

Membership Recruitment Policies
Panhellenic Council
Oklahoma State University
Updated 03/26/25

A. Oklahoma State University Panhellenic Association endeavors always to respect the letter and spirit of the National Panhellenic Conference Unanimous Agreements and *Manual of Information, 25th Ed.* including but not limited to following the fully secstructured recruitment method and utilizing the Release Figure Methodology.

B. Schedule and Format

- a.** Spirit Week 2024 can begin on, but cannot begin earlier than, **August 3, 2025**
 - i. Strict silence occurs from the end of the woman's last event on preference round until bids are distributed. Strict silence is defined as verbal, written, printed, text message, or social media communication between the potential new members and fraternity/sorority members, new members or alumni.
- b.** Fall Recruitment 2024 dates as set by Oklahoma State University are **August 6-7, 12-16, 2025**, with in-person events beginning on **August 12, 2025**.
- c.** The format for Fall Formal Recruitment 2024 will be 12-9-6-2.
- d.** Events for Fall Formal Recruitment 2024 will be limited to the first floor and/or large common spaces of the chapter house or recruiting facility.
- e.** First Event Round: This first round of recruitment will take place during Spirit Week (the week prior to recruitment) on August 6-7, 2025 via zoom. PNMs will attend events with twelve chapters.
 - i. Events will last for 20 minutes. There will be 15 minutes between each event.
 - ii. House tour videos will be sent to the PNMs to watch the night before this round.
- f.** Second Event Round: Second round will be over two days. PNMs will attend events at up to ten chapters over the course of two days.
 - i. Events will last for 35 minutes. There will be 15 minutes between each event. PNMs will be given a presentation about the chapter's philanthropy during the event. There will be a total of 14 events offered.
- g.** Third Event Round: PNMs will attend events at up to six chapters.
 - i. Events will last for 45 minutes. There will be 15 minutes in between each event to account for resetting the chapter house. There will be a total of 9 events offered.
- h.** Fourth Event Round: PNMs will attend events at up to two chapters.
 - i. Events will last for 45 minutes. There will be a total of up to 5 events

offered.

- i. Chapters who have larger invite lists may be asked to hold an extra event following the last scheduled event.
 - i. The Vice President Recruitment Internal would notify the Chapter Chair when lists are posted each night if this is necessary.
 - ii. Chapters will have the option to opt out of an additional event.
 - iii. If an extra event is held, all chapter members from all chapters must remain inside of the chapter facility until the conclusion of the extra event.
 - iv. Changes to the schedule cannot be made after 6 A.M.
 - v. If chapters end their day earlier than the last scheduled event, all chapter members must remain inside of the chapter facility until the conclusion of the last scheduled event of the day.

C. Designated Recruiting Area and Decorations

- a. No decorations are permitted outside of the chapter house or other designated recruiting facility.
- b. All membership recruitment activities are held on the first floor and/or large common areas of the chapter house or other designated recruiting facility.
 - i. Membership recruiting activities must remain inside the physical chapter house, unless otherwise approved and secured with the help of the Panhellenic Council and Office of Fraternity and Sorority Affairs.
 - ii. One person per door is permitted to stand beyond the threshold of the chapter house or other designated recruitment facility to begin the greeting line.
- c. Each chapter shall submit, in writing and in picture form, their fall recruitment event plan to be kept on file in the Office of Fraternity & Sorority Affairs. This list and picture of actual materials or drawing of ideas and materials should include, but is not limited to, song lyrics, presentation descriptions, relevant decorations, and any other unique information pertaining to each event. Refer to the Detailed Form in Appendix, A2. This form will be due to the Panhellenic Executive Council by **June 27, 2025**. Chapters will contact the Panhellenic Internal Vice President of Recruitment in order to make changes to the Detailed Form past this date. Panhellenic Executive Council shall review and approve all chapters submitted recruitment forms within **two** weeks following. Videos and slideshows presented during any round will be due to the Panhellenic Executive Council by **July 6, 2025**. Any chapter that wishes to incorporate a significant change to any submitted paperwork between the deadline and start of Spirit Week may do so after approval of the Panhellenic Executive Council.
- d. No decorations are to hang from the ceiling with the exception of sheets/banners being hung from crown molding or hooks/rods as approved by the Panhellenic Recruitment Coordinators and the Fire Marshall.
- e. Specific fraternities should not be highlighted or displayed throughout fall Recruitment with the exception of the use of t-shirts with fraternity pairings.

- i. Men who appear to be around college-age should not be seen in any photographs, slideshows or house tour displays used for decoration for any event round of fall Recruitment. Family members and other males who do not appear to be around college-age can be in photographs.
- f. All fresh or fake greenery are prohibited during all event rounds with the exception of preference day.
- g. No banner, sign, or backdrop of any sort used during recruitment may exceed the size of a standard queen size bed sheet, with the exception of pipe and drape during the fourth round.
- h. Pipe and Drape can **ONLY** be used during the fourth rounds of recruitment. Pipe and Drape may only be black or white.
- i. The use of balloons is prohibited during all rounds of recruitment.
- j. Tablecloths used during all rounds of recruitment must have no furnishings and must be a solid color (glitter, sequins, etc).
- k. All forms of centerpieces on tables are prohibited for all rounds with the exception of preference round ceremony acts.
- l. Chairs used during each round of recruitment must be uncovered and unaltered with no decorative materials being tied, hung, or fixed in any way onto the chairs.
- m. All items submitted for approval should serve a purpose.

D. Round by Round Recruitment Policies

- a. First Event Round/Open House Round:
 - i. No member will rearrange their room with outside furniture or decorations for the house tour video.
 - ii. Name Brand or notable items may not be displayed inside of bedrooms during the house tour video.
 - iii. No decorations are permitted inside or outside the chapter house as the first event round will be completely virtual, with the exception of Spirit Week banners.
 - iv. No videos shall be shown to the PNMs during the first event round.
 - v. No songs shall be played during the first event round.
- b. Second Event Round/Philanthropy
 - i. Themed decorations will be limited to one room to depict the chapter's philanthropic involvement.
 - ii. This philanthropy room can include banners, awards, memorabilia, t-shirts, and other decorations that directly pertain to the philanthropy being presented.
 - iii. There will be no craft or inclusive activities during the philanthropy portion of the Second Event Round.
 - iv. Chapters may do a presentation pertaining to their philanthropic involvement and chapter values that cannot exceed 10 minutes. This may include a song, testimony, speech, and video provided only by their

- national headquarters or directly by their national or local philanthropy organization, but it cannot be in any way a skit. Ideas outside of these suggestions must be approved by the Panhellenic Executive Council.
- v. Any excessive frill or decoration that does not pertain to the chapter's explanation of their philanthropy involvement and the absence of the item(s) will not hinder the value or quality of the chapter's philanthropy explanation and/or presentation is subject to rejection by the Vice President Recruitment Internal upon submitting the Detailed Form.
- vi. All items must be described and shown in picture format to the Panhellenic Executive Council in the Detailed Form.
- c. Third Event Round/Sisterhood
 - i. No decorations will be permitted outside of the chapter house. Each chapter can have 1 campus involvement room. Decorations for this room could include items that pertain directly to organizations that members are involved in on campus.
 - ii. All items must be described and shown in picture format to the Panhellenic Executive Council in the Detailed Form.
 - iii. We will adopt NPC's financial transparency program requirements during this round.
 - iv. Chapters will be required to provide PNMs with the financial transparency form during the third event round. Forms will be given to the recruitment team during the chapter check taking place during spirit week.
- d. Fourth Event Round/Preference
 - i. One decorated room may be used for the chapter's preference ceremony. This room may be decorated according to need for ceremony and/or ritual.
 - ii. As many rooms as needed may be used to recruit during this round, but only one room may be decorated in accordance with the chapter's preference ceremony needs.
 - iii. All items must be described and shown in picture format to the Panhellenic Executive Council in the Detailed Form. Any excessive frill or decoration that does not pertain to the chapter's preference ceremony and the absence of the item(s) will not hinder the value or quality of the chapter's preference ceremony is subject to rejection by the Vice President Recruitment Internal upon submitting the Detailed Form.

E. Door opening procedure:

- a. Chapters should be aware of the PNMs experience. Please refrain from engaging in activities that are overwhelming for the PNM or that do not contribute to values-based recruitment.
- b. Prior to doors opening, chanting/roundups are permitted but stomping and or banging on the house walls, door, and ground will not be permitted.

- c. When chapter doors open there shall be three distinct groups in the entryway; greeters whom the PNMs will shake hands with, stationary singers, and recruiters. Stationary singers will be located either on the stairs or on the side of the entryway depending on chapter house layouts. The number of stationary singers will be 20-40 women, 40 being the maximum. The number is dependent on chapter size and chapter house layout. These women are permitted to do hand motions, appropriate upper-body dance movements, and singing. Panhellenic Council reserves the right to inform chapters if they must reduce their group of stationary singers if it appears too crowded or volume is becoming intimidating to PNMs. The goal is to reduce crowded entryways yet still promote cheer and sisterhood. Recruiters shall stay separate from the stationary singers and remain in a single-file line as they approach the doorway to pick up their PNM. Recruiters should not be subject to performing any choreography as they make their way to the door. Recruiters are permitted to sing along but chapters should not be reliant on recruiters as volume. The expectation is that the first PNM will experience the same volume as the last PNM entering to ensure uniformity.
- d. There are to be no extra nonvisible singers to increase volume. Chapters should only be reliant on the visible stationary singers for their volume.

F. Closing door procedures:

- a. Chapters are permitted to have the same amount of stationary singers during door closing as they did during door opening. Once chapter members have dropped off their PNM, members are to be relieved of their party duties at that time. Members who have just dropped off a PNM should promptly leave the area and should not join the singers. Following the last PNM exiting the chapter house, the house doors shall close without a formal goodbye of any sort. Once doors are closed the stationary singers must cease from singing without finishing the verse, they may fade out but finishing the song/verse is not permitted.

G. Songs

- a. Songs are permitted, however, porch singing is not permitted.
 - i. Porch singing is defined as any singing that occurs outside of the physical chapter house or other designated recruiting facility.
 - ii. The threshold may be defined as the area past the weather stripping of the front door to the recruiting area.
- b. Door stacks are not permitted.
 - iii. Any action that involves approaching/blocking the door of any kind can be considered door stacking.

H. Clothing

- a. Uniform dress and costumes are prohibited.
 - i. There will be no T-shirt provided by the Panhellenic Council

seeing as the First Round Event will be virtual.

- b. Fraternity/Sorority members **may** have decorated name tags at any point during recruitment.
- c. All items must be described and shown in picture format to the Panhellenic Executive Council in the Detailed Form.
- d. Outfit requirements for recruitment week are not to be unreasonable. You are encouraged to allow chapter members to wear what they have instead of needing to buy all new outfits. For example, requiring simply black heels and a black dress as opposed to 3 inch black T-strap heels and a long sleeve fingertip length black dress.

I. Refreshments

- a. Water will be served during each round, water must be served in an unadorned clear cup/glass, white, or colored cup that does not resemble any sort of glass or cup that is consistently used to serve an alcoholic beverage. Straws are permitted.

J. Gifts

- a. No favors or gifts or preference letters shall be presented to the PNM prior to their accepting an invitation to membership.
 - i. No tangible items may be taken out of a chapter house or designated recruiting facility by a PNM. Tangible items that leave the chapter house with a PNM will be considered a gift.

K. Chapter Checks

- a. The Panhellenic Executive Council will conduct chapter checks during Spirit Week. Each chapter's sisterhood round and philanthropy round setup will be viewed exactly as it will be during fall Recruitment. This includes decorations, presentations and any accompanying items described and provided in picture format in the Detailed Form.
- b. Each chapter will be required to present the philanthropy presentation to members of the Panhellenic Executive Council during Spirit Week. This will be presented exactly how it would be for formal fall recruitment.
 - i. If any Panhellenic Executive member requests that a chapter removes an item that violates the Membership Recruitment policies during the Spirit Week sisterhood round or philanthropy round chapter check, and it is properly recorded on the chapter check form, the item(s) must be removed before the chapter check preceding the first event of that round. Failure to do so will result in a membership recruitment violation.
- c. To ensure the integrity of every chapter, the Panhellenic Executive Council will conduct a chapter house check every day of fall Recruitment. These will begin an hour prior to the first event round and immediately following the last event of Philanthropy Day 1, Philanthropy Day 2, and Sisterhood round.
- d. The Panhellenic Executive Council may also conduct a chapter house checks throughout the day at their discretion.

L. Contact with Potential New Members

- a. The Panhellenic Association promotes and encourages personal and informative Panhellenic-spirited contact with PNMs at all times, year round. Only positive comments can be made to PNMs concerning any chapter.
- b. Positive contact with PNMs, in which rules regarding member contact with PNMs is heightened, begins the first week of each spring semester.
 - i. These rules are defined within the Membership Recruitment Policies and the Promotion of the Sorority Experience policy
- b. Breaking positive contact rules will result in an immediate informal meeting with the VP of Judicial Affairs, the Recruitment Chair Coordinator, a Panhellenic GA/ advisor, the members involved, and their chapter's leadership.
- c. Beginning the first day of Fall Recruitment, until Bid Day, members should not wear any insignia with their chapter's affiliation on it at any time outside the chapter house or other designated recruiting facility, with the exception of members refilling refreshments outside during events. If letters are seen during the week of Fall Recruitment, it will be considered a membership recruitment violation.
- d. A PNM should not be subject to the pressure or be placed in an area by themselves with a member of a chapter. This also includes having more than one member per PNM at any time, except for the purpose of rotation, which allows two members per one PNM for an appropriately short amount of time. This is in effect until bid day.
- e. Pressure applied to a PNM shall include but not be limited to:
 - i. Questioning a PNM about their schedule;
 - ii. Questioning a PNM about their legacy chapter;
 - iii. Questioning a PNM about their preferences;
 - iv. Or, any conversation the PNM reports as inappropriate.
- f. There will be no promising of bids directly or indirectly by a member, pledge, or alumni of a fraternity/sorority.
- g. Chapters cannot promise a PNM a room in the chapter house or other known chapter living arrangement, but a fraternity/sorority can mention that they have spaces available for PNMs to move in.

M. Recruitment Counselors

- a. Recruitment Counselors must completely disaffiliate according to the Disaffiliation Agreement included as an addendum to these policies; this includes but is not limited to:
 - i. Recruitment Counselors may not display or verbally disclose the chapter affiliation publicly. This includes but is not limited to having letters on clothing, jewelry, and cars.
 - ii. Recruitment Counselors will set all social media accounts to private prior to the dates set by the Recruitment Counselor Coordinator until the conclusion of the Bid Day ceremony.

- iii. Individual private settings for each social media site will be specified by the Recruitment Counselor Coordinator.
 - iv. There will be no revealing your chapter or the chapter of another Recruitment Staff until the Bid Day Ceremony. Even if either the potential new member or recruitment counselor has been released, chosen to break recruitment, or, is not attending recruitment.
- b. Recruitment Counselors may have absolutely no contact with members actively involved with their chapter's recruitment during the weeks of Spirit Week and Fall Recruitment.
 - i. Recruitment counselors will be disaffiliated and will not promote their chapter or any other chapter at Oklahoma State University. Recruitment counselors will remain impartial throughout the entire recruitment process.
- c. Recruitment Counselors cannot drive a PNM in any vehicle.
- d. Recruitment Counselors may make no disparaging remarks about any chapter.
- e. Recruitment Counselors may not persuade a PNM to refuse a bid from one chapter and in order to wait for another bid from another chapter.
- f. Recruitment Counselors cannot persuade a PNM to Intentionally Single Preference.
- g. There will always be respect for a PNM and their privacy. This includes but is not limited to:
 - i. Sharing their personal information during or after Recruitment with anyone, including other Recruitment Counselors;
 - ii. And, going through their personal belongings, including their notebook.
 - iii. Recruitment counselors will not make any negative or degrading comments about any PNM.

N. Additional Regulations Affecting Those Assisting Chapters with Fall Recruitment

- a. The OSU Panhellenic Council Membership Recruitment Policies and NPC Unanimous Agreements shall govern house directors or other representatives of the chapter including alumni and new members.
- b. No member or alumni actively participating in recruitment should be allowed to help a PNM move into the residence hall or be in the residence hall at any time. "Active" includes greeting, recruiting and/or serving.
- c. Alumni may help serve but may not actively recruit during events. House Directors, Chapter Advisors, Recruitment Advisors, and/or visiting International Officers may be in the greeting line.
 - i. Chapters who need to use their alumni to recruit must request special permission from the Panhellenic Executive Council. Exceptions will be granted at the discretion of the Recruitment Chair Coordinator, the Graduate Teaching Assistant to the Panhellenic Council, and/or the Coordinator of Fraternity & Sorority Affairs.

- d. Members declared inactive by their national organization shall not be counted on membership rolls and shall not participate in membership recruitment.
- e. Chapters will have no outside assistance during Spirit Week or Fall Recruitment from men.
- f. There will be no outside assistance with the planning and practicing for Event Rounds at any time with the exception of local and regional alumni volunteers and national staff of the specific organization.

O. Regulations Affecting Potential New Members

- a. PNMs will complete an agreement with the Panhellenic Council in order to participate in Fall Recruitment. This is known as the “Enrollment Disclaimer.” Failure to abide by the policies of the Panhellenic Council will result in dismissal from Fall Recruitment.
- b. In addition to what is communicated to PNMs through the Enrollment Disclaimer, the following affects PNMs:
 - i. Each potential member will arrange to go to the chapter at which they have events and arrange returns to their room or apartment. Limited parking areas make it necessary to walk to the chapter houses.
 - ii. A potential member will receive an emailed invitation list at the beginning of each day. Time, date, chapter, and event series will appear on the invitation.
 - iii. PNMs will be read their “Recruitment Bill of Rights” featured in the Recruitment Booklet by the Gamma Chis on the day of recruitment check in. They will be made fully aware of the recruitment rules and what is expected of them, including (iv) and (viii), before the first day of recruitment activities.
 - iv. In the event that a potential new member is disrespectful to a chapter member during a party, the correspondence must immediately be reported to the chapter’s Chapter Chair by the member(s) involved in the correspondence. At the discretion of the Chapter Chair, the event will be reported to the Vice President Recruitment Internal and the VP of Judicial Affairs and documented accordingly. The documentation will then be immediately communicated with the PNM involved. The documentations of negative correspondence against the PNM will be cross checked with documentation of negative talk about chapters (viii), regardless of which chapter house the incident occurred in. The first two documentations will serve as warnings for the PNM. A PNM’s third documentation will result in dismissal from recruitment.
 - v. Following the preferential events, PNMs shall be issued a preference card to indicate their first and second choices. This card, called the Membership Recruitment Acceptance Binding Agreement, is a binding document.
 - vi. A bid is an invitation given to the PNM on bid day by the Panhellenic

Council, inviting the PNM to join the chapter. The bids are not to be issued by any chapter member before this time.

vii. Members are not to have contact with PNMs on social media or otherwise before bids are distributed on Bid day following strict silence.

viii. Potential members should not assist chapter members moving into the chapter house or the residential halls until after the Panhellenic Bid Day ceremony.

ix. In the event that a PNM is dismissed from Formal Recruitment for actions pertaining to (iv) or (viii), they will be notified by the Panhellenic Advisor or Graduate Assistant and given an exit interview.

P. Bid Day

a. Upon reception of the new members, an open house may be held within the chapter house or on the porches and patio areas for the new members.

b. Bid Day expenses are not included in the \$5,000.00 limit mentioned in Section P.

c. There will be no boas, ribbon, glitter, confetti, brooms, or any other item that could potentially make a mess taken to any location that is considered Oklahoma State University property for Bid Day ceremonies. Any chapter caught in violation of this rule will be immediately notified, expected to report back to the campus location on Bid Day to clean up the mess (if applicable), as well as receive a monetary fine of \$1,200 and a mediation with the VP of Judicial Affairs.

i. No brooms, vacuums, etc. will be allowed at any chapter house or bid day location. Any chapter caught in violation of this rule will be immediately notified and result in a mediation with the VP of Judicial Affairs.

d. Violations of city and state laws, such as blocking road traffic or not following appropriate traffic laws while traveling to chapter facilities, will be handled by the appropriate law enforcement.

e. Chapter members must remain on chapter property prior to new members arriving at the chapter facility on bid day.

Q. Fall Recruitment Budget Fine

a. A cap will be placed on the chapters' recruitment budgets based on data gathered from the previous year's itemized budgets and other supporting documentation. The cap will include purchased and donated items.

i. Chapter fall Recruitment budgets will be limited to \$5,000.00

b. Two weeks following Fall Recruitment, each chapter will submit an itemized budget detailing all expenses and donations associated with fall Recruitment and Bid Day.

R. Timing and Recruitment Fines

a. The Recruitment Counselor's time represents Official Panhellenic Time.

b. There will be a monetary fine for chapters starting an event prior to the specified time. Fines will be assessed as follows:

i. 1 to 90 seconds: \$50

ii. \$50 dollars will be fined for every 30 seconds after

c. If a chapter repeats this offense three times during Fall Recruitment, the start of all future events must be initiated by the Recruitment Counselor.

d. There will be a monetary fine for chapters releasing potential members late from an event. There will be a grace period of 15 seconds. The fines will be assessed in 15 second intervals. Each interval past the grace period is a \$25 fine.

e. It is the responsibility of the chapter chair to report PNMs who did/did not attend a chapter's bid day to the Coordinator of Fraternity & Sorority Affairs by 1PM on the day of Bid Day. A fine and a mediation with the VP of Judicial Affairs will be issued for any chapter who reports this information after 1PM.

f. Penalties for lateness will be assessed per 15 minute interval and will accumulate accordingly. For the first 30 minutes the list or prohibited item is late/removed the fine will be \$50 per 15 minute interval. After the first 30 minutes, the fine increases to \$250 for every subsequent interval. Fines will be assessed at the first minute of each interval. The fine must be paid to the OSU Panhellenic Council.

g. Additional Recruitment Fines

i. Tangible items leaving a chapter house or designated recruitment area will result in a \$50 fine per item.

ii. Chapters failing to submit requested paperwork for Fall Recruitment or Continuous Open Bidding will face a \$25 per day fine for each delinquent item. There will be a 24 hour grace period prior to the application of this fine.

1. Paperwork includes, but is not limited to, Booklet photos, Detailed Form, Registration Form, Budget, Proof of Destruction, Greek Discovery Day songs, Contact Form, and video/slideshows, COBABA, and Membership Form. See related documents in the Appendix.

2. Any edits made to previously submitted paperwork that has not been previously approved will be subject to a fine as explained in Section R subsection f.

S. Open Membership Recruitment

a. Total is reset immediately following recruitment, chapters will be notified their totals and chapters who are eligible may begin Continuous Open Bidding once they have been notified they are eligible.

b. A Release Figure Methodology Specialist will be utilized to determine total during both Fall Formal Recruitment and COB for the 2025-2026 academic year.

c. Bidding shall be done through Continuous Open Bidding. A chapter eligible for COB as notified by the Panhellenic Advisor and/or Panhellenic Executive Council may extend a bid to a PNM at any time after total has been set.

d. The chapters shall turn in the membership card to the Office of Fraternity & Sorority Affairs within 24 hours after it is signed. If a bid is signed during the weekend, it should be turned in by 5:00 p.m. on Monday. If a chapter is delinquent in turning in a membership card, then the judicial board will review the cards.

e. COB shall close for each semester on the first day of pre-finals week.

T. Membership Recruitment Violations

a. A membership recruitment violation is failure to uphold the policies as stated in this document, Oklahoma State Panhellenic Council bylaws, NPC Unanimous Agreements, NPC Manual of Information, standing rules or any other governing document.

b. All membership recruitment violations will be handled as specified in the NPC Manual of Information in accordance with NPC Unanimous Agreements and Oklahoma State University Panhellenic Council governing documents.

c. The Panhellenic Executive Council may take immediate action to correct violations that occur during Fall Recruitment.

U. Social Media Policy

a. Nothing but Positive Panhellenic Spirit/Contact should be posted by chapter members on any social media outlet at any time during positive contact.

i. Chapter letters and insignia can be present in pictures posted on social media during Spirit Week and Recruitment.

ii. Active chapter members will not post images, flyers, or promotions via social media that contain, but are not limited to, phrases such as “think”, “go”, “rush”, “be”, or images that promote the joining of their chapter in any way.

iii. Recruitment of Potential New Members of any kind will follow the Promotion of the Sorority Experience addendum

iv. Snapchat public stories and geo-filters made by chapters or chapter members during Greek Discovery Day, Spirit Week or Recruitment are strictly prohibited.

1. Snapchat geo-filters already in effect may remain, but no new ones shall be added.