

Valparaiso University Panhellenic Council

2016-2017 Recruitment Regulations and Guidelines

Revised: April 27, 2016

In accordance with the 21st edition of the National Panhellenic Conference Manual of Information

I. The Panhellenic Creed – *NPC Manual, page 10*

We, as undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

II. The Panhellenic Compact – *NPC Manual, page 31*

1. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
2. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
 - a. Not be simultaneously enrolled in high school and attending college.
 - b. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.
4. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.
5. If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.
7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.
8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.

9. A COB acceptance is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period.
10. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.
11. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity.
12. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or if a colony that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

III. Standards of Ethical Conduct – *NPC Manual, page 32*

1. National Panhellenic Conference (NPC) sororities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.
2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both in the college and the community.
3. NPC denounces the arbitrary priority rating of women's sororities.
4. NPC denounces the ranking or categorization of chapters determined by administrative personnel, according to a chapter's compliance with university standards or guidelines.
5. NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA).
6. It is in accord with the dignity and good manners of sorority women to:
 - a. Avoid disparaging remarks about any sorority or college woman.
 - b. Create friendly relations between sorority and non-sorority women.
 - c. Avoid negative publicity on Panhellenic matters.
7. NPC discourages the use of Greek-letter sorority names and insignia in inappropriate or distasteful commercial advertising.
8. NPC has no affiliation or connection with any high school sorority.
9. NPC supports all efforts to eliminate hazing.

IV. Unanimous Agreements and NPC Policies – *NPC Manual*

Unanimous Agreements Regarding Membership Recruitment, *various pages*

1. A College Panhellenic may not require a scholastic grade point average as a condition for a woman's participation in the membership recruitment process. (*Note: the academic requirement for membership is Valparaiso University requirement, not a Panhellenic requirement*).
2. To be eligible to participate in Panhellenic recruitment, a woman must not be simultaneously enrolled in high school and attending college.

3. A woman must be an undergraduate regularly matriculated according to the definition of matriculation established by that institution in order to be eligible to participate in membership recruitment.
4. A woman shall not be, or have ever been, an initiated member of an NPC organization and join another NPC organization.
5. Any woman who signs an MRABA and receives a bid at the end of the membership recruitment will be bound by it until the next primary membership recruitment period at the same college or university.
6. The College Panhellenic provides the printed membership recruitment acceptance binding agreement and the continuous open bidding acceptance binding agreement forms. The MRABA must be used at the conclusion of fully structured recruitment. It may also be used in partially structured recruitment and minimally structured recruitment. A COB acceptance binding agreement is used for continuous recruitment and continuous open bidding.
7. Each College Panhellenic shall establish a Bid Day to conclude the fully structured membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.

Unanimous Agreements Regarding the Establishment & Regulation of Membership Recruitment, page 33

1. Each College Panhellenic Council shall establish rules governing membership recruitment activities.
2. Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks.
3. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
4. Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
5. All members, including alumnae and new members, shall be bound by College Panhellenic Association rules governing membership recruitment.
6. Regardless of recruitment style, a potential new member shall sign a binding membership agreement.

Unanimous Agreements Regarding Preferential Bidding, page 34

When a preferential bidding system is used, the College Panhellenic Association shall observe the following:

1. When a woman receives a bid under the preferential system, her signing the membership acceptance is binding to the extent that she shall be considered ineligible until the next primary recruitment to accept a bid from any other NPC sorority on the same campus. However, she may be repledged by the same NPC sorority chapter at any time prior to the next primary recruitment.
2. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.

Unanimous Agreements Regarding Continuous Open Bidding (COB), page 34

1. During COB, the proof of a woman's membership acceptance shall be a dated COB acceptance signed by the woman and witnessed by a member of the NPC sorority chapter.

2. The person in charge of record keeping shall be required to safeguard all COB records and keep them for one year from the date of signing.

Unanimous Agreements Regarding Repledging, page 134-135

1. If a woman has accepted a bid during the previous primary recruitment period but did not get initiated into that NPC member organization, she is eligible to participate in the next year's primary membership recruitment period.
2. If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
3. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid to her and has quota or total spaces to fill.
4. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in continuous open bidding (COB).
5. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
6. A COB acceptance is a binding agreement. If a potential new member accepts a bid, signs a COB acceptance and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next year's primary membership recruitment period.
7. A woman who has accepted a bid either through primary or COB recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.

Policies Regarding the Regulation of Membership Recruitment and Total, pages 50-54

Bid Matching (2003) – POLICY Preferential bid matching is not always applicable for use in minimally structured recruitment and continuous recruitment.

Chapter Recruitment Events (1989) – POLICY NPC disapproves of the presence of membership recruitment counselors and other designated Panhellenic personnel at chapter membership recruitment events, with the exception of fraternity/sorority advisors and official NPC recruitment observers.

Continuous Open Bidding (COB) and Snap Bidding Eligibility (1995) – POLICY A potential new member who withdraws from the primary recruitment process before the signing of her membership recruitment acceptance binding agreement (MRABA) shall be eligible for snap bidding and COB.

Counselors (1993) – POLICY Because collegiate membership recruitment counselors function as a committee of the local College Panhellenic during membership recruitment, they shall be in good standing in their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.

Counselors (2010) – POLICY Recruitment counselors shall not be involved with any potential new members (PNMs) in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).

Informal Recruitment (1964) – POLICY Campuses should implement the NPC recommendations for informal recruitment and continuous open bidding to afford the greatest number of women the privilege of sorority membership.

Intentional Single Preference (1989) – POLICY The term “suicide” should be eliminated from the Panhellenic vocabulary as it applies to collegiate membership recruitment, and the term “intentional single preference” should be used in its place.

Invitations for Membership (2005) – POLICY NPC reaffirms that a sorority should be willing to issue an invitation to membership to any woman who is invited and attends its preference event. NPC reaffirms that the name of every woman whom a sorority invites to attend and who attends that sorority’s preference event should appear on the sorority’s bid list.

Panhellenic Code of Ethics (1995) – POLICY Each College Panhellenic will adopt a code of ethics for the recruitment process for the academic year based on the principles of ethics submitted by each organization. The code of ethics should be displayed in the Panhellenic office and distributed to each chapter.

Panhellenic Officer Disassociation During Recruitment (2003) - POLICY Panhellenic officers and recruitment counselors should be completely “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community.

Positive Panhellenic Contact (2003) – POLICY All College Panhellenics and Alumnae Panhellenics will promote personal and informative panhellenic-spirited contact with potential new members at all times, year round.

Quota Addition Procedures (2007) – POLICY

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 and the potential new members.

In placing quota additions, the release figure specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing potential new members with chapters with lower relative recruiting strength, for potential new members’ first choice, for even distribution of potential new members and for potential new member position on a chapter’s bid list.

The quota addition procedure 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 binding agreement (MRABA) all sorority chapters appearing on her preference schedule.

Recruitment Style Assessment (2003) – POLICY If the results of the recruitment style assessment for a College Panhellenic indicate that a change in recruitment style is warranted, the College Panhellenic may, upon consultation with the fraternity/sorority advisor and the approval of the NPC area advisor, vote to adopt the appropriate recruitment style for its campus.

Strict Silence (1995) – POLICY Strict silence is observed only between the end of preference events and bid distribution. Normal friendly contact shall be advocated at all other times.

Values-Based Recruitment (2015) – POLICY All College Panhellenics and their member chapters shall incorporate the following policies into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate recruitment skits.

Automatically Adjusting Total (2013, 2015) – POLICY To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative method according to the Manual of Information.

Calculating Total (1955, 2009, 2015) – POLICY The procedure for determining total states: total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

New Member (1981) – POLICY A woman who has fulfilled the requirements for initiation before the expiration of her one-year pledge or new member term, and who has not yet been initiated, is not counted in the primary recruitment's new quota, but she is included in the chapter's total.

Options in Determining Total (2009, 2015) – POLICY College Panhellenics can use one of the following methods to determine total:

1. Median chapter size
2. Average chapter size
3. Largest chapter size (recommended for College Panhellenics with three or fewer chapters)

Quota-Total (9th Ed.) – POLICY NPC recommends implementation of the quota-total system.

Total Review (2003, 2015) – POLICY Panhellenics will review total every regular academic term.

Transfer Member (1977) – POLICY If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

Vacancies (1978) – POLICY Vacancies in chapter total are not created by the granting of alumnae status to undergraduate members except when a member organization is recolonizing.

V. Valparaiso University Panhellenic Council Code of Ethics

We, the sorority women of Valparaiso University, strive to maintain the following Code of Ethics. We do hereby agree to abide by Valparaiso University Policies and Procedures, Fraternity and Sorority student policies, and the National Panhellenic Conference “Unanimous Agreements.”

In our effort to achieve excellence, our goal is to hold the following ideals:

- To promote and develop leadership characteristics amongst our members.
- To act as positive role models to both the campus and the community.
- To uphold the GPA requirements set forth by our respective inter/national organizations.
- To foster and protect the Valparaiso Fraternity and Sorority Community, by uniting, so as to solidify our common goals.
- To recruit for the betterment and support of our fraternity and sorority community.
- To preserve the rights of all members, no matter their status or affiliation.
- To be respectful of all chapters and commit to make no disparaging remarks about members or other chapters.
- To respect and uphold the regulations and standards we set forth as NPC and local Panhellenic chapters.
- To thrive on the aforementioned ideals, in the security of our future endeavors.

VI. Valparaiso University Panhellenic Council Recruitment Regulations & Procedures

1. The Valparaiso University Panhellenic Council follows the NPC Policy regarding the setting of Campus Total. Campus Total will automatically adjust to average chapter size for both the fall and spring semesters.
 - a. For the fall, Campus Total will adjust to average chapter size on the fifth day of class, following the submission of chapter rosters.
 - b. For the spring, Campus Total will adjust to average chapter size immediately following bid matching.
2. The Panhellenic Council expects that rules and regulations guiding the primary recruitment process will also apply to individual chapter events during continuous open recruitment activities.
3. Primary Membership recruitment shall be held beginning January 9, 2017 and concluding with bid day on January 15, 2017. Each potential new member will register on-line at www.valpo.eu/greek and pay a \$45.00 registration fee.
4. A woman must be a regularly matriculated student to be eligible for recruitment and new membership. She must have a 2.50 cumulative college GPA and 12 or more credits completed at Valparaiso University or another college/university to be eligible for the fall semester.

5. Member chapters of the Valparaiso University Panhellenic Council will not discriminate in membership selection practices on any basis prohibited by law or by Valparaiso University which states that we do not discriminate based on an individual's race, disability, age, national origin, religion or sexual orientation.
6. All NPC UNANIMOUS AGREEMENTS and NPC Policies shall be upheld. Please see section I - IV of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines.
7. All members (including alumnae and new members) are responsible for understanding and observing the membership recruitment regulations as well as the Valparaiso University Panhellenic Council Code of Ethics.
8. If participating in the primary recruitment process, a woman shall attend orientation and membership recruitment events to which she has received invitations. In case of illness or other emergency, the woman shall notify the Panhellenic Vice President of Recruitment and/or her Recruitment Counselor. The Panhellenic Vice President of Recruitment shall notify the sororities involved.
9. Potential new members must provide their own transportation to and from all events during the primary recruitment period.
10. No favors or gifts may be given to, purchased for, or promised to women by the sorority and/or by individual members. No sorority may invite a freshman woman to a chapter social event prior to the primary recruitment period.
11. All primary membership recruitment events shall be held in the designated chapter facility.
12. The Panhellenic Council will provide supplies for nametags for potential new members during the primary recruitment period.
13. Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the woman attends. Continuous Open Bidding Acceptance Binding Agreements will be signed within 48 hours of when a woman accepts a bid.
14. There will be no promising of bids directly or indirectly by any member, new member or alumna of a sorority.
15. No sorority members, including new members and alumnae, may visit a potential new member in her place of residence during the primary recruitment period.
16. Normal social contact and conversation shall be allowed between potential new members and sorority members, new members, and/or alumnae during membership recruitment.
17. Strict silence is designated as the period of time from the end of the woman's last event until the issue of bids. Strict silence is defined as verbal, written, printed or electronic communication between potential new members by sorority members, new members, or alumnae.

18. A factual sheet including a list of fees to be incurred by members during collegiate membership, grade requirements, and housing obligations will be provided to each Potential New Member by the Panhellenic Council. Each chapter will be responsible for submitting the information to the Vice President of Recruitment by May 15, 2016.
19. For primary recruitment, each chapter is to submit a "Chapter Recruitment Plan" to the Vice President of Recruitment by November 1, 2016. This plan will include descriptions of each round of recruitment, including room layout, attire, and food being served. A checklist will be provided to each Recruitment Chair by October 1, 2016.
20. For chapters eligible for continuous open recruitment, a "Chapter Recruitment Plan" is to be submitted to the Vice President of Recruitment one week prior to the first recruitment event. This plan should include date, time and location of events.
21. Initiated collegiate members, new members and inter/national sorority representatives may assist the chapter with membership recruitment activities. Alumnae present will be under advisement of the inter/national sorority representatives.
22. The Panhellenic Vice President of Recruitment, in combination with the Panhellenic recruitment chairs and the Assistant Dean of Students, will set the primary recruitment budget for each chapter. The 2016-2017 budget will not exceed \$1,000.00, and shall include the value of all donated goods and services, the Open House unity shirts, all recruitment expenses, and any required member apparel that is worn during primary recruitment. All Chapters must submit their budgets and receipts from primary recruitment by Wednesday, January 18, 2017 or the fine will be \$50 per day that is it late.
 - a. If a chapter spends over the \$1,000 budget limit for a given primary recruitment period, the chapters primary recruitment budget for the following year will be reduced by the amount of the overage from the previous year.
23. All membership recruitment publicity for the Primary Recruitment Process will be the sole responsibility of the Panhellenic Council through the Panhellenic Marketing Team which is comprised of the Panhellenic Executive Board Officers, Recruitment Counselors, and selected affiliated women. Any flyers or promotional items are to go through the Panhellenic approval process.
24. All slideshows and videos for each round used during primary recruitment are due to the Vice President of Recruitment no later than 5:00 pm, Monday, December 5, 2016. Any changes to be made to the final video are to be submitted by 7:00 pm, Friday, December 9, 2016. No additional changes can be made after approval from the Vice President of Recruitment.
25. Per the NPC Unanimous Agreement, no sorority woman or potential new member may have any association with alcohol starting 24 hours before the start of primary recruitment through 24 hours after bid day. For 2016-2017 that would be 7:00 p.m. on Monday, January 9 through 6:00 p.m. on Monday, January 16, 2017.

VII. Valparaiso University Panhellenic Council Continuous Open Bidding Procedures

1. Each Panhellenic chapter has the right to extend bids to reach Quota or its total allowable chapter size during the regular school year as defined by the school calendar.

2. For chapters that are engaging in continuous open recruitment in the fall semester, the chapter leadership has agreed that chapters can begin to extend bids at 12:00 p.m. (noon) on Sunday, September 4, 2016 or anytime thereafter.
3. For fall and spring continuous recruitment, each chapter must submit a “Chapter Recruitment Plan” to the Vice President of Recruitment one week prior to the first recruitment event. This plan should include date, time and location of events.
4. Any woman that accepts a membership invitation must begin her new member education process within 48 hours of bid acceptance.
5. The Assistant Dean of Students must be notified before any bids are extended to ensure that the chapter has space available and to verify that the woman meets the eligibility requirements.
6. A woman has 48 hours to accept or decline a bid. An accepted bid is a binding agreement. The woman must complete the Membership Recruitment Acceptance Binding Agreement and a Valparaiso University Membership Agreement within 48 hours of bid acceptance. If a woman accepts an invitation to membership she cannot accept a bid from another sorority until the next primary recruitment.

VIII. Infractions of the Recruitment Rules and Guidelines or the Code of Ethical Conduct

1. Information regarding the National Panhellenic Conference Judicial Procedures for handling recruitment infractions can be found on pages 34-37 of the NPC Manual of Information. The Valparaiso University Panhellenic Council will follow the outlined procedures for Mediation on pages 35-36 for all alleged infractions of these recruitment regulations and Code of Ethics.
2. Violations of the Code of Ethics, not in relation to recruitment, will be handled according to the Valparaiso University Fraternity and Sorority Judicial Board Guidelines.

Valparaiso University Panhellenic Council

2016-2017 Recruitment Regulations and Guidelines Appendix

The appendix of the Valparaiso University Panhellenic Council Recruitment Regulations and Guidelines is under the jurisdiction of the Vice President of Recruitment and the elected recruitment chairperson for each chapter. The appendix will be updated annually during the spring semester.

1. Promotional Events: The Panhellenic Council, in cooperation with chapter Recruitment Chairperson will plan and implement a number of events during the fall semester.

2. Potential New Member Orientation

Event: This event will be for all registered PNM's - it will preview primary recruitment, educate the PNM's on all policies and procedures and Recruitment Counselor groups will meet.

Date: Monday, January 9, 2017

Time: 8:00 p.m.

People: All potential new members & Recruitment Counselors/Staff

Location: Neils 234

Other: This event will be planned by the Panhellenic Vice President of Recruitment.

The deadline to register for primary recruitment is 11:30 p.m. on January 9, 2017

3. Event: Philanthropy Round

Date: Tuesday, January 10, 2017

Time: Four sessions from TBD with the first party beginning at TBD
Four sessions from TBD with the first party beginning at TBD

Rounds: 8 rounds, PNM's will attend 6

Length: 40 minutes with TBD minutes between each round

Attire: For potential members: casual jeans and a sweater or nice top
For chapter members: chapter philanthropy shirt and nice jeans

Other:

- Chapters will participate in the progressive philanthropy project
- 1 display table about the chapter philanthropy
- Drink to be served
- Chapter may show a video related to their philanthropy

4. Event: **Sisterhood and Values Round**

Date: Friday, January 13, 2017

Time: Time TBD with the first party beginning at TBD

Rounds: 4

Length: 45 minutes with TBD minutes between each round

Attire: For potential members: business attire
For chapter members: pin attire

Other:

- Chapters will show a video related to the values and sisterhood of the organization
- 3 display boards about academics, finances, sisterhood

5. **Event:** **Preference Ceremony**
Date: Saturday, January 14, 2017
Time: TBD p.m. with the first party beginning at TBD p.m.*
* This time may adjust based on the men's and women's basketball schedule
Rounds: 3
Length: 60 minutes with TBD minutes between each round
Attire: For potential members: semi-formal attire
For chapter members: ritual/ceremonial attire
Other: - Food and drink can be served
- Supplies as related to the ritual/ceremony may be used
6. **Event:** **Bid Day**
Date: Sunday, January 15, 2017
Time: 1:00 p.m.
Attire: For potential members: jeans, t-shirt and a hoodie sweatshirt
For chapter members: jeans and bid day t-shirt
Room: Union Ballrooms
7. **Quota:** Quota will be set according to the National Panhellenic Conference guidelines.
8. **Invitation Lists:** The Panhellenic Council and the chapter Recruitment Chairperson are responsible for submitting lists and accessing lists in according to the following schedule:
- Schedule for Philanthropy Round: 8:00 a.m., Tuesday, January 10, 2017
- Invitations for Sisterhood Round: 12:00 p.m., Thursday, January 12, 2017
Schedule for Sisterhood Round: 10:00 a.m., Friday, January 13, 2017
- Invitations for Preference Round: 8:00 a.m., Saturday, January 14, 2017
Schedule for Preference Round: 10:00 a.m., Saturday, January 14, 2017
- Bid List Due: 11:00 p.m., Saturday, January 14, 2017
- Final Bid Matching: 9:00 a.m., Sunday, January 15, 2017
Continuous Open Bidding: following completion of bid matching
- Bid Day Activities: 1:00 p.m., Sunday, January 15, 2017
9. **Recruitment Fines:** For all required submissions for recruitment (checklists, videos, budgets, etc.), the fine will be \$50.00 per day that it is late.
10. **Late Fees for Primary Recruitment Lists and Invitations:**
- i. 1-14 minutes: \$30.00
 - ii. 15-29 minutes: \$55.00
 - iii. 30 – 44 minutes: \$80.00
 - iv. 45 – 59 minutes: \$105.00
 - v. 60 minutes or more: \$205.00 plus \$1.00 per minute