Times will be strictly enforced for submission of chapter PNM invite lists.

- a. Chapter PNM invite lists will be submitted using Campus Director. The times by which lists are due after each round are TO BE DETERMINED.
- B. Bid lists are due 4 hours after a chapter's Preference Ceremony.
 - a. The chapter's bid list will be submitted using Campus Director. Bid lists will rank a chapter's first-choice woman in numerical order as wanted by the chapter. One ranked list must be submitted by the predetermined time. High value fines will be given if late and will increase per half hour increments.
- C. A chapter that chooses to vote at another campus location must notify the Panhellenic Advisor and VPs of Recruitment prior to the beginning of that round.
 - a. A copy of the confirmation email to verify the reservation of the location must be given to the Panhellenic Advisor or VPs of Recruitment prior to that day of recruitment. If voting for multiple rounds will be occurring at another campus location, an email verification must be given to the Panhellenic Advisor or VPs of Recruitment before each day begins. The location for voting must adhere to building codes and all other Panhellenic rules. This includes the fire code for the number of individuals that can safely be at that location at once.
- D. Quota will be determined after the PNMs sign preference cards.
 - a. The Panhellenic Advisor will decide the appropriate quota with the National Panhellenic Recruitment Specialist after working with various numbers within the quota range.
- E. TCNJ Panhellenic follows a mutual selection process for bid matching.
 - a. After each round, chapters will submit invite lists and PNMs will make selections based on their invitations. PNMs will visit all chapters during Round 1: Round Robin, visit no more than 6 during Round 2: Philanthropy Round and visit no more than 4 chapters at Round 3: Meet the Sisters. The PNM will be able to attend no more than 2 Preference Ceremonies. PNMs will rank chapters as they would pledge them on their preference cards. These preference cards will be matched with chapters' bid lists using Campus Director.
- F. The Panhellenic Advisor will run the bid matching process via Campus Director.
 - a. The Panhellenic Advisor will decide on quota with the National Panhellenic Recruitment Specialist after working with various numbers within the quota range. Any eligible quota additions will be made by mutual agreements between the Panhellenic Advisor and the Chapter Advisors. Absolutely no undergraduates are involved in the bid matching process.
- G. Flex Lists will be used when creating lists.
 - a. They are mandatory when going under the maximum number, but are not required when going above the maximum number. Further questions regarding this, should be directed to the Panhellenic Advisor.
- H. Quota additions may be used to place unmatched PNMs with chapters that have reached quota.
 - a. These will be done under mutual agreement between the Panhellenic Advisor and Chapter Advisors. PNMs are not eligible for quota addition if they have failed to maximize their recruitment events.

14. Judicial Procedures

- a. If mediation is not successful, the case may be appealed to the Panhellenic Judicial Committee.
- A. Process
 - 1. During the school year, when a member's women's fraternity of the TCNJ Panhellenic Council, a Rho Gamma, Greek Advisor, or a PNM believes that there has been an infraction of these Formal Membership Recruitment Rules or the National Panhellenic Conference Unanimous Agreements concerning recruitment (including

“dirty rushing” incidents during the informal recruitment period), a written report, signed by the President of that member women’s fraternity or the individual, specifying time, place and witnesses to the alleged infraction/complaint, accused fraternity and a copy for the Greek Advisor. Violations of the NPC Unanimous Agreements concerning recruitment or these Formal Membership Recruitment Rules, which take place during the school break shall be considered at the first meeting of the Panhellenic Executive Board after school reconvenes.

2. A written notification shall be made on a standard reporting form. It must be presented to the VP 1 within 30 days of when the alleged infraction is known to have occurred. When a report is from a member women’s fraternity, the president of the member group will sign the report. When a Rho Gamma, Panhellenic Executive Board member, a PNM, the Greek Advisor reports an infraction, the report will be signed and presented to the Panhellenic President. She will consult with the Panhellenic Executive Board. The Executive Board will investigate the matter and determine whether or not the report will be endorsed and submitted for mediation.
3. The VP 1, within one week after receiving a report from either a member women’s fraternity or the Panhellenic Executive Board, has the responsibility to see that the accused women’s fraternity receive a copy of the report and potential fine.
4. All reports of recruitment violations, whether from a college chapter(s) or from the Panhellenic Executive Board, will be designated for mediation, unless the individual or representatives of the group involved can reach an amicable solution in the interim. A date and time convenient for the participants will be designated and the mediation will be held as soon as possible. Participants will be representatives of each chapter involved, the VP 1 and Greek Advisor.
5. If mediation is not successful, the case may be appealed to the Panhellenic Judicial Committee, established according to the Panhellenic Bylaws & Penalties for Infractions of Formal Membership Recruitment Rules

B. Infractions/Fines

1. Panhellenic will adjudicate fair and reasonable penalties for infractions of Formal Membership Recruitment rules. The NPC provides the following guidelines for establishing judgments.
 - a. Minor infractions of Formal Membership Recruitment Rules
 - i. Minor infractions emanate primarily from recruitment procedure violations and include, but are not limited to, such things as violations of budget, violations of guidelines for each Formal Membership Recruitment event, gift giving, not adhering to scheduled hours of Formal Membership Recruitment events and not meeting the deadline for submitting invitation lists.
 - ii. Penalties for minor will be assessed to fit the nature and degree of the offense.
 - b. Major Infractions and Penalties
 - i. Major infractions emanate primarily from Formal Membership Recruitment ethics violations and include, but are not limited to, violations of the NPC Unanimous Agreements such as failing to observe silence or encouraging PNMs to intentionally single preference, suggesting another group and involving men or alcohol during Formal Membership Recruitment.
 - ii. Penalties for major infractions will be assessed to fit the nature and degree of the offense.
 - iii. Constructive penalties of a positive nature include, but are not limited to, planning and financing a Panhellenic workshop conducted by the NPC Area Advisor or other NPC representative, executing a major fundraiser to provide Panhellenic scholarships, speakers, regional Panhellenic Conference fees and sponsoring a retreat for Recruitment Chairs or other chapter officers.

- C. Duration of Penalties
 - a. The duration of any penalty imposed by a College Panhellenic will not exceed 12 months from the time the final decision is rendered.
- D. Notification of Penalty
 - b. The College Panhellenic will report in writing any penalty to the NPC Area Advisor and to the NPC Delegate and the President or Vice President of Recruitment of the women's fraternity against which it is imposed.
 - c. Chapters will be notified of infractions after each round has ended by the VPs of Recruitment.
 - A. Infractions will also be emailed to all recruitment chairs and their chapter advisors following each round. Mediation for infractions will be held for each chapter individually after the recruitment period.

If you have any questions, comments or concerns please feel free to contact the Panhellenic Vice Presidents of Recruitment or the Panhellenic Advisor.

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