Standing Rules of
Northern Illinois University
Panhellenic Association

Adopted November 17, 2015
by the Panhellenic Council
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Article II. Code of Ethics
A. The Panhellenic Association does not have its own Code of Ethics.
B. All students are expected to abide by the Northern Illinois University Student Code of Conduct ([http://niu.edu/conduct/Student_Code_of_Conduct/NIUSCC_FINAL.pdf](http://niu.edu/conduct/Student_Code_of_Conduct/NIUSCC_FINAL.pdf))

Article III. Recruitment Rules
A. Determination of Campus Total- Campus total for NPC chapters is automatically adjusted every regular academic term.
   a. Academic term in which primary recruitment is held (Fall academic term): Campus total is adjusted 48 HOURS (2 DAYS) following bid distribution during Formal Recruitment with the assistance of our RFM specialist. Total is adjusted to average chapter size (rounded to the nearest whole number).
   b. Academic term in which primary recruitment is NOT held (Spring academic term): Campus total is adjusted within one week from the start of the academic term to average chapter size (rounded to the nearest whole number) with the assistance of our RFM specialist. Chapters are required to submit updated rosters before the start of the academic term so total adjustment can occur.
B. Formal Recruitment
   a. Formal Recruitment takes place annually in the Fall academic term.
   b. NPC chapters can choose to participate in Formal Recruitment.
   c. Formal Recruitment Rules
      i. See Appendix A for complete Formal Recruitment Rules document
      ii. Formal Recruitment Rules are revised at the beginning of the Spring academic term following a Recruitment Rules round table with the membership committee (comprised of chapter Recruitment chairs with the Vice President Membership on the Panhellenic Executive Board as the chairman). Revised rules pertain to forthcoming Formal Recruitment during the following Fall academic term.
      iii. Proposed changes are proposed in a Panhellenic Council meeting, tabled for a week, and voted on by the Panhellenic Council delegates of NPC chapters. Acceptance of the document is granted by majority vote of NPC chapters of the Panhellenic Council.
C. Informal Recruitment
   a. Continuous Open Bidding (COB) in Fall academic term
      i. Following the completion of Formal Recruitment in the Fall academic term, those chapters whose total number of members including new members does not meet Campus Total as set by the Panhellenic Association within 48 hours (2 days) following bid distribution can COB until they reach Campus Total.
ii. NPC chapters that did not achieve quota during Formal Recruitment can COB to quota in the Fall academic term ONLY. Once quota is reached, chapters can continue to COB new members ONLY IF they have not reached Campus Total (however, they can only COB until Total is reached).

b. COB in the Spring academic term- NPC chapters that are not at Campus Total after it has been adjusted within one week of the start of the Spring academic term can COB to reach the newly set Campus Total.

Article IV. Judicial Procedures- Judicial procedures shall be followed in accordance with the NPC Unanimous Agreements and as outlined in the Panhellenic Association Bylaws.

Article V. Social Events- All students are expected to abide by the Northern Illinois University On- and Off-Campus Social Events policies.

A. See Appendix B for the Northern Illinois University On-Campus Social Events policy.
B. See Appendix C for the Northern Illinois University Off-Campus Social Events policy.
C. Both the On- and Off-Campus Social Events policies are solely revised by Student Involvement & Leadership Development. Updated policies will be attached as revisions occur.

Article VI. Office Procedures

A. Forms due to Student Involvement & Leadership Development (SILD).
   a. Fall Forms
      i. Updated Roster- all NPC chapters must submit updated rosters prior to the start of the Fall academic term for RFM purposes for Formal Recruitment.
      ii. Notification of Conducting Intake- if taking new members in Fall term (due Sep. 15)
      iii. Notification of Abstaining from Intake if NOT taking new members in Fall term (due Sep. 15)
      iv. Prospective Membership Forms-Anti-hazing and grade release- each member must sign (due Nov. 15)
      v. Roster Addition Form- to update roster for Fall term (due Nov. 15)
      vi. Roster Removal Form- to update roster for Fall term (due Nov. 15)
      vii. Relationship Statement
      viii. Letter of Good Standing from Nationals (NPC chapters only)
      ix. Copy of current Insurance Certificate (NPC chapters only)
      x. Initiation List- due 1 week after initiation
   b. Spring Forms
      i. Updated Roster- all NPC chapters must submit updated rosters prior to the start of the Spring academic term to allow for automatic adjustment of total within one week of the start of the term.
      ii. Notification of Conducting Intake- if taking new members in Spring term (due Feb. 15)
      iii. Notification of Abstaining from Intake if NOT taking new members in Spring term (due Feb. 15)
      iv. Prospective Membership Forms-Anti-hazing and grade release- each member must sign (due Apr. 15)
      v. Roster Addition Form- to update roster for Spring term (due Apr. 15)
vi. Roster Removal Form- to update roster for Spring term (due Apr. 15)

vii. Initiation List- due 1 week after initiation

B. Student Association Procedures for Recognized Student Organizations- as recognized student organizations at Northern Illinois University, Panhellenic Association member groups are expected to follow Student Association procedures to remain in good standing with the university.

Article VII. Traditions

A. Recruitment Work Week

a. Work Week is held annually during the week prior to the start of the Fall academic term. During this week, chapters and Recruitment Counselors separately prepare for Formal Recruitment.

b. Each NPC chapter plans their own work week. Recruitment Counselor Work Week is planned by the Panhellenic Vice President Recruitment Counseling.

c. All-Sorority Meeting

i. An All-Sorority Meeting is held the Wednesday of Work Week to gather all women’s sorority members to welcome them into a new year, discuss regulations and policies of the Panhellenic Association, and to discuss important Recruitment topics.
   1. All women’s sorority members from the Panhellenic Council, National Pan-Hellenic Council, and United Greek Council are invited to attend the opening portion of the meeting not pertaining to Panhellenic topics.
   2. Non-NPC Panhellenic chapters are asked to stay for Panhellenic topics but will be allowed to leave once Formal Recruitment becomes the topic.

ii. The All-Sorority Meeting is planned by the Panhellenic President.

iii. 50% attendance is required by each Panhellenic sorority. If 50% of the chapter is not in attendance, the chapter will lose the privilege of registering social events until notice by the Associate Director of Fraternity & Sorority Life and Panhellenic Advisor.

d. Mock Recruitment

i. Mock Recruitment is held the Friday of Work Week.

ii. Each NPC chapters is given a Recruitment practice round time in which Recruitment Counselors will act as a PNMs.

B. Women’s Tugs

a. This event is held annually during the Fall academic term. The event is an intense tug-of-war competition between women’s sorority members.

b. Women’s sororities are invited to put together a team of 2 ropes of women (at least 16 women total).

c. The Panhellenic Executive Vice President Community Service and Events plans this event and communicates rules, regulations, and other event information with captains from each team.

d. Women’s Tugs Regulations and Rules- see Appendix D for the complete Women’s Tugs Regulations and Rules.

i. Women’s Tugs Regulations and Rules are updated each fall academic term.
ii. The Vice President Community Service and Events meets with the Tugs captains in the fall academic term prior to the event to discuss possible changes to the document. The document with suggested changes is proposed to the Panhellenic Council and accepted by majority vote of the Panhellenic Council.

C. Greek Scholarship Dinner
   a. The Greek Scholarship dinner is held each academic term to acknowledge Greek students who achieved a 3.75 GPA or higher from the previous academic term.
   b. The Panhellenic Executive Vice President works in conjunction with representatives from the Interfraternity Council, National Pan-Hellenic Council, and United Greek Executive Boards to plan the event.
   c. All Panhellenic members who achieved a 3.75 GPA the previous term will receive an email invitation to the dinner from the Panhellenic Executive Vice President.

D. Sorority Exchanges
   a. Sorority exchanges are held each academic term to encourage bonding and unity amongst Panhellenic sororities.
   b. The Panhellenic Executive Vice President is in charge of planning for these events.
   c. Each sorority should be in attendance, specifically a specified number of members from each Panhellenic sorority are asked to attend the events.

E. Greek Week
   a. Greek Week is held annually during the Spring academic term. Greek organizations from each Greek council are put into teams. Teams compete in various competitions including but not limited to events such as Greek Olympics and Unity Stroll. Points are earned for teams that place in each event. At the end of the week, overall placements for Greek Week are awarded.

F. Other Special Events
   a. Other special events will be implemented at the discretion of the Panhellenic Council when approved by majority vote.

Article VIII .Executive Officer Duties, Selection, and Transition
A. Executive Officer Duties
   a. See Appendix E for a complete list of executive officer duties.
   b. Revisions to the executive officer duties are suggested in the Fall academic term if necessary, or as the Panhellenic Council sees fit. The list of executive officer duties with suggested changes is proposed to the Panhellenic Council and accepted by majority vote of the Panhellenic Council.

B. Executive Officer Selection
   a. Executive Officer selection takes place at the end of the Fall academic term following the passing of proposed bylaw revisions.
   b. Officer selection process- The officers of the Panhellenic Executive Board shall be selected through a slating process at the end of Fall academic term.
      i. Applications- All qualified applicants are urged to submit an application by the deadline as set by the current Panhellenic Executive Board. To determine the slate, the current executive board will review all officer applications. Only qualified, selected applicants will be asked to interview. If current executive board members
choose to apply for officer positions for the upcoming year, they will not be allowed to interview candidates or participate in setting the slate.

ii. Interviews and recommended candidates on the slate-The current executive council will conduct interviews and recommend the best candidate for each executive office on the slate. These recommended candidates will be called to be asked if they would accept the nomination (agreeing to accepting the position if the slate is accepted by the Panhellenic Council). If anyone does not accept their position nomination, positions are reconsidered by the executive board until all nominees accept. If all nominees accepted the nomination or once all position nominations have been accepted, the slate is then proposed at the following Panhellenic Council meeting.

iii. Challenge process- Delegates are able to challenge any office on the proposed slate at the meeting in which the slate is proposed. During the Panhellenic Council meeting following the Executive Council interviews, the Panhellenic President will announce the executive officer nominations from the slate and will ask for any additional nominations from the floor. This is chapters only chance to challenge the office nominees on the proposed slate. If a delegate chooses to challenge any office nomination on the slate, that chapter must nominate a Panhellenic woman who submitted an executive officer application in the slate nominee’s place for that specific officer role.

1. If challenges occur- all nominees present will be asked to leave the room. The Panhellenic President will explain that the following conversation is to be kept confidential. The floor will then be opened to all present for pro-con-con-pros for each of the challenged officer nominees on the slate and the women nominated by the floor for those offices (the uncontested office nominees will NOT be discussed, only the nominated candidates for the challenged offices). These pro-con-con-pro statements should be specific to the office being discussed. Once statements are made, the Panhellenic President will ask for a motion to vote on the unchallenged offices (as a whole) on the slate the following week, as well as vote on ALL nominations for the challenged offices. Paper ballot will be used to vote on the challenged offices. The motion must be made and seconded. These two votes would then take place at the following Panhellenic Council meeting.

2. If no challenges occur- the Panhellenic President will ask for a motion to table the slate for a vote the next week. A motion and second must follow. Once the motion is made and seconded, the slate will then be voted upon at the following Panhellenic Council meeting.

c. See Appendix F for the complete slating packet document which includes office holding limitations, position duties, and officer requirements. These are can be viewed in the bylaws as well.

d. Revisions to this slating packet are completed by the Panhellenic President each fall academic term prior to announcing Executive Officer applications. Revisions consist of updating office holding limitations as accepted during bylaws revision and position duties if
changes to duties were accepted. Other changes include updating the dates in the packet and changing the packet’s structure if necessary.

C. Officer Transition
   a. Newly slated Executive officers are trained on their new roles by the existing executive board at the last two Executive Board meetings of the Fall academic term.
   b. Newly slated Executive Officers are formally transitioned into their new roles at the last Panhellenic meeting of the Fall academic term when they trade places with the existing Executive Officers.

Article IX. Recruitment Counselor Selection, Qualifications, and Expectations

A. Selection
   a. Recruitment Counselor Selection occurs mid-Spring academic term for Formal Recruitment during the forthcoming Fall academic term.
   b. Recruitment Counselor section process: The Recruitment Counselors for Formal Recruitment are chosen through an application and interview process led by the Panhellenic Vice President Recruitment Counseling. All qualified applicants are urged to submit an application by the deadline as set by the Panhellenic Vice President Recruitment Counseling. The current executive board will review all Recruitment Counselor applications. Only qualified, selected applicants will be asked to interview. Panhellenic’s Vice President Recruitment Counseling, Vice President Membership, President, and Panhellenic Advisor will conduct interviews. The most qualified applicants will be chosen as Recruitment Counselors.
   c. Recruitment Counselor application.
      i. See Appendix G for complete Recruitment Counselor application document.
      ii. Recruitment Counselor application is revised each Spring academic term by the Vice President Recruitment Counseling for each year’s Recruitment Counselor selection.

B. Qualifications
   a. Applicants must have participated in a fall Formal Recruitment from the Panhellenic side.
   b. Applicants must have a 2.5 cumulative GPA and be in good standing with their chapter
   c. Once selected, Recruitment Counselors must attend all workshops and events tentatively scheduled for the week before Fall semester classes begin.
   d. Recruitment Counselors will be required to completely disaffiliate from their chapter.
   e. Applicants must possess a genuine interest in being an exemplary example of the Sorority Community as well as abide by the Panhellenic Constitution, Bylaws, and, Recruitment Rules.
   f. Applicants MUST be available to attend overnight training as set by the Panhellenic Vice President Recruitment Counseling.

C. Expectations- see Appendix H for Recruitment Counselor Contract, which outlines expectations of Recruitment Counselors.
Appendices A-G
Documents in the appendices will be updated as changes are made to the documents as outlined in the articles above.

Appendix A- Formal Recruitment Rules
Appendix B- Northern Illinois University On-Campus Social Events Policy
Appendix C- Northern Illinois University Off-Campus Social Events Policy
Appendix D- Women’s Tugs Regulations and Rules
Appendix E- Executive Officer Duties
Appendix F- Executive Officer Slating Packet
Appendix G- Recruitment Counselor Application Packet
Appendix H- Recruitment Counselor Contract
Appendix A

Formal Recruitment Rules

RECRUITMENT RULES OF NORTHERN ILLIONIS UNIVERSITY PANHELLENIC ASSOCIATION

NOTE: The code of ethics from your campus is the suggested introduction to the recruitment rules template. Attach recruitment dates/event schedule and list of fines as separate documents to be updated/voted on annually.

I. Statement of Positive Panhellenic Contact
NOTE: All College Panhellenics should promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. Strict silence is intended for a short period — not more than 24 hours — from signing the membership recruitment acceptance binding agreement (MRABA) until bid distribution. Additional silence rules are not desirable, because they can suppress participation in recruitment and stunt growth in your Panhellenic community. Panhellenics are encouraged to eliminate all silence and no-contact statements from their recruitment rules, except for the strict silence required during the short time period between preference events and bid distribution. All member organizations are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. Ethical conduct promotes parity for all member organizations through fair play.

We, the women of Northern Illinois University, will promote panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at time of MRABA signing and last until bid distribution on Bid Day. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment
All NPC member organizations represented at Northern Illinois University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment
NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on
chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenics to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits and obligations of membership for each organization.

All NPC member organizations represented at Northern Illinois University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Northern Illinois University recruitment events do not include skits, elaborate decorations and costumes.

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

NOTE: NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenics must use the MRABA script immediately prior to a potential new member’s signing the MRABA.

The Northern Illinois University 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.

V. Statement of Automatic Reset of Total
Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. Total will be determined by average chapter size (ACS) rounded down to the nearest whole number.

VI. Recruitment Rules
Per the Unanimous Agreements, the following items are being emphasized:
1. NIU Panhellenic Council shall prohibit the use of alcoholic beverages in membership recruitment and bid day activities starting at midnight the day of the first round, lasting until 8 a.m. the morning following Bid Day.
2. NIU Panhellenic Council shall prohibit the participation of men in membership and bid day activities.
3. All members, including alumnae and new members, shall be bound by the NIU Panhellenic Council rules governing membership recruitment.
4. The rules in this document pertain only to recognized NPC groups that participate in formal recruitment.

ICS Campus Recruitment will be used during the formal recruitment process.

VII. Silence

Summer Contact:
Begins last day of spring semester finals until Monday before fall classes begin. Summer contact allows for friendly conversation, including recruitment, however, no chapter promotion should be made. Friendly conversation is to be brief, polite, and courteous. Encouraging women to go Greek, and talking highly about our Fraternity and Sorority community is okay.

Formal Silence:
Begins the Monday before fall classes begin and lasts until the 1st event of preference. Formal silence allows for friendly conversations, including recruitment; however, no chapter promotion should be made. Friendly conversation is to be brief, polite, and courteous. During this time, chapters can NOT hold events that PNMs could attend (Ex. Chapters can’t hold a bbq or car wash that is open to the public but a planned annual philanthropy event is okay). All sorority women should have all social media accounts set to the highest privacy settings. At this time, Gamma Chis and Panhellenic Executive Council members should also have their names changed on all social media to something unrecognizable (ex. Melly Belly instead of Melanie Brewer).

Strict Silence:
Begins with the end of the last preference event and lasts until Bid Day begins. This means there will be no talking, e-mailing, texting, etc. amongst chapter members and PNMs outside the chapter house. If a PNM asks about recruitment, please be courteous and instruct her to discuss her concerns with her Gamma Chi. All sorority women’s social media accounts should still be set to the highest privacy setting and Gamma Chis and Panhellenic Executive Council members should still have their names be something unrecognizable on all social media accounts.

VIII. General Rules

Recruitment Events and Parties
1. A $35 registration fee will be charged for all PNMs interested in participating in formal recruitment.
2. All donated and purchased material must be included in the total chapter spending budget allowed, which is $2500. Your total spending budget should include items such as food, beverages, utensils, plates, napkins, philanthropy project supplies, donations, nametags, clothes that are uniform and ordered in bulk, etc.
3. An estimated, itemized list of all expenditures should be turned into the Vice President of Membership on the Monday prior to recruitment.
4. It is not permitted to lie, give negative personal opinions, or talk about any chapter in a negative way. This is considered trash talking and the infraction charge will be left to the discretion of the recruitment infraction mediators.

5. A final list of all expenditures and receipts should be turned into the Vice President of Membership. This should be done at the Panhellenic meeting following the end of formal recruitment.

6. Each chapter shall submit $25 per Gamma Chi to be paid the Monday prior to formal recruitment, to cover 3 meals for Gamma Chis during formal recruitment.

7. Transportation for PNMs to formal recruitment will be the responsibility of Panhellenic.

8. Each chapter shall designate and properly indicate three chairs and a space for the Gamma Chis to occupy during events near the front entry way to the chapter. On Day 1 and 3, 1 chair also needs to be placed on each floor that will be shown. Gamma chis will sit in these chairs designated on each floor on days 1 and 3, but 3 chairs should also be placed in the entry way to the chapter on these days.
   a. Gamma Chis will remain in designated area for the duration of the event and will not be permitted to wander throughout the event or facility. On Day 1 and 3, Gamma Chis will be placed on each floor of the house in the designated chairs. If there are more Gamma Chis than floors, the additional Gamma Chis will sit in the chairs designated in the entry way on these days.

9. Alumna may be present at the recruitment events, but are not allowed to talk to PNMs during the recruitment events. Alumnae must be clearly identified by a nametag.

10. The only writing permitted on individual cars is “Go Greek”.
   a. If a chapter chooses to write on their vehicles, “GO GREEK” is the only thing permitted.
   b. No letters should be painted or written anywhere on an individual’s car. Car decals and license plate frames are okay.

11. Chapters will follow all bylaws set forth by the Panhellenic Council regarding infraction procedures.

12. Chapters will purchase shirts to wear on Philanthropy Day for all members who will be recruiting PNMs.

13. If a PNM is talking negatively about a chapter she can get a strike from a Gamma Chi. If a PNM receives three strikes she will be asked to leave recruitment.

14. No sorority woman is permitted to wear fraternity rush shirts at all at any time.
   a. All sorority women should refrain from wearing any fraternity letters during the formal silence period of recruitment.

15. Each chapter may have ONE BRAG TABLE in the house and approved centerpieces are permitted on tables. These are the only decorations allowed that are not part of the house. There will be no outdoor decorations at all. A trophy case will not be considered a brag table.
   a. Brag table may be changed daily to reflect the focus of each day’s event.

IX. Specific Event Rules

   Round One (Open Events): Friday, September 9, 2016
   1. During the Open House Events, beverages and appetizers or snacks may be provided. These items will be approved the Monday prior to recruitment.
   2. Each chapter may have ONE BRAG TABLE in the house. This is the only decoration that is not part of the house that is allowed. There will be no outdoor decorations at all besides for centerpieces. A trophy case will not be considered a brag table.
   3. House tours (or virtual tours) may be conducted on this day.
4. This will be the only day PNMs may be allowed to enter bedrooms (if applicable). ONLY one floor of bedrooms will be permitted to be open for viewing.
5. Events will be restricted 1-2 rooms approved by the Panhellenic Recruitment Staff the morning of the event.
6. The dress code for this round is business casual. No denim or sweats are allowed.

Round Two (Philanthropy Events): Saturday, September 10, 2016
1. Beverages and a light snack may be served. These items will be approved the Monday prior to recruitment.
2. Philanthropy parties will be conducted on this day; the Vice President of Membership will be notified of all projects the Monday prior to recruitment. Projects should consist of making items that will be donated to a national or local charity.
3. Events will be restricted 1-2 rooms approved by the Panhellenic Recruitment Staff the morning of the event.
4. The dress code for this round is casual. Chapters will wear purchased t-shirts for this round. No sweats allowed.

1. Each chapter may serve brunch items of their choice at each event. These items will be approved the Monday prior to recruitment.
2. If a PNM attends a chapter’s preference round, she must appear somewhere on that chapter's formal bid list.
3. Events will be restricted to 2-3 rooms approved by the Panhellenic Executive Council the morning of the event.
4. The dress code for this round is dress to impress.

Bid Day Event: Sunday, September 11, 2016
1. No gifts are to be given out by any chapter to individual PNMs.
2. Bid Day is not included in the Recruitment budget.
3. The dress code for this round is casual.
4. All new members must be back at their own residence by midnight (All bid day activities must end at this time).
5. Transportation from Bid Day to individual chapter houses is at the discretion of the chapters themselves; however, there will be no use of limousines or party buses. There must be enough seatbelts for each new member and active member.

Post Recruitment
1. Campus total for NPC chapters will be automatically adjusted 48 hours (2 days) following bid distribution to average chapter size.
2. A final list of all expenditures and receipts should be turned into the VP of Membership. This should be done at the Panhellenic meeting following the end of formal recruitment.
3. All PNMs, Gamma Chis, Panhellenic members, Alumnae Advisors, Recruitment Chairman, and New Members shall complete post recruitment surveys and assessments by the last day that infractions can be submitted (2 weeks following bid day).
4. An after action review roundtable will be arranged to discuss things that have worked well and areas of improvement.
X. Infractions
Recruitment infractions will be handled per the Unanimous Agreements. Monetary fines will be imposed for violations as follows:

Late ICS software payment $5.00 per day

Late GC or Panhellenic Executive Council member to training session/PR events/recruitment $10.00 personal fine

Recruitment Chairman late to any recruitment meeting (without prior arrangements) $5.00

Recruitment Chairman No Show to any recruitment meeting $10.00

GC or Panhellenic Executive Council member No Show to training sessions/PR events/recruitment $15.00 personal fine

GC or Panhellenic Executive Council member seen wearing letter or promoting individual chapter on social media $50.00 personal fine

GC withdraw from formal recruitment or removal of a GC $150.00
-That is not approved by the VP Membership, Associate Director of Student Involvement & Leadership Development—Fraternity and Sorority Life, and the Fraternity and Sorority Life Graduate Assistant
-In the case of withdrawal or removal of GC, any sanctions will be at the discretion of the recruitment infraction mediation team.

Lack to provide a Gamma Chi $25.00
- All chapters will be expected to have at least seven GC applicants per year, unless otherwise decided by the Panhellenic Executive Council and the Student Involvement & Leadership Development Office.

Budget Infractions: Failure to submit a preliminary budget $50.00
-due the Monday before formal recruitment
Failure to submit a final budget with receipts
- due at Panhellenic Council meeting after recruitment

Late Budgets

$5.00/day

Over Budgeting (for every $1.00 over the budget, a $2 fine will be assessed)

Late Parties:
- Each early/Late party (1st day) $10.00
- Each early/late party (2nd day) $15.00
- Each early/late party (3rd day) $20.00

-Early parties are defined as parties that do not begin at the time specified in the most updated recruitment schedule. Late parties are defined as parties that go over the specified time allotted by the most updated recruitment schedule.
- Parties that start before the specified start time must only last for the allotted time of that round. Parties that start late must end at the designated time for that round.
Example: If a party starts 1 minute early, it must end 1 minute before the designated time. If a party starts 1 minute late, it must still end at the designated time.

Late party invitation, Bid Lists, and Flex Lists:
- 1-15 minutes $50.00
- 16-30 minutes $75.00
- 31-45 minutes $100.00
- 46-75 minutes $150.00
- 76-90 minutes $200.00
- 91+ minutes $300.00

Plus $50.00 fine assessed for every 15 minutes thereafter

- A list is not considered “turned in” unless the invite list and both flex lists are turned in and show as a final save in ICS.

Social Media:
- Starting Monday, August 15, 2016 at 12:01 A.M., all sorority women (chapter women and recruitment staff- Gamma Chis and Panhellenic Executive Council Members) will be required to set all social media accounts to the highest privacy setting. At this time, Gamma Chis and Panhellenic Executive Council members should also have their names changed on all social media to something unrecognizable (ex. Melly Belly instead of Melanie Brewer). This will run until September 12, 2016 at 12:01 A.M.
$25 individual fine/violation

**Hotboxing**
- 3 or more chapter women talking to a PNM at the same time for a period lasting more than 60 seconds during a formal recruitment event. For each occurrence, chapters will be charged.

$10.00

**Any additional room or floor that is used in violation of the Recruitment Rules**
- Per Event
- Room is considered an area with two doors and is capable of being shut

$50.00

**Improper Conversation/Dirty Rushing (For each occurrence you are charged)**
- Improper conversations and dirty rushing includes but is not limited to asking for PNM phone numbers, adding PNMs on social media, trash talking other chapters, providing any false information on other chapters, asking PNMs how they are ranking other chapters, inviting PNMs over, promoting one’s individual chapter prior to recruitment, mentioning informal recruitment, encouraging a PNM to drop recruitment, and giving an oral bid such as “this is your home”, “we hope to see you tomorrow”, “I’ll see you later”.

$50 fine/violation

**Frills:**
- A frill is described as something that is desirable but not a necessity. In terms of Panhellenic, a frill is anything that is added to the chapter house or any campus building being used during recruitment for unnecessary purposes that will not be present after recruitment.
  - Such as:
    1. Playing music.
    2. Having balloons, Christmas lights, fish bowls on the tables, etc.
- Tablecloths are allowed.
- Centerpieces must be presented a week before recruitment to the Panhellenic Executive Council.

Decorations Violation/ No Frills (per day, and per party) $25.00

$50 fine/violation

**Glitter**
- Glitter is NOT permitted on any informational session materials and can NOT be worn on bid night.

$25/violation

**Chalking**
- Those chapters who fail to attend their assigned dates to chalk on NIU’s campus will be charged $15.00.
- If it rains at any time within the week after chalking is completed, chalking needs to be re-done within 2 days of rain. There is a $15 fine if chalking is not re-done within those 2 days.
**Wearing of Chapter Letters**

- Letters may be worn during Involvement Fair (the daytime event), Greek Life BBQ, and President’s Picnic.
- Letters will NOT be allowed to be worn during the night events of Welcome Days.
  1. This includes: clothing, accessories, backpacks, jewelry, etc. During these events women must support the Panhellenic Spirit. Although encouraging women to go Greek is allowed, they should not promote any individual chapter. Failure to comply with these rules will result in a $50.00 fine for the chapter house.
- Chapter letters are NOT to be worn during Freshmen Move-In (Move-In shirts will be provided) but accessory items such as lavalieres and hats are okay.

**Gamma Chi Pictures Being Uncovered**

- All gamma chi pictures must be covered during recruitment rounds.
- For each face that isn’t covered there will be a 10 dollar fine.

**Sorority Women Wearing Fraternity Letters/Apparel**

- Any Panhellenic sorority woman, whether disaffiliated or not, is not permitted to wear any shirt that says to rush a fraternity.
- Ex. No wearing a shirt saying “Rush Fiji”.
- Wearing fraternity rush shirts is forbidden in the Panhellenic Unanimous Agreements
- However, wearing a homecoming, philanthropy or TUGS shirt with sorority and fraternities letters is allowed.

**X. Infractions**

Recruitment infractions will be handled per the Unanimous Agreements. Monetary fines will be imposed for violations as follows:

<table>
<thead>
<tr>
<th>POSSIBLE INFRACTION</th>
<th>FINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late ICS Software Payment</td>
<td>$5.00/day</td>
</tr>
<tr>
<td>Late Gamma Chi/PHA Executive Council member to training session, PR events, recruitment events</td>
<td>$10.00 personal fine</td>
</tr>
<tr>
<td>Gamma Chi/PHA Executive Council no-show to member to training session, PR events, recruitment events</td>
<td>$15.00 personal fine</td>
</tr>
<tr>
<td>Gamma Chi/PHA Executive Council seen wearing chapter letters or promoting individual chapter on social media</td>
<td>$50.00 personal fine</td>
</tr>
<tr>
<td>Lack to provide Gamma Chis (at least seven per chapter)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
Any additional room or floor that is used in violation of the Recruitment Rules | $50.00

Gamma Chi/PHA Executive Council pictures being uncovered | $10.00/face

**Budget Infractions:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to submit a preliminary budget (due the Monday before formal recruitment)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to submit a final budget with receipts (due at Panhellenic Council meeting after recruitment)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Late Budgets</td>
<td>$5.00/day</td>
</tr>
<tr>
<td>Over Budgeting</td>
<td>For every $1.00 over the budget, a $2 fine will be assessed</td>
</tr>
</tbody>
</table>

**Late Parties:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each early/Late party (1st day)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Each early/Late party (2nd day)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Each early/Late party (3rd day)</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

-Early parties are defined as parties that do not begin at the time specified in the most updated recruitment schedule. Late parties are defined as parties that go over the specified time allotted by the most updated recruitment schedule. -Parties that start before the specified start time must only last for the allotted time of that round. Parties that start late must end at the designated time for that round. Example: If a party starts 1 minute early, it must end 1 minute before the designated time. If a party starts 1 minute late, it must still end at the designated time.
Late Party Initiation, Bid Lists and Flex Lists:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15 minutes</td>
<td>$50.00</td>
</tr>
<tr>
<td>16-30 minutes</td>
<td>$75.00</td>
</tr>
<tr>
<td>31-45 minutes</td>
<td>$100.00</td>
</tr>
<tr>
<td>46-75 minutes</td>
<td>$150.00</td>
</tr>
<tr>
<td>76-90 minutes</td>
<td>$200.00</td>
</tr>
<tr>
<td>91+ minutes</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Plus $50.00 fine assessed for every 15 minutes thereafter**

-A list is not considered “turned in” unless the invite list and both flex lists are turned in and show as a final save in ICS.

**Gamma Chi** withdraw from formal recruitment or removal of a Gamma Chi: $150.00
-That is not approved by the VP Membership, Associate Director of Student Involvement & Leadership Development—Fraternity and Sorority Life, and the Fraternity and Sorority Life Graduate Assistant
-In the case of withdrawal or removal of Gamma Chi, any sanctions will be at the discretion of the recruitment infraction mediation team.

**Social Media:** $25 individual fine
-Starting August 15, 2016 at 12:01 A.M., all sorority women (chapter women and recruitment staff- Gamma Chis and Panhellenic Executive Council Members) will be required to set all social media accounts to the highest privacy setting. At this time, Gamma Chis and Panhellenic Executive Council members should also have their names changed on all social media to something unrecognizable (ex. Melly Belly instead of Melanie Brewer) and nothing with their chapter of affiliation can be in their profile picture or bio. This will run until September 12, 2016 at 12:01 A.M.

**Improper Conversation/Dirty Rushing:** $50 fine/occurrence
-Improper conversations and dirty rushing includes but is not limited to asking for PNM phone numbers, adding PNMs on social media, trash talking other chapters, providing any false information on other chapters, asking PNMs how they are ranking other chapters, inviting PNMs over, promoting one’s individual chapter prior to recruitment, mentioning informal recruitment, encouraging a PNM to drop recruitment, and giving an oral bid such as “this is your home”, “we hope to see you tomorrow”, “I’ll see you later”.
Hotboxing: $10.00
- 3 or more chapter women talking to a PNM at the same time for a period lasting more than 60 seconds during a formal recruitment event. For each occurrence, chapters will be charged.

Frills: $25.00 per day and per party
-A frill is described as something that is desirable but not a necessity. In terms of Panhellenic, a frill is anything that is added to the chapter house or any campus building being used during recruitment for unnecessary purposes that will not be present after recruitment.
   Such as:
   1. Playing music.
   2. Having balloons, Christmas lights, fish bowls on the tables, etc.
   - Centerpieces must be presented a week before recruitment to the Panhellenic Executive Council.

Glitter: $25/violation
- Glitter is NOT permitted on any informational session materials and can NOT be worn on bid night.

Chalking: $15.00 for failure to chalk
- If it rains at any time within the week after chalking is completed, chalking needs to be re-done within 2 days of rain. There is a $15 fine if chalking is not re-done within those 2 days.

Wearing of Chapter Letters: $50.00 fine for the chapter house
- Letters may be worn during Involvement Fair (the daytime event), Greek Life BBQ, and President’s Picnic.
- Letters will NOT be allowed to be worn during the night events of Welcome Days
  1. This includes: clothing, accessories, backpacks, jewelry, etc. During these events women must support the Panhellenic Spirit. Although encouraging women to go Greek is allowed, they should not promote any individual chapter.
  - Chapter letters are NOT to be worn during Freshmen Move-In (Move-In shirts will be provided) but accessory items such as lavaliieres and hats are okay.

Sorority women wearing a Fraternities Letters/Apparel: $10.00/shirt
- Any Panhellenic sorority woman, whether disaffiliated or not, are not permitted to wear any shirt with Fraternities letters.
- Ex. No wearing a shirt saying “Rush Fiji”.
- Wearing fraternity rush shirts is forbidden in the Panhellenic Unanimous Agreements
- However, wearing a homecoming, philanthropy or TUGS shirt with sorority and fraternities letters is allowed.

XI. Disaffiliation Rules
The following guidelines are to help the chapters and the Panhellenic /Recruitment staff through the weeks prior to and during the recruitment process.
1. Disaffiliation shall begin the Sunday prior to freshman move in.
2. Panhellenic/Recruitment staff (Panhellenic Executive Board and Gamma Chis) may not wear letters out of their chapter houses, including jewelry (rings, lavaliieres, bracelets), car stickers and key chains. Generic philanthropy t-shirts may be worn,
these t-shirts must have been offered to all chapters. (Keep explanations of philanthropies general).

3. Beginning at 12:01 a.m. on August 15, 2016, social media accounts should be set to the highest privacy setting and Gamma Chi and Panhellenic Executive Council names on social media accounts should be unrecognizable (ex. Melly Belly).

4. Panhellenic/Recruitment staff may not be seen in any public area with
   a) A woman from her chapter wearing her letters,
   b) More than two women from their chapter,
   c) May not stay and mingle with your chapter for long periods of time (when seeing chapter members on campus). Say hi and then move on.

5. Panhellenic/Recruitment staff may go out with up to 2 women from their chapter (as long as letters aren’t worn). If there is a social event prior to Recruitment, the Recruitment Staff must not dress to the theme or if dressed to the theme, they need to leave and change before the end of the event.

6. Panhellenic/Recruitment staff is allowed to attend chapter meetings, but must leave the meetings when issues of recruitment are discussed. Please keep Panhellenic Staff involved in other chapter activities.

7. No chapter shall discuss their collegians that are members of the Panhellenic Executive Board and Gamma Chis during Recruitment.

8. Panhellenic/Recruitment staff may receive rides to class as long as there are no chapter letters on the vehicle and there are no more than two chapter members in the vehicle.

9. All Panhellenic Council recruitment activity is dry (alcohol is not present); therefore, Gamma Chis will not consume alcohol from the first day beginning formal recruitment until 8:00 a.m. the day after Bid Day.

XII. Gamma Chi Rules
A Gamma Chi is a sorority woman who has been chosen to disaffiliate during the recruitment process to help PNMs through their formal recruitment. Each chapter shall provide at least seven members to go through the application and interview process. After being interviewed by Panhellenic Executive Council members, the Gamma Chis will be chosen. The number of Gamma Chis per chapter is dependent on their suitability for the position.

1. Gamma Chis must not give their chapters Recruitment chair information concerning what events PNMs are attending or what sororities are of interest of the PNMs.

2. Gamma Chis must not tell PNMs any quotas, or give out any information as to the number of legacies that a chapter will bid.

3. A Gamma Chi may not return to her chapter after the rounds have ended unless she has been dismissed by the Panhellenic President.

4. The Assistant VP of Membership will, with permission and approval from the Panhellenic VP of Membership, remove any Gamma Chi for failure to fulfill the obligations and duties of the program.

5. At no time can you reveal what chapter you belong to, admit to belonging to a particular chapter, nor can you influence a potential member in the direction of any particular chapter.

6. All Gamma Chis will be referred to by first names only.

7. You are on your honor not to discuss any PNMs going through recruitment with your sorority sisters.

8. Once signing the disaffiliation contract, you are locked into being a Gamma Chi unless you are withdrawing from your chapter or NIU, or you have another reason that is approved by the VP Membership, Associate Director of Student Involvement.
XII. Handling Infractions of Rules and Other Violations for Membership Recruitment per the NPC Unanimous Agreements

Each Panhellenic Association shall establish a Judicial Board and shall establish procedures for handling infractions of NPC Unanimous Agreements, the Constitution and Bylaws of the Panhellenic, violations of either campus Panhellenic membership recruitment rules or NPC Unanimous Agreements relating to membership recruitment and other infractions that reflect unfavorably upon the Panhellenic. The Guidelines for the NPC Judicial Process provide a comprehensive outline for complying with these provisions relating to the handling of violation.

A. Informal Discussion

1. When a member group of the Panhellenic Association, a membership recruitment counselor, a potential new member, or the Panhellenic advisor believes that there has been an infraction of either the NPC Unanimous Agreements concerning membership recruitment or the campus Panhellenic recruitment rules, the reporting party should make an information documentation of the alleged violation and alert the Panhellenic Advisor or Associate Director of Fraternity and Sorority Life. One of these two Panhellenic representatives will move forward with an informal discussion to address the issue at hand.

2. If Informal Discussion does not resolve the issue, or a second offense of the same violation is submitted, an official infraction report shall be filed.

B. Filing reports of violations

1. When a member group of the Panhellenic Association, a membership recruitment counselor, a PNM, or the Panhellenic advisor believes that there has been an infraction of either the NPC Unanimous Agreements concerning membership recruitment or the campus Panhellenic recruitment rules, a detailed written report signed by the President of the member group or the individual, signifying time, place, and witnesses to the alleged infraction, shall be submitted to the President of the Panhellenic Association and the Panhellenic Advisor.

2. The Panhellenic President and the Panhellenic Advisor shall review the “Panhellenic Violation Report Form” to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to the proceeding.

C. Formal Incident Report Procedure

1. Membership Recruitment Violation
   a. When a formal membership recruitment infraction against any party is submitted, the Panhellenic Association President shall consult with the Panhellenic Executive Committee. The Executive Committee shall examine the written report and determine whether or not the report shall be endorsed as stating a valid complaint.
b. Within 24 hours or on the next school day after receiving the endorsement of a report from the Panhellenic Executive Committee, the Panhellenic Association President shall see that the accused member group, as well as the Panhellenic Advisor and NPC area advisor receive a copy of the Notification of Infraction report. The Panhellenic advisor and NPC Area Advisor should also receive a copy of the infraction report.

c. Within 30 days of the end of formal recruitment, the Panhellenic President shall announce the schedule for mediation.
Northern Illinois University On-Campus Social Events Policy

The following is a policy and set of standard operating procedures for on-campus social events sponsored by student organizations.

An on-campus social event is any program or activity taking place on the NIU campus which is planned, sponsored, hosted, co-hosted, or promoted by an organization which is open to non-members of the hosting student organization(s).

Questions about what constitutes a social event can be directed to Student Involvement & Leadership Development at 815-753-1421 or studentinvolvement@niu.edu.

General Information

- Only organizations that are in good standing (i.e., no late fees associated with the organization, no conduct issues associated with the organization, etc.) with Accounts Receivable, Student Involvement & Leadership Development, the Student Association, the NIU Department of Police & Public Safety, and any other related departments will be allowed to host social events under this policy.
- Organizations in good standing may co-host events; however, all organizations must comply with this and all related policies/regulations.
- NIU student organizations cannot act as “host” for an unrecognized student organization or non-NIU group or agency to manage an event. The NIU student organization(s) must manage the event.
- The hosting student organization(s) shall be responsible for informing all of its members and volunteers of the guidelines outlined in this document, as well as of any additional regulations/policies that apply from the venue in which the event is being held.
- On-campus events exist to provide social outlets for NIU students and the NIU community; therefore, formal advertising (i.e., the distribution of flyers, handbills, etc.) should remain within the DeKalb/NIU community.
• When advertising the event, the hosting student organization(s) should remind guests of the “Guest Admittance” policy (see “Guest Admittance” section for additional details).

Planning Process

• The hosting organization must designate ONE organization member as the event coordinator for the event.
• This event coordinator must fill out the event planning form within the organization’s Huskie Link webpage AT LEAST four weeks prior to the event.
• Student organizations are required to visit the venue they would like to have the event in order to learn about the policies/procedures of that particular venue. They also must visit the venue in order to formally reserve the room where they would like to host the event. This must be done AT LEAST four weeks prior to the event. Students should note that this timeline may be altered depending on the venue in which students wish to have the event.
• Student organizations are required to meet with the NIU Department of Police & Public Safety to determine any security needs AT LEAST three weeks prior to the event. The student who is coordinating the event must be the one to meet with the NIU Department of Police & Public Safety.
• The organization’s designated event coordinator is the organization member who is required to meet with the police during the event to cover any logistics, questions, concerns, etc.
• The hosting student organization is responsible for discussing any outside performance contract (i.e., performers, D.J.s, etc.) with the Department of Police & Public Safety.
• The hosting organization must have any contracts for guest speakers, performers, D.J.s, comedians, etc. processed and signed by Jill Zambito, Director of Student Involvement & Leadership Development.
• All details must be finalized AT LEAST two weeks before the event.
• You must have your President, Advisor, and Treasurer (or Accounts Receivable officer) review and approve the event on Huskie Link before NIU’s Social Events Committee can approve the event. These approvals from your organization must occur AT LEAST two weeks prior to your event.
• No events will be held during finals week or Reading Day.
• Events will not begin until a representative from the hosting organization is present.
• Student organization members must be present at least one hour before doors open.

Event Security

• The NIU Department of Police & Public Safety will assess and determine the security staffing needs for the event based on the meeting with the student organization representative, Huskie Link event planning form submission, and organization’s event planning history.
• The NIU Department of Police & Public Safety will also work with the event venue to determine security needs.
• The NIU Department of Police & Public Safety has the right to ensure the safety during all events, which may or may not be limited to bag/purse checks, metal detectors, etc.
• The NIU Department of Police & Public Safety will ask for the full, legal names of all outside performers (i.e., D.J.s, comedians, singers, dancers, etc.) in order to complete background checks.
• The NIU Department of Police & Public Safety reserves the right to shut down/cancel an event before or during the event due to security risks or safety concerns. Should this occur, the loss of revenue or deposit is the responsibility of the student organization.
• If the Division of Student Affairs & Enrollment Management requires a student organization to cancel an event because of a violation of university policy or a potential violation, the loss of revenue or deposit is the responsibility of the student organization.
• Organizations needing to cancel an event for any reason must cancel at least 48 hours in advance of the event or the organization will be charged staffing fees and related event preparation costs for the event at the discretion of the venue.

Event Management

• All students, including the hosting student organization members and event guests, are required to follow the NIU Student Code of Conduct.
• The hosting student organization members are held to a higher standard of conduct than their guests. The primary responsibility of hosting student organization members is to oversee the event—participating in the event is secondary.
• The hosting student organization is expected to manage the event and be responsible for maintaining acceptable conduct and demeanor of those in attendance within its capacity to do so. Once the event starts, the student group should work in conjunction with the NIU Department of Police & Public Safety and the student organization advisor in controlling incidents of unruly behavior.

• The hosting student organization is responsible for the actions of any contracted entertainment (i.e., D.J., band, or other types of entertainment performers/managers).

• Student Involvement & Leadership Development, or any department involved in the planning of the event (i.e., the NIU Department of Police & Public Safety), has the right to require the organization advisor to be present throughout the duration of the event.

• Hosting organization group members believed to be under the influence of alcohol or drugs are subject to removal from the event and possible event termination. These students are also subject to receiving a referral to the Office of Community Standards & Student Conduct. This organization's privilege of hosting additional events could also be in jeopardy.

• No alcohol, drugs, or weapons of any kind are permitted. Obvious evidence of alcohol or drug intoxication will result in removal from the event or denied entry into the event. If this occurs, no refunds will be given for ticketed events.

• Fighting, taunting, or other abusive behavior will not be tolerated. The hosting student organization must take preemptive measures to curtail unacceptable behavior and react responsibly to inappropriate behavior of guests.

• Immediately upon witnessing any inappropriate behavior or incident involving guests, the hosting student organization must report this behavior to the NIU Department of Police & Public Safety and/or any faculty/staff working the event.

• If applicable, the hosting student organization must conduct ticket sales through Event Production Services (EPS) or the Convocation Center. The NIU Department of Police & Public Safety will determine if ticketing is necessary for the event and may need to determine the appropriate ticketing location.
• Participants must remain in the immediate vicinity of the event. No re-
entries are permitted at any event.
• For each event, doors will officially close two hours before the event’s
scheduled end time or 1:00 a.m., whatever time comes first.
• All events will end no later than 3:00 a.m.
• Organizations hosting a dance must shut down music 30 minutes prior to
the ending of the event.

Guest Admittance

• All NIU students can bring a maximum of two guests to each event.
• All performers can bring a maximum of 4 guests to the event in which they
are performing.
• Students are required to swipe their OneCard to get into events. All guests
are required to have a state-issued ID and be at least 18 years old to
attend events.
• Students who purchase guest tickets are responsible for the behavior of
their guests.

Accountability/Consequences

• It is expected that all NIU students, student organizations, and their guests
will abide by the NIU Student Code of Conduct.
• As noted in the Student Code of Conduct, students, faculty, and staff are
responsible for reporting violations of the Student Code of Conduct to the
Office of Community Standards & Student Conduct.
• Failure to comply with this policy will result in the organization losing their
“good standing” status.
• NIU students involved in inappropriate activity will be reported to the
Office of Community Standards & Student Conduct (this includes any
students arrested at or outside of the event).
• Any guest involved in any incident will be subject to banning from NIU
events/campus as deemed appropriate by the Office of Community
Standards & Student Conduct.

Policy Exemptions

• This policy does not apply to events hosted by an NIU department.
• This policy does not apply to student organization regularly scheduled business meetings that have attendance limited to organization members.

• Student organizations may request exemption from or adaptation of the guest policy for special events. Exemption requests must be submitted to Student Involvement & Leadership Development and the NIU Department of Police & Public Safety no less than three weeks prior to the event. Student Involvement & Leadership Development and the NIU Department of Police & Public Safety must both approve the exemption request. If either department does not approve, the policy as written is applicable.
  ○ Note: Dances are not eligible for exemption from the guest policy.
Purpose
The purpose of this policy and enclosed procedures is to clearly define the roles and responsibilities of student organizations; the governing councils; the department of Student Involvement & Leadership Development (SILD); and the university, as such policy and procedures relate to social events sponsored by student organizations at Northern Illinois University.

This document defines the various types of social events, the requirements that must be met to hold social events, and the processes to be utilized if those requirements are not met.

It is expected that all organizations will abide by state laws, local codes, and policies of organization’s inter/national headquarters, and Northern Illinois University’s Student Code of Conduct.

Definition of Off-Campus Social Events
Student organizations host and sponsor a variety of off-campus social events to meet the needs of their members, the community, and the university. In general, an off-campus social event is any program or activity which is planned, sponsored, hosted, co-hosted, or promoted by an organization. Social events include, but are not limited to, formals, semi-formals, mixers, member/teambuilding functions, date functions, alumni functions and family functions.

Social events may include any of the following elements:
- Any member takes part in coordinating the event for the benefit of other members of the organization.
- Announced verbally or by postings to the members of the organization and/or other organizations at an organization meeting, council meeting, or other organization function and/or to any other segment of the university community. This includes announcements made via email, fliers, handbills, social media, group texts, etc.
- Invitations regarding the event are sent to members, alumni, and/or non-members.
- Organization funds are used to support the event.
- Space is reserved for the event.
- The event will include alcohol.
- Amplified music by a DJ or live band is used.
- A reasonable observer would associate the event with the organization.

Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.
Definition of Guests
A guest is any individual not affiliated with the sponsoring organization(s). Examples of guests include, but are not limited to, relatives, friends from out of town, inactive members, members of the same organization at other institutions, significant others, and alumni.

Definition of Members
This policy uses the term “member” to include students who are active members of the organization and appear on the organization’s roster. New members who have been offered and accepted a bid or invitation to join the organization but are not yet initiated are considered members for the purposes of the Off-Campus Social Event Policy.

Definition of Attendee
This policy uses the term “attendee” to include any individual attending the event. This includes guests and members in attendance.

General Policies Regarding Alcohol
The possession, sale, use or consumption of alcoholic beverages, while on organization premises or during an organization event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the organization, must be in compliance with all applicable laws and policies of Illinois, City of DeKalb, DeKalb County, and Northern Illinois University. Greek organizations are expected to act in accordance with the Fraternal Information and Programming Group (FIPG) Risk Management Manual and abide by policies of the organization’s inter/national headquarters.

No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization.

All recruitment activities associated with any organization will be non-alcoholic.

No alcohol shall be present at any associate member/new member/novice program, activity or ritual of the organization. This includes, but is not limited to, activities associated with “bid night,” “big brother/big sister night,” and initiation.

Registration of Off-Campus Social Events
All off-campus social events involving alcohol as well as alcohol-free events where more than 100 guests are expected must be registered with Student Involvement & Leadership Development. Off-Campus Social Event Registration Forms must be submitted no later than 11:59 pm on Thursday during the week prior to the proposed event. SILD staff approval is required to proceed with the event.

Off-Campus Social Event Registration Forms should not be submitted in order to safeguard an organization in case informal social activities evolve into social events. In part, the purpose of registering events is to ensure organizations are taking steps to adequately prepare for social events. Steps should be taken to ensure spontaneous social events do not occur.
Event Types
For the purposes of the *Off-Campus Social Event Policy*, events will fit into one of three categories: Alcohol-Free Events, Events at an Organization House with Alcohol, and Events at a Third Party Venue with Alcohol.

Alcohol-Free Events
Organizations are encouraged to host Alcohol-Free Events. If more than 100 guests are expected at an Alcohol-Free Event, the event must be registered with and approved by SILD. Alcohol-Free Events may include, but are not limited to, recruitment functions, philanthropic events, community service events, alumni functions, and family functions.

*Location*
Alcohol-free events can be held at organization houses or third party venues.

*Date and Time*
Social events without alcohol can be held any day of the week. Events are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.

Events held on Thursdays must end by 1:00 am. Events held on Friday or Saturday must end by 2:00 am. Events must comply with DeKalb’s municipal code regulating noise. According to this code, amplified sound which radiates out-of-doors is prohibited between the hours of 10:00 pm and 7:00 am on Sunday through Thursday and between Midnight and 7:00 am on Friday and Saturday.

*Guests*
Guest lists are not required for Alcohol-Free Events.

Organizations are expected to know the fire code capacity for their venue. Once this number is reached, no other guests will be allowed to enter the venue until guests leave. Sober monitors are expected to manage guest counts.

*Event Management*
Organizations are required to ensure the safety of their members and guests.

Steps must be taken to ensure alcohol is not present or consumed at Alcohol-Free Events.

*Post-Event*
Exterior organization property including the yard, entrance, and parking lot must be cleaned by 8:00 am the morning following a registered event to maintain the appearance of the neighborhood.

Events at an Organization House with Alcohol
Organizations must register Events at an Organization House with Alcohol with SILD. SILD staff approval is required to proceed with the event. Examples of Events at an Organization House with Alcohol may include, but are not limited to, mixers, date functions, and alumni functions. Organizations may hold a maximum of two events with alcohol per weekend.

*Location*
Events involving alcohol may be held at official or unofficial organization houses. All venues at which events are held are expected to be in full compliance with state and local fire code. Contact the DeKalb Fire Department at 815-748-8460 with questions regarding these codes.
Social events held at annexes or unofficial organization houses are subject to the Off-Campus Social Events Policy and will be treated as Events at an Organization House with Alcohol. If a reasonable observer were to associate an event with the organization (i.e., if members or new members are present), then it will be considered an organization event. If the purpose of an event is to dodge the spirit and intent of NIU policy or that of a national organization’s policy, organizations will be held responsible.

Date and Time
Social events with alcohol are limited to Thursday, Friday, and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.

No event may exceed a period of four hours.

Events held on Thursdays must end by 1:00 am. Events held on Fridays or Saturdays must end by 2:00 am. Events must comply with DeKalb’s municipal code regulating noise. According to this code, amplified sound which radiates out-of-doors is prohibited between the hours of 10:00 pm and 7:00 am on Sunday through Thursday and between Midnight and 7:00 am on Friday and Saturday.

Guests
Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.

Guest lists must be used to sign in all guests at the event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees—both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.

A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

Organizations with 25 or fewer members may invite 75 guests to the event. Organizations with more than 25 members may invite up to three guests per member to the event.

If more than 100 guests are expected at an event, additional security provided by a contracted security firm will be required. More information about additional security can be found in the “Contracted Security” section of this policy. Additional security is required for ALL events with alcohol on high-risk weekends including, but not limited to:

- First three weekends of the Fall semester
- Homecoming
- Halloween
- Men’s Tugs

Organizations are expected to know the fire code capacity for their venue. Once this number is reached, no other guests may be allowed to enter the venue until guests leave. Contact the DeKalb Fire Department at 815-748-8460 for additional information regarding local capacity codes.

Pre-Event Preparations
For outdoor events, fences must be in place to mark off the designated party area. All alcoholic beverages must remain within the designated party area. Organizations are discouraged from holding outdoor social events involving alcohol as they typically attract uninvited guests.
Signs containing the following must be posted near the exterior entrance and near the bar or beverage distribution location:

- Illinois law prohibits the consumption of alcohol under the age of 21.
- Huskie Safe Line service is available.
- Food and non-alcoholic beverages are available.

Reasonable amounts of non-alcoholic beverages and food must be available at the event. Recommended food includes light sandwiches, dips, meats, cheeses, pizza. Salty items like chips and popcorn should be avoided.

**Alcohol**

No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization.

An individual of legal drinking age (21 years) may bring one six-pack of twelve-ounce beers, one four-pack of wine coolers, or six glasses of wine (30 oz or 890 mL) to an event for personal consumption. Hard liquor (alcohol rated by proof rather than percentage) shall be prohibited from all events. Glass containers cannot be used at the event.

The use of common source(s) of alcohol is prohibited. Common source alcohol includes, but is not limited to, kegs, punch bowls, and bottles of hard liquor left out in the open.

**Event Management**

Organizations are required to ensure the safety of their members and guests.

Organizations must provide one sober monitor for every 25 anticipated attendees. At least one sober monitor must be an executive board member for the organization. Information about expectations and responsibilities of sober monitors is provided in the “Sober Monitors” section on pages 6 and 7 of this policy.

No attendee shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, beer pong, flip cup, century club, dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

There shall be only one (1) designated entrance to the party area. The entrance to the party shall serve to make sure all persons entering the party are either a member or an invited guest on the written list. At least one (1) sober monitor must be at the entrance at all times.

The party must be contained to one common area of the residence. Access to members’ living quarters must be closed off to all attendees throughout the duration of the event.

Steps must be taken to ensure only attendees of legal drinking age (21 years) are consuming alcohol. Attendees who are of legal drinking age and who bring alcohol to the event must have their age verified with a state or government-issued ID and be provided a non-adjustable wristband.

Once a person of legal drinking age with alcohol has entered the party and been confirmed on the guest list, the individual obtains a wristband from the door monitor. In addition, if the individual brought alcohol to the event, they will also receive a ticket or markings on their wristband indicating each beverage that is checked in, personalized with the type and brand of alcohol the individual brought. A sober monitor will then take the alcohol the individual brought to the bar. When guests of a legal drinking age want one of their beverages, they turn in a ticket/present their wristband to obtain one of the drinks they brought to the event. An individual may only receive one alcoholic
beverage at a time and each time the individual must turn in a ticket to or have their wristband marked by the bartender. Alcohol brought to the event by an individual of legal drinking age is for that individual’s consumption and the alcohol is not to be given away, sold, or otherwise provided to others.

**Post-Event**
Exterior organization property including the yard, entrance, and parking lot must be cleaned by 8:00 am the morning following a registered event to maintain the appearance of the neighborhood.

**Events at a Third Party Venue with Alcohol**
Events at a Third Party Venue with Alcohol are those which take place at a business or establishment which is not affiliated with the organization. Organizations must register Events at a Third Party Venue with Alcohol with SILD. SILD staff approval is required to proceed with the event. Examples of Events at a Third Party Venue with Alcohol may include, but are not limited to, formals, semi-formals, and alumni functions. Organizations may hold a maximum of two events with alcohol per weekend.

**Location**
No organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a private event (which includes use of a guest list). An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

Organizations must use a licensed alcohol vendor and proof of that license must be made available, if requested, to Student Involvement & Leadership Development.

Vendors must carry a minimum of $1,000,000 General and Liquor Liability Insurance and must show proof, if requested, by Student Involvement & Leadership Development.

**Date and Time**
Social events with alcohol are limited to Thursday, Friday, and Saturday nights while class is in session. Events with alcohol are not permitted during the week prior to the beginning of the Fall and Spring semesters, Welcome Days, Reading Day, or during Finals Week, beginning the night before the first scheduled final exam.

**Guests**
Open parties—those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present—are prohibited.

Guest lists must be used to sign in all guests at the event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees —both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.

A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

**Pre-Event Preparation**
Reasonable amounts of non-alcoholic beverages and food must be available and free of charge. Recommended food includes light sandwiches, dips, meats, cheeses, pizza. Salty items like chips and popcorn should be avoided.

**Alcohol**

No alcoholic beverages may be purchased using organization funds. Members or guests cannot coordinate efforts to purchase alcoholic beverages in the name of or on behalf of the organization. The use of common source(s) of alcohol is prohibited. Common source alcohol includes, but is not limited to, kegs, punch bowls, and bottles of hard liquor left out in the open.

**Event Management**

Organizations are required to ensure the safety of their members and guests. Organizations must provide one sober monitor for every 25 anticipated attendees. At least one sober monitor must be an executive board member for the organization. Information about expectations and responsibilities of sober monitors is provided in the “Sober Monitors” section on pages 6 and 7 of this policy.

No attendee shall permit, tolerate, encourage or participate in drinking games. The definition of drinking games includes, but is not limited to, the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, beer pong, flip cup, century club, dares, or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

**Guest Lists**

Guest lists are required for all off-campus social events involving alcohol and must be used to sign in all guests at an event. Guest lists should include names, whether guests are 21, and NIU Greek affiliation (if applicable) of all invited attendees —both members and non-members. Entrance to events is to be denied to those not on the guest list for an event.

A guest list must be submitted to Student Involvement & Leadership Development at the time of event registration. Finalized guest lists can be submitted to fsl@niu.edu at least one hour prior to the start of the event.

Sober monitors must be noted on guest list/roster and must indicate which monitor is an executive board member.

Guest lists used to check in attendees at the event must be retained for a minimum of one year following the event. Organizations may be asked by NIU staff to provide a copy of the guest list used at the door.

**Sober Monitors**

Organizations must provide one sober monitor for every 25 anticipated attendees at social events involving alcohol. Sober monitors may not have consumed alcohol or use controlled substances at least 10 hours before serving as monitors and may not drink for the duration of the event. At least one sober monitor must be an executive board member for the organization. Non-initiated members are not allowed to serve as sober monitors. For events co-sponsored by multiple organizations, all sponsoring organizations must provide an approximately equal ratio of sober monitors with no fewer than two sober monitors from each sponsoring organization.
Sober monitors are responsible for the following:

- Verifying and signing in all guests on guest list.
- Examining photo identification and placing wristband on guests 21 and over.
- Verifying alcohol brought in by attendees meets the requirements as specified in the “Alcohol” section on pages 4 and 6 of this policy.
- Distributing checked alcohol to of age (21 years) attendees.
- Monitoring attendee’s alcohol consumption and intervening when a guest is drinking too much.
- Ensuring no common source alcohol is present.
- Preventing drinking games from occurring.
- Ensuring that all attendees remain in the designated event area while consuming alcohol.
- Monitoring noise levels.
- Ensuring the event starts and ends on time.

**Contracted Security**

If more than 100 guests are expected at an event, additional security provided by a contracted security firm will be required. Contracted security must be obtained through Student Involvement & Leadership Development with the expense passed on to the individual organization(s). Monies for the contracted security must be submitted no later than the last business day before the event. Only organizations that use contracted security will be charged.

Contracted security will be secured when the *Off-Campus Social Event Form* is submitted. Based on the nature of the event, the expected attendance, and the organization’s previous history with social events involving alcohol, Student Involvement & Leadership Development will determine the number of security staff needed.

Additional security is required for ALL events with alcohol on high-risk weekends including, but not limited to:

- First three weekends of the Fall semester
- Homecoming
- Halloween
- Men’s Tugs

The contracted security will assist the organization with the following:

- Verifying and signing in all guests on guest list.
- Examining photo identification and placing wristband on guests 21 and over.
- Verifying alcohol brought in by attendees meets the requirements as specified in the “Alcohol” section on pages 4 and 6 of this policy.
- Ensure that all attendees remain in the designated party area while consuming alcohol.
- Monitoring noise levels.
- Ensuring the event starts and ends on time.

Contracted security will have the authority to handle any disturbances, deny entry to those not on the guest list, remove uncooperative attendees, and take other security actions, as deemed necessary, with the support of the non-drinking organization officer and sober monitors.

Contracted security will arrive at the location of the event no less than 30 minutes prior to the scheduled start time and will remain at the event no less than 30 minutes after the scheduled end time. This will allow the security officer(s) to meet the monitors, survey the property, and ensure that all events go as planned from beginning to end.
Training
For organizations to host a social event including alcohol, regardless of location, a minimum of 51% of the membership must participate in a mandatory Off-Campus Social Event training program that will be coordinated by Student Involvement & Leadership Development staff. No events with alcohol will be approved prior to the completion of training.

Violations/Enforcement
All alleged violations of this policy will be referred to the Office of Community Standards & Student Conduct.

University staff reserve the right to conduct compliance checks at any registered or unregistered event. If an organization fails to allow NIU staff to enter the facility within 30 seconds of arrival at the event entrance, the organization and individuals may be charged with Noncompliance with University Officials and violation of the Off-Campus Social Events Policy.
**Shared Commitment**

The Northern PACT encompasses six principles that outline the expectations we have for members of our community. With each individual making a commitment to uphold these principles, we will have the collective benefit of a culture of care and a sense of connectedness.

As a *student* in the NIU community, each individual is expected to support and contribute to a community that honors the **Northern PACT Principles**.

**Purposeful:** Where academic goals are shared, and faculty and students work together to strengthen teaching and learning across campus.

**Just:** Where all people are valued and supported while they learn from the diversity of our community.

**Caring:** Where the well-being of all is supported, and service to others is encouraged.

**Open:** Where freedom of expression is welcomed, and others are respected.

**Disciplined:** Where group members accept their responsibility, and expectations guide behavior for the common good.

**Celebrative:** Where traditions are honored, and both past and new rituals are embraced.

As members of the NIU *staff*, we hold a **Shared Commitment** to responsibility and accountability and pledge to our students that we will act in ways that honor the Northern PACT principles.

**Purposeful:** Where responsibility and accountability foster community, support ethical leadership and create a safe and secure teaching and learning environment across the campus.

**Just:** Where responsibility and accountability are free from bias, respectful of the individual and embraces the spirit of fairness and equity.

**Caring:** Where policies and accountability are used to promote social-consciousness, civility, and respect for the well-being of all.

**Open:** Where responsibility and accountability are proactive and empowering to the community while protecting the dignity of its members.

**Disciplined:** Where policies and accountability set expectations that guide behavior for the common good while promoting safety, security, responsibility, ownership, and accountability.

**Celebrative:** Where responsibility and accountability honor inclusion, diversity, and accessibility.

These principles were created in alliance with the educational mission of Northern Illinois University, and reflect the values and vision of individual departments and partners that play a fundamental role in the creation and upholding of University policies.


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**REVISED DECEMBER 5, 2014**
Appendix D

Women’s Tugs Regulations and Rules

1. Teams
   a. Each team consists of two "ropes" of 8 women, usually called "1st rope" and "2nd rope"
   b. “Iron Manning” is allowed
      i. If there are not enough women to create a full rope, the team is allowed to have less than 8 women per rope. Also, that means that players can tug for both "1st rope" and "2nd rope"
   c. During a match, you cannot interchange players
   d. Alumni chapter members are not allowed to tug
   e. Must be a current student of Northern Illinois University
   f. Must be an active member from the Chapter you are tugging for
   g. Ropes tend to consist from shortest to tallest; the tallest and largest being the anchor
   h. The anchor is the last tugger in the line

2. Coaching
   a. Mutual selection process amongst fraternities and sororities
   b. Ranking from “1” being the chapter you want the most to “8” being the least
   c. Fraternities are responsible for helping prepare tug trenches, fences, etc. before the tournament

3. Registration
   a. Chapters must register their organization
   b. Before the Tugs Tournament, a roster must be submitted along with a photograph copy of their Student ID and proof that they are active members from that Chapter
   c. Each chapter can only register (1) team
   d. Fee- $300 per sorority
      i. Fraternities who are paired with a sorority are required to help set up/take down with the tournament

4. Rules
   a. The object is to take the entire length of rope within the 15 minute time limit - or to win by a "knot"
   b. After 15 minutes has elapsed, the team with the most length of rope is the winner by "advantage"
      -To win by advantage the rope must pass the center stake
   c. Time notifications in 5, 10, 13, 14 minutes intervals
   d. There will be 8 minutes between rounds
      i. Unless both sides agree they are ready, then they can begin competing
   e. Each match can have up to 3 rounds
      i. 1st round
         1. First rope tugs first
      ii. 2nd round
         1. Second rope tugs second
      iii. If the match is tied, then a 3rd round will be needed
1. First rope will tug then
f. There will only be 2 matches for the championship round
   i. Second rope will tug first
   ii. First rope will tug second
      1. For this last match, there will be no time limit
      2. This is the only match that is different throughout the tournament
   iii. There are 3 ways to win for the final match
      1. By taking the knot
      2. Having the head caller step on the rope
      3. A team forfeits during the match
g. No reeling
h. If you reel one time at all that rope will be automatically disqualified from that match
i. No locking it down
j. The other team must have at least 4 players down before the other team can adjust
k. Pads cannot, under any circumstances, be advanced, when the other team is in the air
l. Callers are not allowed to touch tugging players during a match
m. Fighting can result in immediate elimination from the tournament
n. Poor sportsmanship can lead to immediate elimination
   i. Such as... name calling, bashing, slander, rumors, etc.
   ii. This also is applicable to social networking accounts
o. A match will begin once both teams respond to "high banks are you ready" “low banks are you ready” and after “tuggers ready, tuggers set. Tug!” the match will then begin.
p. If any of the rules are broken there will be a two-strike rule (reeling rule is an exception). The first strike in a match is a warning; the second strike is a disqualification from the match. If you go onto another match and break another rule for the 3rd time you will be disqualified from the tournament.
q. Women that are disassociated from their chapter for reasons of being a recruitment counselor may not attend formal practices until after formal recruitment silence has ended.

5. Weigh In’s
   a. “Weigh in’s” will be done at a neutral location agreed upon by the Executive Board and tugs representative from each chapter.
   b. The weigh ins will be done by the advisor of PHC and the Associate Director for Fraternity and Sorority Life.
   c. Tuggers need to bring an NIU one card to identify themselves during weigh ins
   d. Each rope will have a 175 lbs. average maximum and 135 lbs. average minimum for each rope- if a rope is over or under the average then the rope must be moved around.
   e. A team will be automatically disqualified if their rope is over or under weight before a match
   f. The weight of each sorority woman will be kept confidential with only the people doing the weigh-ins.

6. Tugs Tournament
   a. The tournament will be 2 days long
b. Seeding will be determined from the previous tournament’s outcome

c. If a team chooses to drop out of participation in a competition, they will forfeit their seed position

d. Failure to abide by the rules can result in immediate elimination from the tournament

7. Trenches

a. Trenches will be dug prior to the tournament at regulation

b. Regulation can be consider 2 feet wide by 2 feet long by 2 feet deep per trench

c. Wooden boards will be placed in the trench for structural integrity

d. Panhellenic Council will designate “high” and “low” banks

e. Neutral zone is 12 feet

f. Callers may look at trenches between matches

   i. If absolutely necessary, they can fix them with approval from the match caller
Appendix E

Executive Officer Duties

A. The President shall:
- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Council committees except the judicial board.
- Communicate regularly with the Panhellenic Advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Northern Illinois University Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
- Serve as the liaison to and schedule appropriate meetings with various university administrators.
- Ensure the implementation and completion of College Panhellenic Council officer training, evaluation, goal setting, reports, and program development as outlined in the job descriptions as well as the Panhellenic Constitution and Bylaws.
- Coordinate the Greek Relations committee and schedule monthly committee meetings with committee members.
- Provide a weekly report to Panhellenic women on events going on in the Greek community and provide suggestions for collaborative events with other organizations.
- Shall maintain a complete and current president’s file which will include: a copy of the current Panhellenic Constitution and Bylaws, the council budget, NPC Unanimous agreements, current correspondences, and council goals.
- Review all appropriate contracts involving the Panhellenic Council with the Panhellenic Advisor and sign as necessary (no other council officers are authorized signers).
- Attend monthly president’s meeting.
- Meet with chapter presidents twice yearly to evaluate chapter status and to discuss any current concerns facing the chapter, the council, or the Greek community.
- Perform all other duties pertaining to council goals and specific officer goals.
- Provide support including attendance at appropriate council-sponsored and cosponsored events (unless excused).
- Meet regularly with the Associate Director of Student Involvement and Leadership Development or Graduate Assistant and maintain communication in addition to meeting monthly with the other council presidents to plan and implement all aspects of the council.
- Recommend revisions of the Panhellenic Council Constitution and Bylaws as needed.
- Prepare and distribute an agenda before all Panhellenic Council meetings.
• Plan All-Sorority meeting during work week.
• Preside over recruitment infraction correspondence with violating chapters.

B. The Executive Vice President shall:
• Perform the duties of the president in her absence.
• Be familiar with the NPC Manual of Information and all governing documents of this association.
• Train and supervise Panhellenic Delegates.
• Administer social policy training and risk management workshops.
• Coordinate the AFLV/Sutherland awards and other Panhellenic award processes.
• Coordinate the Judicial Board and serve as an ex-officio member.
• Serve as internal affairs for the Panhellenic Council Executive Board.
• Coordinate educational speakers (1 per semester).
• Update educational resources that the Panhellenic Council uses in membership education sessions.
• Coordinate Panhellenic Scholarship Dinner.
• Coordinate a scholarship round table (1 per semester minimum).
• Recognize Greek Scholars and outstanding or improved chapter scholarship.
• Promote the awareness of University deadlines such as: last day to register, last day to withdraw from classes, etc.
• Coordinate Panhellenic sisterhood events.

C. The Vice President Finance and Administration Shall:
• Keep an up-to-date roll of the members of Panhellenic Council.
• Keep attendance at all Panhellenic events and Executive Board meetings.
• Record minutes of all meetings of the Northern Illinois University Panhellenic Council and the Executive Board.
• Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization (which include officer and chapter reports), evaluations, and current correspondence.
• Send meeting minutes to the NPC area advisor.
• Organize Panhellenic Council contact lists.
• Oversee the finances of the Northern Illinois University Panhellenic Association.
• Work annually with Panhellenic Advisor to develop the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Northern Illinois University Panhellenic Association member fraternity and the Panhellenic Advisor.
• Meet regularly with the Student Involvement & Leadership Development accountant to stay up-to-date with the Panhellenic budget.
• Send an updated Panhellenic budget to the Panhellenic Advisor each month and as major changes occur (Ex. After chapter dues are paid).
• Work annually with the Student Involvement & Leadership Development Office, and Graduate Assistants to develop NIU Student Association budget requests.
• Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
• Pay promptly the annual NPC dues and all bills of the Northern Illinois University Panhellenic Association.
• Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.

D. The Vice President Membership Shall:
• Direct and preside over Recruitment and its related responsibilities.
• Inform all member chapters of all Recruitment rules and guidelines.
• Coordinate a recruitment informational meeting each semester.
• Work with the Vice President Public Relations on choosing a theme for formal recruitment.
• Meet weekly with the Panhellenic Advisor and/or Associate Director of Fraternity and Sorority Life between the months of April and September to ensure streamlined recruitment processes and events.
• Hold one Recruitment roundtable a month in conjunction with SILD staff to educate and train Recruitment Chairs.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.

E. The Vice President Community Service and Events
• Oversee and coordinate Northern Illinois University Panhellenic Council’s philanthropic activities.
• Coordinate Women’s Tugs and communicate with Panhellenic Advisor to ensure effective and timely planning of the event.
• Collaborate with Student Involvement & Leadership Development’s Community Service Graduate Assistant to keep up to date with community service opportunities.
• Announce new community service opportunities every week at Panhellenic mass meetings.
• Announce and keep track of sorority intramural sports
• Collaborate with SA other council philanthropy chairs to help coordinate Trick-or-Treat with the Greeks (TOTWG)
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.

G. The Vice President Public Relations Shall:
• Serve as a liaison to the Northern Star as well as other community media.
• Coordinate promotional items, press releases, and public service announcements for Northern Illinois Universities Panhellenic Council events.
• Organize the Panhellenic Council newsletter.
• Work with the Vice President Membership on a theme for formal recruitment.
• Create online booklet with recruitment information for potential new members to be posted by August 15th before formal recruitment.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.

H. The Vice President Recruitment Counseling shall:
• Interview and select Recruitment Counselors in the spring for the Formal Recruitment process in conjunction with the Panhellenic Advisor, Executive Vice President Membership, and President.
• Conduct a pre-summer disaffiliation meeting and coordinate training meetings including workweek training, a Recruitment Counselor retreat, and any other events for the Recruitment Counselors with Panhellenic Advisor and Associate Director of Fraternity & Sorority Life.
• Take attendance of all Recruitment Counselors and PHC Executive Board members at recruitment and all recruitment related events and communicate all unexcused absences to the Panhellenic Advisor.
• Serve as a trainer and mentor for Recruitment Counselors and the Panhellenic Executive Board in regards to disaffiliation and Recruitment Counselor duties.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association
Please email all completed applications to phcpresident.niu@gmail.com and cfraticola1@niu.edu by Monday, October 26th at 11:59 p.m. Applications will be reviewed by the current Executive Board. Only qualified applicants will be notified via email of their interview time based off of their designated availability. If you are not selected for an interview, you will be notified. Interviews will be held on Tuesday, November 3rd.

Below is a copy of the responsibilities assigned to each Executive Board officer as outlined in proposed Northern Illinois University’s 2016 Panhellenic Bylaws. The positions outlined in this packet will be slated pending acceptance of the proposed bylaws changes. In order to be slated onto the Panhellenic Council Executive Board, a member must be in good standing with her chapter, and have a cumulative GPA of at least 2.7. No more than 2 members from the same women’s fraternity shall hold office during the same term. Any two of the following offices may not be women from the same chapter: President,
Executive Vice President and Vice President Membership. President must have previously served on her chapter’s executive board or on the Panhellenic executive board. Vice President Membership must have served in a recruitment related office within her chapter or have served in a Panhellenic recruitment role (VPM, VPRC, other exec or Gamma Chi). Vice President Recruitment Counseling must have been a Recruitment Counselor during formal recruitment or previously been on the Panhellenic executive board (must have disaffiliated for at least one formal recruitment). Chapter Presidents and recruitment-related positions are not permitted to hold a Panhellenic officer position during their term. Additionally, no member may serve as Vice President Recruitment for their chapter while simultaneously serving as Vice President Membership for the council. It is suggested that if a chapter member holds any other officer position within their chapter, that they consider their priorities before running for a Panhellenic Executive Board officer position. They will be expected to represent the Panhellenic Council and not their chapter at recruitment-related events. Finally, members from women’s fraternities holding associate membership in the Northern Illinois University Panhellenic Association shall be eligible to serve as an executive officer, but not in any role directly relevant to Panhellenic recruitment (VPM, VPRC, President, VPPR).

A. The President Shall:
- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Council committees.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Maintain current copies of the following: Northern Illinois University Panhellenic Association bylaws and standing rules and contracts executed on behalf of the College Panhellenic Council
- Serve as the liaison to and schedule appropriate meetings with various university administrators.
- Ensure the implementation and completion of College Panhellenic Council officer training, evaluation, goal setting, reports, and program development as outlined in the job descriptions as well as the Panhellenic Constitution and Bylaws.
- Coordinate the Greek Relations committee and schedule monthly committee meetings with committee members.
- Provide a weekly report to Panhellenic women on events going on in the Greek Community and provide suggestions for collaborative events with other organizations.
- Shall maintain a complete and current president’s file which will include: a copy of the current Panhellenic Constitution and Bylaws, the council budget, NPC Unanimous agreements, current correspondences, and council goals.
- Review all appropriate contracts involving the Panhellenic Council with the Panhellenic advisor and sign as necessary (no other council officers are authorized signers).
- Attend monthly president’s meeting.
- Meet with chapter presidents twice yearly to evaluate chapter’s status and to discuss any current concerns facing the chapter, the council, or the Greek community.
- Perform all other duties pertaining to council goals and specific officer goals.
- Provide support including attendance at appropriate council-sponsored and cosponsored events (unless excused).
• Meet regularly with the Associate Director of Student Involvement and Leadership Development or Graduate Assistant and maintain communication in addition to meeting monthly with the other council president to plan and implement all aspects of the council.
• Recommend revisions of the Panhellenic Council Constitution and Bylaws as needed.
• Prepare and distribute an agenda before all Panhellenic Council meetings.
• Plan All-Sorority meeting during work week.
• Preside over recruitment infraction correspondence with violating chapters.

B. The Executive Vice President Shall:
• Perform the duties of the president in her absence.
• Be familiar with the NPC Manual of Information and all governing documents of this association.
• Train and supervise Panhellenic Delegates.
• Administer social policy training and risk management workshops.
• Coordinate the AFLV/Sutherland awards and other Panhellenic award processes.
• Coordinate the Judicial Board and serve as an ex-officio member.
• Serve as internal affairs for the Panhellenic Council Executive Board.
• Coordinate educational speakers (1 per semester).
• Update educational resources that the Panhellenic Council uses in membership education sessions.
• Coordinate Panhellenic Scholarship Dinner.
• Coordinate a scholarship round table (1 per semester minimum).
• Recognize Greek Scholars and outstanding or improved chapter scholarship.
• Promote the awareness of University deadlines such as: last day to register, last day to withdraw from classes, etc.
• Coordinate Panhellenic sisterhood events.

C. The Vice President Finance and Administration Shall:
• Keep an up-to-date roll of the members of Panhellenic Council.
• Keep attendance at all Panhellenic events and Executive Board meetings.
• Record minutes of all meetings of the Northern Illinois University Panhellenic Council and the Executive Board.
• Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization (which include officer and chapter reports), evaluations, and current correspondence.
• Send meeting minutes to the NPC area advisor.
• Organize Panhellenic Council contact lists.
• Oversee the finances of the Northern Illinois University Panhellenic Association.
• Work annually with Panhellenic Advisor to develop the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Northern Illinois University Panhellenic Association member fraternity and the Panhellenic Advisor.
• Meet regularly with the Student Involvement & Leadership Development accountant to stay up-to-date with the Panhellenic budget.
• Send an updated Panhellenic budget to the Panhellenic Advisor each month and as major changes occur (Ex. After chapter dues are paid).
• Work annually with the Student Involvement & Leadership Development Office, and Graduate Assistants to develop NIU Student Association budget requests.
Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
Pay promptly the annual NPC dues and all bills of the Northern Illinois University Panhellenic Association.
Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
Shall be familiar with the NPC Manual of Information and all governing documents of this association.

D. The Vice President Membership Shall:
- Direct and preside over Recruitment and its related responsibilities.
- Inform all member chapters of all Recruitment rules and guidelines.
- Coordinate a recruitment informational meeting each semester.
- Work with the Vice President Public Relations on choosing a theme for formal recruitment.
- Meet weekly with the Panhellenic advisor and/or Associate Director of Fraternity and Sorority Life between the months of April and September to ensure streamlined recruitment processes and events.
- Hold one Recruitment roundtable a month in conjunction with SILD staff to educate and train Recruitment Chairs.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.

E. The Vice President Community Service and Events Shall:
- Oversee and coordinate Northern Illinois University Panhellenic Council’s philanthropic activities.
- Coordinate Women’s Tugs and communicate with Panhellenic Advisor to ensure effective and timely planning of the event.
- Collaborate with Student Involvement & Leadership Development’s Community Service Graduate Assistant to keep up to date with community service opportunities.
- Announce new community service opportunities every week at Panhellenic mass meetings.
- Announce and keep track of sorority intramural sports.
- Collaborate with SA other council philanthropy chairs to help coordinate Trick-or-Treat with the Greeks (TOTWG)
- Shall be familiar with the NPC Manual of Information and all governing documents of this association

F. The Vice President Public Relations Shall:
- Serve as a liaison to the Northern Star as well as other community media.
- Coordinate promotional items, press releases, and public service announcements for Northern Illinois Universities Panhellenic Council events.
- Organize the Panhellenic Council newsletter.
- Work with the Vice President Membership on a theme for formal recruitment.
- Create online booklet with recruitment information for potential new members to be posted by August 15th before formal recruitment.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.

H. The Vice President Recruitment Counseling shall:
• Interview and select Recruitment Counselors in the spring for the Formal Recruitment process in conjunction with the Panhellenic Advisor, Executive Vice President Membership, and President.
• Conduct a pre-summer disaffiliation meeting and coordinate training meetings including workweek training, a Recruitment Counselor retreat, and any other events for the Recruitment Counselors with Panhellenic Advisor and Associate Director of Fraternity & Sorority Life.
• Take attendance of all Recruitment Counselors and PHC Executive Board members at recruitment and all recruitment related events and communicate all unexcused absences to the Panhellenic Advisor.
• Serve as a trainer and mentor for Recruitment Counselors and the Panhellenic Executive Board in regards to disaffiliation and Recruitment Counselor duties.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association

**The positions outlined in this packet will be slated pending acceptance of the proposed bylaws changes**
2015 Panhellenic Executive Board Application

Please complete information electronically and email to phcpresident.niu@gmail.com and Cfriticala1@niu.edu no later than Monday, October 26th, 2015 at 11:59PM.

Name: _______________________________ Sorority Affiliation: ______________________________

Academic Year: ____________________ Initiation Year: _____________________________

Cumulative GPA: ___________________ Cell Phone Number: ___________________________

Email Address: ________________________________

DeKalb Address: ________________________________

Current and Past Office(s) held in chapter or on Panhellenic (please indicate years):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Please rank the top 3 executive board positions you would be willing to fulfill:

1. _______________________________

2. _______________________________

3. _______________________________

Please attach a personal statement with no more than 500 words explaining what makes you an outstanding candidate for the positions you seek. Please be specific.

If you are selected to interview for a Panhellenic Executive office, you will be emailed the time of your interview. Interviews will take place on Tuesday, November 3rd. Please indicate your availability for 11/3 below so we can choose an interview time that will work for you if you are selected:

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Please read carefully and sign below acknowledging your understanding of the terms:

By signing below, I agree to understanding the following terms set forth by the Panhellenic Council: I must have at least a 2.7 cumulative GPA and be in good standing with my chapter to be considered for a Panhellenic Executive Office. If I am slated, I will attend all Panhellenic Executive Board meetings and Panhellenic mass meetings on Monday evenings during the Spring 2016 and Fall 2016 semesters. (Executive Board meetings will be held at 6:00 p.m., and Panhellenic meetings will be held at 7:00 p.m.). If I am slated, I must attend mandatory officer transitions Sunday, November 22nd starting at 7:00 p.m. AND the Executive Board Meeting and Mass Meeting on Tuesday, December 1st starting at 6:00 p.m.

By signing below, I also understand that: No more than 2 members from the same women’s fraternity shall hold office during the same term. Any two of the following offices may not be women from the same chapter: President, Executive Vice President and Vice President Membership. President must have previously served on her chapter’s executive board or on the Panhellenic executive board. Vice President Membership must have served in a recruitment related office within her chapter or have served in a Panhellenic recruitment role (VPM, VPRC, other exec or Gamma Chi). Vice President Recruitment Counseling must have been a Recruitment Counselor during formal recruitment or previously been on the Panhellenic executive board (must have disaffiliated for at least one formal recruitment). Chapter Presidents and recruitment-related positions are not permitted to hold a Panhellenic officer position during their term. Additionally, no member may serve as Vice President Recruitment for their chapter while simultaneously serving as Vice President Membership for the council. It is suggested that if a chapter member holds any other officer position within their chapter, that they consider their priorities before running for a Panhellenic Executive Board officer position. They will be expected to represent the Panhellenic Council and not their chapter at recruitment-related events. Finally, members from women’s fraternities holding associate membership in the Northern Illinois University Panhellenic Association shall be eligible to serve as an executive officer, but not in any role directly relevant to Panhellenic recruitment (VPM, VPRC, President, VPPR).

________________________________________
Printed Name

________________________________________
Electronic Signature                                    Date

REVISED FALL 2015 (for slating of 2016 Panhellenic Executive Board Officers)

THIS DOCUMENT WILL BE REVISED FALL 2016 (for slating of the 2017 Panhellenic Executive Board Officers).

55 | Page
Gamma Chi Recruitment Counselor Application 2016

Name: ____________________________ Sorority Affiliation: ________________

Academic Year (fr, so, jr, sr, etc.): __________ Initiation Semester: ____________

Cumulative GPA: _______________ Cell Phone: _____________________________

Email Address: __________________________________________________________________________

Campus Address: _________________________________________________________________________

Summer Mailing Address: _________________________________________________________________

Current and previous office(s) held in chapter: ______________________________________________

Have you previously been a Gamma Chi (recruitment counselor)? YES NO

Qualifications

1. Applicants must have participated in a fall formal recruitment from the Panhellenic side.
2. Applicants must have a 2.5 cumulative GPA and be in good standing with their chapter.
3. Once selected, Gamma Chis must attend all workshops and events tentatively scheduled for the week before fall semester classes begin.
4. Gamma Chis will be required to completely disaffiliate from their chapter.
5. Applicants must possess a genuine interest in being an exemplary example of the Sorority Community as well as abide by the Panhellenic Constitution, Bylaws, and, Recruitment rules.
6. Applicants will have to attend Gamma Chi disaffiliation meeting on April 20th at 9pm.
7. Applicant MUST be available to attend the Gamma Chi re-treat prior to work week starting 4pm Saturday, August 13th, and be available all day Sunday August 14th.
8. Work week will be help August 15th-21st
9. NOTE dates for both 6 and 7 are tentative and schedule to change. Interviews will be help on March 28th and 30th, final dates and times for the re-treat will be provided than.

The #1 job of a Gamma Chi is to protect the experience of the potential new member!

Being a Gamma Chi means being a leader. You have to show potential new members that this experience is a once in a lifetime opportunity and FUN! You have to be willing to give encouraging advice, be helpful, and FRIENDLY! You also must have a positive and uplifting attitude. You are
their lifeline for the whole process and they rely on you. Remember, we give up our letters to help them find theirs.

Please type and **bold** the answers to the following questions:
1) Why did you go Greek?
2) Why do you think it is important for Panhellenic to provide Recruitment Counselors? Discuss your interest in being a recruitment Counselor and why?
3) What are other time/ work commitments that might interfere with your participation as a Recruitment Counselor?
4) What qualities do you possess that would make you the best choice for a Gamma Chi?

****PLEASE READ BEFORE SIGNING******

By signing the below agreement I, __________ agree that I meet all qualifications for becoming a Gamma Chi. I am also available not only the week before fall semester 2015 begins for work week, but I am also available for a retreat to be determined at a later date.

Signature: ______________________________________ Date: _____________

**Please have all applications **emailed to BOTH Hannah Garippo and Christy Fraticola by March 20th, 2016 at 11:59 p.m. **If your application is not submitted following these instructions, you will not be considered for an interview.**

PLEASE MARK YOU AVAILABILITY FOR INTERVIEW ON THE NEXT PAGE! If you are selected. Interviews will be approximately 15 minutes long and please arrive 5 minutes prior to your scheduled interview time.
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For questions contact:

**Hannah Garippo**  
Vice President Recruitment Counseling  
[niuphcasstmembership@gmail.com](mailto:niuphcasstmembership@gmail.com)

**Christy Fraticola**  
Panhellenic Council Advisor  
[Cfraticola1@niu.edu](mailto:Cfraticola1@niu.edu)

***If you have been selected to move on to the next step of the process you will be contact via the email or phone number provided***

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**REVISED SPRING 2016** (for selection of 2016 Recruitment Counselors for 2016 Formal Recruitment)

Recruitment Counselor Contract

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I, _______________________, do solemnly pledge to uphold the high ideals of the National Panhellenic Conference during my tenure as a member of the recruitment counselor team.

I acknowledge that as a member of the recruitment team, I serve as a representative of Panhellenic and that my interfraternal conduct and actions reflect upon Panhellenic as a whole.

I promise to promote Panhellenic cooperation and collaboration within the recruitment team.

I promise to work diligently to increase my knowledge of recruitment. I acknowledge that situations may not always go as planned and that I may be needed unexpectedly in order to make recruitment as successful as possible.

I promise to maintain an impartial and Panhellenic perspective in all recruitment and non-recruitment activities.

I promise to keep all recruitment-related conversations, tasks, and activities confidential unless directed otherwise.

I promise to consult Panhellenic officers and the fraternity/sorority advisor in situations that require outside and more experienced guidance than I may be trained to give.

I promise that in the circumstance that a PNM comes to me with evidence of an infraction, I will immediately bring it to a Panhellenic officer or sorority/fraternity advisor.

I understand that if I do not fulfill my responsibilities that I may lose my position as a recruitment counselor and any misconduct will be addressed by Panhellenic as well as my chapter.

Signature: ____________________________ Date: _______________

REVISED FALL 2015 (Kept the same for Fall 2016)