

Department Policy

POLICY NAME: Fraternity & Sorority Life Membership & Joining Policy

| Authority Title and Review Information | Name and/or Date |
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| Approval Authority: | Assistant Vice President for Student Affairs |
| Responsible Executive: | Director, Fraternity and Sorority Life |
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I. POLICY STATEMENT

- a. Fraternity and Sorority Life (FSL) at Michigan State University (MSU) recognizes the importance of the Membership Intake and Recruitment processes. FSL supports efforts in the development of new members, as well as the chapter. As students continue to seek membership in Greek letter organizations at MSU, it is important that Fraternity and Sorority Life establish a system of communication with organizations wanting to conduct intake recruitment activities for new members.

II. SCOPE

- a. Each of the affiliate organizations of the Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC), and Panhellenic Council (PC) exists on the MSU campus because of a collaborative partnership. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies and Michigan State University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake and recruitment processes by way of making sure that only those requirements listed within each organization's membership intake and recruitment process occur, and there are no instances of unauthorized activity. Herein stated, one will find the procedures required by MSU FSL designed to ensure a smooth intake and recruitment process. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the MSU FSL, Office of Student Support and Accountability (OSSA), as well as contacting the respective chapter's advisors and national headquarters. Please handle the intake and recruitment process with a sense of integrity, civility, and respect.

III. DEFINITIONS

- a. **Active:** A member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.
- b. **Alumni/ae:** Initiated fraternity or sorority members who have graduated from college.
- c. **Bid:** A formal invitation to join a particular sorority or fraternity.
- d. **Call:** A vocal sound used by members of NPHC and MGC organizations to acknowledge one another.
- e. **Chapter:** The local group of a larger national organization designated by a special name or Greek letters.
- f. **Continuous Open Bidding (COB)/Continuous Open Recruitment (COR):** An informal recruitment process that takes place after the conclusion of Formal Panhellenic Recruitment.
- g. **Formal Panhellenic Recruitment:** A series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal Recruitment is scheduled by the Panhellenic Council.
- h. **IFC Recruitment:** A week-long period in which fraternities and potential new members become acquainted.
- i. **Initiation:** The formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.
- j. **International/National Headquarters:** The central organization of a particular fraternity or sorority.
- k. **Membership Intake:** The process that NPHC and MGC chapters utilize to recruit, interview, select, and initiate new members.
- l. **Neophyte:** A member of the last line to cross in the local chapter of a NPHC or MGC organization.
- m. **New Member/Pledge:** A member of a fraternity or sorority going through the new member education/pledging process.
- n. **New Member Educator/Membership Intake Chair:** The liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.
- o. **Potential New Member (PNM):** A college student participating in recruitment or intake.
- p. **Presentation/Probate:** The introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of MGC or NPHC organization.
- q. **Prophyte:** A neophyte becomes a prophyte after another line is initiated.
- r. **Recruitment Chair:** An active member of a sorority or fraternity who oversees recruitment efforts for the chapter.
- s. **Recruitment Guide:** A trained Panhellenic Council sorority member who has disassociated herself from her chapter during Formal Panhellenic Recruitment to counsel and assist potential new members during recruitment.
- t. **Social:** A get-together with another group for a party, dinner, or fun occasion.
- u. **Saluting:** Saluting is a means by which members of an organization can praise a particular member within their organization or to honor the organization's past and current accomplishments. Typically, if there is more than one person

performing a salute, the members will synchronize their movements. Saluting symbolizes unity and respect.

- v. **Stroll or Party Hop:** A line dance by members of NPHC or MGC organizations.
- w. **Step:** Synchronized movements using hands, feet, and props (i.e. canes) to create rhythmic beats. Seen at step shows performed by NPHC groups.

IV. POLICY

- a. The academic mission of the institution will be upheld and promoted to new members.
- b. Membership activities will not interfere with academic endeavors or class schedules.
- c. Organizations shall not discriminate on the basis of age, color, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- d. The selection of new members will be free of any form of mental and/or physical abuse and hazing as defined by our MSU Policy, state law, and federal law.
- e. Members will be selected on the criteria set forth by the national headquarters of the organization.
- f. Interested members must be enrolled in classes at Michigan State University during the semester of joining.
- g. Interested members must meet the following GPA requirements the semester they would like to join a fraternity/sorority:
 - i. A minimum cumulative high school GPA of 2.50 (for first semester college students)
 - ii. A minimum college cumulative GPA of 2.50
- h. Chapters will not engage in pre or post hazing activities.
- i. Chapter advisors will be present at all membership-related activities.
- j. Chapters must be in good standing (defined as, “financially active, academically active, not on any type of probation”) with their national headquarters and/or Michigan State University prior to intake activities.
- k. Chapters complete all required paperwork in a timely fashion.
- l. Prospective members will be made aware of Michigan State University Hazing Policy, the State of Michigan’s hazing law, and the Stop Campus Hazing Act.
- m. No membership activity includes the presence or consumption of alcohol.
- n. All membership intake and recruitment activities are to be conducted in compliance with each national organization’s intake guidelines and process.
- o. Information Meeting or Orientation Attendance
 - i. All prospective members will attend the MGC and NPHC Information Meeting before being considered for membership in an NPHC or MGC organization. **OR**
 - ii. All potential new members will attend Recruitment Orientation prior to participation in recruitment activities or accepting a bid from an IFC or PC organization.
- p. All new member presentations are done in a tasteful manner and refrain from utilizing language or activities that allude to any type of pledge process, or

- anything that causes or creates a substantial risk of causing mental or physical harm or humiliation. (i.e.- hitting, slapping, Carrying Bricks, physical labor, etc.)
- q. All new member presentations (probate or bid day) must be performed via the Events Policy.
 - r. A new member presentation is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, references, or dismissive actions towards other organizations.

V. NPHC & MGC Membership Intake Policy Procedures

a. NPHC & MGC Interest Meeting

- i. All students interested in being considered for membership in one of the active organizations are required to attend the NPHC & MGC Interest Meeting as a condition of participation in membership intake programs.
- ii. Sessions will be offered on 2 days during the academic year, at the beginning of the fall and spring semesters.
- iii. Make-up will be offered but will only be eligible to students who missed due to a class or received a previously approved absence.
- iv. All NPHC & MGC executive board members are required to participate in the NPHC & MGC Interest Meeting.
- v. Advisors are not required but are invited to attend.
- vi. Chapter members should be prepared to participate in various activities, as the format of the NPHC & MGC Interest Meeting may change from time to time (i.e. question panel; video, step presentation, breakout rooms,)
- vii. All presentations should be done in a manner that professionally represents the University and the national organization.

b. Chapter Compliance Steps

- i. **Certification Training:** Each chapter must have at least two (2) representatives in the Intake Certification Training. The president and/or membership intake chair and a chapter advisor must attend the training. It is only required that each chapter attend this meeting once per academic year. **Training Date: January and August**
- ii. **Notice of Membership Intake Form:** The Notice of Membership Intake form notifies Fraternity and Sorority Life that your organization plans (or does not plan) to have intake or entertain the possibility of intake through an Informational Meeting or rush activity. **Due: 2 weeks prior to the Intake Meeting.**
- iii. **Chapter Advisor Agreement Form:** The Chapter Advisor Agreement notifies Fraternity and Sorority Life that the Chapter Advisor approves of the organization's plan to participate in intake and understands all requirements of the office. **Due: 2 weeks prior to the Intake Meeting.**
- iv. **Notice of Membership Information Form:** Please include the official schedule as sent by National and/or Regional Office including the date of informational, date expected to send off applications, interview dates, ritual dates, study dates, date of New Member Presentation show, and all other dates related to the Intake process. **Due: 2 weeks prior to the Intake Meeting.**
- v. **Intake Meeting:** If your organization plans to conduct an intake process, the chapter president and/or membership intake chair is required to meet with the Coordinator for Fraternity & Sorority Life or a designated member of the Office of Fraternity and Sorority Life. During the meeting, be prepared to bring with you to review the following:
 1. Your national requirements for membership intake
 2. Documentation that certifies your chapter's eligibility for Intake.

- a. Please include appropriate name, telephone number, and email address for state and/or regional officers of your organization.
3. A calendar/schedule of activities for the organization
4. An official flyer announcing the informational/interest/rush meeting. Advisors are required to participate in this meeting. Intake meetings can take place after the Notice of Membership Intake Form has been submitted. **Must be scheduled and held two weeks prior to the initial Informational Meeting.**
- vi. **Interest/Informational/Rush/Etc.:** Informational meetings, Information Meetings, awareness seminars, or smokers may take place during the time periods listed above.
 1. Location, Date, and Time of meeting must be included in the Notice of Membership Information Form.

Note: All informational flyers will be posted outside the Office of Fraternity and Sorority Life (Suite 339) on the third floor of the Student Services Building. **These flyers must be posted at least two weeks prior to the meeting.**
- vii. **Hazing Compliance Form:** This form certifies that all activities sponsored or required by their national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, with the State of Michigan, and the Stop Campus Hazing Act. Chapters must certify that they have informed the candidate/aspirant member(s) of their fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process. **Due: Submitted prior to the new member education process begins.** This can be turned in via email or in-person, whichever the chapter prefers.
- viii. **Verified Aspirants Grade Release Form:** Once the chapter has conducted their informational or rush and has received approval to conduct membership intake, then they must complete and submit the Verified Aspirants Grade Release Form. The Verified Aspirants Grade Release Form must list all potential new members who are participating in the process along with their signatures. **Due: Submitted prior to the new member education process begins.** This can be turned in via email or in-person, whichever the chapter prefers.
- ix. ****All forms must be completed and submitted before New Member Presentation will be approved.****
- x. **New Member Presentation Plan:** The chapter is completely responsible for reservation of venue other logistical details as they apply to probates and new member presentations. To be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run. This plan should include the following information:
 1. **Date of Presentation**
 - a. This date should be included on your intake calendar.

2. Location

- a. Reserve venue for New Member Presentation. This should be done as close to the start of the semester as possible. Space availability declines as we get further into the semester. **Submit an event request in Involve@State.**

3. IPF Request

- a. Event requests include Involve@State and an IPF Event form. Failure to complete an event form through IPF set up may result in your event being cancelled.
- b. All venue needs i.e. lighting, chairs, projector usage, etc. should be submitted to the IPF no later than two weeks before the presentation. Failure to do so may result in the presentation being cancelled.

4. Time Doors Will Open

- a. The chapter is **required** to be at the venue 1 hour prior to this time. If different parties of people are being let in at different times, this needs to be stated in the plan.
- b. The chapter is responsible for managing the door.

5. Time Event Will Start

- a. Events that start more than 30 minutes after the designated start time will result in the FSL staff being able to shut down the event.

6. Clean Up Plan

- a. The chapter needs to submit a plan including who will be cleaning up venue after the presentation.

7. Miscellaneous Information

- a. Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

****Failure to submit the New Member Presentation Plan will result in the chapter no longer being able to host new member presentations.****

- c. **Communication:** Fraternity and Sorority Life expects communication with each organization to be an open process. Should timelines change, it is an expectation that all the steps of the process are communicated with the Coordinator for Fraternity and Sorority Life or a designated member of the FSL staff immediately. Any organization that fails to follow the proscribed process or guidelines will be subject to all activities being ceased.
- d. **Major Dates & Deadlines**
 - i. **Extensions:** All membership intake activities must be complete **by or before the last day of classes each semester**. There are no exceptions to this rule.
 - ii. **Deadlines: 2 weeks before the last day of classes.** This is the last day to submit any Membership Intake Forms unless you have been approved for an extension.

- iii. **Cease of All Activities:** Last day of classes each semester. All membership intake activities must cease. Organizations that do not adhere to this deadline may face sanctions.
- e. **Contact Information**
 - i. Questions or concerns regarding NPHC & MGC Membership Intake Policy Procedures should be directed to Xavien Johns, Coordinator for Fraternity and Sorority Life (NPHC & MGC Advisor), at johnsxav@msu.edu.

VI. IFC Recruitment Policy Procedures

- a. **Section I.** All recruitment activities associated with a chapter will be dry (nonalcoholic) and drug free functions.
- b. **Section II.** Each fraternity must not advertise for recruitment in any manner inconsistent with the values of the Greek community, including but not limited to, the degradation of either sex through the use of sexual innuendo, the degradation of any ethnic group/organization, and the endorsement/encouragement of the use of controlled/illegal substances and/or the use of alcohol.
- c. **Section III.** Open Recruitment for Member Fraternities shall be designated as Recruitment Week. Official Bids can be issued on the last night of recruitment starting at 10:00 PM.
- d. **Section IV.** Potential New Members will not be permitted at Chapter Houses or at any event that could be considered a Chapter Recruitment activity during Recruitment Week other than the times designated by the Interfraternity Council. This includes Bid Night.
- e. **Section V.** There will be no more than two undergraduate, non-sorority MSU female students working the welcome table at one time during a chapter recruitment activity during Recruitment Week. They should not be under the influence of any substances.
- f. **Section VI.** In accordance with the National Panhellenic Conference's 1 Unanimous Agreement X, no undergraduate Panhellenic women may participate in men's recruitment in any capacity.
- g. **Section VII.** No fraternity may use any type of paid entertainment during the designated hours on the designated days of Recruitment Week.
- h. **Section VIII.** Any Potential New Members shall meet the following GPA recruitment in order to be accepted as a New Member by any Member Fraternity:
 - i. A minimum high school GPA of 2.50 for first semester freshman
 - ii. A minimum college GPA of 2.50 or a GPA at/or above the All-Men's average
- i. **Section IX.** No bids shall be extended from the start of the academic semester until the end of the Open Recruitment Period, or as otherwise designated by the IFC Executive Board. Year-round recruitment is still encouraged.
- j. **Section X.** Each Member Fraternity shall submit a list of bids extended, and a list of bids accepted, within 48 hours of extending a bid to any New Member.
- k. **Section XI.** New Members shall reserve the right to disassociate/de-pledge from the Member Fraternity at any time and accept a bid from another Member Fraternity at any time following them disassociating/de-pledging.
- l. **Section XII.** No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation/de-pledging in order to become a New Member or Member of their own Member Fraternity.
- m. **Section XIII.** Each Fraternity chapter must submit a list of who attended each day of recruitment.
- n. **Section XIV.** All recruitment events are to be held in an official chapter facility or an approved on campus location.

- o. **Section XV.** All recruitment events must follow the Rho Chi checklist and be walked through by a Rho Chi member.
- p. **Section XVI.** No PNM may be extended a bid unless they have registered for IFC Recruitment and have met all eligibility requirements.
- q. I, as chapter president and recruitment chair, understand the rules and regulations stated above and understand that if anyone in my chapter breaks these rules, the chapter will go through the IFC Judicial Process.
- r. **Contact Information**
 - i. Questions or concerns regarding IFC Recruitment Policy Procedures should be directed to Hayley Jones-Harb, Coordinator for Fraternity and Sorority Life (IFC Advisor), at jonesh23@msu.edu.

VII. PC Recruitment Policy Procedures

a. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

- i. All NPC member organizations at Michigan State University adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.
- ii. All Michigan State University rules, policies, procedures, and local, state and federal laws must be followed at all times.

b. Membership Recruitment Acceptance Binding Agreement (MRABA)

- i. 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.

c. Strict Silence

- i. Strict silence begins at the end of a PNM's last preference round, and ends when the PNMs receive their bids on Bid Day. Strict silence is defined as spoken, nonverbal, written, printed, text, message and electronic communication or communicating through a third party about the recruitment process.

d. Promotion of the Sorority Experience

- i. 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).
- ii. 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.
 1. Recruitment promotion should not be individual chapter promotion, but rather the Panhellenic community (ex. Use "Go Panhellenic" instead of "Go (chapter name)")

e. Values-Based Recruitment

- i. All NPC member organizations represented at Michigan State University will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:
 1. Focus on conversations between chapter members and PNMs about organizational values and member organizations.
 2. Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.

3. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
4. Eliminate the required purchasing of recruitment event attire for chapter members.
5. Eliminate gifts, favors, letters and notes for PNMs. PNMs should not be given any of these items during parties or leaving with them.
6. Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.
7. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
 - a. Any conversations through social media that pressures 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 are not allowed.
 - b. Bid promising is defined as:
 - i. A recruiter may not give the potential new member any indication that she will be asked back for the next round or will be issued a bid.
 - ii. A recruiter may not suggest to the potential new member to refuse any bid from another chapter.
 - iii. Chapter members may not discuss potential COB opportunities in the Primary Recruitment process.
 - c. Hotboxing or intentionally intimidating a PNM to join or not join a specific chapter is strictly prohibited. Hotboxing is defined as 3 or more active members communicating with a PNM at one single time.
8. Frill Definition: Adding anything to the recruitment areas, or changing everyday items, for the purpose of recruitment, to differentiate or exaggerate your chapter representation. Examples of this include custom made napkins, tablecloths, water bottles, wristbands, pens, stationary. Examples of house additions are extra flowers that are not normally present, banners, posters, etc.
 - a. All drinks provided to new members and chapter members during recruitment rounds can only be plain water in a plain cup. (ex. no Champagne flutes, wine glasses, custom cups, etc.)
 - b. Preference Round: Chapters are not permitted to have custom items during this round like other rounds. Traditional ceremonial decorations are allowed, including curtains, lights, and candles. Food is permitted during Preference Round only.
9. Conversations
 - a. Conversations during and in between parties should NOT involve:
 - i. Fraternity associations
 - ii. Social events involving alcohol

- iii. Alcohol consumption
- iv. Political affiliation
- v. Household income
- 10. Conversations with PNMs are allowed to take place to promote the overall sorority experience at Michigan State.
- 11. Disaffiliated members should not be communicating with affiliated members about the status of their chapters during formal recruitment. This includes disaffiliated members letting affiliated members know how PNMs feel about their chapter, etc.
- 12. Respect: The right to be treated with respect.
 - a. The Panhellenic Council, FSL staff, potential new members, recruitment guides, chapter leaders, and any other party involved with Michigan State Panhellenic formal recruitment have the right to be treated with respect.
 - b. Chapter members must be respectful to all sorority women and PNMs and may not spread rumors or make disparaging remarks about chapters, chapter members, or PNMs.

f. Standards of Ethical Conduct in Recruitment

- i. It is appropriate for sorority women to have conversations about promoting the Panhellenic sorority experience outside of formal recruitment functions in the normal course of their day. It is not appropriate for sorority women to promote one chapter over the other to recruit a PNM to a particular organization outside of formal recruitment events.
- ii. It is always appropriate to provide completely honest answers to a potential new member's questions as long as it does not violate any of the recruitment rules.
- iii. It is always appropriate to provide GPA requirements, live-in requirements, and financial costs upon request of the Potential New Member.
- iv. Chapter members should maintain appropriate boundaries with potential new members, avoiding any physical contact that could be perceived as excessive or make others uncomfortable. Natural, casual body language—such as giving directions, talking with hands, or a hug initiated by a PNM—is acceptable when it occurs organically and respectfully. Chapter members should prioritize the comfort and experience of the PNM at all times.
- v. It is appropriate to refer a potential new member to her Recruitment Guide or Panhellenic Executive Board Member when she asks about Continuous Open Bidding or Intentional Single Preference. It is not appropriate to discuss SIP or COB, or to deny that it happens.
- vi. It is appropriate for chapter women to wear one's own letters or designation, as long as they positively represent the Greek experience. It is not appropriate to wear men's chapter letters or designation until after formal recruitment.
- vii. It is not appropriate to mention or discuss a chapter other than your own.
- viii. It is not appropriate to discuss the membership selection process with anyone, members or nonmembers, (invitations to the next phase,

comments such as “see you tomorrow” to a potential new member, bid promising, etc.) outside of a formal chapter meeting.

- ix. It is not appropriate to use men's fraternity letters or alcohol in any way during the process or promotion of recruitment of new members. Any space where potential new members are being recruited must be void of men's fraternity letters and alcohol.
- x. It is not appropriate for an active member of a Panhellenic organization to go into any official men's fraternity chapter house from 12:00 AM on Spirit Day through 8:00 AM on the morning following Bid Day.

g. Primary Recruitment Logistics

i. Policies for all Recruitment Days

- 1. Beginning 15 minutes prior to potential new members arriving on chapter lawns at the beginning of the day chapter members are not permitted to use the front door. During this time, only Chapter Presidents, Chapter Recruitment Chairs, and alumnae assisting with recruitment are permitted to answer the front door.
- 2. Collegiate men are not permitted to enter chapter facilities during the formal recruitment process until Bid Day events have concluded. This does not include designated employees (i.e. bus boys, Bid Day entertainment) present for official business.
- 3. Potential New Members are not permitted inside of chapter houses unless attending their designated recruitment party, in case of inclement weather or using the restroom.

ii. Philanthropy Day

- 1. Philanthropy Day T-shirts may not be altered in any way (cut, shrunk, additional artwork, tied, etc.) and must be worn as delivered by the Panhellenic Council.
- 2. Chapters may provide water on the front lawn/porch for Potential New Members and Recruitment Guides.
- 3. Philanthropy projects may be completed by each chapter to help introduce their philanthropy.
- 4. No videos may be shown unless they are associated with the National Philanthropy.
- 5. Decorations may be limited to philanthropy materials approved by Panhellenic Council by the date specified.
- 6. The chapters will provide chapter financial information to Potential New Members this day following the template provided by Panhellenic Council.
- 7. Chapters may sing/chant an entrance and exit song.

iii. Values Day

- 1. Chapters may provide water on the front lawn/porch for Potential New Members and Recruitment Guides.
- 2. House Tours will be given during this round.
- 3. Chapters may sing/chant an entrance and an exit song

iv. Preference Day

- 1. The chapter may serve food and beverage.

2. Preference ceremonies will be presented.
 3. Decorations will be limited to items pertinent to the preference ceremony.
 4. Chapters may sing an entrance and an exit song.
- v. Bid Day
1. Invitations for membership will be distributed by the Recruitment Guides.
 2. Bid Day activities may begin at the time designated by Panhellenic Council.
 3. Bid Distribution will take place in a common area with all Potential New Members, Recruitment Guides, Panhellenic Council members and representatives of all chapter members.
 4. All NPC Unanimous Agreements will be followed on Bid Day.
- vi. General Rules and Expectations
1. Recruitment parties should not exceed the time limit for each party (over one minute).
 2. Anything that requires submission to the Panhellenic Council must be submitted on time. This includes but is not limited to invitation and bid lists, financial transparency forms, recruitment receipts, spirit day videos, videos shown during recruitment rounds, and bid day theme preferences.
 3. All videos shown during recruitment must be approved by the Panhellenic Council.
 4. Recruiting members should remain in the chapter house during all recruitment rounds unless there is an emergency, including breaks. Non-recruiting members assigned to specific recruitment support roles—such as food, errands, or backroom operations—may leave the house briefly if necessary to fulfill their duties. Any movement in or out of the house during formal recruitment times should be purposeful and minimal to ensure the integrity of the recruitment process and maintain a cohesive chapter presence.
 5. During all recruitment events there shall be no pictures of collegiate men (excluding immediate family members) in any rooms. There will also be no pictures of alcohol, drugs or drug paraphernalia allowed.
 6. A plain white tent must be provided on each sorority house's lawn.
- h. **Recruitment Counselors**
- i. Recruitment Guides and Panhellenic Council members must disaffiliate with their chapters during the recruitment process. Specifically:
 1. Recruitment Guides and Panhellenic Council members may not participate in any chapter recruitment events. This includes but is not limited to party preparation, practice, actual parties, transportation, membership selection, discussion sessions, etc.
 2. Recruitment Guides and Panhellenic Council members may not wear or display chapter jewelry, letters, emblems, symbols, etc. from the date selected by Panhellenic Council each year to the

completion of the formal recruitment process. They also may not display chapter symbols in their residence hall rooms, laptops and/or automobiles during this time.

3. Recruitment Guides may not reveal their chapter affiliation in any way to Potential New Members designated by Panhellenic Council.
4. Recruitment Guides and Panhellenic Council members may not be questioned by chapter members or any alumnae about women who are participating in recruitment.
5. Recruitment Guides and Panhellenic Council members may live in their chapter facilities, but may not enter until all chapter recruitment activities have completed each day. Recruitment Guides and Panhellenic Council members who do not live in their chapter facilities may not enter any chapter house except on official business, to use the restroom, or in case of inclement weather.
6. Chapters should not use any pictures nor make any reference to Recruitment Guides or Panhellenic Council members as members of a specific affiliation.

i. Recruitment Finances

- i. Michigan State University Panhellenic Council participates in a “No Frill” recruitment process. This includes chapters creating chapter t-shirts and other extra material goods for the recruitment process, with the exception of Philanthropy Day shirts. Chapters shall not exceed the predetermined recruitment budget as set by Panhellenic Council each year. All recruitment expenses will be paid for by each individual chapter and will not be reimbursed by Panhellenic Council.
 1. Each chapter’s recruitment budget cannot exceed \$3,000.00.
 2. Recruitment budgets must be submitted to Panhellenic Council for review prior to formal recruitment by the date specified.
 3. Recruitment budgets, along with all receipts and appropriate documentation, must be submitted to Panhellenic Council again for verification no more than 30 days after Bid Day.

j. Continuous Open Bidding (COB)

- i. Continuous Open Bidding (COB) is defined as an informal recruitment process that chapters use to take on new members and fill open spots in their chapters. This process happens outside of the formal recruitment process.
- ii. A calendar of all of the chapters COB events for both fall and spring is required to be submitted.
 1. For the fall, the calendar must be finalized and submitted by the third week after formal recruitment ends to the Vice President of Recruitment Logistics.
 2. For the spring, the calendar must be finalized and submitted by the third week after second semester classes begin to the Vice President of Recruitment Logistics.

- iii. Each chapter has the right to COB to reach quota and/or the total allowable chapter size (campus total) during the regular academic year. COB begins on Bid Day for chapters who did not achieve quota or total.
 - iv. When a chapter is ready to give a COB bid to a PNM, the recruitment chair must notify both the current Panhellenic advisor and the Vice President of Recruitment Logistics via email.
 - v. All PNMs who join through COB must complete a COB MRABA form.
 - vi. COB can continue until the end of each semester.
- k. **Alumnae Involvement**
 - i. Notify FSL staff and Panhellenic Council if national visitors and/or volunteers will be present during formal recruitment practice (work week) or rounds.
- l. **Recruitment Violations**
 - i. All recruitment violations are subject to an accountability resolution meeting (mediation) with the Panhellenic Executive President. These meetings will result in accountability measures and educational outcomes.
 - ii. Infractions have to be filed within 30 days of the infraction occurring. The Panhellenic Council has 7 days within receiving the violation report to notify the chapter. The accused chapter then has 7 days to decide if they would like to proceed with an informal or formal resolution meeting. The resolution meeting needs to be held within 21 days of the receipt of the infraction notice.
- m. **Bid Day Expectations**
 - i. All chapters must get their Bid Day theme approved before planning
 - 1. All changes made to the original theme must be first submitted for approval
 - ii. All chapters must follow and maintain doing their respective Bid Day themes that they individually signed up for.
 - iii. Bid Day Theme Selection Rules:
 - 1. All themes must be submitted on time of the due date set by the Panhellenic Council.
 - 2. Any changes made to the chapter's original Bid Day theme (after it has been established/sent by VPIR) must be approved by VPIR.
 - 3. No themes submitted can have been previously done in the past 3 years (includes all 14 chapters, not just of the original chapter).
 - iv. Bid Day Event Rules
 - 1. Absolutely NO trash is to be left behind at DEM field.
 - 2. Chapter members CANNOT bring sparkles, feather boas, confetti cannons, silly string, i.e. anything that can cause large messes.
 - 3. Negative comments about other chapters will not be tolerated.
 - 4. There should be NO alcohol present at the DEM field.
 - 5. There should be NO men at individual chapter's houses on Bid Day. The only excuse for this is if it is for formal/needed use and MUST be approved by VPIR ahead of time.
- n. **All rules are subject to change by Panhellenic Council discretion.**
- o. **Contact Information**

- i. Questions or concerns regarding PC Recruitment Policy Procedures should be directed to Tavyn Smith, Coordinator for Fraternity and Sorority Life (PC Advisor), at smit9804@msu.edu.

VIII. VIOLATIONS

- a. Violations of this policy by students may result in disciplinary action in accordance with university procedures and due process. A tiered intervention approach will be used to address concerns, with escalating responses based on the nature, frequency, and severity of the violation.

| Tier | Description | Responsible Party |
|--------|--|--|
| Tier 1 | A first-time or minor violation may result in a formal warning. This may include written notification to the individual and/or organization leadership outlining the concern and expectations for future compliance. | Governing Councils and/or Office of Fraternity and Sorority Life |
| Tier 2 | A second violation may lead to temporary loss of privileges, participation restrictions, or required educational interventions. | Governing Councils and/or Office of Fraternity and Sorority Life |
| Tier 3 | A third violation, or any violation deemed willful or significantly harmful, may result in referral to the Office of Student Support and Accountability for formal conduct review and potential sanctions. | Office of Student Support and Accountability |

In cases where a preponderance of evidence indicates willful disregard or severe neglect of this policy, the university may initiate immediate Tier 3 intervention, regardless of prior history.

IX. RELATED INFORMATION

- a. **Privacy Statement:** To protect the interests, privacy and confidentiality of the affiliate organizations, all documents submitted will be treated as confidential information. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need-to-know basis.

X. HISTORY

| Action | Description |
|-----------------|--|
| Issued by: | Office of Fraternity and Sorority Life March 14, 2024 |
| Approved by: | Assistant Vice President for Diversity, Equity, Inclusion, and Belonging Dr. Genyne Royal March 12, 2024 |
| Reformatted by: | Office of Fraternity and Sorority Life July 29, 2025 |