

EAST TENNESSEE STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT CODE OF ETHICS

We, the members of sororities at East Tennessee State University, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as College Panhellenic members of East Tennessee State University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and the institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.
- Provide an equitable and inclusive sorority experience for all women who are interested at the institution.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make a personal choice, including but not limited to: not joining the sorority community at a specific time, choosing to intentional single preference or preferencing all sorority chapters.

We, as College Panhellenic members of East Tennessee State University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the College Panhellenic Association.

- Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies and best practices.
- Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of East Tennessee State University, these are the tenets by which we strive to live.

Date adopted: May 14, 2025

EAST TENNESSEE STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

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

II. Membership Recruitment Acceptance Binding Agreement (MRABA)

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

III. Strict Silence

Strict silence is observed only between the end of preference events and bid distribution.

Strict silence will begin at the time of MRABA signing and last until bid distribution on September 1, 2025 at 12:30 PM.

The period of time after the close of preference events and prior to the distribution of bids when there is no communication between PNMs and sorority women.

IV. Promotion of the Sorority Experience

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

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

V. Values-Based Recruitment

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

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

VI. Primary Recruitment Logistics

1. Primary Fall Recruitment consists of the following events:

- a. Potential New Member Orientation (all registered PNMs, College Panhellenic Council Recruitment Team, recruitment counselors, Chapter Presidents, and Chapter Finance position are required to attend)
 - b. Round 1 – Philanthropy Round (all sororities are visited)
 - c. Round 2 – Sisterhood Round (maximum of four (4) sororities are visited)
 - d. Round 3 – Preference Round (maximum of two (2) sororities are visited)
 - e. Bid Distribution – Bid Day
 - f. Should alterations to the presentation of primary recruitment need to be made for safety consideration, the College Panhellenic Council will hold an emergency meeting to vote and switch to the hybrid or virtual recruitment standing rules duly prepared.
2. General Regulations for All Rounds:
- a. All recruitment functions shall be held in sorority housing, on campus, or in a publicly reserved location assigned by the College Panhellenic Council. Following rounds, chapters may reserve space to hold chapter meetings for logistics and membership selection processes.
 - b. Chapters may not provide food and/or beverages to potential new members during rounds, except in case of medical/emergency situations.
 - c. Chapters may not allow potential members to leave a party with any item(s) provided by the chapter (e.g., napkins, letters, cups, etc.).
 - d. No videos will be used during any parties, except the Philanthropy Round. During the Philanthropy Round, chapters may only use their national philanthropy video.
 - e. Appropriate Recruitment Team personnel will submit a list of potential members attending each event to each sorority prior to the start of each event. Potential members will enter each recruitment function in alphabetical order. Recruitment Counselors will be responsible for submitting a list of absent potential members, specifically stating 'excused' or 'unexcused' on the list. An excused absence is a campus commitment including class or athletic event, illness, family emergency or religious commitment.
 - f. Potential new members who have excused absences (class, sickness, family emergency, athletic event, or other university excuse) but are able to attend some events for any given round will be given the choice as to which chapters they will attend. They must communicate their inability to attend events, along with their excuse, to their Recruitment Counselor, the Panhellenic Vice President of Membership, or the Panhellenic Advisor before recruitment begins. They will submit a ranked list of preferred events to the Panhellenic Advisor who will place them in the events of their preference whenever possible.
 - g. Room assignments will be made based on the Chapter Assessment Program (CAP) score of the previous year. If a chapter does not have a CAP Score, they will choose last.
 - h. Potential new members are required to accept all preference invitations. Anyone not attending all preference parties to which she is invited will be removed from the recruitment process.
 - i. At the end of each round, the Panhellenic Vice President of Membership, Panhellenic President, or Panhellenic Advisor will give each chapter president and/or advisor a list of those potential new members' names and numbers who were absent for the round as well as the round's release figures.
 - j. Bulk ordering of complete outfits is prohibited. The only exception to this rule is the permitted ordering of shirts for the Open House Event.

3. General Guidelines for Each Event

- a. PNM Orientation
 - i. Held on Thursday, August 28, 2025
 - ii. All registered PNMs, College Panhellenic Council Recruitment Team, and recruitment counselors are required to attend the entirety of the event.
 - iii. Chapter Presidents and Chapter Finance positions are required to come to present financial transparency forms for their respective chapter.
 - b. Open House Event
 - i. Held on Friday, August 29, 2025
 - ii. This round focuses on philanthropy and may also be referred to as “Philanthropy Round”
 - iii. The length of each round is 30 minutes with a 15-minute break.
 - iv. Chapter selections are due by [TENTATIVE] in ICS.
 - c. First Invitational Event
 - i. Held on Saturday, August 30, 2025
 - ii. The round focuses on sisterhood and may also be referred to as “Sisterhood Round”.
 - iii. The length of each round will be 35 minutes with a 15-minute break.
 - iv. Chapter selections are due by [TENTATIVE] in ICS.
 - d. Preference Event
 - i. Held on Sunday, August 31, 2025
 - ii. The use of notes or letters for PNMs is prohibited.
 - iii. The length of each preference event will be 45 minutes with a 20-minute break.
 - e. Bid Distribution
 - i. Bids will be issued to potential members by members of the Panhellenic Recruitment Team and/or Recruitment Counselors only.
 - ii. All chapters should arrive and be in place ready to greet new members no later than 15 minutes before bids are distributed.
 - iii. Chapters will line up alphabetically.
 - iv. Chapters may not use items that create litter like glitter, confetti, balloons, or feathers. Chapters that leave litter behind will be issued a fine up to \$250.
 - v. PNMs will “run” home by their recruitment counselor group.
4. Primary Recruitment Decorations
- a. Outside of Chapter Space
 - i. Nothing other than signage provided by the Panhellenic may be added to the outside of the chapter space.
 - ii. The Recruitment team will provide a sign and easel to be used inside the chapter space for the duration of recruitment. This sign will correspond with another sign that will be used in the ranking and MRABA space for PNMs.
 - b. Inside of Chapter Recruitment Space
 - i. Only decorations are to be the one set of large chapter letters for the duration of recruitment.
 - ii. A table may be used for Preference night, if needed. Table should only include items necessary to preference ceremony.
5. **Fall 2025 Room Assignments if the Ballroom Divider is NOT Repaired:**
- a. Culp Panhellenic Suite: Alpha Delta Pi
 - b. Culp Carrier Center: Alpha Omicron Pi
 - c. Culp Cave: Alpha Xi Delta

- d. Culp East Tennessee Room: Kappa Delta
 - e. Culp Ballroom B: Sigma Kappa
6. **Fall 2025 Room Assignments if the Ballroom Divider is Repaired:**
- a. Culp Ballroom A: Alpha Delta Pi
 - b. Culp Carrier Center: Alpha Omicron Pi
 - c. Culp Panhellenic Suite: Alpha Xi Delta
 - d. Culp East Tennessee Room: Kappa Delta
 - e. Culp Ballroom B: Sigma Kappa

VII. Chapter Obligations during Primary Recruitment

1. Chapter's responsibility to inform recruitment guidelines.
 - a. Chapters are responsible for informing their collegiate members, new members, and alumnae of the recruitment guidelines, which are binding.
 - b. Every chapter is held responsible for the actions of its individual members, recruitment counselors, alumnae and anyone acting on its behalf.
 - c. Chapters must adhere to the deadlines and procedures as described in this document and the Master Recruitment Schedule (MRS).
 - i. Chapters failing to meet deadlines will be assessed a fine of \$50 per day per missed deadline.
 - ii. Any invitations and/or bid lists submitted after the designated time will result in a \$50 fine. An additional \$25 fine will be added for every thirty minutes past the initial deadline.

VIII. Individual Member and Alumnae Obligations during Primary Recruitment

1. All Panhellenic women have an obligation at all times to abide by the NPC Unanimous Agreements.
2. All primary recruitment participants are obligated to adhere to all university guidelines and laws.
3. Only enrolled, East Tennessee State University active members/new members may actively participate in primary recruitment events. Transfers/affiliates, inter/national sorority representatives, alumnae advisors and alumnae may assist the chapter during primary recruitment events. Others may help "behind the scenes" at any time. All transfers/affiliates, inter/national sorority representatives, alumnae advisors and alumnae who are present during recruitment must wear nametags designating their status.
4. Active and/or new members from other campuses may not participate in any recruitment event without prior approval from the Panhellenic Vice President of Membership and Panhellenic Advisor.
5. All sorority women including collegians, alumnae, College Panhellenic, Alumnae Panhellenic, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.

IX. Prohibited Behavior for All Types of Recruitment

1. Inappropriate conversation is strictly prohibited content can include promoting a single sorority instead of positive Panhellenic marketing. This also includes inappropriate conversation topics like the potential new member's schedule, illegal activities, and threats like if you don't join "chapter", then something negative will occur.

2. A chapter or alumna member shall not make derogatory remarks to potential members about any sorority or any sorority members.
3. Chapter members, alumnae members or anyone acting on a sorority's behalf shall not imply to a potential member or her family that she has an invitation to an event, ask her to join, or imply that she will receive a bid.
4. Chapters and those acting on behalf of chapters may not send gifts, cards, flowers, or spend money on potential members. Contact between an alumna and a potential member shall be limited to that necessary to secure a recommendation.
5. Men are prohibited at any recruitment related events for National Panhellenic Conference organizations.
6. Alcohol is prohibited at any recruitment related events for National Panhellenic Conference organizations.

X. Social Media

1. The College Panhellenic Association shall be responsible for all primary recruitment related advertising.
2. Chapters may not place or purchase advertisements in publications directed toward potential members. There will be no individual chapter promotion from May 1th, 2025 to September 1nd, 2025 (Bid Day) .
3. Individual promotion includes but is not limited to: "Go *insert chapter*" statements, verbiage indicative of ranking or comparing chapters or hashtags whether verbalized or written - including chalking. Chalking occurring the night before Bid Day is the only exception. Tabling during orientations is the responsibility of CPH. Individual Chapter tabling is only allowed during the Preview Expo and Fraternity and Sorority Life Sponsored Tabling Event.
4. Chapters may post on social media, and we strongly recommend chapters tag Panhellenic social media accounts and on any material that is posted. National hashtags are allowed on these posts.
5. No individual chapter promotion videos will be allowed May 1st, 2025 – September 1st, 2025.
 - a. Boomerang is not considered a video.
 - b. Social media posts may be added to Instagram and Snapchat stories.
 - c. Social media is an evolving form. As new platforms become available, the general spirit of these rules should be applied.
6. Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process is strictly prohibited.

XI. Eligibility and Expectations of Potential Members

1. Women must be enrolled, full-time (12 credits or more) students at East Tennessee State University to be eligible to participate in recruitment activities.
2. Potential members must register with Panhellenic and pay the established fee of \$40 to participate in membership recruitment week.
3. Each potential member is expected to accept the maximum number of invitations allowed for each round in order to maximize her chances of pledging. If a potential member has a schedule problem, she must contact her Recruitment Counselor immediately. Failure to attend all recruitment events on her schedule may result in the dismissal of the potential member.
4. A potential member will contact her Recruitment Counselor to remove herself from the recruitment process and will complete a Membership Recruitment evaluation to withdraw.

Once a potential member completes and submits her Membership Recruitment Acceptance Binding Agreement, she will be bound to it.

XII. Primary Recruitment Week Procedures

1. Recruitment carry figures will be determined by the National Panhellenic Conference (NPC) Release Figures Management (RFM) specialist assigned to our campus.
2. All chapters are encouraged to adhere to the carry figures assigned by the RFM specialist. Intent to under invite must be communicated to the East Tennessee State University Panhellenic Advisor prior to the submission of chapter selections.
3. Quota will be determined by cooperation between the Panhellenic Advisor at ETSU and the NPC RFM specialist assigned to the campus.
4. Quota additions will be matched by hand with cooperation between the Panhellenic Advisor at ETSU and the NPC RFM specialist assigned to the campus.
5. Bid matching, snap bidding, and continuous open bidding will be conducted following the recommended methods in the most current version of the National Panhellenic Manual of Information.
6. Primary recruitment week will use two quotas; one for women who have completed fewer than 50 credit hours and one for women who have completed greater than 50 credit hours and/or who graduated high school two or more years prior to the current primary recruitment period. Hand bid matching will take place for all women with fifty or more college credit hours and will be utilized as a double-check of the computer system. Quota Additions will be utilized for both and will follow the NPC Quota Addition Guidelines.
7. Snap Bidding will take place following the bid matching procedures by chapters who did not match to Quota. Snap Bidding procedures should follow the NPC Snap Bidding guidelines.
 - a. When a potential member negates her signed Membership Recruitment Acceptance Binding Agreement (MRABA) and refuses to accept her matched bid at the conclusion of the recruitment week and does not participate in a ribbon or formal pledge ceremony, this space in the chapter's Quota is not filled, and the chapter may immediately bid and pledge another woman even if the chapter is over total.
 - b. If a chapter loses a new member who has not yet participated in a formal pledge ceremony, yet the chapter received Quota Additions and is still at Quota or higher after the new member refuses her bid, the chapter cannot replace that new member.
 - c. If a new member has participated in a chapter's ribbon or formal pledge ceremony, and the pledge ship is broken by either the new member or the chapter, then the vacancy created can be refilled only if a chapter is below total.

XIII. Statement of Automatic Reset of Total

1. For the primary recruitment term (Fall)
 - a. Total will be set by the assigned total setting specialist after bid matching but before bid distribution.
 - b. All chapters will submit a roster to the Panhellenic Advisor by the first day of classes for the fall academic term.
2. For the non-primary term (Spring)
 - a. Total will be determined and set within the first 24 hours of the start of the spring semester.
 - b. All chapters will submit a roster one week (7 days) prior to the first day of classes for the spring academic term.
3. The fine for a late roster is \$50.

4. If at any time during the academic year, a chapter falls below the total that was set for that academic term, the chapter is eligible to recruit new members through continuous open bidding (COB) to reach total.
5. Between the first day of class and the resetting of total, chapters below the previous total may offer bids, provided they do not go above the previous total. Once the new total is set, it will be effective immediately.
6. **Continuous Open Bidding (COB)**
 - a. Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:
 - b. A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
 - c. A chapter is below the established total at any point in the term.
 - d. Primary recruitment term: COB begins once total is set.
 - e. Non-primary term: COB begins once total is set within 24 hours of the first day of the non-primary term.
 - f. Panhellenic can support the COB of all chapters with marketing and promotion.
 - g. All chapters will submit a roster to the Panhellenic Advisor by the first day of classes for the fall academic term and 7 days prior to the first day of classes for the spring academic term.
 - h. The fine for a late roster is \$50.
 - i. The roster should list the women in the chapter before recruitment along with the women who pledged to the sorority (new, non-initiated members). Any women who are no longer in the sorority or did not accept their bids should not appear on the roster. It should reflect an accurate count of the sorority's membership at the moment and should include women who are studying broad or on an inactive/internship status.

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XIV. Recruitment Counselors and Disaffiliation

1. **Recruitment Guide Eligibility**
 - a. Recruitment guides are nominated by their respective chapter and selected at the discretion of the Lead Recruitment Guide, Panhellenic President, and Vice President of Membership.
 - b. If a recruitment guide steps down or is removed, her sorority is charged with providing a replacement.
 - c. Recruitment guides must have one year of primary recruitment experience as an active member in her chapter.
 - d. Recruitment guides must be in good overall standing with their chapter with at least a 2.5 cumulative GPA. GPA eligibility will be determined from the fall term.
2. **Recruitment Guide Responsibilities**
 - a. Each recruitment guide is responsible for working at least one orientation or move-in day at the discretion of the lead recruitment guide. A document will be provided in advance for Rho Gammas to sign up for their dates by the lead recruitment guide.
 - b. If a recruitment guide is found to be in violation of the recruitment rules, she will be subject to discipline up to and including dismissal from her recruitment guide position. A recruitment guide may not reveal her affiliation to any potential new member and/or any family members of potential new members until the conclusion of the official Bid Distribution Ceremony. She must remain neutral at all times to potential members.
3. **Panhellenic Recruitment Executive Team members** (CPH Council President, CPH Vice President of Membership, CPH Lead Recruitment Guide, CPH Executive Vice President,

CPH Vice President of External Communications, and Recruitment Guides) must abide by all disassociating rules as specified in these bylaws.

4. Informal Disassociation

- a. Begins on May 1, 2025
- b. Recruitment Team Members may not be seen with any sorority paraphernalia, with anyone wearing any sorority paraphernalia, or in their own cars with sorority insignia.
- c. Recruitment Team Members may not be featured in any social media content (Instagram, TikTok, SnapChat, X, etcetera) that affiliates her with a specific chapter. This includes but is not limited to her personal accounts, peer accounts, and chapter accounts.
- d. Recruitment Team Members may not attend any chapter recruitment-related activity without prior approval by the Vice President of Membership or Panhellenic Advisor. Any request must be received at least two weeks before the activity.
- e. Panhellenic Recruitment Team Members may participate in non-recruitment related chapter events/activities until potential members move to campus for the fall semester. From that time through the distribution of bids, they must suspend all contact with their chapter unless otherwise directed/approved by the Panhellenic Vice President of Membership or Panhellenic Advisor.

5. Formal Disassociation

- a. Begins August 18, 2025
- b. Continues until bids are distributed.
 - i. CPH Recruitment Team Members must suspend all contact with their chapters and any sorority member unless otherwise directed/approved by the Panhellenic Advisor or the Panhellenic Vice President of Membership.

XV. Recruitment Finances

1. Chapter Primary Recruitment Budget

- a. Individual chapter expenditures for Fall Primary Recruitment shall not exceed \$150, including the value of all donated goods and services.
- b. An estimated recruitment budget must be submitted to the Panhellenic Vice President of Membership and Panhellenic Advisor prior to the last class day in the semester prior to primary recruitment.
- c. A recruitment budget should include detailed information about the chapter's estimated expenses including alumnae contributions, donated goods and services, and individual financial responsibilities.
- d. A final itemized accounting of all Membership Recruitment expenses must be submitted to the Panhellenic Vice President of Membership and Panhellenic Advisor by 4:30 p.m. on the last class day in August.
 - i. This budget is for incidentals and any items needed for preference night.

XVI. Judicial Procedures

1. Infractions of the above guidelines are handled in accordance with the most current edition of the National Panhellenic Conference Manual of Information.

XVII. Fineable Violations & Fines Assessed

Violation	When Applicable	Amount	Assessed
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<i>Chapter left litter behind on Bid Day.</i>	<i>Applicable only on Bid Day.</i>	<i>Up to \$250</i>	<i>Per litter item left</i>
<i>Chapter fails to meet deadlines and procedures as described in this document and the Master Recruitment Schedule (MRS).</i>	<i>Applicable for each deadline and/or procedure failed to be met.</i>	<i>\$50</i>	<i>Each day late</i>
<i>Chapter fails to submit invitation and/or bid lists by designated time.</i>	<i>Applicable for each time designated time is missed.</i>	<i>\$50</i>	<i>An additional \$25 will be fined for every thirty (30) minutes past the initial deadline.</i>
<i>Chapter fails to submit roster(s) by designated deadline outlined in this document.</i>	<i>Applicable for each deadline missed (1 per semester).</i>	<i>\$50</i>	<i>Once a semester</i>

Note: Once approved, a copy of these rules should be sent to your NPC College Panhellenic area advisor and uploaded to FS Central.