

**Kennesaw State University**  
**College Panhellenic Council**  
**Recruitment Code of Ethics**

We, the members of Panhellenic women's sororities at Kennesaw State University, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic Council 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 Kennesaw State University 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 Council, each inter/national organization and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of Panhellenic sorority women.
- Recognize friendly relations with all collegiate women, both sorority 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 Panhellenic sorority 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 Panhellenic women's sorority community.
- Refrain from limiting a potential new members chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Kennesaw State University also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Kennesaw State University College Panhellenic Council.
- Abide by all local and federal laws and NPC inter/national member organization 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 Kennesaw State University, these are the tenets by which we strive to live.

Date adopted: \_\_\_March 31 2016\_\_\_

Date Updated: \_\_\_\_\_

**Kennesaw State University**  
**College Panhellenic Council**  
**Recruitment Rules**

**I. Statement of Positive Panhellenic Contact**

We, the Panhellenic women of Kennesaw State University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at [time of MRABA signing TBD] and last until bid distribution [time of Bid Day TBD]. 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 message and electronic communication or communicating through a third party. If potential new members live in a residence hall with Panhellenic sorority members, only casual greetings and contact are permitted.

**II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations represented at Kennesaw State University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

**III. Statement of Values-Based Recruitment**

All NPC member organizations represented at Kennesaw State University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Kennesaw State University Panhellenic recruitment events do not include skits, elaborate decorations and costumes. We adhere to a Values-Based Recruitment as defined by the National Panhellenic Conference, in the Manual of Information (page 91).

**IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The Kennesaw State University College Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a Panhellenic sorority, whether during Primary or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

**V. Statement of Automatic Reset of Total**

Total is the allowable chapter size as determined by the Panhellenic Executive Council. To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted to average or median whichever is higher every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by the Panhellenic Council.

**Kennesaw State University**  
**Panhellenic Council**  
**Recruitment Rules Addendum**

In accordance with the National Panhellenic Manual of Information we will continuously make changes to Kennesaw State University Sorority recruitment that will allow our sorority chapters and potential new members to focus more on the values of Panhellenic sorority life and eliminate excessive decorations and unnecessary practices.

Kennesaw State University College Panhellenic Council Primary Recruitment Rules and Regulations and Code of Ethics are effective year-round, unless otherwise stated within the document.

**I. Potential New Members**

- A. A potential new member (PNM) is defined as any student who is not a member of a social fraternity or sorority at Kennesaw State University until the student receives a bid/invitation to membership.
- B. A potential new member must be a regularly enrolled student taking a minimum of nine credit hours at Kennesaw State University. No one who is on disciplinary or academic probation with Kennesaw State University may go through the recruitment process.
- C. The Panhellenic Advisor will be responsible for checking the enrollment hours and GPAs of all potential new members prior to Orientation Night. Per the Department of Fraternity and Sorority Life's academic policy, all potential new members must have a minimum 2.5 grade point average. This is calculated on the most recent grade point average of the potential new member, i.e. if the individual most recently graduated from high school. That GPA will be used; however, if the person has taken any college credit (even as low as 3 hours), that will be utilized. Any college credit will be factored as the adjusted cumulative GPA.
  1. As of 2020, the Department of Fraternity and Sorority Life will begin releasing/confirming both the high school and college GPA of the potential new member. However, the above requirements will still be used to consider eligibility – i.e. if a potential new member has a 2.4 college GPA of any kind, but has a 4.0 GPA from high school, she will be ineligible to participate in recruitment (while this person would not be confirmed as a potential new member and the chapters would not receive the information, if a chapter were to be made aware of this, no appeals would be made).

**II. Pre-Recruitment**

- A. Planning
  1. The primary Fall recruitment dates, application deadlines, fees, and late deadlines will be set at the discretion of the Panhellenic Executive Council.
- B. Summer/Fall Registered Student Organization (RSO) & Fraternity & Sorority Life Events
  1. *KSU CPC's responsibilities during Summer/Fall Student Organization & Fraternity & Sorority Life Events*
    - a) It is Panhellenic Council's primary job to promote recruitment to potential new members.
- C. Marketing
  1. From the last day of Spring Semester through Bid Day activities there should be no individual chapter advertising such as/but not limited to welcome back banners, buttons, promotional cards, sidewalk chalking, car decorating, step routines, singing, skits, chanting etc.

2. Sister testimonials are allowed as long as they are in compliance with the Recruitment Code of Ethics.
3. Due to the ever-changing settings of social media platforms, the following circumstances will be finable without any exceptions beginning when registration opens:
  - a) All social media cover photos, profile pictures, Instagram photos, etc. that include council officers and recruitment counselors must either be archived, deleted on behalf of the chapter.
  - b) The Vice President for Standards on the Panhellenic Executive Council will help to monitor online communication and media, in addition to all other Panhellenic Recruitment Rules as specified herein.
  - c) All members of the Panhellenic community are prohibited from posting pictures on Social Media with Potential New Members after the start of orientation.

**D. Communication & Contact**

1. Panhellenic sorority women must uphold the spirit of the Code of Ethics in their actions and words year-round, not just during primary Recruitment. This includes speaking negatively about another sorority woman and making comparisons between chapters.
2. Positive Panhellenic contact must be used when speaking to PNM's at all times. This will be limited to friendly brief conversations and public greetings. Specific questions regarding Panhellenic sorority recruitment should be directed toward a Recruitment Counselor or Panhellenic Executive Council members.
3. There shall be minimal contact between a Panhellenic sorority woman and a PNM. There should be no discussion of an individual chapter taking part in Panhellenic recruitment, unless encouraging a PNM to go through the recruitment process. This includes relationships such as roommates, close/best friends, family members, etc.
4. No Panhellenic sorority member will buy anything for a potential new member, and no PNM will buy anything for a sorority member.
5. There will be no mention of bids, written or oral, by a member or alumnae of a Panhellenic sorority on behalf of themselves or the organization. This will include anything a PNM might interpret as a promise of a bid. This rule will be in effect all year.
6. No chapter will host a PR day starting last day of spring semester finals, until after Bid Day is complete.

**III. Primary Recruitment**

**A. Member & PNM Expectations**

1. The Panhellenic Recruitment time frame consists of the start of orientation night at 4:00pm to the day immediately following bid day at 12:00 am.
2. Only active, initiated members of the sorority who have paid Panhellenic dues/fines, and those who are regularly enrolled students with the minimum amount of credit hours required for each organization at Kennesaw State University may participate during the Primary recruitment period.
3. Non-members are not permitted to assist or enter without explicit permission.
4. Beginning the night of orientation, no sorority woman shall attend any IFC event, registered or unregistered until 24 hours after the completion of Bid Day activities. Failure to comply will result in a Judicial hearing.
5. During Primary recruitment, no PNM should be encouraged to drop out of Panhellenic recruitment or to release a certain chapter by any sorority woman. As well, no sorority woman shall persuade a PNM after Primary

recruitment to terminate her association with a current chapter in favor of another.

6. No Sorority woman shall persuade a PNM after Primary recruitment to terminate her association with a current chapter in favor of another.
7. Alumnae/or collegiate members of other chapters, including chapter advisors may be present during the recruitment events. They may not recruit a potential new member in any way or be left alone with a potential new member. They may assist with clean up. Lists of these participants must be provided to the Panhellenic Advisor by the deadline stated at the Roundtable Meeting.
8. Chapter Members are not allowed to follow, message, comment, or like any post on a PNM social media profile after the start of orientation until bids are distributed.
9. Chapter Members are not permitted to post pictures with a PNM after the start of orientation until the distribution of bids, on any social media platform (Instagram, twitter, snapchat, etc.)
10. Chapter Members are not allowed to have a public picture of a recruitment counselor or council member after registration opens. The chapters are responsible for checking with individual members. Panhellenic will monitor chapter pages.
11. Chapters shall not consume alcoholic beverages during the week of primary recruitment until 24 hours after the opening of bids.
12. PNM's must attend all scheduled events for all organizations in all rounds. In case of illness or emergency, the PNM will be excused from the event only after the President, Vice President of Recruitment, and/or Panhellenic Advisor have approved her excuse. The Vice President of Recruitment or the Director of Logistics is responsible for notifying each chapter of her absence.
13. Sorority members shall not promise a Potential New Member (PNM), verbally or written, a bid for their organization prior to the issuing of bids on Bid Day. Promising of bids consists of "We" in place of "I" in reference to an entire chapter or making references to future interactions.

B. Panhellenic Orientation

1. The Department of Fraternity and Sorority Life, Panhellenic Executive Council, Panhellenic Advisor, Recruitment Counselors and Chapter Presidents may be present during the Orientation. There are to be no other sisters other than the aforementioned at Orientation.
2. Parents will be provided with their own orientation and will not be permitted to attend the- Panhellenic Orientation provided for PNM's-

C. All Rounds - All Events

1. Timing & Attendance
  - a) Panhellenic Executive Council will require chapter members to report to their space 30 minutes prior to the start of the first party of the day until 30 minutes after the chapters last party of the day. During this time Sorority members will not be permitted leave their individual recruitment rooms, unless they have received permission from a Panhellenic Executive Council Member or Panhellenic advisor.
  - b) Prior to the start of each round of recruitment the Vice President of Recruitment, Vice President of Standards, President, Director of Operations, and the Fraternity Sorority Life Staff will check the event rooms of each chapter to ensure compliance with all recruitment rules.
  - c) Chapter members may leave the chapter room during any recruitment breaks to use the restroom. They may not leave their

chapter room during events except in the event of an emergency or to use the restroom.

- d) Panhellenic Executive Council, Directors, and Recruitment Counselors will use index cards to help chapters with the order of PNM's. Recruitment Counselors and door holders will clarify the process of each room to the PNMS prior to entrance.

2. Attire

- a) Each Sorority shall be prohibited from purchasing identical matching outfits (with the exception of philanthropy shirts) and/or accessories during Primary Recruitment; NO style numbers, NO brand specific clothing. Jewelry and footwear are up to the chapter's/individual's discretion but should also not be matching in any way other than color.

3. Decor

- a) Room plans will be submitted to the Panhellenic Advisor, Panhellenic Vice President of Recruitment, and Director of Operations to ensure these events continue to be "no frills."
- b) Composites/pictures are allowed in rooms; however, each chapter needs to cover the entire face/hair of a Recruitment Counselor, Director, or Panhellenic Executive Council Member from their respective chapters.
- c) All chapters are subjected to periodic room checks/visits by Panhellenic Executive Council, Directors, or Fraternity Sorority Life Staff Members to ensure full compliance of recruitment rules. If prohibited items are found the items will be removed by Panhellenic Executive Council and the chapter may receive an infraction at the discretion of the Panhellenic Advisor and Vice President of Standards.

4. Refreshments

- a) No food, candy, and drinks shall be served to PNM's except when provided by the College Panhellenic Council (With the exception of a PNM becoming extremely ill during a party).

D. Philanthropy Events (Round 1)

*For this event chapters should feel free to share their philanthropy and values.*

1. In-Person Philanthropy events will be 40 minutes.
2. Any item used during the previous year's recruitment must be counted in the total by declaring a value of said item.
3. The attire will be a philanthropy t-shirt, jersey, or stitched letters. A philanthropy t-shirt is defined as a shirt that resembles the chapters national or local philanthropy.

E. Sisterhood Events (Round 2)

*For this event chapters shall display their chapter facts and give basic information about their chapter and National Organization. They can provide local and national traditions, facts and history. At the end of this event PNMs should leave with a general understanding of your organization/chapter and the Panhellenic community. In addition, PNMs should leave with a glance into the bonds of sisterhood. Chapters should spend a significant amount of time talking about how sisterhood is incorporated and important to joining a sorority.*

1. In Person Sisterhood Events will be 40 minutes
2. Sisterhood events are by invitation only.
3. A potential new member may attend no more than five Sisterhood Events
4. All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members prior to extending a bid. The College Panhellenic will specify the round of recruitment in which the financial information will be shared if fully

structured recruitment is utilized. See the NPC website for implementation guidelines.

F. Preference Events (Round 3)

*For this event chapters should provide a more intimate setting or conversation and show the closeness of the chapter dynamics. PNMs should leave with a sense of how it would feel to be a part of your chapter.*

1. In Person Preference events will be 45 minutes.
2. Preference events are by invitation only.
3. Potential new members may attend no more than two preference events. After a potential new member's final preference event, she will return to a designated place where she will sign a Membership Recruitment Acceptance Binding Agreement, if she so chooses.
4. Every PNM who is invited back to a chapter's preference event must be on that sorority's bid list. Extenuating circumstances will be handled at the discretion of the Panhellenic advisor, the Panhellenic Vice President of Recruitment and the chapters, to which she has been invited.

G. Finances

1. Total recruitment chapter budget is \$1500 and must be allocated as follows:
  - a) \$500 for Philanthropy Night
  - b) \$1000 for additional event expenses
2. Chapter budget does not include the one set of wooden letters that are allowed each day.
3. Chapters must pay for their own pipe and drape, tables, and chairs. The cost will be outside of the \$1500 budget, but must be approved by the Panhellenic Executive Council BEFORE purchasing. No extravagant items, i.e. different pipe and drape colors per night, expensive chairs, etc. can be purchased due to the lack of price limit.
4. Each sorority must turn in the itemized expenditure list provided by the Panhellenic executive Council. This list must include items purchased and their value. Receipts must be available for inspection by the Panhellenic Executive Council (if necessary).
5. Any items in rooms must be included on the chapter expenditure form, approved by the Panhellenic Executive Council and the amount must be reflected in your overall recruitment budget. Chapters must turn in the itemized expenditure form no later than the date established at the Roundtable Meeting.
6. Previously owned items are accounted for in the budget.

H. Recruitment Management Software

1. The Fraternity and Sorority Life (FSL) Staff, the Panhellenic Vice President of Recruitment, and the Director of Logistics will be the only individuals responsible for managing the software during Primary Recruitment.
2. Chapters are responsible for submitting chapter invite/release lists after each Round. The deadline for submitting lists will be set by the Panhellenic Advisor and announced at the Recruitment Roundtable. Chapters who fail to submit lists on time will be fined. The fine structure is as follows:
  - a) 5-15 minutes late = \$50.00 fine
  - b) 16-31 minutes late = \$75.00 fine
  - c) 32-60 minutes late = \$100.00 fine.
  - d) Anything later than 1 hour will be assigned a fine up to but no higher than \$250.00

**IV. Bid Day**

- A. Each sorority's advisor must turn in its bid cards to the Panhellenic Advisor or the Panhellenic Executive Council at an agreed upon time, in a solid white lined A7 envelope, with PNM names and PNM numbers written in alphabetical order.

- B. Bid Day Celebration locations must be submitted to the Panhellenic Advisor by the deadline, two weeks prior to the start of orientation. All bid day locations should be ADA compliant.
- C. Alterations to all recruitment t-shirts are to be monitored by each chapter. Shirts must remain appropriate and shirt design/graphic cannot be cut or altered (must remain fully intact). All alterations must be in accordance with the sexual misconduct policy, which can be found here:  
<https://www.usg.edu/policymanual/section6/C2655/>

**V. COB - Continuous Open Bidding/Informal Recruitment**

- A. Sororities may hold informal recruitment events beginning Primary Bid Day and ending the last day of exams for spring semester, providing that total has not been exceeded.
- B. Any chapter that has vacancies may fill them at any point throughout the year.

**VI. Summer Recruitment**

- A. There will be no pre recruitment parties, Primary or informal. No members will be taken in from the last day of spring semester exams through the first day of Primary recruitment.

**VII. Role of Panhellenic Council**

A. Recruitment Counselors (Pi Chi)

1. Recruitment Counselors will participate in an interview process. The Panhellenic Executive Council will announce the deadline for applications and selection.
2. A Recruitment Counselor must have participated in at least one Primary recruitment period as an active chapter member.
3. Panhellenic Executive Council, Directors and Recruitment Counselors will disassociate from their respective chapters 30 days prior to Bid Day. After this time, Recruitment Counselors will make no contact with their respective sororities.
4. A Recruitment Counselor may never imply membership in her or any sorority to a PNM until bids are issued, if they do they will immediately be released as a Recruitment Counselor .
5. All Recruitment Counselors must put all their social media accounts on private before recruitment opens. This will be monitored by the Vice President of Standards.
6. Recruitment Counselors will be required to attend Orientation Fairs and summer events with the Panhellenic Executive Council to meet PNMs and publicize Recruitment.
7. Recruitment Counselors cannot go into the rooms during Recruitment.
8. Panhellenic Executive Council and Recruitment Counselors will not be permitted to hold their own chapter doors for parties throughout Recruitment.
9. A Recruitment Counselor will relay no information concerning a PNM to any sorority or fraternity member or non-Greek. Failure to comply will result in disciplinary action including removal at the discretion of the Panhellenic Vice President of Recruitment Counselors, Standards President, and Panhellenic Advisor. Depending on the time of removal the chapter may be required to fill the vacancy of that Recruitment Counselor.
10. If at any time a Recruitment Counselor is not fulfilling her duties based on the recruitment counselor contract, or breaks a recruitment rule, the Panhellenic President or Vice President of Recruitment Counselors will ask her to step down and no longer participate for the remainder of the current recruitment period. If the Recruitment Counselor is removed during or



briefly before recruitment, the Panhellenic Council will fill the opening. The chapter she is affiliated with will receive a \$50 fine.

11. If a Recruitment Counselor is asked to step down the Recruitment Counselor would return to sister status immediately and assume the same rules and regulations as provided for all active chapter members. Sanctions to be set by the Vice President of Standards, as well as, the chapter the Recruitment Counselor will return to.

## VIII. Infractions

### A. Recruitment Infraction Penalties and Procedures

The Kennesaw State University College Panhellenic Council will follow all guidelines for infractions as set forth in the *NPC Manual of Information* in the "Judicial Procedures" section.

THE UNANIMOUS AGREEMENTS OF THE NATIONAL PANHELLENIC COUNCIL CONTAINED IN THE MOST RECENT COPY OF THE MANUAL OF INFORMATION (MOI) SHALL BE UPHELD BY EACH CHAPTER AND ITS INDIVIDUAL CHAPTER MEMBERS, THE PANHELLENIC COUNCIL EXECUTIVE BOARD AND RECRUITMENT COUNSELORS.

ALL CHAPTERS ARE GIVEN A COPY OF THESE RULES VIA ELECTRONIC MAIL TO THE RECRUITMENT CHAIRS, PRESIDENTS, AND ADVISORS. IT IS THE RESPONSIBILITY OF THE CHAPTER TO INFORM AND ENFORCE THESE RULES AMONG ITS MEMBERS AND ALUMNAE.

ALL CHAPTERS WILL BE HELD ACCOUNTABLE FOR THESE RULES, THE PANHELLENIC BYLAWS, THE RECRUITMENT CODE OF ETHICS, THE KSU CODE OF CONDUCT, AND THE NATIONAL PANHELLENIC CONFERENCE MOI.

### B. Recruitment Infractions

*Failure to follow any of these will result in an infraction against the sorority. CPC will provide proof of infraction and show it to chapters before imposing the fine or sanction. Sanctions, including but not limited to fines and education, will be determined in mediation or judicial proceedings at the discretion of the Judicial Board including but not limited to the following "Fines and sanctions" section below:*

### C. Fines and sanctions:

1. If a sorority woman messages, comments, likes, or follows any PNM or post on a PNM social media profile after the start of orientation till the distribution of bids, her chapter is subject to a \$50 fine per infraction.
2. Chapter members who are found drinking during recruitment must pay a \$100 fine.
3. If a chapter member posts a picture with a PNM after the start of orientation till the distribution of bids, on any social media platform (Instagram, twitter, snapchat, etc.) the chapter is subject to a \$50 fine per photo.
4. If a chapter woman has a public picture of a recruitment counselor or council member after registration opens, her chapter is subject to a \$25 fine per picture.
5. Failure to release PNM's from chapter rooms in the specified time frame will result in a \$20 fine per each 15 seconds late.
6. Failure to return to your designated chapter room in the specified time frame will result in a \$20 fine per each 15 seconds late.
7. Any/all fines accumulated between the opening of registration and bid day must be paid two weeks after bid day.
8. Checks are payable to Kennesaw State University Panhellenic Executive Council and must come from the chapter; no individual checks will be accepted. All checks must be delivered to a person in the Fraternity Sorority Life Office or directly to the Vice President of Administration.

**IX. Appendix A: Room Item List**

**ABSOLUTELY NO WAX CANDLES ARE ALLOWED AT ANY POINT**

A. Philanthropy Night

1. **Permitted Items:**

- a) KSU provided furniture and technology that should not be moved from its original position
- b) Tables and chairs: Whatever you feel is necessary as long as within fire code
- c) Tablecloths (1 per table – solid colors only)
- d) Pipe and drape is allowed if needed.
- e) Decor
  - (1) 1 set of wooden letters
  - (2) 1 composite

B. Sisterhood Night

1. **Permitted Items:**

- a) KSU provided furniture and technology that should not be moved from its original position
- b) Tables and chairs: Whatever you feel is necessary as long as within fire code
- c) Tablecloths (1 per table – solid colors only)
- d) Pipe and drape is allowed if needed
- e) Decor:
  - (1) 1 set of wooden letters
  - (2) 1 composite

C. Preference Night

1. **Permitted Items:**

- a) KSU provided furniture that should not be moved from its original position
- b) Tables & chairs: Unlimited as long as it remains within fire code
- c) Tablecloths (1 per table – solid colors only)
- d) Pipe and drape
- e) Decor
  - (1) 1 set of wooden letters
  - (2) 1 composite
  - (3) Special Items for Preference only, such as flowers (must be approved).
- f) Logistics
  - (1) Additional lighting can be used pending approval.

D. Clean Up Policy

- 1. Chapters are required to clean and restore each recruitment space used within two hours of the completion of the final preference ceremony. The room must return to its original state, if not the chapter will receive a \$50 fine.