

RECRUITMENT CODE OF ETHICS OF KENNESAW STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

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 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.

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: June 13, 2023

RECRUITMENT RULES OF KENNESAW STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

I. Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience

We, the College Panhellenic members, will actively promote the overall sorority experience to potential new members, at all times, year-round, through personal and informative Panhellenic-spirited contact. We will do this through all forms of communication.

Positive Panhellenic contact and promotion of the sorority experience does not mean creating an unfair advantage for a particular chapter. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts, cover up their association, or be penalized for talking about their association.

II. Strict Silence

Strict silence will begin at the end of the final preference event and last until bid distribution. No sorority member, including alumnae and new members, may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is restricted. Strict silence is defined as oral, nonverbal, written, printed, text message, and electronic communication or communicating through a third party about the recruitment process.

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

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

IV. Statement of Values-Based Recruitment

All NPC member organizations represented at Kennesaw State University will engage in the following practices that align with the Values-Based Recruitment policy during membership recruitment:

- 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.

V. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

1. The College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

VI. Statement of Automatic Reset of Total

1. Total is the allowable chapter size as determined by College Panhellenic.
2. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total is determined and announced following bid matching and before the start of bid distribution. In the academic term(s) in which primary recruitment does not take place, the revised total must be determined and then announced within 24 hours of the start of the academic term. For fall primary recruiting campuses, total cannot be set to less than 95% of the total that resulted from the adjustment in the most recent academic term in which primary recruitment was held.
3. Total will be adjusted by average or median chapter size (whichever is larger).
4. All rosters reflecting returning chapter members must be turned in electronically, with each current active member listed, and is due to Panhellenic President and Fraternity & Sorority Life Office no later than August 1st at 12 PM. The rosters **MUST** be as accurate as possible when they are turned in to the Panhellenic Advisor.

VII. Recruitment Finances

1. Total recruitment chapter budget is \$1000 and must be allocated as follows:
 1. \$500 for Preference Night
 2. \$500 for additional event expenses
2. Chapter budget does not include the one set of wooden letters and composite that are allowed each day.
3. Chapters must pay for their own pipe and drape, tablecloths, tables, and chairs. The cost will be outside of the \$1000 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 outside of exceptions are accounted for in the \$1,000 budget.

VIII. Social Media

- A.** Any Primary Recruitment-related posts, including captions, should promote the values of the CPC community as a whole. No self-promotion and messaging must solely promote the CPC community as a whole (e.g. #GoGreek #GoPanhellenic #CPClove).
- B.** All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/ national organizations, and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters, and/or organizations in the content or forms of communication to promote the sorority experience.
- C.** Due to the ever-changing settings of social media platforms, the following circumstances will be finable without any exceptions beginning when disaffiliation begins:
 - 1.** All social media cover photos, profile pictures, Instagram photos, etc. that include council officers and recruitment counselors must either be archived, or deleted on behalf of the chapter.
 - 2.** 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.
 - 1.** All members of the Panhellenic community are prohibited from posting pictures on Social Media with Potential New Members after the start of orientation.

IX. Primary Recruitment Schedule and Logistics

A. Timing & Attendance

- 1.** The 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 chapter's last party of the day. During this time Sorority members will not be permitted to leave their individual recruitment rooms unless they have received permission from a Panhellenic Executive Council Member or Panhellenic advisor.
- 2.** 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.
- 3.** 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.

4. Entrance and exit activities for recruitment events will focus on welcoming the PNMs and upholding Panhellenic values. By eliminating skits and other staged performances, the chance of performances that do not portray the values of the organization, chapter, and NPC as a whole is removed.
 - i. There shall be no banging on walls or furniture while PNMs wait to enter the chapter room.
 - ii. Songs and music used for entrance and exits should support the NPC Unanimous Agreements and uphold the Panhellenic Recruitment Code of Ethics. Any selections used for PNM entrance and exits must be presented in lyrical form to be approved by Panhellenic no later than date established at the discretion of Panhellenic.
 - iii. Door stacks will not be permitted.

B. Attire

1. Each Sorority shall be prohibited from purchasing identical matching outfits (with the exception of philanthropy round 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. By eliminating costuming and matching outfits, the financial burden for individual members is less.

C. Decor

1. 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."
2. 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.
3. 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.

D. Refreshments

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

E. 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.

Round 1: Open House/Philanthropy

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. Chapters should also share their national philanthropy and values.

- a. In-Person Philanthropy events will be timed based on the primary recruitment schedule given prior to the start of recruitment by CPC. The round is estimated to last 30 minutes
- b. All chapters will share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during this round prior to extending a bid.
- c. 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.
- d. A Philanthropy video will be allowed but not required.
 - i. All videos must be sent to CPC for review by July 25th. The video must come from your national headquarters or National Philanthropy organization. If your HQ does not have one for you please reach out to CPC. Videos must not exceed six minutes in length.
- e. A potential new member will attend each event.
- f. **Permitted Items:**
 1. KSU provided furniture and technology that should not be moved from its original position
 2. Tables and chairs: Whatever you feel is necessary as long as within fire code
 3. Tablecloths (1 per table – solid colors only)
 4. Pipe and drape is allowed if needed.
 5. Speakers/Sound System (must be approved by CPC)
 6. Décor
 - a. 1 set of wooden letters
 - b. 1 composite

Round 2: Sisterhood

For this event 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.

- a. In-Person, Sisterhood Events will be timed based on the primary recruitment schedule given prior to the start of recruitment by CPC. The round is estimated to last 40 minutes.
- b. Sisterhood Events are by invitation only.
- c. A potential new member may attend no more than Five Sisterhood Events

d. Permitted Items:

1. KSU provided furniture and technology that should not be moved from its original position
2. Tables and chairs: Whatever you feel is necessary as long as within fire code
3. Tablecloths (1 per table – solid colors only)
4. Pipe and drape is allowed if needed
5. Speakers/Sound System (must be approved by CPC)
6. Décor:
 1. 1 set of wooden letters
 2. 1 composite

Round 3: Preference

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

- a. In Person Preference events will be timed based on the primary recruitment schedule given prior to the start of recruitment by CPC. The round is estimated to last 50 minutes.
- b. Preference events are by invitation only.
- c. 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.
- d. Every PNM who is invited back to a chapter's preference event must be on that sorority's bid list.

e. Permitted Items:

1. KSU provided furniture that should not be moved from its original position
2. Tables & chairs: Unlimited as long as it remains within fire code
3. Tablecloths (1 per table – solid colors only)
4. Pipe and drape
5. Speakers/Sound System (must be approved by CPC)
6. Décor
 - a. 1 set of wooden letters
 - b. 1 composite
 - c. Special Items listed specifically in Preference Ceremony Guide only, such as flowers (must be approved and provided documentation when requested).
7. Logistics
 - a. Additional lighting can be used pending approval.

BID DAY

1. Each sorority must turn in its bid cards to the Panhellenic Advisor or the Panhellenic Executive Council at an agreed-upon time, with PNM names and PNM numbers written in alphabetical order.

2. Bid Day Celebration locations must be submitted to the Panhellenic Advisor and the Panhellenic Vice President of Recruitment by the deadline, two weeks prior to the start of orientation. All bid day locations should be ADA-compliant.
3. 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/>

X. Recruitment Counselors

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 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.

11. 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.
12. 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.

XI. Alumnae Involvement

1. Attendance of alumnae at Primary Recruitment Events is limited to ten alumna per day.
 - a. Alumnae may only serve in a behind-the-scenes capacity.
 - b. Visiting professionals and volunteers from National/International Headquarters may visit other chapters as scheduled by OFSL during Primary Recruitment.
 - c. Advisors are not included in the ten alumni quota.

XII. Fineable Violations & Fines Assessed

CPC shall only issue fines for violations outlined below. All infractions, including fines, may be appealed to CPC through the judicial process. Non-Monetary sanctions will be at the discretion of the Vice President of Standards and Panhellenic Judicial Board.

1. Any/all fines accumulated between the opening of registration and bid day must be paid two weeks after bid day.
2. 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 within two weeks of final decision.

Violation	When Applicable	Amount	Assessed
If a sorority woman messages, comments, likes, or follows any PNM or posts on a PNM social media profile	After the start of orientation until the end of bid distribution.	\$50	Per Violation.
Chapter members who are found drinking during recruitment	After the start of orientation until 24 hours following bid distribution.	\$100	Per Violation.
If a chapter member posts a picture with a PNM on any social media platform (Instagram, twitter, snapchat, etc.)	After the start of orientation until the end of bid distribution.	\$50	Per Photo.
If a chapter woman has a public picture of a recruitment counselor or council member, her chapter is subject to a \$25 fine per picture per day after notification.	After the beginning of disaffiliation until the end of bid distribution.	\$25	Per picture per 24 hours after notification of infraction.
Failure to release PNMs from chapter rooms in the specified time frame	At the end of each party during primary recruitment.	\$20	Per each 15 seconds late.
Failure to return to your designated chapter room in the specified time frame	At the beginning and end of each party during primary recruitment.	\$20	Per each 15 seconds late.
Presence of Frills as outlined in the MOI	Per Round	\$100	Per Frill.
Chapters are required to clean and restore each recruitment space used, the room must return to its original state.	Within two hours of the completion of the final preference ceremony.	\$100 fine	Per Violation.

Chapters who fail to submit lists on time will be fined.	5-15 minutes late	\$50.00	Per Round.
	16-31 minutes late	\$75.00	
	32-60 minutes late	\$100.00	
	Anything later than 1 hour will be assigned a fine up to but no higher than \$250.00	\$250.00	