

**WOFFORD COLLEGE
PANHELLENIC ASSOCIATION
Recruitment Manual
Spring 2023**

Feb 16-19

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

General Recruitment Information

Formal Recruitment for the Spring of 2023 will take place from **February 16, 2023 through February 18, 2023** with bid day celebrations happening on February 19, 2023.

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. Strict silence will begin after the last party on Saturday, February 18, 2023 and last until bid distribution on Sunday, February 19, 2023. 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.

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.

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 PNMs' 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 Policies 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, 2022 through Sunday, February 12th, 2023. 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), 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.
 - Rules apply for virtual communication (ie: zoom calls)
- No offering to or accepting rides from a PNM unless the sorority woman or PNM is in an unsafe situation, or if members of the same sports team/outside club/organization is meeting for related purposes. Additional exceptions to this rule are as followed:
 - Rides to and from religious events are permitted. However, there can be no stops (ie: 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 PNM's in the case of a **medical emergency**.
 - Examples: over the counter medications, bandaids, etc.
 - Only during campus wide philanthropy events can there be items given out; For recruitment related events items such as food, candy and cards need to be approved.
- 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. 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 and a step-sister.
 - 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 dorm rooms/apartments are allowed.
 - 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.
 - However, biological sisters do count in the 3 to 1 limit.

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, December 4, 2022 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, captions, posts 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 with regard to 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. Additional Rules for each Chapter

- Each sorority may practice a total of **20 hours in the fall and 14 hours in the spring**. No summer workshops completed until August 29, 2022 (Upperclassmen move-in weekend).
 - Interim workshops count toward fall hours.
 - If recruitment is being practiced, it counts toward hours.
 - 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.
- 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.
- Exemptions to the above rule:
 - Weekend tailgates at the houses, 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.
 - These events CANNOT be held during Interim or within the first two weeks of spring semester.
- A factual, current, financial expense sheet 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.

- Quota for the 2023 Formal Recruitment will be set forth by the National Panhellenic Release Figure Specialist.
- 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.

Section III. Wofford College Panhellenic Formal Recruitment Rules

These rules apply during the dates of formal recruitment, February 16th-19th, 2023. Formal recruitment rules begin at 12am on Monday, February 13, 2023 and end with bid distribution. Hi-Bye will begin on February 13, 2023 and will last until the start of strict silence that begins after the last formal recruitment party. No meals between PNMs and sorority women are allowed during the Hi-Bye period. Any verbal or written communication via text, call, email, or social media is not permitted unless one of the below exceptions applies.

Interactions with PNMs outside of Recruitment Parties

- There should not be a go-between (roommate, non-affiliated friend, teammate, or boyfriend/partner) to relay any messages (calls, emails, IMs, texts, notes).
- No visiting a PNM in a residence hall room.
 - 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:
 - Sorority women living in Carlisle or a sophomore living in a junior dorm with sorority women.
 - Classes-- meaning if you are in a group and must communicate with a PNM outside of the classroom. Letting PNMs borrow class material is ok, if you get the material back. Meeting with a PNM for class is ok, only if you 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.)
 - Sports teammates
 - Resident Assistants.
 - **If anyone has specific questions regarding Panhellenic Recruitment they must send them to their Recruitment Chair or Panhellenic Advisor.**

******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.***

- 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 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).
- Sorority women should not discuss ANY aspect of sorority life or recruitment with PNMs outside of formal recruitment parties.

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.
- 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/Greek Life during formal recruitment. Encourage residents to direct questions to Gamma Chi or Panhellenic.

B. Social Media

1. 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.
 - This also means that a sorority woman cannot post a photo on social media of or with a PNM, and a PNM cannot post a photo on social media of or with sorority women.
 - "Liking" posts on Instagram is permitted
2. 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.)
3. **Report** any posts that might seem insulting to another sorority.

C. Alcohol

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

D. Round Specifics

- First Round: Open House -- *Time: 30 Minutes, 15 Minutes in between.*
 - 2-3 minute speech from President or Recruitment Chair
 - 3-5 minute video
 - Speech and video should be centered on the generalities of the Greek

community and how being a part of the whole Greek community is beneficial.

- Both speech and video will showcase each specific chapter by group and individual involvement/accomplishments on campus.
- Speech and video will be given to Panhellenic Advisor to review before Open House begins.
- Open House is a time to showcase Greek 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 3, 2023 at 5pm. Failing to do so may result in a minor infraction.
- According to the National Panhellenic Conference Manual of Information 2019, “no favors, gifts or letters may be given to potential new members by the sorority and/or individual members” (Section: College Panhellenic Membership Recruitment, Subsection: Recruitment Policies, Rules and Guidelines, pg. 102) at any point during either the informal or formal recruitment process.

E. 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 2023. 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 men or alcohol in the recruitment process
 - Ie: giving alcohol to PNMS.
 - 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
 - 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, Anna Merkle, at panhellenic.judicial@gmail.com with infractions. See the Panhellenic Advisor for questions.