

Wittenberg Panhellenic Association Standing Rules
Revised October 25, 2018

Per NPC: A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. These types of rules belong in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

I. Code of Ethics

We, the members of Wittenberg University Panhellenic Council, pledge to cooperate in all aspects of Membership Recruitment and Panhellenic life and programming in order to strengthen and expand the Wittenberg women's fraternity community. We pledge to live by the tenants of the Panhellenic Creed and this Code of Ethics.

Specifically we:

1. Acknowledge that the strength of our Panhellenic community depends on keeping each chapter strong and we will assist and support other chapters in any way possible when requested.
2. Acknowledge that any Wittenberg woman can be happy in more than one of our sororities.
3. Recognize each woman's right to make her own membership choice based upon accurate information. We agree to support her choice once made.
4. Promote the benefits of going Greek rather than joining a specific chapter.
5. Will be knowledgeable about other chapters' achievements and activities and share this information readily.
6. Will NOT promote stereotypes of any Greek organizations or allow others to do so.
7. Will not haze or allow anyone to be hazed.
8. Respect the traditions, policies, property and members of all other Greek organizations at all times.
9. Encourage expansion of our sorority community and participate in selecting new groups as appropriate.
10. Support individuality and diversity within our organizations rather than conformity, and value and learn from those who are different than we are.
11. Know and uphold all recruitment rules and policies and follow all procedures approved by the Wittenberg Panhellenic Council, NPC or specified by the Director of Student Involvement and chapter recruitment chairmen. We will see that our alumnae and sisters to do likewise.
12. Act in a way that reflects our founding values and the best aspects of womanhood, and model true sisterhood to others.
13. Will be open, accepting and hospitable to all women on campus.
14. Educate all new members to know, value, and uphold this code of ethics.

RECRUITMENT CODE OF ETHICS OF WITTENBERG UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION

We, the members of women's sororities at Wittenberg 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 Panhellenic women of Wittenberg 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 our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Wittenberg University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the [name of institution] College Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

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

Wittenberg Recruitment Rules:

Recruitment is defined as one or more sorority members meeting together with potential new members to promote the interest of a particular sorority according to the National Panhellenic Conference Unanimous Agreements.

Article II: Recruitment Counselor Selection, Requirements and Expectations

1. Recruitment Supervisors/Rho Gammas
 - a. Minimum Qualifications: at least one year of Formal Recruitment and the ability to attend all Formal Recruitment functions, along with mandatory training sessions
 - b. Duties:
 - i. Promote a positive attitude toward the Greek Community and an understanding of the benefits of sorority affiliation, and emphasize the similarities in ideals and goals of all women's fraternities.
 - ii. Explain and help with the mechanics of Formal Recruitment.
 - iii. Lead a selected group of students through the Recruitment process in its entirety.
 - iv. Must disassociate from respective sorority through the entirety of Formal Recruitment.
 - v. Promote an understanding and explanation of the mutual selection process.
 - vi. Designate times for counseling and helping potential Greek members.
 - vii. Perform all other duties as assigned and pertaining to the position.

Article III. Administration of Recruitment Program

1. Except during Primary Recruitment (spring semester), continuous open bidding shall be in effect during the academic year for those chapters who have not filled quota or met Panhellenic total based on the Alternate Total-Setting method as approved by NPC.
 - a. Fall chapter size is determined by the end of the second week of the semester.
 - b. Spring chapter size is determined immediately following Bid Day.
 - c. If a chapter has a vacancy in quota as a result of a Potential New Member refusing a bid, that chapter may bid another eligible Potential New member up until the chapter's pledging ceremony.
2. Deferred Recruitment shall be held at the beginning of spring semester. A minimal fee will be charged to each Potential New Member, collected at the time of registration. Fees are non-refundable.

3. The National Panhellenic Conference quota-total system and release figure methodology shall be followed.
4. The preferential bidding system shall be used.
5. All membership selection events shall be held in the chapter house or another approved facility.
6. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter total according to the NPC Manual of Information (MOI).
7. A list of pledged, initiated, and affiliated members shall be verified with the Recording Secretary and with the Panhellenic Advisor at the second Panhellenic meeting each semester. Any deactivation, termination, or other change in membership shall be reported to the Recording Secretary and the Panhellenic Advisor within forty-eight (48) hours.
8. One-year foreign exchange students will not be included in quota or total and will not be counted in Carry Figures.

Article IV. New Members and Initiation

1. A student must meet the Wittenberg minimum requirements of 2.50 cumulative GPA and 16 earned credits or 2.75 GPA with 12-15 earned credits to participate in recruitment. Each sorority may choose to implement higher standards to pledge a member as they determine appropriate.
2. Spring Bid Day: A Bid Day ceremony at the conclusion of Formal Recruitment shall be planned by the Panhellenic Council. Bid Day is the scheduled time when invitations of members are issued.
3. Fall Bid Day: A date and time will be set by the Panhellenic Council that is the first opportunity for chapters to issue bids. Chapters may continue issuing bids through the semester until they reach that semester's total.
4. A person 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 (NPC Unanimous Agreement III. 1.).
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 (NPC Unanimous Agreement III. 5.).
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 (NPC Unanimous Agreement III. 6.).
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 (NPC Unanimous Agreement III. 7.).
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 (NPC Unanimous Agreement III. 8.).

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 (NPC Unanimous Agreement III. 9.).
10. A woman who has accepted a bid either through primary or COB membership recruitment and who had 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 (NPC Unanimous Agreement III. 10.).
11. The chapter shall submit a Membership Recruitment Acceptance Binding Agreement (via the Bid Acceptance form) for every new member to the Office of Student Involvement within one (1) business day of a new member accepting a bid to membership.
12. New Members must be initiated during the same semester in which they pledged and within eight (8) weeks of accepting bid (not including university breaks). Exceptions must have the approval of the Director of Student Involvement, the Dean of Students or their designee.

General Rules:

1. Any woman who is not/nor ever has been a member of a Wittenberg sorority or another NPC sorority is considered a potential member.
2. No chapter shall pledge a woman who is academically ineligible (less than a 2.5 cumulative GPA with 12-15 completed credits, or less than a 2.75 cumulative GPA with 16 credits completed).
3. One-year, non-degree international students will not be included in quota or total.
4. Entertaining, gifts or favors, money, oral bids or promises, fix-ups, men and alcohol are inappropriate at all times between sorority members, or anyone acting on a member's behalf, and prospective members when the intent is to influence a potential member's decision. This includes that no items may be taken by a PNM from a chapter house during a formal recruitment event. This also includes personalized notes or letters given to a Potential New Member in the confines of the recruitment event. Letters or notes read aloud to the entire group are permitted.
5. There will be no promising of bids to any potential new members directly, or indirectly, by any sorority member. Under no circumstances shall a member invite, or ask, a potential new member to promise to join that sorority. This includes assuring the potential new member that she will be invited to the next set of events (i.e. "See you tomorrow"). Oral bids are not legitimate at any time; this includes telling a potential new member that she has a "favorable" rating or where she is on the list.

Formal Recruitment:

1. Formal Recruitment will begin at the beginning of the spring semester and last until the morning after Bid Day. No sorority woman may have contact with Rho Gammas or PNMs outside of recruitment events except for friendly, casual conversation until

- bids have been extended. Contact with Rho Gammas living in chapter facilities is limited to day to day operations within the facility exclusive to chapter members only.
2. Rho Gammas and appropriate Panhellenic officers will be required to disassociate before Formal Recruitment and throughout the entirety of Recruitment.
 3. Formal Recruitment will follow NPC release figures and all prescribed NPC procedures. (see NPC Manual of Information)
 4. During Formal Recruitment members and alumnae should refrain from “friending” and personal communications by phone, social media, emailing, texting etc. with potential members.
 5. No sorority woman is to talk with PNMs about recruitment in any form from the conclusion of the final invitational event (Preference Round) through bid extension.
 6. Each chapter shall submit a budget and receipts for all Recruitment related expenses, including Bid Day, and stay within allotted Panhellenic budget. Donations shall be noted in the final budget. A report shall be filed within two weeks of the completion of Formal Recruitment.
 7. National Panhellenic Conference Unanimous Agreements concerning recruitment expenditures and no frills recruitment shall be followed and enforced.
 8. Sorority members including collegians and alumnae will not encourage women to withdraw from recruitment, wait for informal recruitment, or intentionally single preference.

Continuous Open Bidding:

1. If a chapter is not at chapter total for the semester as determined by the undergraduate Panhellenic Council, the chapter may participate in Continuous Open Bidding (COB).
2. If a chapter does not fill quota at the completion of formal recruitment bid matching, the chapter will be eligible to participate in Snap Bidding. If a chapter has yet to reach chapter total, it may participate in Continuous Open Bidding.
3. During COB, any chapter may recruit any woman that meets the academic eligibility guidelines.
4. It is the responsibility of the chapter president to submit a Membership Recruitment Acceptance Binding Agreement (via the Bid Acceptance form) to the Office of Student Involvement within one (1) business day of a woman accepting a bid.

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

The Wittenberg University College Panhellenic will uphold and use the Membership Recruitment Acceptance Binding Agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

VI. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

Total will be set following an Alternate Total Setting method as approved by the NPC Area Advisor, in consultation with the Panhellenic Council and Advisor.

VII. Social Events

1. The Office of Student Involvement administers a workshop to educate organizations about safe social hosting procedures each semester. Chapters are required to send at least two members in order to be eligible to host events where alcohol is present.
2. All chapters will follow the Alcohol policy and Safe Social Hosting procedures per Wittenberg University's Student Handbook. See the Student Handbook on the University's website for the full text of the policy.
 - a. In cases where an organization's policy is more strict than the University's policy, the chapter will defer to the organization policy.