



FRATERNITY AND SORORITY LIFE

College Panhellenic Council Chapter Guidelines for Membership Recruitment and New Member Education

This document provides all College Panhellenic Council sororities, their advisors, and prospective members with information regarding the membership recruitment and new member process for the College Panhellenic Council Chapters. Chapter members, chapter alumni advisors, and the Office of Student Life staff will work together to ensure a successful and positive experience for all involved. In order for the Office of Student Life staff to assist chapters with the membership recruitment and new member process and avoid potential problems, chapters must adhere to the following guidelines when conducting new member recruitment and education at Widener University.

In order for a chapter to be eligible to partake in membership recruitment and new member education, the following tasks and paperwork listed below are mandatory and must be submitted by the designated due date(s) during the semester in which the chapter's membership recruitment and education process is scheduled to take place. Additional information and requirements may be communicated to chapters through the Office of Student Life, the Director of Student Organizations, and the Executive Council. Without submission of the required paperwork, the chapter's membership recruitment and new member education process will not be approved. In the event that recruitment or new member activities begin without the knowledge of the Director of Student Organizations, activities will cease immediately, and the organization may be issued a failure to comply conduct charge.

Failure to comply with any deadlines or policies listed below, within the council governing documents and standing rules, or the University Student Handbook may result in fines, educational sanctions, revoked approval for participating in recruitment, revoked approval for a new member education process, charter revocation from the University, and/or additional adjudications.

The steps listed below must be completed in addition to any inter/national organization's policies and procedures.

I. POTENTIAL NEW MEMBER QUALIFICATIONS

- A. All potential members must meet the following requirements and standards to be eligible to receive an invitation to participate in an organization's new member process:
 1. A potential member must be a full-time undergraduate day student with at least **12** credits.
 2. A potential member must have at least a **2.5** cumulative GPA for the current semester of which they are requesting membership into a fraternal organization to participate in the membership recruitment process.
 3. A potential member must complete an Affiliation Education online video session. They must receive at least a **90%** on the affiliation education online quiz after viewing the video. Affiliation Education for College Panhellenic Council recruitment closes by a specific deadline in the Spring for formal recruitment.
 4. A potential member must **register** for formal recruitment during the semester in which they are interested in joining an organization by the deadline.
 5. A potential member must attend one of the **mandatory** PNM orientation events for the Spring semester to participate in formal recruitment.
 6. A potential member may not be on an active academic or judicial probation period. All academic or judicial probation periods must be concluded by the start of the semester in which they are interested in joining an organization.
 7. A potential member may not have been initiated into another Inter/Nationally recognized general-fraternal organization on any campus.

II. GENERAL RECRUITMENT AND BIDS OF MEMBERSHIP INFORMATION

- A. College Panhellenic Council Spring formal recruitment will be advertised and administered by the executive council and recruitment team. Specific information including dates and deadlines will be communicated to chapter leaders prior to the program.
- B. Chapter participating in formal recruitment must submit the following items online using the appropriate form by the designated deadline communicated by the Vice President for Membership Recruitment:
 - The chapter's formal membership **recruitment program proposal**. The proposal should include all details of every round including an agenda, member attire, decorations, and a list of snacks/drinks being provided to PNMs.
 - The chapter's '**Recruitment Standing Rules Acknowledgement**'.
 - Any **videos** to be used during formal recruitment. Videos may not contain images of alcohol or illegal substances and may not violate the disaffiliated identity of any members of the recruitment team.
- C. While this document is heavily focused on continuous open bidding; chapters are expected to familiarize themselves with the '**College Panhellenic Council Recruitment Standing Rules**' and the '**College Panhellenic Council Constitution and Bylaws**' in addition to this document for both informal and formal membership recruitment.
- D. Fall and Spring chapter total will be reset each semester as outlined in the College Panhellenic Council constitution.
- E. A Bid of Membership that is extended during a semester is valid until the end of that one semester.

III. CONTINUOUS OPEN BIDDING MEMBERSHIP RECRUITMENT INFORMATION

- A. A chapter may only participate in continuous open bidding if their membership is under campus total outside of the formal recruitment period. A chapter's Google roster and roster submitted to their inter/national organization must reflect the eligible chapter total. Evidence from the inter/national organization may be requested to verify chapter eligibility.
- B. Continuous Open Bidding events may not begin until three weeks after the Fall semester has begun and 48 hours after the bid day ceremony has concluded in the Spring.
- C. A College Panhellenic Council Continuous Open Bidding Potential New Member Pre-Authorization Form is required to be submitted by a chapter at least one week in advance if they are under the reset chapter total and intend on bidding a potential new member outside of the formal recruitment process. **No bids of membership may be distributed to a potential new member until authorization has been officially received via email by the Office of Student Life. Open bidding must cease two weeks before final examinations of each semester.**
- D. Potential new members **do not** need to register for continuous open bidding (in the Fall or after formal recruitment). However, they must meet all other requirements as outlined in this document and the College Panhellenic Council constitution. Additionally, they must be approved by the Office of Student Life using the College Panhellenic Council Continuous Open Bidding Potential New Member Pre-Authorization Form.
- E. All informal recruitment flyers and printed "hand-outs" **must** follow the public posting policy (see the Recognized Student Organization Policies and Procedures Handbook), in addition to gaining approval by the Vice President for Membership Recruitment and Vice President for Marketing and Communications.
- F. Chapters are not required to host recruitment specific "events" or "programs" to be eligible to extend a bid for membership outside of the formal recruitment period.

IV. SPECIFIC FORMS AND PAPERWORK FOR CONTINUOUS OPEN BIDDING

- A. Chapters must submit the following paperwork at least **2 business weeks in advance** in a marked envelope with the chapter name listed on the front to the Office of Student Life:

1. The College Panhellenic Council '**Chapter Recruitment Standing Rules Acknowledgement**'. Chapter leaders, members, and advisors are responsible for understanding all recruitment policies and procedures listed in this document, the College Panhellenic Council Constitution and bylaws, and standing rules.
2. If applicable, a **proposed recruitment program** that outlines all recruitment events, with dates, times, locations, and a detailed description of each event listing the agenda, member attire, decorations, and a list of snacks/drinks being provided to PNMs that will be reviewed and approved by the Director of Student Organizations in collaboration with the Council Director of Recruitment. All recruitment activities must be in accordance with the National Panhellenic Conference Unanimous Agreements, the College Panhellenic Council Constitution, bylaws, and standing rules, and federal and state laws. Activities and items to include in the plan, if applicable:
 - Informational and interest meetings
 - Informal meetings or meals
 - Events On-Campus
 - Outings or Off-Campus Events
 - Bid Day or Night
 - Any **videos** to be used. Videos may not contain images of alcohol or illegal substances.

No events outside of the proposed and accepted plan may occur without an emailed request at least one week in advance to the change and official acceptance by the Director of Student Organizations.

- B. All paperwork listed below for each new member must be submitted to the Office of Student Life in a marked envelope with the chapter name listed on the front prior to **48 business hours** of a new member beginning their education process:
- College Panhellenic Council Bid Acceptance Agreement
 - New Member Agreement of Rights Form
 - New Member Grade Release Consent Form

V. GENERAL NEW MEMBER EDUCATION INFORMATION

- A. All new members must be approved by the Office of Student Life using the College Panhellenic Council Continuous Open Bidding Potential New Member Pre-Authorization Form prior to beginning a new member education process (if outside of the formal recruitment process).
- B. New member education processes **may not begin** until all new member paperwork listed above has been received by the Office of Student Life. The College Panhellenic Council manages this process during formal recruitment only.
- C. New member activities should **not** occur on Fridays and Saturdays, nor between the hours of 11 p.m. and 9 a.m. from Sunday to Thursday.
- D. New member education processes may **not last longer than 8 weeks** and **must be completed two weeks before final examinations**. All initiations must be completed by this date.
- E. If a new member removes themselves or is released from the new member education process, a chapter must submit the Change of Member Status Form within 48 hours.
- F. Round 2 of Google roster updates must be completed by **Friday, February 22, 2019** with added new members.
- G. If a new member begins a separate education process (due to a late acceptance) after a new member education process has already begun, the chapter must submit a separate new member program with required paperwork.

VI. NEW MEMBER EDUCATION SPECIFIC FORMS AND PAPERWORK

A. Chapters must submit the following items online using the appropriate form by the designated deadline communicated by the Vice President for Membership Recruitment for formal recruitment and **at least 2 business weeks** in advance for continuous open bidding:

1. A **proposed New Member Education program** that outlines all new member events with dates, times, locations, and a detailed description of each event that will be reviewed and approved by the Director of Student Organizations. All new member education activities must be in accordance with Widener University's Anti-Hazing policies and federal and state laws. Activities to include in the outlined program, if applicable:
 - Start date of the new members' official process/education (**see III. B**)
 - New Member required meetings
 - Quizzes/Tests
 - Activities (i.e. big/little events, education events, retreats, brotherhoods)
 - Rituals (nationally recognized rituals do not need descriptions)
 - Study Hours (labeled as mandatory or optional)
 - Initiation date
 - Any additional dates pertinent to a specific organization

New member education processes may not begin until official approval of the new member education program has been gained by the Director of Student Organizations. No events outside of the proposed and accepted plan may occur without an emailed request at least one week in advance to the change and official acceptance by the Director of Student Organizations.

2. The inter/national organization's anti-hazing policies and statements.
3. A list of new member expectations and responsibilities from the chapter and national headquarters.
4. A copy of a letter that is sent to all new member parents signed by the chapter president, new member educator, and alumna advisor introducing them to the organization, explaining the policies and financial obligations, and listing the organization's intern/national anti-hazing statement.
5. Written approval from headquarters staff or an alumna advisor acknowledging they have read and approve of your new member education program.

* University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this document.