**SUNY Cortland Spring 2016 Panhellenic Recruitment Rules**

**Note: PNM is short for Potential New Member**

1. First semester First Year students are not eligible for Recruitment. They cannot be offered/are not allowed to accept, any offer of membership. Courtesy bids [for the following semester] cannot be offered.

2. Second semester First Year students require a GPA of 2.0 or higher in order to be academically eligible.

They must also have completed at least 12 credit hours at SUNY Cortland. This requirement remains the same as students progress through their academic career at SUNY Cortland. Any sorority whose National requires a higher minimal GPA will have that requirement honored.

3. Incoming/first semester Transfer Students are eligible to actively participate in the Recruitment process pending submission of a transcript and the determination of grade eligibility. Transfer students must have completed at least 24 post-high school credit hours. They must also have a cumulative GPA of 2.5 or higher.

4. Transfer students are to be asked to provide a copy of their transcript to either 412 or 406 Corey Union in a timely fashion, definitely before any offers of membership are made. Unofficial transcripts will be accepted. The recruitment personnel for each chapter carry the primary responsibility for informing incoming transfer students of this requirement and should also distribute/have available the appropriate guidelines for the PNMs to follow.

5. In order to be academically eligible for consideration for membership, all PNMs must be full time SUNY Cortland students and cannot be on either Academic Probation or Academic Warning.

6. The names, c-numbers, and email addresses of all women participating in Recruitment events must be submitted to the Greek Advisor by 12 noon of the day immediately following a Recruitment event (see the last 3 items on this document regarding specific requirements and fines). All lists should be submitted electronically. Campus Activities will verify the academic eligibility of all participants.

7. While registration is rolling throughout the recruitment process, no new names will be accepted past 12 Noon

on Monday, February 15, 2016 (Bids Due Day).

8. **Alcohol, men, and other non-members of the sorority are not allowed at recruitment parties/events.**

9. It is the responsibility of each chapter’s VP of Recruitment and/or Recruitment Chair to inform all members

of her sorority about the Recruitment Rules which are in effect. This includes alumnae and visiting sisters

from other chapters. If these women break any of the rules, the Cortland chapter will be held responsible.

10. All active sisters must sign the Recruitment rules. If you have alumnae or visiting sisters from other chapters at your Recruitment parties they need to be made aware of the Recruitment rules but do not need to sign them.

All signed Recruitment Rules are to be returned to 412 Corey Union by 4 pm on Thursday, February 4, 2016 at the latest. While it would not be inappropriate to start getting signatures during Fall 2015, make sure that the women are reminded about the rules prior to the start of Formal Recruitment. A copy of the rules can be found on the College’s “Fraternities and Sororities” webpage. At least one hard copy should be available at all chapter houses. This copy should be easily available for all sisters to look at . . . it would be okay for PNMs to see.

11. All deadlines are to be met by the Chapter’s VP of Recruitment and/or Recruitment Chair(s). If she is unable

to meet these deadlines it is her responsibility to ask someone else to meet them for her and to keep the Greek Advisor in the loop as to what substitutions/arrangements may have been made.

12. There will be no mixers and/or parties during the formal Recruitment period (February 8 – 17, 2016). The only exception would be a closed event (initiated and new sisters only) to celebrate the new members of each sorority with said event happening on February 17 after the Bid Ceremony. No alcohol is to be present.

13. During recruitment name tags will be provided to potential new members by the Panhellenic Recruitment Chair and/or her assistant and/or the Recruitment Counselors. None are to be provided by the individual chapters.

14. Potential new members may not take anything away with them when they leave a recruitment party/event.

15. There will be no implied or direct promising of bids to potential new members.

16. There will be a strict period of silence for all sorority members. This period will last from the conclusion

of each chapter’s final Recruitment Event on Sunday, February 14, 2016 until 7:00 pm on Tuesday, February 16, 2016 when the potential new members should have all received their bids. This includes but is not

limited to telephone calls, emails, Facebook postings, tweets, signs on room doors, etc.

17. Any questions asked about a sorority other than your own are to be referred back to the Recruitment Counselors (RCs), the Panhellenic Recruitment Chair (PRC), the Assistant Panhellenic Recruitment Chair, and/or the Greek Advisor. This must be stressed to all chapter members. Kristen Cummings is the PRC with Madison Napoli serving as her assistant. The names of the RCs will be shared once known. If a sister learns that she has been provided with incorrect information by any of these women she is to inform the Greek Advisor immediately so that the proper steps can be taken to make sure everyone knows the correct information/response.

18. All offered bids are to be turned in to 412 or 406 Corey Union by 12 noon on Monday, February 15, 2016. Offers of membership are not to be made directly or indirectly to any prospective new member. All lists can be submitted electronically. PNMs can be told to expect an email from the College’s Greek Advisor at some point during the afternoon/evening of February 16, 2015. To be clear, items to be turned in at this time are:

1. Alphabetized list (by last name) of all women being offered membership
2. Alphabetized list (by last name) of all women NOT being offered membership at this time
3. Both lists should contain names, c-numbers, and preferred email addresses for all women
4. Bid cards/items for all women receiving offers of membership (please include both first and last names on all envelopes/items since multiple women share the same first name. Please have envelopes in alphabetical order by last name.)
	1. Note: All items must fit in a 8.5 x 11.5 manila envelope

19. All bids will be distributed between 3 and 7:00 pm on Tuesday, February 16, 2016. Prospective new members are to come to 301/303 Corey Union to pick up their bids. Chapter Recruitment personnel are to

report to 305/06 Corey Union no later than 2:45 pm that day. Recruitment personnel can choose to bring flowers, balloons, etc. to present to those ladies accepting membership in their sorority.

20. No potential new member is bound to a sorority unless a bid/offer of membership is completely and properly signed in front of the College’s Greek Advisor (or their appointed replacement).

21. A potential new member is bound to a sorority for one calendar year from the date when a bid is

completely and properly signed. There are no exceptions to this rule.

 Example: If ‘Suzy’ accepts a bid from Sorority A and then changes her mind, she is unable to

 join another sorority for one calendar year. However, Suzy is still eligible to join Sorority A

 within that year should she change her mind AND the sorority still wants to offer her membership.

**Bids do not automatically remain valid from one semester to the next**.

22. Sorority members shall not suggest to any potential new member that she refuse a bid from one group in order to wait for a bid from another group.

 A. Sorority members should encourage PNMs to visit all sororities and not ‘single select.’

23. It is in accord with the dignity and good manners of fraternity women:

 A. To avoid disparaging remarks about any fraternity or college woman;

 B. To create friendly relations between fraternity and non-fraternity women;

 C. To avoid negative publicity on Panhellenic matters.

 D. To avoid negative publicity in general

**If any of the above rules are broken, it should be immediately reported to the College’s Greek Advisor.**

The following items were adopted in November 2013 and will remain in place every semester:

1. All event attendance lists are to be submitted electronically in alphabetical order by last name and are due by 12 noon of the day following the event. Any event attendance list (name, c-number, email address) that is turned in late will result in that chapter being fined $20 per hour that it is late.
2. Any bid lists and/or bid cards that are turned in late will result in that chapter being fined $50 per hour that it is late. Bid cards are to be fully filled out and envelopes addressed before being dropped off. Both bid lists and bid cards are to be submitted in alphabetical order by last name and are due by 12 noon of the specified “Bids Due” date for that semester.
3. The SUNY Cortland Greek Advisor has been given permission to attend any and all Panhellenic recruitment events whether or not they take place on campus or at a chapter house.