



Tarleton State University Membership Recruitment Guidelines

(Extracted from Tarleton State University Panhellenic Bylaws)

SECTION 1- Potential New Members (Hereinafter Referred to as PNM)

A) Eligibility

- a) Eligibility for recruitment should be determined by guidelines set by the TSU Panhellenic Association, in compliance with university regulations.
- b) Minimum grade point average for students is a 2.6 cumulative GPA on a 4.0 scale with 12 or more college hours. Students who have less than 12 college hours must have an 87% or higher high school average.
- c) Eligibility requirements will be verified prior to the first night of recruitment by a representative from Student Leadership Programs. Panhellenic will provide all sororities with a copy of the completed report.

B) Behavior

- a) In the event of illness or other emergency, the PNM must notify Panhellenic if she cannot attend, preferably in writing.
- b) PNMs will not be permitted to attend the bar or participate in parties during the week of formal recruitment. Failure to comply will result in expulsion from recruitment.

C) PNM Nametags

- a) TSU Panhellenic will provide nametags for each PNM during the week of formal recruitment.

SECTION 2- Recruitment Registration

- A) Recruitment registration will begin June 1 and extend through the week prior to formal recruitment. Recruitment registration will end at Midnight on the Friday before formal recruitment.
- B) Recruitment registration forms will be distributed through mail, at summer orientations and at various other places. These forms may be returned to any Panhellenic member during the summer events or mailed to Panhellenic.
- C) Recruitment registration form deadlines will be set by Panhellenic and published on the recruitment registration form each year. Panhellenic reserves the rights to assess late fees and extend deadlines for registration forms.
- D) All recruitment registration tables will be under the supervision of the recruitment counselors and Panhellenic advisor(s). A representative from each sorority (excluding Panhellenic members) will be required to work the booth. No more than one collegiate member from each sorority will facilitate the recruitment registration tables. No collegiate member is able to wear sorority paraphernalia while at the

recruitment registration table. If the table is left unattended or if excessive absences occur within one sorority, a recruitment infraction may be filed.

SECTION 3- Strict Silence and Illegal Recruiting

A) Strict Silence

- a) Strict silence, as established in the NPC Manual of Information 14th Edition page MR 31, will be observed by all sorority members, new members, and alumnae once a potential new member's recruitment registration has been confirmed.
- b) All communication made by sorority women to PNM's must be positive in nature and support the cause of the Greek community. Communication with potential new members other than unavoidable social contact is prohibited. Communication includes, but is not limited to, face-to-face, text messaging, e-mailing, instant messaging, or utilizing the following features on social networking sites: wall post, messages, picture comments, status comments, and "Like This".

B) Illegal Recruiting

- a) Sorority women should not engage in activity that can be considered "dirty" recruitment. Dirty recruitment of potential new members includes, but is not limited to, intentional recruitment through social networking or other electronic communication, promising bids, providing gifts, socialization outside of unavoidable contact, and slanderous behavior toward other organizations and/or their members.
- b) Panhellenic will be the only organization to promote recruitment or collect information from the PNMs. No sorority member including new members and alumnae may recruit for their individual sorority, or have parties for PNMs anytime prior to or during formal recruitment, unless at a Panhellenic sponsored event.

SECTION 4- Recruitment Counselor Guidelines

- A) Starting June 1, all recruitment counselors will be excused from all chapter events and will not be permitted to wear or display Greek items associating them with their individual sorority.
- B) Starting 2 weeks prior to the first day of school all recruitment counselors will not be permitted to associate socially with chapter members unless it is to fulfill their recruitment counselor responsibilities.
- C) Chapters may not penalize recruitment counselors when they are absent from chapter activities due to recruitment counselor assignments and/or responsibilities.
- D) Recruitment counselors waive their right to participate in membership selection during formal recruitment.
- E) If a recruitment counselor sights a recruitment infraction she must get it signed by the Panhellenic President, instead of her chapter President.

SECTION 5- Chapter Guidelines

A) Chapter Lists

- a) A tentative list of all collegiate members participating in recruitment will be due by July 1. This list will be used to establish the number of girls eligible to participate in the sorority's skit. The list shall exclude any alumnae members.
- b) The sorority must submit a complete list of all collegiate members participating in recruitment. This list must be e-mailed, in Excel format, to the TSU Panhellenic president and vice-president by 5:00 PM the Friday prior to formal recruitment.

B) Recruitment Schedule and Events

- a) The TSU Panhellenic Association will set the dates, times, and places for all recruitment events.
 - (1) All event times shall be designated by TSU Panhellenic with consideration given to each sorority's needs. Rotation times will be published by Panhellenic.
 - (2) The room assignment will operate off of a rotation pattern designated by Panhellenic.
 - (3) All recruitment events will be held on the TSU campus unless otherwise arranged by TSU Panhellenic.
 - (4) Each party will begin promptly at the time designated by TSU Panhellenic.
- b) Each sorority must submit any videos or slideshows to Panhellenic one week prior to the first day of formal recruitment for viewing. The video must be complete at that time.
- c) Recruitment counselors should be covered or removed from any composites, scrapbooks, slides, documents or any other relative forms of publicity that would associate them to a specific sorority. This must be accomplished by June 1 and adhered to until Bid day.

C) Alumnae

- i. Active Collegiate members are the only members permitted to participate in membership recruitment during formal recruitment.

D) PNM Notebooks

- i. The individual sorority is responsible for printing the materials for PNM notebooks from ICS. Panhellenic will provide the PNM pictures for the notebook.

E) PNM and Invite Lists

- i. A list of PNMs attending each event will be given to each sorority's recruitment chair at least one hour prior to the beginning of each event. The Panhellenic President or Vice President will make any alterations to the list. Panhellenic will strive to keep all parties will be similar in number.

- ii. Invite lists must be submitted to ICS between 9:00 P.M. and 6:00 A.M on the respective nights.
 1. Bid cards must be turned in no later than 30 minutes upon the completion of bid matching.

F) Marketing

- a) Individual sororities will be permitted to set up their own booths displaying sorority paraphernalia and promoting Greek life in general at TSU events such as Texan Tour, Orientations and Traditions Rally. No more than 5 collegiate members may be present at the booth at anytime within a 10 foot radius.
- b) Sandwich boards are permitted on campus during the week of recruitment registration and formal recruitment. Each sorority will be allowed to display up to five sandwich boards. They may be put up on the first Monday of the semester, but they must be removed by the third Monday of the semester.
- c) No posters, flyers, or any other form of publicity will be permitted from the individual sorority; including but not limited to publicity on campus, in the residence halls, or materials issued to students.
- d) There shall be no car tagging of any kind allowed. This includes alumni, initiated members, provisional members, and men's cars.

SECTION 6- Recruitment Room Guidelines

- A) Sororities must list all items used in their room decorations 2 hours prior to recruitment. After this, no items will be permitted to enter the recruitment room.
 - a) Each recruitment room will be checked by members of Panhellenic 2 hours prior to the start of the first party. No items will be permitted to enter the room after this time. The sorority will be advised of possible recruitment infractions. The recruitment room will be re-checked one hour prior to the first party by the Panhellenic members who previously checked the room. If the sorority failed to comply with recommended changes a recruitment infraction will be filed. If it is not possible to make the recommended changes a recruitment infraction will be filed each time the item is viewed by PNMs that evening.
- B) Awards presented by the Panhellenic Council can be used in the recruitment room and will not be counted as a room decoration.
- C) No music of any kind will be permitted on any night, with the exception of your slideshow or skit.
- D) Once the recruitment party has begun no one will be permitted to enter or leave the party. Those needing to leave may do so during the break between parties.
- E) Absolutely no talking or cheering of any kind will be permitted less than 15 minutes after all parties have been released.

F) Wednesday

- a) Sororities may only use approved items in their formal recruitment rooms.
- b) No items may be on the floor or hanging from the walls or ceiling.
- c) A sorority may have 5 tables decorated with paraphernalia. Items on these tables may lean against the wall for support.
- d) Sororities may also have up to 10 tables from TSU for sitting purposes. Each of these 15 tables may have a solid white tablecloth.
- e) Sororities may have 1 large collage frame not to exceed the size of a standard poster board.
- f) A sorority may have up to 15 stuffed animals placed on the decorated tables.
- g) Sororities may have up to 10 paddles and 10 pillows.
- h) 5 blankets may be used to decorate the tables, but not used as tablecloths.
- i) A sorority may have up to 15 t-shirts displayed on their decorated tables.
- j) Sororities may have up to 25 figurines that are no taller than 5" or wider than 5".
- k) A sorority may have up to 10 pin boxes displayed.
- l) Sororities may display up to 10 awards.
- m) Each sorority may display only 1 composite.
- n) Each sorority may have 50 picture frames with no more than one picture per frame not to exceed 8" x 10".
- o) Each sorority may use 50 balloons of standard size and shape. If clusters or arches are used they may contain a maximum of 5 balloons. No Mylar balloons are permitted. Balloons must be tied down with a cellophane balloon weight.
- p) The 10 tables used for sitting may have centerpieces. These centerpieces may be composed of a cluster of balloons and a philanthropy item. There may be only 5 philanthropy items per table. These philanthropy items may be changed between parties.

G) Thursday

- a) Sororities may only use approved items in their formal recruitment rooms.
- b) No items may be on the floor or hanging from the walls or ceiling.
- c) A sorority may have 5 tables decorated with paraphernalia. Items on these tables may lean against the wall for support.
- d) Sororities may also have up to 10 tables from TSU for sitting purposes. Each of these 15 tables may have a solid white tablecloth.
- e) Sororities may have 1 large collage frame not to exceed the size of a standard poster board.
- f) A sorority may have up to 15 stuffed animals placed on the decorated tables.
- g) Sororities may have up to 10 paddles and 10 pillows.
- h) 5 blankets may be used to decorate the tables, but not used as tablecloths.
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- p) Sororities may have a skit, video or combination on this night. Only 25% of active chapter members may be in the skit and dress for the skit. The total time limit for the skit and/or video is not to exceed 15 minutes.

H) Friday

- a) Only approved items will be permitted in the formal recruitment room.
- b) There will be 10 tables and 10 chairs per table available for sitting purposes.
- c) There will be two tables available to decorate with the following items. These items should not exceed the size of 3 ft X 3 ft
 - (1) 5 awards
 - (2) 1 composite
 - (3) 1 founder photo
 - (4) 1 purpose or creed
 - (5) 1 charter
 - (6) 1 crest
- d) Each table may be covered by one solid white table cloth.
- e) Each sorority may have up to 50 flower arrangements with no more than 12 flowers per arrangement. These flowers may be used as centerpieces on the tables.
- f) If a sorority elects not to use these flowers as a centerpiece they may use 6 floating tea light candles per table.
- g) A sorority may have one balloon arch not to exceed 20 ft. This arch may be tied down with a brick on each end that is covered in solid fabric.
- h) Each sorority may have 4 large items touching the floor. Examples are a gazebo, creed, fountain, lattice arch, and crest. Panhellenic reserves the right to determine if an item is appropriate for the event.
- i) If it is part of a sorority's ceremony they may elect to have one flower or candle per member and one flower or candle per PNM.

SECTION 7- Formal Recruitment Dress Code

- l) Wednesday through Friday nights sororities are encouraged to wear nametags but, TSU Panhellenic will not provide these nametags.

J) Tuesday

- a) Sorority members are to wear Panhellenic shirts and whatever bottoms they chose. TSU Panhellenic reserves the right to determine if clothing standards are adhered to or if there are intentional clothing patterns created.
- b) PNM's should dress casual.

K) Wednesday

- a) Sorority members are encouraged to dress business casual. Skirts should be of a respectable length.
- b) PNMs should dress business casual and not wear denim.

L) Thursday

- a) Sorority members are free to wear any T-shirts of their sorority's choice.
- b) All PNMs should dress business casual and not wear denim.

M) Friday

- a) Sorority members are to wear an after 5 cocktail style dress of any color with little to no accents. TSU Panhellenic reserves the right to determine if a dress is appropriate for the occasion.
- b) PNMs should wear an after 5 cocktail dress that is in good taste.

SECTION 8- Quota/Bid Matching/COB/Snap Bidding

- A) TSU Panhellenic, advised by Director of Student Leadership Programs will follow the recommendations proposed by the National Panhellenic Council. These could include bid matching, quota setting, release figures, snap bidding, continuous open bidding, etc. Penalties will be assessed for noncompliance.
 - a) Release figures will be utilized, we will follow what the NPC Release Figure Specialist recommends.

SECTION 9-Penalties

- A) Penalties for recruitment infractions will be assessed by a Judicial Committee that is regulated by NPC guidelines. This Judicial committee may assess penalties according to the severity of the infraction. These penalties include but are not limited to fines, educational programs, community service, social probation and revocation of a chapter's charter.

SECTION 10- Men's Recruitment

- A) Sorority women are encouraged to participate in Interfraternity Council recruitment only in a positive and appropriate manner. Sorority women are expected to follow the guidelines set by the Interfraternity Council regarding attire, behaviors and responsibilities. Inappropriate manners include, but are not limited to, engaging in high risk and illegal activities, wearing revealing or suggestive clothing, and engaging in activities that could damage the reputation and spirit of the Greek community.

Amended April 6, 2011