

*It doesn't matter  
which path you  
take as long as  
you find your  
way home.*

*Sorority Recruitment Manual*

## Contact Information

### Important Numbers:

Lod Cook (Front Desk):	(225) 383-2665
Greek Life:	(225) 578-2171
LSU Police:	(225) 578-3231
Baton Rouge Police:	(225) 389-4801
Campus Information:	(225) 578-3202
LSU Health Center:	(225) 578-6271
University Relations:	(225) 578-9654
Campus Transit:	(225) 578-5555

### Recruitment Team:

24 Hour Emergency/ Recruitment Cell:	(225) 252-9184
Recruitment Infraction Hotline:	(225) 578-5850
Angela Guillory (Advisor):	(225) 278-2509
Teresia Greer (Graduate Assistant):	(225) 578-2171
Kathryn Baker (VP Recruitment Personnel):	(337) 288-9384
Anna Glynn (VP Recruitment):	(985) 789-4877
Kathryn Nick (President):	(504) 376-3800
Emmy Gill (VP Accountability):	(985) 373-6200
Lauren Stump (Secretary):	(337) 396-7248
Alex Stiles (VP Administration):	(410) 919-3817
Stephanie Stanley (D. Recruitment Counselors):	(225) 505-1993
Alicia Zeringue (D. Operations):	(504) 451-6426
Lauren DeRoche (D. Recruitment Publications):	(504) 914-8402
Katie Newcomb (D. Recruitment Registration):	(985) 788-0582
Colleen Flavin (Treasurer):	(337) 794-7758

### Recruitment Halls:

Miller Hall:	334-1134
Herget Hall:	344-5510
McVoy Hall:	334-2226
Blake Hall:	334-3373
Lavilles:	334-2411
Acadian:	334-2277
Evangeline:	334-2645
Highland:	334-2806
Annie Boyd:	334-2072
Pentagon:	334-6012

## Panhellenic Recruitment 2010 Contact Information

### **PHC Advisor**

Angela Guillory  
(225) 278-2509  
[angelagu@lsu.edu](mailto:angelagu@lsu.edu)

### **VP Recruitment**

Anna Glynn  
(985) 789-4877  
[lsuphcrecruitment@gmail.com](mailto:lsuphcrecruitment@gmail.com)

### **VP Recruitment Personnel**

Kathryn Baker  
(337) 288-9384  
[gammachi4life@hotmail.com](mailto:gammachi4life@hotmail.com)

### **Director of Recruitment Counselors**

Stephanie Stanley  
(225) 505-1993  
[sstanl1@tigers.lsu.edu](mailto:sstanl1@tigers.lsu.edu)

### **Director of Recruitment Operations**

Alicia Zeringue  
(504) 451-6426  
[azerin8@tigers.lsu.edu](mailto:azerin8@tigers.lsu.edu)

### **Director of Recruitment Registration**

Katherine Newcomb  
(985) 788-0582  
[knewco1@tigers.lsu.edu](mailto:knewco1@tigers.lsu.edu)

### **Director of Recruitment Publications**

Lauren DeRoche  
(504) 914-8402  
[lderoc2@tigers.lsu.edu](mailto:lderoc2@tigers.lsu.edu)

### **President**

Kathryn Nick  
(504) 376-3800  
[lsuphcpresident@gmail.com](mailto:lsuphcpresident@gmail.com)

### **VP Administration**

Alexandra Stiles  
(410) 919-3817  
[phcvpa@gmail.com](mailto:phcvpa@gmail.com)

### **VP Accountability**

Emily Gill  
(985) 373-6200  
[egill1@tigers.lsu.edu](mailto:egill1@tigers.lsu.edu)

### **Treasurer**

Colleen Flavin  
(337) 764-7758  
[jflavi1@tigers.lsu.edu](mailto:jflavi1@tigers.lsu.edu)

### **Secretary**

Lauren Stump  
(337) 396-7248  
[lstump1@tigers.lsu.edu](mailto:lstump1@tigers.lsu.edu)

### **Greek Life**

Website: <http://greeks.lsu.edu>  
Address: 472 LSU Student Union  
Baton Rouge, LA 70803  
Phone: (225) 578-2171

## Recruitment Advisor Contact Information

<b>Chapter</b>	<b>Recruitment Chair</b>	<b>Phone Number</b>	<b>E-Mail</b>
Chi O	Stephanie Bennett	225.772.9230 (cell) 225.291.8191 (home)	slebennett@gmail.com
	Tara Montgomery	225.573.2303 (cell) 225.927.6121 (home)	tara.madison@keanmiller.com
Tri Delta	Heather Cross	225.278.0050 (cell) 225.778.5777(home)	hcross@d-plaw.com
	Jill Roshto	225.266.9527	jrosh@aol.com
Delta Gamma	Lisa Moore	225.937.2375	lisaann.moore@gmail.com
	Lauren Whitman	504.458.0644	lwhitman12@aol.com
Kappa Alpha Theta	Jennifer Irvin	225.284.7677	jennirvin@gmail.com
Kappa Delta	Kathy Marcel	225.937.2030 (cell) 225.218.9928 (home)	kfmarcel@gmail.com
	Currie Mullins	504.458.6553	curriebohn@cox.net
Kappa Kappa Gamma	Judy Champlin	225.337.6378	judychamplin@yahoo.com
	Lauren Perry	225.772.6697	lperry@alumni.lsu.edu
Phi Mu	Amy Karam	225.939.6767	amykaram@cox.net
	Amanda Stout	225.772.9343 (cell) 225.338.1059 (home)	astout@mcglinchey.com
Pi Beta Phi	Kayce Didier		kayce.didier@teachforamerica.org
	Margot May	225.773.6600	mblmay@mac.com
Zeta Tau Alpha	Lana Truax		LTruax@sfbic.com
	Beverly Choppin		bchoppin@wright-percy.com
	Dianne Rube	706.718.5882	drztalsu@gmail.com

## Recruitment Chairmen Contact Information

<b>Chapter</b>	<b>Recruitment Chair</b>	<b>Phone Number</b>	<b>E-Mail</b>
Chi O	Ashley Carver	225.772.2308	scarve1@tigers.lsu.edu
Tri Delta	Emily Morton	225.202.2047	emorto2@tigers.lsu.edu
Delta Gamma	Rachel Chatham	337.322.2348	rchath1@tigers.lsu.edu
	Katie Cristina	504.256.8699	kcrist1@tigers.lsu.edu
Delta Zeta	Chaylon Brignac	225.806.2657	cbrign5@tigers.lsu.edu
	Shannon Line	281.642.4835	sline1@tigers.lsu.edu
Kappa Alpha Theta	Casey Lambert	985.502.4194	clamb11@tigers.lsu.edu
	Kathryn Saye	318.348.2884	ksaye1@tigers.lsu.edu
Kappa Delta	Grace Dumestre	225.505.8424	gdumes1@tigers.lsu.edu kdepsilonrecruitment@gmail.com
Kappa Kappa Gamma	Louise Thompson	337.515.0537	kkgreruitment@gmail.com
Phi Mu	Lacey Giambelluca	504.975.7514	lgiamb1@lsu.edu
Pi Beta Phi	Rachel Clary	225.328.5775	rclary1@tigers.lsu.edu
Sigma Alpha	Julia Lux		jlux1@tigers.lsu.edu
Zeta Tau Alpha	Lauren Adamson	404.642.6889	deltakappavp3@gmail.com
	Emily Mizell	985.630.4374	emizel1@tigers.lsu.edu

## Operations Team

Beth Nowacki (Phi Mu)  
Jami' Lacour (Delta Gamma)  
Kathleen Adley (Delta Delta Delta)  
Allie Pierce (Delta Delta Delta)  
Sara Jean Turner (Delta Delta Delta)  
Elizabeth Spitz (Pi Beta Phi)  
Kristen Gurtner (Kappa Alpha Theta)

Lynn Kazda (Kappa Alpha Theta)  
Emily Broussard (Zeta Tau Alpha)  
Lindsey Smith (Zeta Tau Alpha)  
Suzy Weller (Zeta Tau Alpha)  
Allison Lewis (Kappa Delta)  
Becca Thompson (Delta Delta Delta)

## Group Leader

### PHI MU

Marie Baumrucker  
Kelli Branigan  
Kaitlynn Fish  
Jessica Held  
Michelle Laborde  
Amy Mouledous

### DELTA GAMMA

Lauren Heinen  
Lindsey Hufft  
Michelle Johnson  
Brittany Oustalet  
Sarah Schneider  
Megan Thevenot  
Savannah Urban

### TRI DELTA

Meaghan Andreoli  
Caitlyn Blanchard  
Jeanne Flotte  
Kasey Gillum  
Anna Hensgens  
Emily Nickles  
Rebecca Schulin  
Kimberly Smiley  
Emily Stone

Nicole Tassin

Carissa Tenorio  
Katie Young

### DELTA ZETA

Annie Doiron  
Sarah Gernbacher  
Cassie Hutchinson  
Cori Inman

### KAPPA KAPPA GAMMA

Jessica Gerami  
Katie Kekich  
Elizabeth McDonald  
Alyssa Paskell  
Gracie Rice  
Katie Thompson

### PI BETA PHI

Christy Chachere  
Rebecca Fox  
Christine Osternus  
Sara Owen  
Katie Peaslee  
Lauren Wessa

### KAPPA ALPHA THETA

Alix Derousseau  
Katelyn Greaud  
Amelia Hurt  
Sara Pizzalato

### ZETA TAU ALPHA

Maddy Hall  
Annie Thomas

### KAPPA DELTA

Lauren Babb  
Emma Benton  
Julia Carney  
Jeanne Lyons  
Grace Montgomery  
Caitlin Takach

### CHI OMEGA

Lisa Barclay  
Lindsay Bordelon  
Meaghan Clark  
Molly Clark  
Katie Delaune  
Ashley Etier  
Lauren May  
Elizabeth Villard

## Gamma Chi Rules 2010

- RECRUITMENT COUNSELORS AND TEAM MEMBERS

1. Each chapter shall submit at least 5% of their fall membership as Recruitment Counselors. Chapter Advisors or Recruitment Advisors must approve of each member of their chapter that desires to be a Recruitment Counselor by signing their application form. There will be a \$100 fine for every missing applicant to include those who do not show up for their interview. All members of the Panhellenic Executive Board, the Director of Recruitment Counselors and all appointed collegians working on the Recruitment team are bound by the Recruitment rules inclusively. \*Disaffiliate 30 days before rec. and during formal recruitment.
2. To be considered for the Gamma Chi Position:
  - a. a member must have participated in LSU Formal Recruitment and in the Chapter side of LSU Formal Recruitment.
  - b. Must not have a sister going through recruitment
3. Should a Recruitment Counselor not fulfill her duties, her sorority shall be notified.
4. Each Recruitment Counselor will sign a contract with Panhellenic upon acceptance stating that she understands her responsibilities as a Recruitment Counselor.
5. Each Recruitment Counselor must submit a deposit \$100.00 prior to the Recruitment Counselor workshop. Any fines assessed will be deducted from this deposit. At the end of the formal recruitment process, the deposit remaining will be refunded to the recruitment counselor.
6. Fines assessed to Recruitment Counselors will be used for a "Recruitment Counselor fund". This fund will be used following the recruitment process to pay for expenses incurred by the Recruitment Counselors during formal recruitment.
7. Recruitment Counselor Fines:

### \$50.00 Fine

1. Displaying sorority letters or your sorority affiliation in public view, i.e. car, key chains, clothing, beginning July 1 through Bid Day of formal recruitment. This includes disaffiliation from chapter membership on The Facebook by July 1.
2. Not staying in the hotel (per night). Two absences will result in dismissal.
3. Disrespecting fellow gamma chi's, panhellenic council, other sorority's or Angela

### \$20.00 Fine

1. Missing curfew communicated by the Director of Recruitment Counselors. Two hours past curfew is considered an absence.

2. Unexcused late arrival to scheduled events to include monthly meetings, spring retreat, pre-recruitment training, convocation, and Gamma Chi training and meetings each day of formal recruitment.
3. Possessing alcohol, hosting men, smoking, and charging long distance calls in the hotel rooms or being disturbingly loud.
4. Attending establishments exclusively in Tigerland or any others specified from the beginning of training workshop until the conclusion of recruitment.

#### Terms of Dismissal

1. Living in your respective sorority house after the beginning of Recruitment Counselor Workshop or your chapter's workshop through the conclusion of Bid Distribution.
2. Gamma Chis living in their respective sorority house must move in before chapter and Gamma Chi workshops on a designated date and time decided upon by the chapter. The chapter must communicate this date to the VP of Recruitment by July 8, 2010 who will then be responsible for communicating that date to the Gamma Chis.
3. Not deactivating account on The Facebook once Gamma Chi workshop begins through the conclusion of Bid Day. Panhellenic Executive Board will be responsible for checking Facebook accounts in order to insure that the gamma chi will be the one punished rather than her chapter, as it is the responsibility of the gamma chi.
4. Any Recruitment Counselor missing a meeting or any event scheduled by the Director of Gamma Chi's, without an official excuse authorized by Panhellenic Exec, is automatically released from her duties.
5. Having any contact/socializing with any active member from the beginning of chapter workshops through Bid Distribution and/or living with an active member of your chapter from the beginning of chapter workshop.
6. A Gamma Chi may be relieved of her duties for failure to execute her duties, insubordination, and consistent violation of rules. If this occurs, the \$100 check will be deposited to the Panhellenic Council and she will be excused from her duties.
7. Being displayed in photographs on the chapter or national website, Facebook, Greek Tiger, Girl Talk after July 1, 2010. Gamma Chis must be removed from display boards, brag boards, composites in the sorority house, including sleeping rooms by August 13, 2010. In addition, the chapter will be fined \$100 for each violation.
8. Facilitating, encouraging, or allowing any Potential New Member to take part in a guessing game and/or state her thoughts on what chapter the Gamma Chi belongs.
9. Recruitment Counselors may not be present or participate in any phase of chapter recruitment including spring invitational recruitment training, planning, summer recruitment events, hometown recommendation sessions, workshops and meetings immediately upon selection.



10. Consumption of alcohol that prohibits a Gamma Chi's ability to fulfill her responsibilities.
11. If a Gamma Chi is relieved of her duties or resigns 7 days prior to recruitment through bid day, she may not participate in formal recruitment with her chapter including being present at recruitment events or membership selection sessions.

## Panhellenic Recruitment Schedule 2010 for Chapters

### **Wednesday, August 4**

5:30 pm-7:30 pm Recruitment Meeting - Computer Training (Senate Chambers, LSU Union)

### **Monday, August 9**

9:30 am-3:00 pm Group Leader (GL) Gamma Chi Training Begins

**3:30 pm-4:30 pm Chapter Convocation – Cox Building**

### **Tuesday, August 10**

9:30 am-5:00 pm GL Gamma Chi Training

6:30 pm Train with RA's in Miller

### **Wednesday, August 11**

9:30 am-5:15 pm GL Gamma Chi Training

2:00pm – 5:15 Operations Training

### **Thursday, August 12**

10:00 am-5:00 pm Operations Training

2:00pm-5:00pm GL Gamma Chi Training

### **Friday, August 13**

9:15 am Gamma Chi meet at Lod Cook Hotel

10:00 am-11:10 am Mock Round 1&2 - Run Through - Sorority Row

11:45 am Bid Day Run Through at Lod Cook Alumni Center

12:00 pm-1:30 pm Lunch

1:30 pm Gamma Chi move into Lod Cook Hotel  
PHC Recruitment HQs now officially located at Cook Hotel  
– 2<sup>nd</sup> floor – Zinc Room

## Mock Recruitment Round

### Friday, August 13, 2010

\*\*\*Note: For any G.L.'s not working parties 1 and/or 2 for round 1, make sure to shadow a group at a house.\*\*\*

- 9:30 GX's report to Ice Water, Party 1 work station  
(See Sun. Aug. 15<sup>th</sup> schedule in your GX binder)
- 10:00 Door knocking procedure begins (5 minute knock)  
10:03 *2 min. knock*  
10:04 *1 min knock*
- 10:05 Ice Water, Party 1 begins- Recruitment Chairmen opens the door using her stop watch. When she opens the door, the Party Manager stop-watch will begin.
- 10:10 5 minute warning until Ice Water, Party 1 ends
- 10:15 Party's over...move to Ice Water, Party 2 work stations
- 10:25 Door knocking begins...5 minute knock until Ice Water, Party 2  
10:28 *2 min knock*  
10:29 *1 min knock*
- 10:30 Ice Water, Party 2 begins
- 10:35 5 minute warning until Ice Water, Party 2 ends
- 10:40 Ice Water, Party 2 is over... Rotate to Philanthropy, Party 1 work stations  
(See Tuesday. Aug. 18<sup>th</sup> schedule in your GX binder)
- 10:55 Door knocking begins...5 minute knock until Philanthropy, Party 1 begins  
10:58 *2 min knock*  
10:59 *1 min knock*
- 11:00 Philanthropy, Party 1 begins now...
- 11:05 5 minutes warning until Philanthropy, Party 1 ends
- 11:10 Philanthropy, Party 1 ends

**Note: Some chapters may be participating and others may not**

**Saturday, August 14**

**Move In Day for On Campus/Convocations**

7:30 am	Rec. Team/Gamma Chi's meet at Lod Cook Office 1 <sup>st</sup> Shift (7:30am-9:00am)
9:00 am	Rec. Team/Gamma Chi's meet at Lod Cook Office 2 <sup>nd</sup> Shift (9:00am-10:30am)
10:30 am	Rec. Team/Gamma Chi's meet at Lod Cook Office 3 <sup>rd</sup> Shift (10:30am-12:00pm)
1:15 pm	Gamma Chi's report to Cox Communication Building
1:45 pm	Doors open for Parent Convocation
2:00 pm	Parent Information Session Cox Communication Building
4:00 pm	Potential Member Convocation Cox Communication Building
5:00 pm-7:00 pm	GL Gamma Chi Meetings with Potential Members Coates, Allen, & Prescott Hall, Lockett then to Pleasant Hall
7:00 pm	GL's check in at Pleasant Hall with Computer Chairman
9:30 pm	Residential Hall Meetings for Potential Members living in Residence Halls

**Sunday, August 15**

**Round 1**

1:30 pm	Staff Meeting Lod Cook-1 <sup>st</sup> Floor Office
1:45 pm	Operations Team—Set up row-Water/Ice
2:00 pm	Potential Members meet with GL Gamma Chi's at PM group's first house
2:30 pm – 3:00 pm 3:00 pm – 3:10 pm	Party 1
3:00 pm	Chapters may begin selecting PMs for round 2 on ICS
3:10 pm – 3:40 pm 3:40 pm – 3:50 pm	Party 2
3:50 pm – 4:20 pm 4:20 pm – 4:30 pm	Party 3
4:30 pm – 5:00 pm 5:00 pm – 5:10 pm	Party 4
5:10 pm – 5:30 pm	Snack break
5:30 pm – 6:00 pm 6:00 pm – 6:10 pm	Party 5
6:10 pm – 6:40 pm 6:40 pm – 6:50 pm	Party 6
6:50 pm – 7:20 pm 7:20 pm – 7:30 pm	Party 7
7:30 pm – 8:00 pm	Party 8
8:00 pm	GL Gamma Chi Meetings At PM group's last house (Rain Plan: move info to next day)
8:30 pm	Staff Meeting Lod Cook Conference Center Office

**Monday, August 16**

**Round 1**

11:50 am	Staff Meeting
12:05 pm	Operations Team—Set up row-Water/Ice
12:35 pm	Potential Members meet GL Gamma Chi's at 1 <sup>st</sup> house of day
12:50 – 1:20pm 1:20 – 1:30pm	Party 9
1:30 pm – 2:00 pm 2:00 pm – 2:10 pm	Party 10
2:10 pm – 2:40 pm 2:40 pm – 2:50 pm	Party 11
2:50 pm – 3:20 pm 3:20 pm – 3:30 pm	Party 12
3:30 pm – 4:00 pm 4:00 pm – 4:10 pm	Party 13
4:10 pm – 4:40 pm 4:40 pm – 4:50 pm	Party 14
4:50 pm	GL Gamma Chi Meetings/PM Priority Selection Session – Pleasant Hall
1:30 am	Round 2 Invitations must be in or session times out
TBA	Staff Meeting

**Tuesday, August 17**

**Round 2**

10:00 am – 11:00 am

PMs without invitations are called

11:00 am

Schedule conflicts on computer – don't print until 12 or 1 pm

1:00 pm

Party list for Round 2 available to Chapters

1:45 pm

Group leaders hand out schedules in Lod Cook Alumni Center

2:00 pm

Potential Members pick up party schedules for Round 2  
Lod Cook Alumni Center

2:15 pm

Operations Team—Set up row-Water/Ice

3:00 pm – 3:45 pm

Party 1

3:45 pm – 4:00 pm

3:45 pm

Chapters may begin selecting PMs for round 3 on ICS

4:00 pm – 4:45 pm

Party 2

4:45 pm – 5:00 pm

5:00 pm – 5:45 pm

Party 3

5:45 pm – 6:00 pm

6:00 pm – 6:45 pm

Party 4

6:45 pm – 7:00 pm

7:00 pm – 7:45 pm

Party 5

7:45 pm

GL Gamma Chi Meetings  
Designated places On the Row

8:15 pm

Staff Meeting  
Lod Cook Conference Center Office

**Wednesday, August 18**

**Round 2**

8:45 am	Operations Team—Set up row-Water/Ice
9:00 am	GL Gamma Chi's go to row
9:30 am – 10:15 am 10:15 am –10:30 am	Party 6
10:30 am – 11:15 am 11:15 am –11:30 am	Party 7
11:30 am – 12:15 pm	Party 8
12:30 pm	GL Gamma Chi Meetings/PM Priority Rank Session – Pleasant Hall
2:30 pm	PM Honors College Students Meet w/ Honors College Staff – Grand Salon, French House
8:30 pm	Round 3 Invitations must be in or session times out
9:00 pm – 10:00 pm	PMs without invitations are called
12 midnight	Party lists for Round 3 available to Chapters
TBA	Staff Meeting



**Thursday, August 19**

**Round 3**

8:45 am	Staff Mtg. – Lod Cook Hotel
9:15 am	Group leaders hand out schedules in Lod Cook Alumni Center
9:30 am	Potential Members pick up party schedules for Round 3 Lod Cook Alumni Center
9:45 am	Operations Team—Set up row-Water/Ice
10:30 am – 11:30 am 11:30 am – 11:45 am	Party 1
11:30 am	Chapters may begin selecting PMs for round 4
11:45 am – 12:45 pm	Party 2
11:30 pm – 2:00 pm	Lunch Break-PM’s eat lunch @ Lod Cook Alumni Center
2:00pm – 3:00 pm 3:00 pm – 3:15 pm	Party 3
3:15 pm – 4:15 pm 4:15 pm – 4:30 pm	Party 4
4:30 pm – 5:30 pm 5:30 pm – 5:45 pm	Party 5
5:45 pm – 6:45 pm	Party 6
7:00 pm	GL Gamma Chi Meetings/PM Priority Ranking Session – Pleasant Hall
TBA	Staff Meeting

**Friday, August 20**

**Round 4**

9:00 am	Round 4 invitations must be in or session times out on ICS
10:00 am	PMs without invitations are called
12:00 pm	Party list for Round 4 available to Chapters
4:45 pm	Group leaders hand out schedules in Lod Cook Alumni Center
5:00 pm	Potential Members pick up party schedule for Round 4 Lod Cook Alumni Center
5:30 pm	Operations Team—Set up row-Water/Ice
6:00 pm – 6:45 pm 6:45 pm – 7:00 pm	Party 1
6:45 pm	Chapters may begin selecting PMs on ICS
7:00 pm – 7:45 pm 7:45 pm – 8:00 pm	Party 2
8:00 pm – 8:45 pm 8:45 pm – 9:00 pm	Party 3
9:00 pm – 9:45 pm	Party 4
6:45 pm – 11:00 pm	Potential Members make preference selection Pleasant Hall
11:15 pm	Staff Meeting – Pleasant Hall

**Saturday, August 21**

6:30 am

**Bid Day**

Bid List Due- Session Times out

7:30 am

Bid Matching begins

9:00am – 12 noon

GL's be ready to call PMs without bids – answer phone

10:00am – 12 noon

Operations assist Exec with moving items back to Union

12 noon

Check out of hotel and get lunch

2:00 pm

Gamma Chi's report to Alumni Center

3:00 pm

New Member list available on ICS, bid day stats to Advisors, NM list in alpha order in an e-mail to Rec. Chairs

4:00 pm

Presidents, Rec. Chairman, etc. (exactly 12 chapter members from each chapter)  
Report to front of Alumni Center—wait for instructions

Bid Distribution by GL Gamma Chi Group  
South Side of Lod Cook & released to chapter officers waiting on the opposite and front side of Lod Cook

4:45 pm

Individual chapters, starting with Phi Mu, will walk down the front of sorority row as a group to their designated house with Signs produced by PHC.

Sorority Row Celebration DJ & Party Pics will be present Gamma Chi's will rejoin their chapter

Individual Sorority Bid Day Activities

**Sunday, August 22**

8:00 am

Recruitment 2010 Officially Over!!

5:30 pm

Chancellor's Convocation, PMAC

8:00 pm – 9:00 pm

Res Life Floor Meetings –Mandatory

## Bid Day Process

### Saturday, August 21

**2:00 pm** Gamma Chi's and PHC Exec report to Noland Laborde Room of Lod Cook Alumni Center to check bids.

**3:00 pm** New Member list posted on ICS.

**3:45 pm** PMs begin arriving in Lod Cook Alumni Center in Noland Laborde Room.

Katie N. & Colleen will be located in the hallway outside the Noland Laborde Room with a computer.

Operations Teams will handout evaluations and pencils and facilitate getting PMs to sit close together and towards the front

**4:00 pm** No more than 12 chapter members from each sorority arrive to begin lining up in row order beginning in front driveway of Lod Cook and wrap around. See Map.

**4:00 pm** Exec/Gamma Chi's will reveal their chapter. After that, Anna will begin releasing girls by Gamma Chi groups to pick up their bid card.

Kathryn B. will be outside on the lawn, south side of the Noland Laborde room with all of the GL Gamma Chi's. She will instruct Gamma Chi's for groups 1 thru 10 to gather in a semi circle in that area with their group's bid cards. After all the girls have received their bids, Kathryn B. will radio Anna to release the next group as she sets up the next set of GL Gamma Chi's. The process continues until all PMs have received bids.

Lauren D. will play closing Power Point and music as girls wait. Lauren D. picks up Power Point projector and lap top and brings to Angela's car.

Lauren S. will have lobby/bathroom duty to make sure PMs who are upset are taken care of and directed to the "situation tree".

Alex and Alicia will be conducting "parent control" outside.

Kathryn N. and Emmy will be on the road getting chapters in line.

Angela and Stephanie will be located behind the semi circle of GLs to handle problems and to act as mentors.

Operation Gamma Chi's will be stationed around Alumni Center directing PMs to their chapters and managing parents and people trying to drive on the road.

**4:45 pm (approx.)** After Gamma Chi GLs have insured that all of their PMs are settled with their chapter representatives or have been consoled, they join their chapters on West Lakeshore Drive in front of the Alumni Center. After operations Gamma Chi's have completed their duties, they will also join their chapters and prepare to walk with them down the row.

**5:00 pm (approx.)** When all chapters are lined up in row order and have received all PMs, Anna will radio the DJ to start Phi Mu's song with continuous play, as each chapter will walk as a group down the row, one behind the other.

-Alicia will be using the golf cart to transport the injured/disabled girls to their houses.

\* Girls are not necessarily walking to their chapter's song. The songs will just all play, one after the other continuously. VP Rec. will pace everyone.

\* NO RUNNING! We must walk!

Kathryn N. & Emmy will be stationed at the Phi Mu house in a golf cart to take each respective chapter's sign and then move to Delta Gamma and so on.

After all PMs have reached their houses, Kathryn N. & Emmy will return to Lod Cook with signs and radios ASAP.

Angela and Shannon will drop off exec members at their houses on golf carts and pick up DJ radio and bring them to IFC.

**5:00 pm-7:00 pm (approx.)** Sorority Row Celebration  
DJ & Party Pics will be present  
Exec will rejoin their chapter

### **Sunday, August 23**

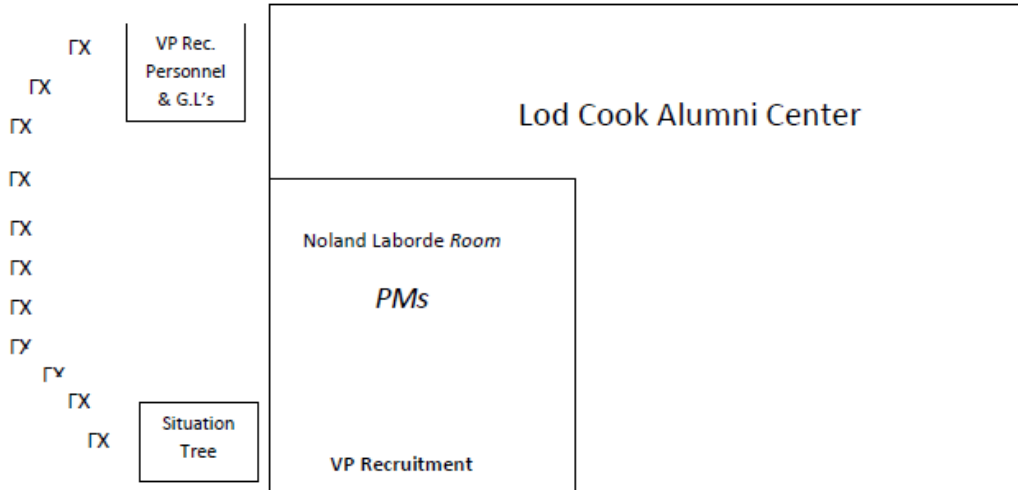
**8:00 am** Bid Day ends, Recruitment 2010 is officially over!

# Bid Day Set Up

Hotel

Parents      Parents      Parents

Fence



Fence

Operations Team

NMs



West Lakeshore Drive

Panhellenic Council Of  
Louisiana State University  
Rules Governing Recruitment 2010  
Adopted March 2010

Panhellenic coordinates recruitment to promote the whole Greek system. Alcohol is prohibited in all contact with potential new members. The following rules shall be observed by collegiate members and new members of LSU sorority chapters, and by those in the following classifications:

1. All sorority alumnae who have chapters represented at LSU.
  2. Collegiate members, including 5th year seniors, and new members from LSU and other campuses who are attending LSU.
  3. Mothers of collegiate members and new members at LSU.
- RULES GOVERNING POTENTIAL NEW MEMBERS
    - DEFINITION:
    - 1. Potential New Members are defined as:
      - a. High school students enrolled in their senior year.
      - b. High school graduates until the fall semester following graduation.
      - c. Students planning to enroll at LSU, transfer students, provisionally enrolled students and current students at LSU (students presently attending LSU may be recruited in informal and open recruitment process throughout the school year.)
    - 2. There should be no recruitment of high school students during the school year and summer.
    - 3. High school students may not be invited to chapter-sponsored events where alcohol is present (ex: grubs, formals, exchanges, crawfish boils, etc.) They may be invited to attend overall Greek events only by Panhellenic (ex. Songfest).
    - 4. High school students, who have a prior relationship with sorority members, may attend chapter philanthropy events when the event is open to the public. Chapter members may not send formal invitations to high school students, which includes but is not limited to electronic invitations or US mail-
  - POTENTIAL NEW MEMBERS (PNM'S) RULES & PROCEDURES
    1. A PNM must be a regularly matriculated (pursuing a degree), full-time student to be eligible to participate in recruitment. Visiting or provisionally accepted students cannot be pledged by any of the NPC sororities.

2. A PNM shall not be, or ever have been, an initiated member of a National Panhellenic Conference group. If in doubt, please contact Panhellenic.
3. A PNM shall not have been a new member to an NPC group, within one calendar year, at the same school where she is a Potential New Member.
4. From August 1, 2010 through the accepting of bids, no PNM shall visit a sorority house except for events approved by the V.P. of Recruitment.
5. All PNM'S must attend convocation, all meetings with Recruitment Counselors, all events, and the maximum number of invitational socials throughout recruitment week. Failure to do so will result in the removal of the PNM from further recruitment activities. In the event of illness, emergency or University scheduled event like band, orientation, cheerleading, Golden Girl, athletic teams, the PNM shall notify Panhellenic and/or her Recruitment Counselor, who will notify the chapters involved. Conflicts must be submitted in writing to the Panhellenic Council via email, [lsurecruitment@hotmail.com](mailto:lsurecruitment@hotmail.com) or through her Gamma Chi.
6. In order to participate in formal recruitment a student must plan to attend Louisiana State University, register with the LSU Panhellenic Council, and pay a registration fee of \$125.00—living off campus OR \$250 —living on campus must be received July 20, 2010 at 4:30 PM. Between July 21 and 30, 2010 an additional \$100.00 late fee will be assessed. NO applications will be accepted after July 30, 2010 at 4:30 PM. Formal recruitment shall begin at 8:00 a.m. Saturday, August 14, 2010 through 8:00 a.m., Sunday August 22, 2010.
7. Refund Policy:
  - Full Refund of \$250 or \$125: If PNM withdraws before July 30, 2010
  - late fee will not be refunded.
  - Partial Refund of 50% of original registration payment: If PNM withdraws on July 30, 2010 through August 5, 2010 (so she can be removed from res life spreadsheet)
  - NO REFUND for withdrawals after August 5, 2010 (unless authorized by the VP of Rec.)
  - Registration Refund of \$125: If PNM has a death in family, severe illness, or other extenuating circumstances reviewed by VP of Recruitment AT ANY TIME. (ends on Sat. morning, August 21, 2010)
8. PNM's are expected to be on time for all meetings and events.
9. PNM's must provide their own transportation to and from all events. (All chapters are within walking distance on campus.)



10. PNM's must not walk behind sorority houses during events with the exception of visiting the Student Recreational Facility.
11. PNM's must not park at the Lod Cook Alumni Conference Center or hotel, Systems Building or the behind the sororities houses.
12. Each round, PNMs are advised to maximize their opinions by accepting invitations for that maximum amount for the next round through Preference Party. PNM's may also choose to Regret with Interest (to be explained in detail by recruitment counselors at the PNM convocation.)
13. The Potential New Member and sororities must honor all invitations to recruitment functions. In case of illness or other emergency, Panhellenic will notify the chapter with an official excused absence. ***Panhellenic Executive board shall establish procedures and protocols for PNMs positively diagnosed with H<sub>1</sub>N<sub>1</sub> or any other highly contagious illness.***
14. PNM's must wear a Panhellenic nametag during events. \$5.00 for each official Panhellenic new nametag replacement.
15. PNM's must make their preferential selections immediately after the last event she attends. There shall be strict silence between PNMs, their mothers/sisters, and with active sorority members, in observance from the time she leaves the last house until she receives her bid. PNMs may consult a recruitment counselor at this time. Once the preferences are made, no changes may be made. By submitting:
  - a. PNM is willing to accept an invitation to membership from any women's fraternity that PNM lists on the agreement.
  - b. PNM may limit choices to one or list the maximum amount of choices in which PNM has attended a preference event and is willing to accept membership.
  - c. PNM cannot change the order of her preferences or add or delete a preference once this agreement has been submitted to the College Panhellenic Association.
  - d. Once PNM confirms this agreement, PNM is bound by the National Panhellenic Conference calendar year rule. This rule states that if a PNM receives an invitation to membership from any group PNM has listed and PNM chooses not to accept it, PNM is ineligible to be pledged to any other inter/national fraternity on this campus for one calendar year.

- e. If PNM does not receive an invitation to membership from a group that PNM has listed, PNM is eligible for continuous open recruitment among chapters that are eligible to participate.
16. A PNM must consult her Recruitment Counselor before withdrawing from recruitment. In the event that the PNM feels she must withdraw, she must go to the Panhellenic office and complete the withdraw form or contact her recruitment counselor.
  17. PNM's may have no contact with actives beginning 7 days prior to Formal Recruitment through Bid Day (August 8, 2010 – August 21, 2010).

- **RULES GOVERNING PRE-FORMAL RECRUITMENT**

1. Pre-formal recruitment begins the first day of the spring semester. PNMs are defined by any high school senior women planning to attend LSU and participate in recruitment.
2. Applications will be available Feb. 2, 2010 on the LSU Greek Life Website through July 30, 2010.
3. High school students may not be invited to chapter-sponsored events where alcohol is present (ex: grubs, formals, exchanges, crawfish boils, etc.). They may be invited to attend overall Greek events only by Panhellenic (ex. Songfest).
4. Effective in 2015, POSITIVE PANHELLENIC CONTACT TO BE USED AT ALL TIMES All Alumnae and College Panhellenics will promote and encourage personal and informative Panhellenic-spirited contact with Potential New Members at all times, year round except for the few hours between the final round of formal recruitment and offering invitations to membership.
5. Inappropriate contact with PNMs shall be prohibited. Inappropriate contact shall be defined as but not limited to:
  - Transportation to and from bars,
  - Providing and/or purchasing alcohol,
  - Contacting PNMs by members who don't have a prior relationship with that PNM,
  - Specifically promoting your sorority or speaking negatively about other sororities at LSU,
  - Organizing gatherings, events, and/or events for the purpose of chapter members to meet PNMs.
6. No flowers or gifts may be sent to a Potential New Member from collegiate members, alumnae, collegiate members from other chapters, and mothers of collegiate members and new members.

7. Only Panhellenic publications and/or invitations can be mailed to potential members. Individual sorority publications may not be sent to Potential New Members.
  8. Recruitment Counselors may not participate in any phase of chapter recruitment; including spring invitational events training, planning, summer recruitment events, recommendations, workshops, chapter night out during times of the recruitment process, and meetings immediately upon selection.
  9. Recruitment Counselors must not live in the sorority house or visit once chapter workshops begin.
  10. Each sorority shall create and submit a brag board 3'x4' to Panhellenic by February 19, 2010 for approval. It shall be used for PHC Recruitment Functions & should not have pictures of PHC Exec, recruitment counselors, alcohol, or men.
  11. Party cups, pictures that are obvious they were taken in a bar, are prohibited from brag boards, Greek Tiger, and Girl Talk. Pictures focusing on sisterhood, philanthropy versus all social are encouraged.
  12. It is highly recommended that PMs, who are not sisters of current members, are not invited to share meals or visit the sorority house.
- RULES GOVERNING SPRING INVITATIONAL
    1. Spring Invitational guidelines are determined by the Panhellenic Council in consultation with the Vice President of Recruitment, chapter recruitment chairmen and recruitment advisors and the Panhellenic advisor.
    2. All pre-formal recruitment rules apply to Spring Invitational.
    3. There will be no organized Spring Invitational event(s). If a student organizational fair is planned during Spring Invitational, then Panhellenic Executive Members and/or selected Gamma Chi's will attend to answer general Greek Recruitment questions. Banners may be displayed on chapter houses welcoming incoming students to LSU.
    4. Alcohol shall not be provided or offered to PMs by sorority women.
    5. Pre-arranged gatherings, meetings, are not allowed between sorority women and PMs.
    6. Gifts and flowers, etc. shall not be purchased for PMs.
    7. It is highly recommended that spring invitational attendees do not stay at sorority houses during spring invitational. It is permissible to have sisters of current chapter members stay in the sorority houses.
    8. Sorority chapters may not co-sponsor or participate in events with fraternities that may include Spring Invitational attendees.

- FORMAL RECRUITMENT

GENERAL RULES

1. Panhellenic shall organize, execute, communicate, and establish guidelines and schedule for informal spring, summer events and formal recruitment.
2. Panhellenic council shall establish registration deadlines and registration fees.
3. All pre-formal recruitment rules apply during formal recruitment.
4. Silence will go into effect 7 days prior to Formal Recruitment (Sunday August 8, 2010) until the distribution of bids. ALL SOCIAL CONTACT, TO INCLUDE TELEPHONE CALLS, E-MAIL OR ANY ELECTRONIC COMMUNICATION, Facebooking, LETTERS, TEXT MESSAGING, between actives and Potential New Members, actives and Potential New Members' guardians, actives and Potential New Members' boyfriends/friends, actives and Potential New Members' sisters/brothers, and actives and recruitment counselors MUST CEASE THROUGH BID DISTRIBUTION except during recruitment functions scheduled by Panhellenic.
5. Active members may not contact/socialize with recruitment counselors from the beginning of Recruitment Counselor training through Bid Distribution
6. The Formal Recruitment schedule is approved by the Panhellenic Executive Board.
7. All invitations to recruitment events must be submitted in at the designated time set by the recruitment team. A fine of \$10.00 every five minutes that the invitations (Round I, II, and III) are late will be assessed and anything over one minute will be rounded off to the next five minutes. A fine of \$50.00 for every five minutes final bid lists are late will be assessed. Once a list is submitted and processed, no changes may be made.
8. Release figures must be strictly followed.
9. All deadlines set by the Panhellenic VP of Recruitment must be met. The Vice President of Recruitment must communicate deadlines at least 3 weeks in advance of the set deadline. A fine of \$10.00 per day will be assessed for all late material.
10. Each sorority shall provide Panhellenic their financial information for Potential New Member journal by June 17, 2010 for approval.
11. Each chapter president will sign a contract with Panhellenic. Contracts state that the chapter members have read and understand the Recruitment rules. The contract must be turned in by the second Panhellenic meeting of the spring semester. LACK OF KNOWLEDGE ABOUT THE RECRUITMENT RULES WILL NOT BE ACCEPTED AS AN EXCUSE FOR ANY RECRUITMENT VIOLATION.
12. The name of every woman whom a fraternity invites to attend and who attends that fraternity's Preference event should appear on the fraternity's bid list.

13. ***Panhellenic Executive board shall establish procedures and protocols for the management of H<sub>1</sub>N<sub>1</sub> or any other highly contagious illness as it affects the formal recruitment process.***

#### REGISTRATION PROCESS

1. In order to participate in formal recruitment a student must plan to attend Louisiana State University, register with the LSU Panhellenic Council, and pay a registration fee of \$125.00—living off campus OR \$250—living on campus must be received July 20, 2010 at 4:30 PM. Between July 21 and 30, 2010 an additional \$100.00 late fee will be assessed. NO applications will be accepted after July 30, 2010 at 4:30 PM. Formal recruitment shall begin at 8:00 a.m. Saturday, August 14, 2010 through 8:00 a.m., Sunday August 22, 2010.
2. It is the chapter's total responsibility to assist in obtaining letters of recommendation. It is not required of a Potential New Member to seek her own letters of recommendations.
3. Membership chairman may begin contacting PNM's who are registered through Panhellenic but do not have a letter of recommendation starting July 2, 2010 through August 6, 2010.
4. Refund Policy:
  - Full Refund of \$250 or \$125: If PNM withdraws before July 30, 2010
  - -late fee will not be refunded.
  - Partial Refund of 50% of original registration payment: If PNM withdraws on July 30, 2010 through August 5, 2010 at 4:30 (so she can be removed from res. life spreadsheet)
  - NO REFUND for withdrawals after August 5, 2010 at 4:30 (unless authorized by the VP of Rec.)
  - Registration Refund of \$125: If has a death in family, severe illness, or other extenuating circumstances reviewed by VP of Recruitment AT ANY TIME. (ends on Sat. morning, Saturday morning August 21, 2010).

#### RULES GOVERNING BEHAVIOR DURING EVENTS

1. A bid is an oral or written invitation for membership. Bidding is prohibited during the formal recruitment process other than the preferential bidding scheduled by Panhellenic at the close of the formal recruitment process. NO PROMISE OR INVITATION FOR THE POTENTIAL NEW MEMBER TO RETURN TO THE CHAPTER IS MADE AT ANY EVENT. Chapters found in violation of this policy will result in social suspension on and off campus for the fall semester.
2. Only LSU Chapter members may participate in the formal recruitment process. Alumnae members and mothers of chapter members may serve beverages, assist in signing in, or take purses. Alumnae may not be outside the front door during an event.

3. There shall never be more than two sorority women recruiting a Potential New Member at any given time (hot boxing). There shall never be one-on-one contact between a PNM and an active behind closed doors. Inappropriate language includes but is not limited to: "We/I hope to see you tomorrow!" and other references to potential participation in future rounds.
4. No sorority may refer to any other sorority during any formal recruitment events to include questioning a Potential New Member about her event schedule.

#### PNMS RULES DURING FORMAL RECRUITMENT

1. The Potential New Member and sororities must honor all invitations to recruitment functions. In case of illness or other emergency, Panhellenic will notify the chapter with an official excused absence. ***Panhellenic Executive board shall establish procedures and protocols for PNMs positively diagnosed with H<sub>1</sub>N<sub>1</sub> or any other highly contagious illness.***
- RULES GOVERNING COSTS OF FORMAL RECRUITMENT PROCESS
    1. The expense limit for formal recruitment is \$10,000.00 for each sorority. This includes chapter expenses such as napkins, beverages, costumes, flowers, and decorations, as well as any other expenses incurred by or donated to the chapter.
    2. Estimated detailed budget due with Event Plans.
    3. Each sorority will submit an itemized expense report to the VP Recruitment due by the first Recruitment meeting after the formal recruitment process.
  - RULES GOVERNING RECRUITMENT EVENT PLANS
    1. Event plans, in detail including skit script, are due to the VP of Recruitment by March 25, 2010 for approval. Minor changes are due by July 1, 2010. No changes may be made after July 16, 2010 unless it is a less formal/less fancy/less frills version of what has already been specified.
    2. *Any changes and/or additions after March 25<sup>th</sup> (including but not limited to clothing, drinks served, skit script and skit songs, and preference songs) must be approved by VP of Recruitment or Panhellenic Advisor before they can be official submitted as a change on the chapter event plan form.*
    3. Duplication of songs, skits, and philanthropy projects may occur. Chapters with long-standing history and proof of event themes, songs, projects, etc will hold seniority. Duplication of smaller items like refreshments, clothing, etc, can be worked out between the two chapters. If no agreement is reached, the VP Recruitment will make a decision.

- RULES GOVERNING EVENTS

GENERAL RULES & PROCEDURES

1. The number of events potential new members may attend will be as follows: 1st Round- 10--2nd Round 7--3rd Round- 5--Preference- 3
2. Panhellenic will provide Potential New Member nametags throughout recruitment.
3. Sororities shall not detain Potential New Members beyond the allotted time. Chapter houses may not open their door(s) or begin singing until the OFFICIAL starting time of the event. All doors must close; singing cease and all members/alums must be behind the doors at the OFFICIAL ending time of the event. OFFICIAL time to be determined by Panhellenic. There shall be no singing from balconies and/or porches and all members must be behind doors. A \$10.00 fine will be assessed every minute late or early after the 60 second mark.
4. If any sorority feels that it will benefit their event, they may have it outside of their house, as on the patio or yard, provided that the patio or yard is concealed from the general public.
5. Outside decorations may consist of a single wreath on the outer door or gate to the house. (Two smaller wreaths may be used if the sorority has double doors.) The same wreath MUST be displayed throughout the entire week of Recruitment. No other outside decorations may be used which includes but is not limited to signs, banners, or posters. Permanent landscaping and permanent exterior home accessories are permitted.
6. Any day it rains above a drizzle or lightening all Potential New Members are to be escorted by the Recruitment Counselor onto the porch or inside the foyer or designated area by the sorority until it is time for the events to start. PHC will follow the prescribed rain plan provided by each chapter. Each chapter shall submit a rain plan designed for their respective house by June 16, 2010 for approval. Panhellenic Executive will make the determination on all weather issues. Sorority women and Potential New Members may not be in the same room before or after the scheduled time for the event.
7. ***By 2011, napkins shall not bear personalization or chapter insignia.***
8. Panhellenic reserves the right to visit chapter houses during recruitment events to verify approved event plans.

DETAILED RULES FOR EACH ROUND

1. Round One/ Ice Water:
  - a. The events will last 30 minutes, with a 10-minute break between events.
  - b. Only ice water ~~with a citrus garnish~~ may be served.
  - c. NO decorations will be allowed. Greenery and flowers are acceptable.

- d. NO skits may be used. Singing will be allowed as the Potential New Members enter and exit the recruitment event, as well as one song during the event.
  - e. Speeches or introductions are allowed.
2. Round Two/ Philanthropy Day:
- a. The events will last 45 minutes with a 15-minute break between events.
  - b. Beverages may be served.
  - c. Up to a 15-minute media presentation about national and local philanthropies, as well as personal testimonies, presentations by members on the purpose and meaning of philanthropy in your chapter.
    - i. Video must be student made, but may include national organization video clips.*
    - ii. Videos are due for review August 1.*
  - d. NO decorations. Greenery and flowers are acceptable.
  - e. Brag Boards, scrapbooks, bulletin boards and multimedia presentations are the ONLY displays/decorations allowed. Brag board maximum size is 4x5 ft.
  - f. House tours are optional.
  - g. Dress is VERY casual. T-shirts, *polos*, tennis shoes/flip flops (LSU or Sorority Personalized), and/or jean or khaki shorts, skirts or capris.
  - h. Panhellenic will provide Philanthropy T-shirts for PNMs. PNMs exchanging t-shirts to obtain a different size will pay a \$5. PNMs replacing a lost t-shirt, will have to pay \$10.
3. Round Three/ Skit:
- a. The events will last one hour, with a 15 min. break between events.
  - b. Beverages may be served.
  - c. There may be entertainment lasting a maximum of 20 minutes.
  - d. House tour optional.
  - e. Decorations are allowed inside.
    - i. Decorations will be confined to skit room and one intro room to skit room only.*
4. Round Four/ Preference:
- a. The events will last 45 minutes, with a 15 min. break.
  - b. Water *or a clear beverage* may be served.
  - c. Entertainment may be chosen at the discretion of the sorority.
  - d. Preference letters are NOT allowed.



- e. Preference ceremonies and/or conversation may not take place in individual bedrooms.

#### DRESS-- REFER TO NPC RESOLUTIONS

1. Costuming for Round I, II, & III
  - a. Chapter members actively participating in skits may be costumed accordingly.
  - b. The chapter members may wear identical recruitment outfits during Preference events.
2. Costumes must be figured into the total cost of formal recruitment.

- **RULES GOVERNING BID DAY**

1. Bid day plans are due July 7, 2010 to Panhellenic.
2. Bid day begins at 8:00 am ends at 8:00 am the next day following bid distribution.
3. Alcohol and men shall be prohibited during bid day period to include visiting local establishments that serve alcohol.
4. A maximum of 12 members are allowed to Lod Cook to greet new members.
5. *Chapter members are only allowed to bring signs when picking up new members at Lod Cook. No other items may be brought to Lod Cook (including but not limited to: cups, silly string and trinkets). A \$100 clean up fee will be assessed if violated.*
6. Chapters may not require new members, exclusively, to spend the night at the sorority house.
7. Sorority members or alumnae may not interact, involve themselves, contact, etc. new members of another sorority in an attempt to discuss, console, process, etc. with a new member about the results of her match, her choice, her placement on the bid list, her opportunities, etc.

- **JUDICIAL *ACCOUNTABILITY* BOARD**

1. The LSU Panhellenic will follow the "Guidelines for the NPC Judicial Process".

- **QUOTA SETTING METHOD & RELEASE FIGURES**

#### ALTERNATIVE METHODOLOGY FOR RELEASE FIGURES

The Alternative Method for determining release figures developed by NPC is to be used. In many cases, this alternative method has succeeded in reducing unmatched women, has improved matching results for many chapters that do not traditionally match quota and has increased the overall percentage of new members matched.

## Alternative Methodology For Calculating Release Figures

This NPC Resolution is the result of the release figures pilot program conducted in 2003. The new Release Figures Method was used versus the law-of-averages formula that has been widely used since the early 1970s. The new method results in:

- Increase in the percentage of new members matched
- Significant reduction in quota addition candidates at the conclusion of bid matching in many cases
- More chapters making quota
- Larger new member classes for struggling chapters in many cases.
- Greater incidence of potential new members' 1st choice matches.

Release Figures specialists from NPC Delegations are being trained to assist the Greek advisors with implementation. Software is being developed that will facilitate this implementation.

### USE OF QUOTA RANGE DURING RECRUITMENT

College Panhellenics should provide a "Quota Range" to chapters for planning purposes at each round during fully structured recruitment. This Quota Range should be set using a formula that is based on the number of women actively participating at that time as well as system historical results and variance in retention rates. Quota is to be set after the final round of fully structured recruitment.

1. Determine the weighted average of the percentage of PNM's that sign MRAAs over the past three years. (Example below)

	Attending Open House	Sign MRAAS	Percentage
Last Year	400	340	85%
1 Year Prior	360	288	80%
2 Years Prior	375	325	87%

Weighted Average:

$$[(3 \times .85) + (2 \times .80) + (1 \times .87)] \text{ divided by } 6 = 84\%$$

A 3 year weighted average is used when 3 years of accurate data is available.

If only 2 years of data is available, the most recent year is weighted with a times 3, the year prior with a times 2. You would then divide by 5 instead of 6. If only 2 years of data is available, it is also possible to take a straight average.

2. Determine Estimated Quota

Attending Open House this Year	380	
Number of Chapters Participating		8
Estimate of number of PNM's to sign MRAAs	84%	

Estimate of number of PNM's to sign MRAAs:

380 x .84

319

QUOTA ESTIMATE (319 divided by 8)

40

### 3. Determine Quota Range

Based on statistics from many campuses, withdrawal rates almost never swing higher or lower than 8%. To calculate Quota Range, a positive 8% will be used for the high end and a negative 8% will be used for the low end. (A positive 8% would be computed as 100% plus 8% or 1.08 times Quota. The negative 8% would be calculated as 100% minus 8% or .92 times Quota.)

High End 40 x 1.08 43

Low End 40 x .92 37

At the conclusion of recruitment, the Greek advisor runs 37 through 43 through the computer program to determine the level of quota that is in the best interest for the system. The number selected is the one that maximizes the number of PNM's to be placed without seriously injuring one or more chapters.

- QUOTA ADDITIONS

-In accordance with the rules of the National Panhellenic Conference regarding Quota Additions, chapters may choose to accept quota additions. Quota additions shall be placed by the Release Figure Specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system, Potential New Members and situation even if such placement exceeds Quota by more than 5%. PNMs who have single intentional preference are not eligible for quota additions. It will be the choice of the chapter recruitment advisor as to whether or not they would like to offer a bid to a PNM(s) on their bid list who did not receive a bid. In situations where two chapters may offer a bid to the same PNM, the PNMs priority preference choice will have the option to offer her a bid first. No chapter will be forced to accept quota additions; likewise, some chapters may accept quota additions even if others refuse to do so.

-Quota Additions shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule(with a Fully Structured or Partially Structured Recruitment), or has failed to list on her Membership Recruitment Acceptance Agreement all fraternity chapters appearing on her Preference schedule.

- PREFERENTIAL BIDDING

1. When a Potential New Member receives a bid under the preferential system, the signing of the membership recruitment acceptance card shall be binding for one year

from any other fraternity on the same campus in accordance with the National Panhellenic Conference.

2. Unless authorized by national policies, collegiate members shall not finalize and/or process the bid list.

- SNAP BIDDING

Snap bidding will begin immediately after bid matching and end with the distribution of bids at which time COB will begin. Snap bidding will be under the direction of Panhellenic Executive Board and will follow NPC Manual of Information Guidelines.

- CONTINUOUS OPEN BIDDING (COB)

- Following the formal recruitment process, any chapter that has not reached its Quota, or has not officially pledged to quota, i.e. Women did not accept their bids and the PNM has not gone through the pledging or ribbon ceremony, or a chapter has not reached the total allowable size, may continue to bid during the regular school year.
- Open bidding is not limited to those who registered or who participated in formal recruitment, but includes any registered student a sorority may wish to recruit.
- During continuous open bidding. A COB form showing proof of a woman's pledge shall be completed by the new member and witness by a member of the chapter and submitted to the Office of Greek Affairs within two weeks of acceptance of the bid. (Forms are available in the Office of Greek Affairs.)

- RECRUITMENT COUNSELORS AND TEAM MEMBERS

8. Each chapter shall submit at least 4% of their fall membership as Recruitment Counselors. Chapter Advisors or Recruitment Advisors must approve of each member of their chapter that desires to be a Recruitment Counselor by signing their application form. There will be a \$100 fine for every missing applicant to include those who do not show up for their interview. All members of the Panhellenic Executive Board, the Director of Recruitment Counselors and all appointed collegians working on the Recruitment team are bound by the Recruitment rules inclusively. (~~\*Disaffiliate 30 days before rec. and during formal recruitment.\*~~)

9. To be considered for the Gamma Chi Position:

- a. a member must have participated in LSU Formal Recruitment and in the Chapter side of LSU Formal Recruitment.
- b. Must not have a sister going through recruitment
- c. Must have a 2.5 G.P.A.

10. Should a Recruitment Counselor not fulfill her duties, her sorority shall be notified.

11. Each Recruitment Counselor will sign a contract with Panhellenic upon acceptance stating that she understands her responsibilities as a Recruitment Counselor.
12. Each Recruitment Counselor must submit a deposit \$100.00 prior to the Recruitment Counselor workshop. Any fines assessed will be deducted from this deposit. At the end of the formal recruitment process, the deposit remaining will be refunded to the recruitment counselor.
13. Fines assessed to Recruitment Counselors will be used for a "Recruitment Counselor fund". This fund will be used following the recruitment process to pay for expenses incurred by the Recruitment Counselors during formal recruitment.
14. Being displayed in photographs on the chapter website or national website, Greek Tiger, Girl Talk after July 1, 2010. Gamma Chis must be removed from display boards, brag boards, composites in the sorority house, including sleeping rooms by August 13, 2010. In addition, the chapter will be fined \$100 for each violation. That Gamma Chis role will then be determined by Panhellenic Exec at that time.
15. If a Gamma Chi is relieved of her duties or resigns 7 days prior to recruitment through bid day, she may not participate in formal recruitment with her chapter including being present at recruitment events or membership selection sessions.

16. Recruitment Counselor Fines:

\$50.00 Fine

4. Displaying sorority letters or your sorority affiliation in public view, i.e. car, key chains, clothing, beginning July 1 through Bid Day of formal recruitment. This includes disaffiliation from chapter membership on MySpace, Facebook, chapter and national websites by July 1.
5. Not staying in the hotel (per night). Two absences will result in dismissal.
6. Showing disrespect to any other sorority, PNM, Panhellenic Exec, or University Official.

\$20.00 Fine

5. Missing curfew communicated by the VP of Recruitment Personnel. Two hours past curfew is considered an absence.
6. Unexcused late arrival to scheduled events to include monthly meetings, spring retreat, pre-recruitment training, convocation, and Gamma Chi training and meetings each day of formal recruitment.
7. Possessing alcohol, hosting men, smoking, and charging long distance calls in the hotel rooms or being disturbingly loud.
8. Attending establishments exclusively in Tigerland, Mellow Mushroom, Shady's & Bogies or any others specified from the beginning of training workshop until the conclusion of recruitment.

Terms of Dismissal

12. Living in your respective sorority house after the beginning of Recruitment Counselor Workshop or your chapter's workshop through the conclusion of Bid Distribution.
13. Gamma Chis living in their respective sorority house must move in before chapter and Gamma Chi workshops on a designated date and time decided upon by the chapter. The chapter must communicate this date to the VP of Recruitment by July 8, 2010 who will then be responsible for communicating that date to the Gamma Chis.
14. Not deactivating account on The Facebook or Myspace once Gamma Chi workshop begins through the conclusion of Bid Day. Panhellenic Executive Board will be responsible for checking Facebook accounts in order to insure that the gamma chi will be the one held accountable rather than her chapter, as it is the responsibility of the gamma chi.
15. Any Recruitment Counselor missing a meeting or any event scheduled by the VP Recruitment Personnel, without an official excuse authorized by Panhellenic Exec, is automatically released from her duties.
16. Having any contact/socializing with any active member from the beginning of chapter workshops through Bid Distribution.
17. Failure to execute duties, insubordination, and consistent violation of rules. The \$100 check will be deposited to the Panhellenic Council and the Gamma Chi will be excused from her duties.
18. Being displayed in photographs on the chapter or national website, Facebook, Greek Tiger, Girl Talk after July 1, 2010. Gamma Chis must be removed from display boards, brag boards, composites in the sorority house, including sleeping rooms by August 13, 2010. In addition, the chapter will be fined \$100 for each violation.
19. Facilitating, encouraging, or allowing any Potential New Member to take part in a guessing game and/or state her thoughts on what chapter the Gamma Chi belongs.
20. Recruitment Counselors may not be present or participate in any phase of chapter recruitment including spring invitational recruitment training, planning, summer recruitment events, hometown recommendation sessions, workshops and meetings immediately upon selection.
21. Consumption of alcohol that prohibits a Gamma Chi's ability to fulfill her responsibilities.
22. If a Gamma Chi is relieved of her duties or resigns 7 days prior to recruitment through bid day, she may not participate in formal recruitment with her chapter including being present at recruitment events or membership selection sessions.

### ***H<sub>1</sub>N<sub>1</sub> AND/OR OTHER HIGHLY CONTAGIOUS ILLNESSES: PROCEDURES AND PROTOCOLS***

- ***Potential New Members***

1. ***A PNM exhibiting signs of H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.***
  2. ***A PNM positively diagnosed with H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.***
  3. ***Panhellenic will work with each PNM positively diagnosed to ensure she receives an excused absence. Excused absences are communicated to each sorority and are treated as though the PNM attended the event.***
  4. ***Panhellenic will, with written permission from the PNM, make membership selections on behalf of the PNM to ensure that she continues the process. The MRAA must be signed by the PNM and may be faxed or scanned and e-mailed to Panhellenic prior to the end of the last preference event.***
- ***Sorority Chapter Members***
    5. ***Each sorority is responsible for the health, safety, and welfare of each member. Precaution to prevent the spread of H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness is the responsibility of the organization.***
    6. ***Organization members positively diagnosed with H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.***
  - ***Panhellenic Recruitment Team Members***
    7. ***A Panhellenic Executive Officer or Recruitment Counselor exhibiting signs of H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.***
    8. ***A Panhellenic Executive Officer or Recruitment Counselor positively diagnosed with H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.***
  - ***Policy Regarding DELAY OR CANCELLATION OF FORMAL RECRUITMENT***
    9. ***The Panhellenic Executive Board in consultation with the Director of Greek Life, the Dean of Students, the Director of the University Health Center, Chapter Advisors, Chapter Presidents, and Recruitment Chairmen, reserves the right to delay and/or cancel formal recruitment based on a percentage of PNMs and active chapter members positively diagnosed with H<sub>1</sub>N<sub>1</sub> or any other highly contagious illness.***

## The Essential Nine: 2010 LSU Recruitment Rules for Chapter Members

1. High school students may not be invited to chapter-sponsored events where alcohol is present (ex. grubs, formals, exchanges, crawfish boils, etc.). They may be invited to attend overall Greek events (ex. Songfest).
2. Inappropriate contact with PNMs shall be prohibited, inappropriate contact shall be defined as but not limited to:
  - ❖ Transportation to and from bars
  - ❖ Providing and/or purchasing alcohol
  - ❖ Contacting PNMs by members who don't have a prior relationship with that PNM
  - ❖ Specifically promoting your sorority or speaking negatively about other sororities at LSU
  - ❖ Organizing gatherings, events, and/or events for the purpose of chapter members to meet PNMs
3. No flowers or gifts may be sent to a PNM from collegiate members, alumnae, collegiate members from other chapters, and mothers of collegiate members and new members.
4. Only Panhellenic publications and/or invitations can be mailed to potential members. Individual sorority publications may not be sent to potential new members.
5. Silence will go into effect Sunday, August 8 until the distribution of bids. ALL SOCIAL CONTACT, TO INCLUDE TELEPHONE CALLS, EMAIL, LETTERS, FACEBOOK, MYSPACE & TEXT MESSAGING, between actives and PNMs, actives and PNMs' guardians, actives and PNMs' boyfriends/friends, and/or actives and a PNMs' siblings MUST CEASE THROUGH BID DISTRIBUTION except during recruitment functions scheduled by Panhellenic.
6. There shall never be more than TWO sorority women recruiting a potential member at any given time (hot boxing). There shall never be one on one contact between a PNM and an active behind closed doors. Inappropriate language includes but is not limited to: "We/I hope to see you tomorrow!" and other references to potential participation in future rounds.
7. No sorority may refer to any other sorority during any formal recruitment events to include questioning a potential member about her event schedule.
8. Sororities shall not detain potential members beyond the allotted time.
9. A bid is an oral or written invitation for membership. Bidding is prohibited during the formal recruitment process other than the preferential bidding scheduled by Panhellenic at the close of the formal recruitment process. NO PROMISE OR INVITATION FOR THE POTENTIAL NEW MEMBER TO RETURN TO THE CHAPTER IS MADE AT ANY EVENT. CHAPTERS FOUND IN VIOLATION OF THIS POLICY WILL RESULT IN SOCIAL SUSPENSION ON AND OFF CAMPUS FOR THE FALL SEMESTER.



## Appropriate and Inappropriate Recruitment Conversation

- Give yourself a designated phrase and memorize it and say it each time you part with a PM, so it leaves less opportunity to make a “slip up.”
- Remember it is inappropriate to speak negatively about other sororities. As a tip, pretend during conversation that your chapter is the only chapter, unless you are talking about all the sororities as a whole, or positively about your friends down the row!
- Keep in Mind that Gamma Chis speak with their girls daily and often. Anything they hear that is objectionable (no matter your intention) they must report.

### Inappropriate

“We/I want you here”  
“We/ I hope to see you here again”  
“I can see you as my little sis”  
“See you later/tomorrow”  
“Where do we stand in your mind?”  
“Do you see yourself here, because we do.”  
“We really like you”  
“You’re going to love it here”  
“Everyone has said great things about you”  
“How many houses do you have left?”  
“Which houses do you have left?”  
\*\*\* In the case that a PM offers this information, be prepared to change the subject as quickly as possible.  
“Good luck” or “Have a great time”  
are good ways to end that conversation.

### Appropriate

“I really enjoyed getting to know/speaking with you”  
“Have a great day!”  
“Bye” (In a sincere, friendly manner)  
“It was nice to meet you”  
“Thanks for coming/being with us”  
\*\*\*In case that the PM has come back a second time, you CAN say “Sue really liked you” when referring to the active member who spoke with her last party.

### Preference Conversation

- Talk about why you love your chapter and why you feel comfortable there.
- Share the reason you chose your sorority
- Advise them by saying “As you think about your decision tonight, look at where you see yourself fitting in.”
- “I have enjoyed getting to know you this week.”
- Prepare for overzealous PMs that share information such as, “I feel most comfortable here” or “I know I want to be here.” Know how to lead yourself out of the conversation.

## **PROLOGUE**

On April 15, 1891, in Boston, Massachusetts, representatives of the then seven existing fraternities for women met “to discuss methods for the betterment of fraternity conditions in the different colleges.” The committee on Interchapter Courtesy recommended “greater moderation in rushing, that chapters be more watchful that they may pursue no method that could be considered questionable or underhanded,” that a committee be selected at each college to “decide upon regulations for the control of pledging” and for the exchange of information as to officers, etc. When the “meetings” became official, the National Panhellenic Conference was formed in 1902, and the guidelines adopted earlier were continued.

As fraternity women we continue them today. We recommend “moderation in rushing, being watchful to see that we pursue no method that could be considered questionable or underhanded,” and we have a committee at each college “to decide upon regulations for the control of pledging.” However, our world has changed. There are thousands of chapters and hundreds of Panhellenics. Some campuses have few chapters; many have a large number. But, still we adhere to the admonition of our early leaders to pursue Interchapter Courtesy by advocating “greater moderation in rushing.”

Sometimes mistakes are made. Sometimes a chapter fails to educate its new members in the Panhellenic policies and their adopted membership recruitment rules. Sometimes older members do not pay attention to the concept of “Interchapter Courtesy” and violate the rules. It is therefore necessary to provide a method for a Panhellenic to ensure the adherence of all chapters and all members to its adopted Constitution, Bylaws, Membership Recruitment Rules and to the NPC UNANIMOUS AGREEMENTS, which are binding upon all members of all women’s fraternities. Each Panhellenic has a Judicial Board described in Part 2 of this Guide to adjudicate problems that cannot be solved by mediation.

Section VII. College Panhellenic Association Judicial Procedures of the Unanimous Agreements, which is included in the Appendix, describes the procedures to be followed in handling infractions of your Panhellenic’s Rules for Membership Recruitment, the NPC UNANIMOUS AGREEMENTS and other violations. This Judicial Procedures Guide is designed to help you in judicial matters, but it is not a substitute for Section VII of the UNANIMOUS AGREEMENTS. Part 1 of this Guide included guidelines for handling recruitment infractions. Part 2 includes guidelines for your Judicial Board. The Appendix includes recommended forms and a copy of the pertinent UNANIMOUS AGREEMENT.

If you have any questions, contact your NPC Area Advisor, or if she is unavailable, call the National Panhellenic Conference Central Office at (317) 872-3185 or email to [NPCCENTRAL@aol.com](mailto:NPCCENTRAL@aol.com).

## Part 1

### I. COLLEGE PANHELLENIC ASSOCIATION JUDICIAL PROCEDURES FOR MEMBERSHIP RECRUITMENT VIOLATIONS

The following procedures will expedite the handling of an infraction of a UNANIMOUS AGREEMENT pertaining to membership recruitment, a campus Panhellenic recruitment rule or a violation of the Code of Ethics.

- A. The College Panhellenic Violation Report Form may be used by
  - 1. A College Chapter
  - 2. A Recruitment Counselor
  - 3. A Potential Member
  - 4. A Panhellenic Advisor
  - 5. VP Recruitment or Director of Recruitment Counselors
- B. College Panhellenic Violation Report Form
  - 1. Form must
    - a. In 1. be signed by the chapter president on behalf of her group or in 2., or 3., 4. or 5. by the person filing the report.
    - b. Be filled out with time, place and witness. (see A. above)
    - c. Be filed within 30 calendar days from the date of the alleged infraction (including university breaks.)
  - 2. Violation must be
    - a. Based on fact, not hearsay or rumor
    - b. Witnessed
  - 3. During school breaks or vacation, above procedures must be followed, then considered at the first Panhellenic meeting when school reconvenes.
  - 4. If the College Panhellenic President is unavailable or the violation is against her fraternity, the form shall be presented to the College Panhellenic Vice President or College Panhellenic Advisor.
- C. Duties of the Panhellenic President

The President of the College Panhellenic has a major role to play in handling infractions of the Panhellenic recruitment rules. Failure of

the President to perform her duties within the required time frame may jeopardize the ability of the Panhellenic to take effective and proper action with regard to the complaint while protecting the rights of all involved. The President is responsible for appointing a neutral mediator to preside over mediation. The mediator shall not be

an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.

When the Panhellenic President receives a signed copy of the College Panhellenic Violation Report Form she and the Panhellenic Advisor must:

1. Verify that the report was received within 48 hours or the first school day after the alleged infraction was known and not more than 30 calendar days after it occurred.
2. Verify the report is specific as to time, place and witnesses.
3. Verify the report is based on fact, not hearsay or rumor.
4. Endorse the report for mediation if from a college chapter.
5. The College Panhellenic President and the Panhellenic Advisor shall review the College Panhellenic violation report form to ensure it has been filled out completely, including proper signature and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.
6. Forward a copy of the 'Notice of Infraction Form' within one week to the cited chapter, the Panhellenic Advisor and the NPC Area Advisor. The 'College Panhellenic Violation Report Form' is retained by the College Panhellenic President or Panhellenic Advisor and is available upon request from the accused fraternity. A copy of the 'College Panhellenic Violation Report Form' shall be given to the NPC Area Advisor.
7. Upon receipt of the 'College Panhellenic Notice of Infraction Form' the accused fraternity shall contact the College Panhellenic President within one week to schedule Mediation or choose to proceed directly to a Judicial Hearing.
  - a. If the 'College Panhellenic Notice of Infraction Form' is delivered during a college/university break, the Mediation/Judicial Hearing may be scheduled after classes resume or held during the break if all parties are available.
  - b. On those campuses where the small size of the College Panhellenic makes a Judicial Hearing ineffective because of conflicts of interest and Mediation has proven ineffective an appeal may be made directly to the NPC College Panhellenic Judicial Appeals Committee.
8. Attend the mediation with an appointed mediator, representatives of each chapter involved, or, if not a chapter, the person submitting the report, the Membership Recruitment Chairman of the College Panhellenic and the Panhellenic Advisor.
9. Arrange for referral to the Judicial Board if mediation does not result in a decision agreed to by all involved.
10. Forward to the Panhellenic Judicial Board Chairman a copy of any violation that must be adjudicated.

#### D. Responsibilities of the Panhellenic Executive Board

If the College Panhellenic President is unavailable, or the violation is against her fraternity, the form shall be presented to the PHC Vice-President or Panhellenic Advisor

The Executive Board guidelines for evaluating report forms include determination that

1. The proper form has been submitted.
2. All sections of the form have been completed.
3. All required signatures are included.
4. The report is specific as to time, place, and witnesses.
5. The report is based on fact, not rumor or hearsay.
6. The proper time frames have been reserved.
7. The infraction constituted a violation of a recruitment rule, a UNANIMOUS AGREEMENT or the Code of Ethics and is appropriate for mediation.

#### E. Mediation Procedures

The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under NPC UNANIMOUS AGREEMENTS, the College Panhellenic Association Constitution, Bylaws and rules.

1. Scheduling Mediation: All endorsed violation forms shall be submitted by the Panhellenic president for mediation. A time and place for mediation meeting shall be scheduled within one week of receipt of the endorsed report and shall
  - a. Be scheduled at a convenience of all participants
  - b. Be conducted by a neutral mediator
  - c. Be held as soon as possible
    - (1.) If a potential member is involved the meeting may be postponed until membership recruitment is completed
    - (2.) If a potential member is involved she may present material evidence in writing
2. Choosing the Mediator: Before membership recruitment starts, a mediator shall be selected who is available to serve when necessary as a neutral party to the mediation process. A college or university staff member, a trained alumna who is not a member of a chapter involved in the mediation, or the Panhellenic Advisor may serve as mediator unless she

filed the infraction. UNDERGRADUATE CHAPTER MEMBERS SHALL NOT SERVE AS MEDIATORS.

3. Participants: Participants shall be the mediator, the president, membership recruitment chairman and an advisor if desired from each chapter involved, signer of the violation form if not a chapter president, the President and Membership Recruitment Chairman of Panhellenic, and the Panhellenic Advisor is not the mediator. The Executive Board, other than the President and Membership Recruitment Chairman, or members of the Judicial Board shall not participate.

The person attending (representing each chapter) MUST be the decision maker for each group involved. The likely person would be the Chapter President and in the case of a recruitment infraction, the Recruitment Chairman. Each chapter should send an equal number of participants and should limit the number of people attending. There may be some instances when more than one group files an infraction on another group. When this occurs, the groups filing the infraction must each select one or two persons to represent them in the mediation.

In rare cases the Vice President of Recruitment and/or the Panhellenic President may attend, because of information that they need to bring to the table. **There will be no observers in attendance.** Each party may have a Chapter Advisor present. It is very important to limit the number of attendees at a mediation, and the mediator has the responsibility of seeing that the representation is both small and equal.

4. Records: A secretary shall be appointed to record the minutes of the mediation meeting on the College Panhellenic Record of Mediation or Judicial Hearing Form. The form is submitted to the secretary of the Judicial Board if closure is not reached by mediation.
5. Completion: The agreement reached in mediation is recorded and copies are given to the chapter and their advisors and other persons involved in mediation. The Judicial Board Chairman is responsible for seeing that any agreements made are fulfilled.
6. Mediation Guidelines: A successful mediation preserves confidentiality, settles differences without formal process of a hearing, provides a solution acceptable to all without involving multiple witnesses and time consuming

discussions. ALL records pertaining to the action should be available for both parties to review.

- a. Set a time frame for the meeting (to last no longer than one hour).
- b. Set the time of the meeting for the convenience of all who will attend.
- c. Provide pertinent materials for everyone; a copy of the infraction report, copies of the UNANIMOUS AGREEMENTS, the Panhellenic Recruitment Rules and the Code of Ethics.
- d. The mediator begins by setting the “ground rules” with regard to the behavior of all involved with the mediation. Each side should be allowed to tell her version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so that if questions arise which need answers, they can ask those questions later after each side has had the opportunity to give information. The parties should be advised it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the caucuses (individual meetings), the parties may give the mediator information that s/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with one side.
- e. Identify the problem.
- f. Provide time for each participant to explain her position.
- g. Search for alternative solutions. List all solutions and discuss each one.
- h. Select a fair and reasonable course of action, specific and doable.
- i. Agree to keep the mediation discussion private.
- j. Take written minutes (not recorded).
- k. At the conclusion of the mediation, the mediator meets with the parties and their respective Chapter Advisors to complete the Mediation Form. They will write the agreement reached OR in case no agreement was reached, they will identify a list of issues. Both parties will sign the agreement or the list of issues. The list of issues will be used in a Judicial Hearing which will follow at a later date.
- l. After membership recruitment is over, evaluate the process and course of action.
  - (1.) Did it fit the infraction?
  - (2.) Was it a reasonable expectation?
  - (3.) Was there cooperation among all parties?

## 7. Referral to the Accountability Board

If mediation is not successful, the issue may be referred by the Panhellenic President to the College Panhellenic Accountability Board, or in the case of a Panhellenic of two or three chapters, to the NPC College Panhellenic Appeals Chairman, unless the chapter or individual filing the College Panhellenic Violation Report Form requests the matter to be dropped. Directions for forming an Accountability Board are contained in Part 2 of this Guide. The Board is an integral part of the College Panhellenic and must be chosen with care. It is provided for in the College Panhellenic Constitution and Bylaws. As provided for in V. below, the Board shall also be called into session to consider accusations of infraction other than alleged membership recruitment violations.

The Panhellenic President is responsible for referring the issues in a failed mediation to the Accountability Board. All materials pertinent to the case are to be forwarded as soon as possible so that the Accountability Board may schedule a meeting to review the materials in a timely manner.

#### 8. Penalties for Infractions of Membership Recruitment Rules

Philosophy: Membership recruitment rules on individual campuses consist of provisions adopted by the National Panhellenic Conference including the UNANIMOUS AGREEMENTS and those rules adopted by the College Panhellenic. The purpose of the Panhellenic Membership Recruitment rules is to encourage a cooperative spirit rather than punish people who do not follow the rules. It is the spirit behind these rules that is important – the spirit for membership recruitment to be fair and consistent for all Panhellenic women and for the women seeking membership in a Greek organization.

Ethical behavior is expected of all members at all times.

Unfortunately there are times when the judicial process must be called into place. The NPC UNANIMOUS AGREEMENTS state that each College Panhellenic shall adjudicate fair and reasonable penalties for infractions of membership recruitment rules. Penalties must correspond to the nature and the degree of seriousness of the offense for both Minor and Major Infractions.

- a. Minor Infractions and Penalties: Minor Infractions are primarily the result of membership recruitment procedure violations and include, but are not limited to, such violations as:



- (1.) Budget Violations
  - (2.) Recruitment guideline violations for
    - (a.) Decorations
    - (b.) Apparel/outfits
    - (c.) Food/drink
    - (d.) Entertainment
  - (3.) Gifts of any kind, including personal or preference notes
  - (4.) Recruitment events extending beyond scheduled ending time
  - (5.) Submitting invitation lists after a specified time
- b. Examples of appropriate penalties for minor infractions
- (1.) Official reprimand (reports to be sent within one week of imposing penalty)
    - (a.) Officially recorded in College Panhellenic minutes
    - (b.) Report sent to National President of offending group
    - (c.) Report sent to NPC Delegate of offending group
    - (d.) Report sent to NPC Area Advisor
  - (2.) Construct penalties of a positive nature
    - (a.) Host Panhellenic reception for house directors, new members, etc.
    - (b.) Present Academic Enrichment Seminar
    - (c.) Set number of community service hours for each member
    - (d.) Provide clerical service in Panhellenic office for designated time
    - (e.) Plan a workshop for Chapter/Panhellenic dealing with recruitment procedures
    - (f.) Plan a Faculty Appreciation Program using the NPC packet.
  - (3.) Monetary fines shall be acceptable only for measurable infractions (i.e. actual computer time, late parties, etc.)  
Amounts shall be predetermined by vote of the College Panhellenic Council and stated in membership recruitment rules.
- c. Major Infractions and Penalties: Major infractions are primarily the result of membership recruitment ethics violations and include, but are not limited to, violations of the NPC UNANIMOUS AGREEMENTS and other recruitment ethics violations, such as
- (1.) Failing to observe membership recruitment silence or contact rules
  - (2.) Disparaging remarks made about fraternity women or another group

- (3.) Extending bids early
  - (4.) Encouraging women to intentionally single preference
  - (5.) Suggesting that a woman refuse a bid from one group to wait for a bid from another group
  - (6.) Involving men in the recruitment process
  - (7.) Involving alcohol in the recruitment process
  - (8.) Suggesting that a woman withdraw from the formal recruitment process and wait to go through the continuous open bidding process
- d. Examples of appropriate penalties for major infractions
- (1.) Constructive penalties of a positive nature
    - (a.) Plan, finance and conduct a Panhellenic workshop upon consultation with the NPC Area Advisor or other NPC representatives.
    - (b.) Plan and execute a major fundraiser to provide Panhellenic scholarships, speaker or regional Panhellenic Conference fees.
    - (c.) Plan and sponsor a retreat for membership recruitment chairmen or other chapter officers
    - (d.) Plan a positive public relations program for Panhellenic
  - (2.) Suspension of social privileges involves the suspension of social, Greek Week and/or intramural participation in varying degrees for specified amount of time. The suspension must be appropriate to the nature and degree of the infraction. Penalties including loss of social privileges shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.
- e. Inappropriate Penalties
- (1.) Deprivation of social privileges is no longer recommended for minor infractions
  - (2.) An NPC fraternity chapter's Quota or Total shall not be lowered as a penalty
  - (3.) The time of new member acceptance and/or invitation shall not be delayed as a penalty because this action infringes on the sovereignty of individual fraternities.
  - (4.) Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
- f. Duration of Penalty

The duration of any penalty imposed shall not exceed one calendar year from the time the final decision is rendered. A penalty shall become effective when the offending group receives the final decision. The judicial body imposing the penalty is responsible for the oversight during the time of the penalty.

g. NPC Notification of Penalties

(1.) Within 24 hours of the successful completion of Mediation or the Judicial Hearing, the College Panhellenic President shall send a copy of the 'College Panhellenic Record of Mediation or Judicial Hearing Form' (not including the minutes) to the NPC Area Advisor, the NPC Area Advisor, the NPC Delegate and the Inter/National President.

II. COLLEGE PANHELLENIC ASSOCIATION JUDICIAL PROCEDURES FOR VIOLATIONS OTHER THAN MEMBERSHIP RECRUITMENT VIOLATIONS

When it is believed that a violation other than a membership recruitment violation has occurred, the president of a member group shall file such a written report. The written shall be made on standard reporting form available from the College Panhellenic Association. The report form must be presented to the President of the College Panhellenic Association within 48 hours or on the first school day after the alleged infraction is known and not more than 30 calendar days after it occurred.

Non-membership recruitment violations must be filed with the Accountability Board of the College Panhellenic by the Panhellenic President within 24 hours of the receipt or on the next school day. A copy of the College Panhellenic Notice of Infraction Form shall be forwarded to the accused member group, the Panhellenic Advisor and the NPC Area Advisor.

Penalties for violations of the Constitution and Bylaws of the College Panhellenic Association, actions which reflect unfavorably upon the Panhellenic, or behavior which violates provisions I, II, III, IV, VI, VII, VIII, and IX of the NPC UNANIMOUS AGREEMENTS shall be assessed by the Judicial Board of the College Panhellenic to fit the nature and degree of the offense.

Penalties may include but not be limited to the sanctions outlined for use in membership recruitment violations. The duration of any penalty imposed shall not exceed one calendar year from the time the final decision is rendered.

### III. PARTICIPATION OF THE PANHELLENIC ADVISOR IN JUDICIAL MATTERS

- A. When a report of a recruitment violation is filed with the Panhellenic President, a copy is also filed with the Panhellenic Advisor. The cited chapter and NPC Area Advisor receive a copy of the College Panhellenic Notice of Infraction Form. (see Part 1, I, C.)
- B. The Panhellenic Advisor attends all meetings on judicial matters and may serve as a mediator during the mediation process unless she filed the infraction.
- C. The Panhellenic Advisor remains neutral, makes sure minutes of judicial meetings are taken, may suggest two appropriate alternative penalties, and keeps the records of all judicial proceedings in the Panhellenic Advisor files for four years.
- D. The Panhellenic Advisor works with the Judicial Chairman to insure that penalties assessed or recommendations made are fulfilled on time.
- E. The Panhellenic Advisor may inform the appropriate chapter advisors concerning the judicial procedures and provide written data.

### IV. PARTICIPATION OF THE CHAPTER ADVISORS IN THE JUDICIAL PROCESS

- A. Advisors act as a resource to their chapters during the judicial process.
- B. One advisor from each involved chapter may attend the mediation meeting as an observer/non-participant.
- C. The advisors assist the chapter in preparing a presentation to the College Panhellenic Accountability Board if necessary and the preparation of further appeals if necessary.
- D. Advisors receive a written copy of the solution/resolution from the Panhellenic Accountability Board Chairman.
- E. Advisors make sure that the deadlines are kept and closure to the issue is reached.
- F. They are supportive in upholding the NPC UNANIMOUS AGREEMENTS, the College Panhellenic recruitment rules and standards.

### V. REFERRAL TO THE COLLEGE PANHELLENIC COMMITTEE APPEALS CHAIRMAN OF THE NATIONAL PANHELLENIC CONFERENCE

If a chapter is not satisfied that a fair and just decision has been rendered by the Accountability Board, the chapter may appeal the decision to the College Panhellenics Committee Appeals Chairman of the National Panhellenic Conference. The College Panhellenic Notice to Appeal Form provided to issue notice of intent to appeal shall be submitted to the President of the College Panhellenic within 48 hours of the chapter's receipt of the Accountability Board decision.

Likewise, if the mediation process has failed because of a small number of chapters in a College Panhellenic, the accusing chapter or individual may pursue the complaint by referring it to the NPC College Panhellenic Committee Appeals Chairman. Written notice of

intention to pursue the complaint must be given to the Panhellenic President within 48 hours of the failure of mediation. In earlier cases, the following procedures are required:

- A. The chapter filing the appeal or the individual or referring the complaint and the President of the College Panhellenic each shall send four copies of the complete records of the case by certified mail, return receipt requested, to the NPC College Panhellenic Judicial Appeals Chairman. Her name and address may be sent in one envelope.
- B. The records shall be sent within one week of the time the College Panhellenic Notice of Appeal Form is submitted.
- C. The President of the College Panhellenic notifies the NPC Area Advisor.
- D. The NPC College Panhellenics Committee Judicial Appeals Chairman will review the information and submit her response within four weeks of receipt.
- E. In the matter of a compliant resulting from a failed mediation, the decision of the NPC College Panhellenics Committee Judicial Appeals Chairman shall be final.
- F. If the NPC College Panhellenic Committee Appeals Chairman is unable to resolve the appeal, she shall be responsible for the further conduct of the case and shall submit by certified mail, return receipt requested, all data to the National Presidents of the Chapters involved.
- G. If the National Presidents cannot resolve the case, it may be appealed to the NPC Executive Committee by any National President involved in the case.
- H. If the NPC Executive Committee is unable to resolve the case, it may be appealed either by a National President or the NPC Executive Committee to the National Panhellenic Conference, whose decision is final.
- I. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned fraternity choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the fraternity shall have that option. (adopted Fall 2006)

## **PART 2 ACCOUNTABILITY BOARD**

### I. Purpose of the Accountability Board

Self governance, accountability, and education are three important reasons for the Judicial Board to exist within the Panhellenic Council. The self governance component affirms that Judicial Board members are responsible enough to identify and deal with violations of Panhellenic ideals and policies. The accountability component identifies the need to quickly and appropriately confront behavior that violates Panhellenic ideals and policies. The education component assures training, hearing procedures, and sanctions are educational for the individuals and chapters involved as well as the Greek community.

### II. Selection of the Judicial Board

- A. The Judicial Board is responsible for dealing with violations of:
  - 1. Panhellenic Constitution
  - 2. Panhellenic Bylaws
  - 3. Standing Rules
  - 4. Recruitment Rules
  - 5. Panhellenic Code of Ethics
  - 6. NPC UNANIMOUS AGREEMENTS

The composition of the Judicial Board should be specified in the Panhellenic Bylaws. College Panhellenics should decide on the composition that addresses the needs of their Panhellenic and offers representation to a cross section of the member groups on campus. This is a permanent Board.

- B. Some models for composition of the Judicial Board include:

- 1. Panhellenic Vice President serving as Chairman  
Panhellenic Delegates on a rotating basis (large Panhellenics)  
Two non-voting alumnae advisors  
Panhellenic Advisor, ex-officio  
Or
- 2. Appointed Panhellenic Judicial Officer  
Panhellenic Delegates from each member group (smaller Panhellenics)  
One or Two non-voting alumnae advisors  
Panhellenic Advisor, ex-officio  
Or
- 3. Panhellenic Vice President of Judicial Affairs  
Appointed judicial committee members  
Panhellenic Advisor, ex-officio

- C. Some factors to consider in appointing or electing members of the Accountability Board

- 1. The Panhellenic President does not serve on the Accountability Board. However, she will be a participant in Judicial Hearings. She will need to be involved in mediation, may be bringing charges against a group on behalf of

the Panhellenic Executive Committee, or may be involved in preparing the Panhellenic case in appeals to the NPC College Panhellenic Committee Judicial Appeals Committee.

2. It is not necessary for the Panhellenic Secretary to be present at hearings. A member of the Accountability Board can be appointed to take minutes of the hearing. The College Panhellenic Mediation or Judicial Hearing Minutes Form found in the Appendix should be used.
3. Chapter Presidents are not elected or appointed members of the Judicial Board. These students need to be available to sign CPH Violation Report Forms or answer charges on behalf of their chapters at a hearing.
4. Efforts should be made to invite representation from alumnae advisors as Accountability Board non-voting members. If it is not possible for alumnae advisors to be present, a hearing may still be conducted.
5. It is important for the Panhellenic Advisor to be present at all hearings as an ex-officio member. If the Panhellenic Advisor cannot be present, efforts should be made to have a representative of the campus Office of Judicial Affairs or student life administrator present.
6. It is important for the student in charge of the Accountability Board to be a Panhellenic Officer. Handling judicial matters is an important function of the Panhellenic Council. The position of Panhellenic Judicial Officer shall be added to the duties of an existing Panhellenic Vice-President or a new position shall be created.
7. It is not mandatory that every chapter have a member serve on the Accountability Board. It is too cumbersome to have representation from every chapter when Panhellenic systems have more than seven sororities. The larger the board, the more difficult it is to maintain confidentiality.

### III. Duties of the Accountability Board

#### A. The Panhellenic Accountability Board is charged with

1. Establishing procedures for handling alleged violations of UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules, Recruitment Regulations, and the Panhellenic Code of Ethics.

2. Educating member fraternities about the local Panhellenic judicial procedures.
  3. Participating in training to educate all Accountability Board members about the purpose of the Accountability Board, the rules and regulations the Accountability Board will monitor, and procedures to be followed, proper questioning techniques, the rights of the charged organizations, the evaluation of evidence, and deliberating and assessing penalties.
  4. Conducting fair hearings with impartial Accountability Board members who follow adopted procedures.
  5. Maintaining confidentiality before, during, and after judicial hearings.
- B. The Accountability Board Chairman is responsible for

1. Coordinating the training of the Accountability Board members with the Panhellenic Advisor and/or representatives of the campus office of Judicial Affairs.
2. Making arrangements for the hearing as indicated by the Panhellenic President. (Location, meeting room, set-up, appointments of a secretary among board members and notification of the hearing to the board members and involved chapters or individuals.)
3. Determining if any Accountability Board members need to be excused from serving because of conflict of interest.
4. Providing involved chapters with an outline of Accountability Board Hearing Procedures.
5. Presiding over judicial hearings.
6. Informing, in writing, cited chapters and their advisors of the verdict, penalties (if applicable), and the appeals process.

#### VI. Education of the Accountability Board

The Chairman of the Accountability Board is responsible for the education of the members of the Board before it is convened for its first meeting. A faculty or staff member of the college or university may be available to facilitate the training or the Panhellenic Advisor may organize a program using available resources. It is very important that due process procedures be followed in notification and conduct of a judicial hearing of mediation is not successful.

#### V. Accountability Board Meeting Procedures

Each Panhellenic Council shall adopt procedures to be followed during a Accountability Board hearing. The Accountability Board may recommend a set of procedures to the Panhellenic Council for adoption. Recommended procedures:



1. The hearing is closed to observers.
2. The participants in the Judicial Hearing shall be representatives from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in the cases of Recruitment Infractions, the College Panhellenic Recruitment Chairman.
3. The Panhellenic Judicial Officer serves as the Hearing Officer unless her fraternity is involved in the alleged infraction.
4. Chapters involved in hearings have the right to consult with a fraternity national officer and an alumnae advisor. An advisor may be present during the hearing. A national officer or advisor is for consultation and should not have a voice, unless she is acting in the role of witness.
5. During deliberations, all will leave the room except the Accountability Board Chairman and the Accountability Board members.
6. Deliberations are confidential, and the comments are not to be reported outside of the hearing room.

#### VII. Judicial Hearing – Order of Events

1. Call to order by Accountability Board Chairman
2. Introductions
3. Five minute opening statement by accuser
4. Five minute opening statement by accused
5. Call of any witnesses by the accuser and cross examination
6. Call of any witnesses by the accused and cross examination
7. Closing statement by the accuser
8. Closing statement by the accused
9. All in attendance except the Accountability Board Chairman and Board members excused from the meeting
10. Charges stated by the Accountability Board Chairman
11. Chairman requests motion from Accountability Board member
12. Discussion of motion
13. Verdict rendered
14. Appropriate penalty determined if guilty or if not guilty, charges dismissed
15. After accuser and accused return to the hearing room, verdict is read

Verdict and appeal information (if guilty) put in writing and mailed promptly to groups involved.

## College Panhellenic Judicial Procedures

### COLLEGE PANHELLENIC VIOLATION REPORT FORM

To be filled out and submitted to the College Panhellenic within 30 calendar days of the alleged infraction. (The 30 calendar day timeline even applies during university/college breaks.)

**University/college:** \_\_\_\_\_

**Against (name of fraternity):** \_\_\_\_\_

**For violating:** \_\_\_\_\_

(List specific rule, Code of Ethics, NPC UNANIMOUS AGREEMENT, etc.)

**Violation reported by:** (Reports may only be filed by one of the following:)

- Chapter President                       Panhellenic Officer in Charge of Recruitment  
 Recruitment Counselor               Potential New Member       Panhellenic Advisor

**Date/time/location of alleged infraction:** \_\_\_\_\_

**Witness(es) to the incident** (include affiliation/Panhellenic office and phone numbers):

\_\_\_\_\_

**Description of the incident** (use additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

**Names and affiliation of cited individual(s) and fraternity involved:** \_\_\_\_\_

\_\_\_\_\_

**Names, addresses and phone numbers of individual(s)/fraternity reporting incident:** \_\_\_\_\_

\_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Date** \_\_\_\_\_  
Name & position

**To be completed by the College Panhellenic President or Panhellenic Advisor**

Date submitted: \_\_\_\_\_

Form properly submitted?     Yes                       No (If no, briefly explain:)

Notification of Infraction form sent to:

- Accused Fraternity    (Date: \_\_\_\_\_)  
 Panhellenic Advisor    (Date: \_\_\_\_\_)  
 NPC Area Advisor      (Date: \_\_\_\_\_)



## College Panhellenic Judicial Procedures

### COLLEGE PANHELLENIC NOTICE OF INFRACTION FORM

*This form is to be completed by the Panhellenic President or Panhellenic Advisor after a Violation Report Form has been properly filed. This form must be given to the accused fraternity President (or designated representative) within ONE WEEK of receipt of the Violation Report Form by the College Panhellenic. A copy of the form is also given to the Panhellenic Advisor and the NPC Area Advisor within the same time period. (The one-week timeline applies even during college/university breaks.)*

**University/college:** \_\_\_\_\_

**Accused fraternity:** \_\_\_\_\_ **Date of notification:** \_\_\_\_\_

**Alleged violation(s):** *(List specific rule, UNANIMOUS AGREEMENT, etc., and brief description.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date(s) of alleged violation(s):** \_\_\_\_\_

*\*Violations must be reported within 30 days of the alleged infraction.*

**Infraction filed by:** \_\_\_\_\_ **Date infraction filed:** \_\_\_\_\_

#### **Rights and obligations of accused fraternity:**

*The accused fraternity has the right to have the alleged infraction resolved through the use of Mediation or a Judicial Board Hearing. The accused fraternity is responsible for contacting the College Panhellenic within one week of receipt of this Notice of Infraction Form to schedule a Mediation or opt directly for a Judicial Board Hearing. The Mediation/Judicial Board Hearing does not have to take place within the week; it must be scheduled as soon as possible at a time convenient for the parties involved. If the Notice of Infraction Form is received during a college/university break, the Mediation/Judicial Board Hearing can be deferred until classes resume.*

**To schedule a Mediation/Judicial Board Hearing, contact the person below by** \_\_\_\_\_  
Date

**Name:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

#### **RECORD OF DELIVERY**

*The accused fraternity receives the original of this form. The College Panhellenic keeps a copy of this completed form as part of the documentation. Copies of this form are given to the Panhellenic Advisor and the NPC Area Advisor.*

Delivered to Accused Fraternity

Signature of Chapter President or designee \_\_\_\_\_

Copy to Panhellenic Advisor

Copy to NPC Area Advisor

Date \_\_\_\_\_



## College Panhellenic Judicial Procedures

### COLLEGE PANHELLENIC RECORD OF MEDIATION OR JUDICIAL BOARD HEARING FORM

This form serves as Page 1 of the College Panhellenic Mediation or Judicial Board Hearing Record. One representative of the College Panhellenic will take the minutes on the College Panhellenic Mediation or Judicial Board Hearing Minutes Form and attach the minutes to this document.

- Mediation record**  
 **Judicial Board Hearing record** (Was mediation held?  yes  no)

**University/college:** \_\_\_\_\_

**Accused fraternity:** \_\_\_\_\_ **Date of meeting:** \_\_\_\_\_

**Location of meeting:** \_\_\_\_\_ **Start time:** \_\_\_\_\_ **End time:** \_\_\_\_\_

**Name of recorder:** \_\_\_\_\_

**Number of additional pages of minutes\*** \_\_\_\_\_

*\*Attach the signed College Panhellenic Mediation or Judicial Board Hearing Minutes Form to this page.*

**Names and titles of all present:**

\_\_\_\_\_  
\_\_\_\_\_

**Alleged violation(s):**

*(List specific rule, UNANIMOUS AGREEMENT, etc., and brief description.)*

\_\_\_\_\_  
\_\_\_\_\_

**Summary of decision/penalty:**

*(Give a brief description of results. Attach the detailed College Panhellenic Mediation or Judicial Board Hearing Minutes Form.)*

\_\_\_\_\_  
\_\_\_\_\_

- Notice of Appeal Form given to Chapter President/designee** *(if applicable)*

**Signatures:** *The signatures verify that the minutes have been read by those present.*

\_\_\_\_\_  
Accused fraternity designee *(print name)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Panhellenic representative *(print name)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### RECORD OF DELIVERY

*The College Panhellenic maintains the original form and minutes. The accused fraternity will receive copies of this form and minutes. Copies of this form are sent to the parties listed below (do not include the minutes page).*

- Accused Chapter President/designee       Copy to Panhellenic Advisor  
 Copy to NPC Delegate                       Copy to Inter/National President  
 Copy to NPC Area Advisor

Date \_\_\_\_\_



## College Panhellenic Judicial Procedures

---

### COLLEGE PANHELLENIC MEDIATION OR JUDICIAL BOARD HEARING MINUTES FORM

*This form serves as Page 2 of the College Panhellenic Mediation or Judicial Board Hearing Record and is used by one representative of the College Panhellenic to record the minutes. Use as many copies of this minutes form as needed. The completed minutes shall be attached to the College Panhellenic Mediation or Judicial Board Hearing Record. Each page should be numbered and signed.*

**Mediation record**

**Judicial Board hearing record** (Was mediation held?  yes  no)

**University/college:** \_\_\_\_\_

**Accused fraternity:** \_\_\_\_\_

**Date of meeting:** \_\_\_\_\_

**Minutes:**

#### **Signatures:**

*The signatures verify that the minutes have been read by those present at the conclusion of the Mediation/Judicial Board Hearing.*

\_\_\_\_\_  
Accused fraternity designee (*print name*)      Signature      Date

\_\_\_\_\_  
Panhellenic representative (*print name*)      Signature      Date

Page # \_\_\_\_\_ of \_\_\_\_\_



## College Panhellenic Judicial Procedures

### COLLEGE PANHELLENIC NOTICE OF APPEAL FORM

*This form is to be submitted to the Panhellenic President or Panhellenic Advisor within 48 hours of the judicial hearing decision if an involved party wishes to appeal the decision to the National Panhellenic Conference Judicial Appeals Committee.*

**University/college:** \_\_\_\_\_

**Appealing party:** \_\_\_\_\_ **Date of decision:** \_\_\_\_\_

**Name, address, phone number and e-mail of appealing party representative:**

\_\_\_\_\_  
\_\_\_\_\_

**Reason for appeal of rendered decision:** *(additional pages may be attached)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of appealing party

\_\_\_\_\_  
Signature of fraternity alumna advisor  
*(If appealing party is a fraternity)*

#### Appeal Procedures:

- The College Panhellenic President is responsible for sending the complete record in a timely manner upon receipt of the Notice of Appeal.
- Four copies of the complete record must be sent in one envelope to the NPC Judicial Appeals Chairman. Include copies of all documentation relating to this infraction.
- A copy of the College Panhellenic Bylaws, Judicial Procedures and applicable rule(s) should be included in the mailing.
- The appeal should be sent certified mail, return receipt requested.

#### **To be completed by the College Panhellenic President or Panhellenic Advisor**

Date appeal submitted: \_\_\_\_\_

Within 48 hours of decision?     Yes     No

#### **Date sent to NPC Judicial Appeals Chairman**

*(certified mail/return receipt requested)* \_\_\_\_\_

Copy of Notice of Appeal sent to:

- Panhellenic Advisor    (Date: \_\_\_\_\_)
- NPC Area Advisor    (Date: \_\_\_\_\_)



## Water Cooler Schedule

Sunday, Aug 15, Tuesday, Aug 17, & Thursday, Aug 19

ΦΜ

ΔΔΔ

ΚΚΓ

ΚΑΘ

ΚΔ

Monday, Aug 16, Wednesday, Aug 18, & Friday, Aug 20

ΔΓ

ΔΖ

ΠΒΦ

ΖΤΑ

ΧΩ

30 minutes before the first party of each day, a gamma chi will knock on your door & ask for ice and water for your assigned days. She will also refill during breaks when necessary. Panhellenic will provide the water cooler & cups.

Thanks for your cooperation and assistance!

Panhellenic

## **Recruitment Rain Plan for Panhellenic 2010**

### **Stay Calm!!**

#### **Scenario 1: It starts raining during a break**

Follow that specific chapter's rain plan.

#### **Scenario 2: It starts raining during a party**

Follow that specific chapter's rain plan.

### **Recruitment Rain Plan for Panhellenic**

The operations party manager stationed at each house will have a walkie-talkie. Angela will be guiding everyone based on what she thinks is best with the weather. The Party Manager at each house will:

1. Inform the Recruitment Chairman and Advisor of the plan as it unfolds
2. Inform the PMs of the plan as it unfolds
3. Inform the ΓX team as the plan unfolds
4. Follow the Rain Plan designated by each individual chapter

\*Exec members on the row will go to nearest house and assist the operations party manager.



## Door Knocking Details For Chapters:

10 minute knock from the Operation Party Manager before event begins to introduce herself to the Recruitment Chairmen.

5 minute knock from the Operations Party Manager before the event begins.

2 minute knock from the Operations Party Manager before the event begins.

1 minute knock from the Operations Party Manager before the event begins.

Each knock is announced with the minutes remaining:

- 2 minute knock – the Operation Party Manager will hand the Recruitment Chairmen a Post-It with either “all present” or the names and I.D. numbers of the PMs who are not present yet.
- 1 minute knock – the Recruitment Chairmen will be handed a Post-It note to notify her of the I.D. numbers of women who are not present or will have “all present” written on a Post-It. Late PMs arriving after the 1 minute knock will be placed at the end of the line.

After the party starts see Procedures for PM Entrance Into Parties. The Recruitment Chairman’s permission will be asked before PMs who arrive after the party begins can enter.

After 1 minute knock, the chapters will be responsible for opening the door and/or singing after the minute has expired, i.e., the chapter should be inside with a stop watch counting that 1 minute. Singing may ONLY begin when the event is supposed to begin. Beginning early may lead to an infraction. However, a chapter may begin late with no penalty.

Towards the end of the event:

- 5 minute knock – the Operations Party Manager indicating that there is 5 minutes until the end of the event. Again, the chapter should have a stop watching timing the event so that the last PM is out at the time the event should end. There are no other knocks. The office will announce “Party Over” on the radio to alert everyone.

A chapter will not receive an infraction if the PMs are dismissed early or if the chapter opens the door later at the beginning of the party.

## **Procedure for PM Entrance Into Parties:**

Potential Members will enter sorority houses in order of their ID number for all rounds of recruitment. This is the most efficient way for Gamma Chi's to check their attendance. In addition, all party lists, etc. will be given to you in ID order.

PMs who have similar names will be given ID numbers that don't reflect alphabetical order. This is to relieve confusion during round one. These women will still enter in ID order.

1. At the 2 minute knock, the Party Manager will hand the chapter a post-it with either the names & ID #'s of PMs who have not arrived or all present.
2. At the 1 minute knock, the status of attendance will be updated. If changed, those PMs still not present or all present will be written on a post-it.
3. If a PM arrives before the PM line has finished going into the house, the line monitor will place her at the end of the line (line monitors will allow extra space between the last girl on the party list and the late arrival). The chapter will be aware of these PMs because the chapter has already been notified by PHC and/or have received the post-it with her ID # and name on it.

## **Procedure for PM Tardiness:**

1. If a potential member notifies that she'll be later than 15 minutes to a party, we will notify the chapter by phone as soon as possible & if she is excused we will inform the chapter 24 hour phone & ask permission for the PM to make a time change for the party. Please note we may receive this information as late as 5 minutes before the party begins. Therefore, please answer your 24 hour contact phone line at all times.
2. If a potential member notifies PHC that she'll be late, but does not know how late, the chapter will also be notified by phone.
3. If a potential member is running late and does not arrive in time to join the end of the line, however, she does arrive before the end of the party. She will be instructed to wait with the Line Monitor at the line-up point in front of your chapter house while the Party Manager knocks on your door and asks permission for her to attend. This way, your chapter will have no pressure saying no if it is too hard to accept her into your party.

## PM Excuse Policy

Recruitment Rule: The potential member and sororities must honor all invitations to recruitment functions. In case of illness or other emergency, Panhellenic will notify the chapter with an official excused absence.

Without an official excuse PMs are automatically released from recruitment. Official excuses will be verified by PHC VP of Recruitment. They include but are not limited to:

- LSU athletic commitments, LSU musician commitments, LSU admissions/orientation commitments, etc
- Illness with written doctor's excuse, proof of injury, proof of handicap, etc.
- Funeral, etc.

PM has an official excuse, PHC exec will:

- Contact PM and find out what recruitment events will be missed and which events will be attended.
- PHC exec will discuss her attendance options with PM. She will be able to choose which chapter's party she would like to attend based on her limited time
- PHC exec will call chapters to make sure that she can attend the particular party that the PM desires. PHC exec will notify all other chapters of her excuse and indicate the party that she will be absent. All notifications will be made by phone or by memo. Any changes that are known early enough will be marked on party schedules.
- For the chapters that the PM does not get to visit, it will be up to them whether or not they would like to grant the PM a courtesy invite to the next round.

### H<sub>1</sub>N<sub>1</sub> AND/OR OTHER HIGHLY CONTAGIOUS ILLNESSES: PROCEDURES AND PROTOCOLS

#### ▪ Potential New Members

1. A PNM exhibiting signs of H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall seek medical attention as directed by the Director of Greek Life.
2. A PNM positively diagnosed with H<sub>1</sub>N<sub>1</sub> and/or any other highly contagious illness shall follow University and/or physician's orders to self-isolate until cleared to return to the recruitment process by a physician.
3. Panhellenic will work with each PNM positively diagnosed to ensure she receives an excused absence. Excused absences are communicated to each sorority and are treated as though the PNM attended the event.
4. Panhellenic will, with written permission from the PNM, make membership selections on behalf of the PNM to ensure that she continues the process. The MRAA must be signed by the PNM and may be faxed or scanned and e-mailed to Panhellenic prior to the end of the last preference event.

## Procedures for Work Stations

\*Be at your station 15-20 minutes before your party begins.

\*Group Leaders: Check in with your assigned table leader, and let her know you're here.

**Working each shift, there will be:**

**Round 1:**

- 1 table leader per table (EXEC)
- Extra table workers, roll callers, and line monitors (a leader for each job should be established for each group traveling together)

**Rounds 2,3,4:**

- Buffers in the Noland Laborde room to help pass out schedules and take the shift of any GL who may have to stay to console/talk to an upset group member
- 1-2 Table Leaders per table (G.L.'s)
- 1 roll call person per house (G.L.'s)
- 1 line monitor per house (G.L.'s)
- 10 Party Managers-1 per house(Operations Team)
- 1 Office Workers (Operations Team)

**Table 1**  
Phi Mu, DG

**Table 2**  
DDD, DZ

**Table 3**  
KKG, Pi Phi

**Table 4**  
Theta, ZTA

**Table 5**  
KD, XO

**\*\*Lost and found will be at Table 3 all week.**

## **OPERATIONS TEAM**

### **PARTY MANAGERS**

- Primary contact with Recruitment Chairman at the beginning of each party.
- Keeps time on stop watch as back up.
- **STEPS:**
  1. 10 minute knock: Before the 1<sup>st</sup> party of each shift begins, knock and introduce yourself and ask if you can help them with anything. Let them know you're here to help them.
  2. 5 minute knock: knock on door (give "5 minutes" signal) and do the same for the 2 and 1 minute signal.
  3. 2 minute knock: hand the chapter the post-it from roll taker with either "all present" or the names and I.D. #'s of the PMs who aren't present yet.
  4. 1 minute knock: hand the chapter the post-it with either "all present" or the names and I.D. #'s of the PMs who aren't present.
    - If a PM shows up while PMs are entering, the line monitor puts her at the end of the line and holds her back one space.
  5. Party Starts signal: Repeat- Do not knock. After 1 minute knock, the chapter is responsible for beginning the party.
  6. After the party starts: if there is a late PM, follow Procedure for PM Tardiness.
  7. 5 minutes until party ends signal: knock- Party ends in 5 minutes.
  8. Party ends signal: Repeat- Do not knock
- At your scheduled time, shift to your next station, but NOT before. Wait until you have been relieved before you move. Do NOT leave until your replacement shows up.
  - If she doesn't show call that operations team member to see where she is. If she will not be able to make it in enough time to make the switch, call the Director of Operations As soon as possible.
- In charge of filling up the water cooler 30 minutes before 1<sup>st</sup> party of each day begins. During the day you are also responsible for filling up the water cooler. After all the PM's have entered the house, ask the rec. chairman for permission to fill up cooler...Table workers will assist you (Refer to water cooler schedule)

### **OFFICE WORKERS**

- In charge of the official time calls
- Help exec with any tasks
- Located in HQ
- Do not leave until next Office Worker arrives

## CALLING TIMES

### Before Parties

- Give time 20 seconds before actual time
- "10 minutes" table check
- 5 minute knock
- 2 minute knock
- 1 minute knock
- Give the call before each party begins

### Before Parties End

- There is a 5 minute call before party ends
- Again, give it 20 seconds before the actual 5 minutes

## GROUP LEADERS

### TABLE LEADER

- In charge of communication on walkie-talkies between Headquarters and all workers.
- Responsible for communicating the official time to all workers (ex: 5 min, 2 min, 1 min)
- **STEPS:**
  1. Designate 2 stacks on your table: 1 for new roll and 1 for old roll. Indicate which is new and which is old (write on a post-it "old" and "new"). The roll for all parties of each day will be located in the boxes.
  2. Check to make sure everyone has arrived:
    - Table workers for round 1, if applicable
    - 2 roll call (1 per house)
    - 2 line monitors (1 per house)
  3. Once all G.L. workers have arrived, call into headquarters on the walkie (using the correct walkie procedure) and say "table\_\_ check".
  4. Give the GL's responsible for roll call the "new" roll call list for their respective houses, a pen, a highlighter, post-its, and a clip board.
  5. Your job now is to oversee the table and to report any important situations or emergencies over the walkie talkies, including the need for a nametag or needed supplies.
  6. After each party is over, double check the Party List given to you by the roll call GLs cross checking each "no show" with the special circumstances list. Call no shows into Headquarters **by PM ID #'s** ASAP. Place the Party List in the old stack and an Exec member will pick it up. Repeat for each party.
  7. At the end of the final party of each day, shift 2 G.L.'s need to pick up everything on the table and put it in the boxes. Then, help the Operations Team put the tables and chairs on one of the chapter's porches. Operations Team will pick up boxes.

### TABLE WORKERS

- Helping lost or confused PM's
- Help hand out any items to PM's (water, coffee filters, temporary nametags, etc.) from boxes.
- Responsible for yelling out "5 minutes," "2 minutes," or "1 minute" at the appropriate time call down the row.
- 1<sup>st</sup> shift table workers are responsible for helping the Party manager fill up the water cooler *30 minutes* before the 1<sup>st</sup> party of each day (refer to water cooler schedule)

## ROLL CALL

1. Check in with table leader; pick up roll call for your designated house, a pen, a highlighter, and a clip board.
2. 7 minutes before party starts: Begin calling the PM's by I.D. #
  - Refer to Procedures for PM Entrance into Parties\*\*\*
  - If the PM is present, write a check mark by their I.D. #. on the roll call list.
  - If the PM is not present, highlight their names and ID #'s.
3. 5 minute signal: call out highlighted girls I.D.#s to see if they've arrived. If they show up, place a check mark next to their group number. If they do not show up, write the **name and ID #** of the not present PM on a post-it
4. 2 minute signal: if they have not shown up, run the post-it to the party manager. The party manager will give the post-it to the chapter at the 2 minute knock to let them know.
5. 1 minute signal: If all PM's have arrived and are in line, write on a post-it "all present" and run it to the party manager. If PMs still not present, write their name and ID# on a post it and run it to the party manager. She will turn it into the chapter at the 1 minute knock.
6. If PM arrives between doors opening and closing, put a check by her name and place her at the end of the line.
7. If late PM never arrives to party, write "no show" next to her name.
8. Give the party list to the Table Leader at the END of each party, cross checking each no show with the special circumstances list.

## LINE MONITORS

- Have PM's place their belongings on the front lawn of each house. If it's raining follow Rain Plan for Purses.
- When girls begin arriving at the houses, start putting them in ID order right away.
- Keep girls in line quiet and in order...Be polite 😊
- \*\*\*Refer to Procedure for PM Tardiness\*\*\*
- For PM's who arrive late but before all the girls have gone into the house, put them at the end of the line (Chapter members will be on the lookout for these PM's).  
*Allow extra space between the last girl on the Party List and the late PM.*
- For PM's who arrive after the party has begun and the door is shut, tell the PM to stay on the sidewalk while you notify the Party Manager of her name and ID number. Also make sure to let the roll taker know she was late. Be aware the it is the chapter's individual discretion as to whether they allow the late PM to enter the party.



## Recruitment 2010 Checklist

\_\_\_\_\_ **Monday, August 9:** Chapter Member convocation at 3:30 pm. All chapter members should report to the Cox Building - chapter jerseys optional.

\_\_\_\_\_ **Friday, August 13:** Mock Recruitment at 10:00 am. Have chapter members ready at 9:45 am. This practice will last about an hour. We suggest having seniors act as PMs and practice walking into the house.

\_\_\_\_\_ **Saturday, August 14:** Potential Member Convocation at 4:00 pm. Chapter presidents are to report to the Cox Building at 3:45 pm for their role in the program.

\_\_\_\_\_ **Saturday, August 21:** Bid Day at 4:00 pm. President, Rec. Chairman, PHC Delegates, New Member Educators (only 12 members from each chapter) report to the front of the Lod Cook Alumni Center. Chapter Members are only allowed to bring signs when picking up New Members at Lod Cook. No other items may be brought to Lod Cook (including, but not limited to: cups, silly string, and trinkets). A \$100 clean up fee will be assessed if violated.

### Important Reminders

- First Fall Recruitment meeting is **Thursday, October 7<sup>th</sup> at 6:45pm.**
- Please remember to remind chapter members about Parking Rules & Regulations! Each chapter will receive 35 Greek lot parking passes to use during workshop week and 35 passes to use during Recruitment week. This is an internal process not facilitated by LSU Parking, but our management. You control the passes.
  - Students must use last year's hang tag to not be ticketed by LSU.
  - Students may not park on sidewalks, in ditches, handicap, fire hydrants, etc. They will be ticketed and towed by LSU.
- Turn off lawn sprinklers every morning
- Please answer the official cell number at all times, day and night!
- PHC will provide tampons for PMs for each chapter bathroom. Please share this info with your chapter so they do not use them.
- Gamma Chi's will store recruitment tables on your porch after completion of day activities and will remove them to set up their table stations the following morning.
- **Party Pics and the DJ** request that you try to keep members from wandering the row on bid day until all of the chapter pictures have been taken.
- **Lost and Found** items should be sent to the PHC Head Quarters, 2<sup>nd</sup> floor conference room in Lod Cook.
- **Bid Day does not end until 8 am Sunday, Aug. 22<sup>nd</sup>.** Members or new members found at bar type establishment will be in violation of this NPC rule. Provide lots of entertainment at your houses.