

**WOFFORD COLLEGE
PANHELLENIC ASSOCIATION
Recruitment Manual
2023-2024**

RECRUITMENT CODE OF ETHICS

We, the members of women's fraternities at Wofford College, agree to promote inclusion, honesty, respect, sisterhood, and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Wofford College, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word, and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our university.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any fraternity or collegiate woman and refrain from discussing Panhellenic matters with non-members, in accordance with the dignity and good manners of fraternity women.
- Recognize friendly relations with all collegiate women, both fraternity members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become fraternity members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive, and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open, and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's fraternity community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.
- **Foster an environment of inclusion, diversity, openness, and respect for the many differences within the Wofford Community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, disability.**

We, as Panhellenic women of Wofford College, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Wofford Panhellenic Council.
- Abide by all local and federal laws and NPC inter/national member group bylaws.
- Hold one another accountable to these standards, remembering, at all times, that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Wofford College, these are the tenets by which we strive to live.

Adopted: May 11th, 2015

POTENTIAL NEW MEMBER'S BILL OF RIGHTS

Potential New Member's Bill of Rights Best Practice (NPC, 1989): Sorority is a social experience based on the fundamental right of a free people to form voluntary associations, and sorority membership is a social experience arrived at by mutual choice and selection. The mutual selection choice is only as effective as is factual information available; therefore, all College Panhellenics shall be encouraged to adopt the Potential New Member's Bill of Rights.

Potential New Member's Bill of Rights

- The right to be treated as an individual
- The right to be fully informed about the recruitment process.
- The right to ask questions and receive true and objective answers from recruitment counselors and members.
- The right to be treated with respect.
- The right to be treated as a capable and mature person without being patronized.
- The right to ask how and why and receive straight answers.
- The right to have and express opinions to recruitment counselors.
- The right to have inviolable confidentiality when sharing information with recruitment counselors.
- The right to make informed choices without undue pressure from others.
- The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process.
- The right to make one's own choice and decision and accept full responsibility for the results of that decision.
- The right to have a positive, safe and enriching recruitment and new member experience.

GENERAL RECRUITMENT INFORMATION

Formal Recruitment for the Spring of 2024 will take place from **February 15, 2024 through February 17, 2024** with bid day celebrations happening on February 18, 2024.

Section I. NPC Mandated Formal Recruitment Rules

The sorority women of Wofford College will uphold the Panhellenic Code of Ethics, Recruitment Code of Ethics, Wofford College Formal Recruitment Rules, as well as stand by the Potential New Member Bill of Rights to make sure that the Potential New Members' recruitment experience is in the best interest of each PNM.

**Note: During the informal recruitment process NPC mandated rules are a good reminder of how we should be exemplifying our Panhellenic community.*

In addition to Panhellenic Association Members, patrons, social affiliates, alumnae, new members, Gamma Chis, and Panhellenic Executive Board are bound by Panhellenic Association Membership Recruitment Rules. Any violation of these rules will result in sanctions against a chapter, as all of the constituents listed above are representatives of the chapters, even while disaffiliated or inactive.

A. Positive Panhellenic Contact

All member groups are expected to display ethical behavior at all times. Ethical behavior means adhering to Wofford College's Panhellenic rules as well as NPC policies. It means holding oneself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member groups by fair play. We, the women of Wofford College, will promote Panhellenic-spirited contact with all potential new members throughout the year.

B. Values-Based Recruitment

All first-year women are considered potential new members. All upperclassmen women will be considered potential new members only after they register for Recruitment. Therefore, the rules outlined in this manual apply to all women designated as PNMs.

The NPC Values-Based Recruitment Policy (2022) states that all College Panhellenics and their member chapters must incorporate the following policies into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

We, the members of Wofford College Panhellenic, pledge to promote the following practices during membership recruitment:

1. Consider values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.

3. Engage in conversations that include topics related to our core values.
4. Make informed choices about potential new members.
5. Educate potential new members about the chapter's values and connect to these values.
6. At no time shall Panhellenic women say anything negative or disparaging about any other Greek-letter organization. This includes rumors, stereotypes, or other harmful information regardless of the method of communication (e.g., printed, spoken, or electronic). Additionally, all marketing for recruitment purposes should represent Panhellenic values.
7. Keep PNM information confidential. Specifically, PNM's GPAs should not be shown to the entire chapter; only chapter President/Recruitment Chair/other necessary officers should have this information.

C. Bid Day Conduct

- All chapters and their members must conduct themselves and their behavior so that it adheres to behavior outlined in Section I, A. This includes, but is not limited to the following:
 - Bid day celebrations should be a dry event—no alcohol or intoxicated behavior is permitted.
 - Panhellenic Women must adhere to Wofford's Tobacco-Free Policy during bid day; failure to do so may be subject to a major infraction.
 - Any form of communication with potential new members (directly or indirectly via a third party, which includes alumnae) is absolutely prohibited until potential new members accept a bid and run out to the respective chapter.
- Bid Day will occur at the Stewart H. Johnson Greek Pavilion with the rain location being Ben Johnson Arena
- The Panhellenic Advisor, Panhellenic Executive Council, and Campus Safety will handle cases of intoxicated Panhellenic women on a case-by-case basis, if necessary.

Section II. Wofford College Panhellenic Informal Recruitment Rules

The Informal Recruitment Rules apply to the dates of Wednesday, August 31st, 2023, through Sunday, February 11th, 2024. After these dates, the formal recruitment rules, outlined in Section III, will take effect.

A. Interactions with PNMs during the informal period

- One-on-one public and private interactions between sorority women and PNMs on Wofford's campus are permitted.
 - If there are more **than three sorority women interacting with a PNM in any public or private spaces** (including any on/off campus space or virtual environment such as zoom), there should be two or more organizations represented during that interaction. This is not a ratio but rather a limit on how many of the same sorority women can be with one PNM.
- No offering to or accepting rides from a PNM unless the sorority woman.
 - Exceptions:
 - PNM is in an unsafe situation
 - PNM is a member of the same sports team, outside club or organization and are traveling for group-related purposes.
 - Rides to and from religious events are permitted. However, there can be no stops (i.e.: lunch after church), or the PNM and sorority woman will need to ride separately.
 - A sorority woman may drive a PNM home for Wofford-sanctioned breaks given that the PNM does not have a car on campus.
- No offering or accepting any gift from a PNM
 - This includes food, drinks, clothing items, borrowing non-school related items, etc.
 - Exceptions:

- Letting someone borrow a pencil in class—must get the pencil back
- Selling and buying clothes, textbooks and furniture is considered a transaction and will be permitted.
- First-aid materials can be given to PNMs in the case of a **medical emergency** (i.e., over the counter medications, Band-Aids, menstrual products, etc.)
- Only during campus-wide philanthropy events can items be given out; For recruitment-related events items such as food, candy and cards need to be approved.
- Extending an invite to a PNM for a sorority function or formal, or any other sorority organized event, is considered a gift and is NOT permitted.
- Extending an invite to a PNM for an apartment dinner is considered a gift (the act of giving them food is a gift).
 - Any dinners in public are acceptable, so long as the panhellenic member is not paying for the PNM to eat, or the PNM is not paying for the panhellenic member. Limit rules apply to public or private on-campus dinners as well as off-campus dinners.
- NEVER bid promise a PNM. A “bid promise” is any phrase, conversation, or action, which either directly or indirectly implies that a PNM is guaranteed a bid from a particular chapter. Examples of bid promising are, but are not limited to:
 - Informal Recruitment:
 - You would be a great fit for “Alpha Zeta” sorority
 - You really seem like an “Alpha Zeta”
 - You will love being an “Alpha Zeta” member
 - Sorority women should **not** discuss the process of recruitment or aspects of sorority life (including but not limited to: dues, voting, ritual, etc.) outside of formal recruitment parties or official interest meetings. PNMs should direct their questions to either Panhellenic Executive Council or the Panhellenic Advisor.
- Biological Sister Interactions
 - A biological sister is defined as a blood-related sister or a stepsister.
 - If a PNM has a biological sister that is a Panhellenic Woman (and vice versa), she is allowed to interact with her biological sister. Interactions such as riding in a car together, giving them food/drink, socializing in residence hall rooms/apartments are allowed.
 - However, biological sisters do count in the 3 to 1 limit.
 - However, alcohol should NOT be shared or provided to a PNM by a Panhellenic Woman (and vice versa). It is very important that the rules related to alcohol (outlined in Section II, C) are followed by biological sisters.
 - PNMs may not be the “date” or “guest” of their biological sister at sorority functions (outlined in Section II A as a gift). The exception to this is that PNMs may be the guest of a biological sister at Family Weekend events.

B. Social Media

- Wofford College sorority women **are allowed** to:
 - Maintain friendship with Gamma Chis and Panhellenic Executive Board members (but do not post any photos of them which break the limit rules set in Section II A **during the hard disaffiliation period, beginning on Sunday, November 19, 2023, and lasting through the completion of Bid Day celebrations.**)
 - Interact with PNMs on social media during the informal recruitment period, this includes liking photos. However, the limit of 3 women of a particular sorority interacting with 1 PNM applies to posting photos with a PNM.
 - Example: You are allowed to post a photo with a PNM and up to three members of your sorority.
- Do not post anything disrespectful or mean to any social media platform (ex: Facebook, Twitter, Instagram, Snapchat, TikTok, Greek Rank, YikYak and other anonymous sites, etc.)

- Report any posts that might seem insulting to another sorority.
- Pictures, videos, captions, posts, and stories on social media with references, associations, or allusions to alcohol or drugs, as well as alcohol and drug paraphernalia (example: beer glass, wine glass, martini glass, solo cups, alcohol logos, etc.) with PNMs are NOT allowed.
 - Not abiding to this rule is considered a major infraction given the severity of alcohol and drug use by minors.
- Please refer to the Wofford College Student Handbook regarding all rules on alcohol as this is a severe issue.

C. Alcohol

- As a sorority member in any organization represented on campus, it is important to remember to **never** encourage a PNM to drink alcohol.
- Wofford College Panhellenic women should also **never** give a PNM alcohol **or** have a third party (boyfriend, independent friend, teammate, etc.) to give alcohol to a PNM for you.
 - No alcohol may be provided to a PNM under any circumstance. Neither teammates nor members of outside organizations are permitted to give alcohol directly to or on the behalf of a sorority woman to a PNM.

D. Recruitment Practice

- Each sorority may practice a total of **20 hours in the fall and 10 hours in the spring**. No summer workshops completed until August 28, 2023 (Upperclassmen move-in weekend).
 - Interim workshops count toward fall hours.
 - If recruitment is being practiced, it counts toward hours.
 - Organizations may not fine or penalize their members for missing a practice if they have an academic requirement during a practice time (i.e. lab, required performance, film, lecture, etc).
 - Each sorority needs to submit practice times along with attendance sheets to the Panhellenic Advisor and Panhellenic Executive Council (Wofford Panhellenic email AND Panhellenic Judicial Email) within 24 hours after each workshop/practice is held. Failure to do so may result in a minor infraction.

E. Informal Recruitment Events

- Each sorority may only have one recruitment event in the fall.
 - This event will be scheduled, planned, and approved by the Panhellenic Exec Board.
 - No more than two organizations may have their recruitment event in the same week.
 - PNMs cannot take ANY items with them from the designated, approved event, as they may be considered gifts.
 - Food and refreshments may be provided, but the PNM must consume them AT THE EVENT. Absolutely no taking of food/drink with them from the event.
 - No specific talk about the recruitment process is permitted.
 - The event can last no longer than 2 hours.
 - A member of the Panhellenic Executive Council that is not a member of the organization must be present during the entire event to monitor activity.
 - Penalty for not abiding by the above stated rules will result in a major infraction.
- Exceptions to the above rule:
 - Weekend tailgates at the houses or in the Mungo Student Center student lot, Wofford-sponsored events, and any event where all of campus is invited to attend (philanthropy or celebrations required by nationals).
 - All events open to the entire campus from the start of fall semester until the end of recruitment weekend that are NOT philanthropy or required by nationals must be submitted and approved by the Panhellenic Executive Council.

- o These events CANNOT be held during Interim or within the first two weeks of spring semester.

F. Financial & GPA Requirements

- A factual, current, financial expense sheet and the minimum GPA requirements shall be provided by the sororities and distributed to each Potential New Member by Panhellenic during the Recruitment period. These sheets will list all fees to be incurred by the woman during her collegiate membership. Potential New Members are encouraged to ask questions about financial expenses during each fraternity recruitment function.

Section III. Wofford College Panhellenic Formal Recruitment Rules

These rules apply during the dates of formal recruitment, February 15th-18th, 2024. Formal recruitment rules begin at 12am on Monday, February 12, 2024, and end with bid distribution. “Hi-Bye” will begin on February 12, 2024 and will last until the start of strict silence. No meals between PNMs and sorority women are allowed during the Hi-Bye period. Any written communication via text, call, email, or social media is not permitted unless one of the below exceptions applies. Verbal communication should be limited to a “hi” or “bye” greeting in casual passing.

Strict silence will begin after the last party on Saturday, February 17, 2024 and last until bid distribution on Sunday, February 18, 2024. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text messages and electronic communication or communicating through a third party. If potential new members live with or in a residence hall with a sorority member, only casual greetings and contact are permitted; no discussion of recruitment is allowed during strict silence.

Interactions with PNMs outside of Recruitment Parties

- Sorority women should not discuss ANY aspect of sorority life or recruitment with PNMs outside of formal recruitment parties.
- There should not be a go-between (roommate, non-affiliated friend, teammate, alumni, or boyfriend/partner) to relay any messages (calls, emails, IMs, texts, notes).
- No offering to or accepting rides from a PNM unless the sorority woman or PNM is in an unsafe situation. Exception - Members of the same sports team or outside club/organization are meeting for related purposes.
- No offering or accepting any gift from a PNM (see Section II for reference).
- No bid promising a PNM (see Section II for reference).
- During the formal recruitment period, no PNMs are allowed in a sorority woman’s room, apartment, or house (on or off campus) unless visiting non-sorority women (living with sorority women) who are members of a sports team or outside club/organization. However, this should only occur if the visit is absolutely necessary.
- No visiting a PNM in a residence hall room.
 - o Biological sisters should refrain from visiting their respective residence halls during the formal recruitment period, unless under emergency/important circumstances relating to family matters. Should biological sisters need to visit each other, no non-biological sisters may accompany them.
- Exceptions to Hi-Bye & Strict Silence Rules:
 - o Sorority women living in Greene, Marsh, or Richardson or an upperclassman living in a residence hall with sorority women may have casual communication not related to recruitment.
 - o Academic Coursework and Classes- PNMs and current members may engage in class, regarding group projects, or coursework outside of the classroom. Letting PNMs borrow class material is acceptable. If meeting with a PNM outside of class for classwork, you must meet in

a public area (i.e., do not get left alone in a room with a PNM because it can be seen as an opportunity for bid promising)

- o Sports teammates
- o Resident Assistants (see Section A below for more information).

******These exceptions do NOT allow any of the above-mentioned people/groups to talk about recruitment, individual sororities, or answer any questions about the process of recruitment or memberships of each organization. Please refer ALL questions about Panhellenic and/or Greek organizations to the Recruitment Chair, Panhellenic Exec, or Panhellenic Advisor.***

A. Resident Assistants During Formal Recruitment

- RAs who are members of sororities are exempt from the no communication rule with PNMs on their halls only or areas where they have specifically been assigned duty.
- Should not talk about individual sororities and if a hall conversation is strictly about Recruitment, it should be avoided.
- RAs should do their best to abstain from talking about recruitment/Fraternity & Sorority Life during formal recruitment. Encourage residents to direct questions to Gamma Chis or Panhellenic Exec.

B. Social Media

- During the formal recruitment period, there should be ZERO verbal communication, meaning no comments/messaging/etc. (anything that was personally crafted) on social media or via phone calls or texts between PNM and Wofford College sorority women.
 - o This also means that a sorority woman cannot post content on social media of or with a PNM, and a PNM cannot post content on social media of or with sorority women.
 - o “Liking” posts on Instagram is permitted.
- Do not post anything disrespectful or mean to any social media platform (ex: Facebook, Twitter, Yik Yak, Snapchat, Greek Rank, or other anonymous sites, etc.)
- Report any posts that might seem insulting to another sorority.
- During the formal recruitment period, sorority women MUST refrain from any form of digital communication (texts, calls, DM’s, etc.) discussing PNM’s with any Gamma Chis.

C. Alcohol

- All rules regarding alcohol, as outlined in Section II. B. and C., apply to the formal recruitment period as well.

D. Round Specifics

- First Round: Open House -- *Time: 30 Minutes, 15 Minutes in between.*
 - o 2–3-minute speech from President or Recruitment Chair
 - o 3–5-minute video
 - Speech and video should be centered on the generalities of the FSL community and how being a part of the whole FSL community is beneficial.
 - Both speech and video will showcase each specific chapter by group and individual involvement/accomplishments on campus.
 - o Open House is a time to showcase Fraternity & Sorority Life as a bonded community while hitting on what all your chapter has done as a whole on campus. In addition to what the sorority has given to and done for their members.
 - The Speech and video will be a time to bring in specifics and individuality about your

chapter and members.

- Second Round: Sisterhood/Philanthropy -- *Time: 45 Minutes, 15 Minutes in between*
 - At most, 15–17-minute presentation
 - Presentation can consist of video, talk, etc. (NO SKIT).
 - It is up to the organization to showcase their philanthropy and sisterhood as they see fit.
- Preference Night -- *Time: 1 Hour, 20 Minutes in between*
 - Up to each group to determine needs for the night.
 - No food or desserts are permitted during preference round.
- 3:1 limit of members to PNM must be maintained.
- Per NPC guidelines, skits and other staged performances or songs should be eliminated, so there is more time for conversations during recruitment events.
 - Chanting as PNMs enter houses is acceptable but should end 30 sec after the last PNM enters the house and can only begin 30 seconds prior to the first PNM exiting the house. No other singing/skits/dancing is permitted outside of singing for entering and exiting parties.
 - Clapping/snapping during the entrance and exit chants are acceptable, but other movements are considered choreography and are not permitted.
 - Exception: During preference round, one song less than four minutes is permitted.
 - Videos shown during rounds are permitted. Skits/singing/dancing are not permitted in videos.
 - Songs, videos, speeches, chants, etc. need to be submitted to Panhellenic Exec by Sunday, February 12 at midnight for approval, in order to be used in recruitment. Failure to adhere to these rules or use unapproved songs, videos, speeches, chants, etc. will result in punishment to the organization.
- There will be a non-affiliated executive member sitting in on each party to monitor for infractions and assist PNMs if needed.
- Sisters should be unified in the chapter dress code for each night (meaning same level of dress without having to purchase new items).
- No alumnae or pending alumnae from an organization may participate in the recruitment process as an active recruiter during the formal recruitment process.
 - This means that they cannot communicate with PNMs during the formal recruitment period, nor can they be active during the party times. However, they may help with ‘behind the scenes work’ but should not be assisting with recruiting PNMs in any capacity.
 - The Wofford College Panhellenic Council will handle these on a case-to-case basis and exercise its judicial discretion over these matters.
 - **Alumnae are representatives of their respective organization, and their organization can receive punishment for their actions during recruitment.**
- PNMs should not leave the houses with any item that came from inside the house because it is considered a gift. If this occurs, it will be subject to infraction.
- Chapters must submit their nights 1, 2, and 3 videos and scripts to Panhellenic Executive Council for approval by Friday, February 2, 2024, at 5pm. Failing to do so may result in a minor infraction.
- Quota for the 2024 Formal Recruitment will be set forth by the National Panhellenic Release Figure Specialist following the Preference Round.

E. Budget

- Each sorority has a \$3,000 budget limit for all recruitment events, including their fall events.
- The Panhellenic VP of Recruitment will provide a template budget to complete as you purchase items for Recruitment. Items purchased for each event must be entered into the database at least 1 hour prior to the start of the event.
- If reusing items from a prior year, it must still be reported but at half price. Place a star (*) beside it in the spreadsheet.
- Anything over budget or not documented will result in an infraction determined by the Panhellenic Executive Council.

F. Infractions

These infractions apply to the informal and formal recruitment periods. We, the members of Wofford College Panhellenic Association, will uphold the rules and regulations put into place for Spring 2024. If we do not abide by the set rules above, we understand the penalties as laid out below:

- Major Infractions
 - Examples of major recruitment Infractions include, but are not limited to (at the discretion of Panhellenic Council):
 - Bid promising (defined under Section II. A.)
 - Telling women about COBs (continuous opening bidding) and snap bids
 - Including alcohol in the recruitment process (i.e., giving alcohol to PNMs).
 - Utilizing an unaffiliated person in the recruitment process as a method of communicating with a PNM or recruiting on behalf of the organization.
 - Discussing the recruitment process with PNMs or giving “advice” on the recruitment process, as it relates to bid promising.
 - Visiting potential new members in private outside of the sponsored recruitment events
 - Contacting Gamma Chis for information about PNMs during the formal recruitment period
 - Gamma Chis giving information to members of any organization about any PNM.
 - Penalties for major infractions:
 - \$150 fine for Bid Promising
 - \$150 fine per other major infraction
 - Educational Program for each major infraction
 - Community Service, **in addition to monetary fines and educational program**, when the chapter receives a total of two or more infractions.
 - More than five infractions will result in a penalty decided by the Panhellenic Executive Board
- Minor Infractions
 - Examples of minor infractions include, but are not limited to (at the discretion of Panhellenic Council):
 - Going over allotted time for two or more presentation/parties/promo events (counts as one minor infraction)
 - Giving any “gift” to a potential member
 - Having a third party for “gifts” or messages during any part of the recruitment process
 - Penalties for minor infractions:
 - \$25 fine per infraction, as well as Educational Program.

If an individual member, alum, and/or whole chapter are found in violation of any rule within the Recruitment Manual, the chapter will be up for either a major or minor infraction. **To document an infraction, please report with evidence to your Chapter President and they will report it to the Panhellenic Judicial Board. PNMs and Chapter Presidents may email the Judicial Chair, Katie Sullivan, at panhellenic.judicial@gmail.com with infractions. See the Panhellenic Advisor for questions.**