

Rochester Institute of Technology Panhellenic Council: Recruitment Policies and Procedures

Article I. General Recruitment

The following are recruitment policies and procedures which extend to all College Panhellenic Council chapters during all forms of recruitment. Advisors represent each chapter as though they are a member and are expected to uphold these rules.

Section 1. Values Based Recruitment

- A. RIT Panhellenic Council will follow a “no frills” recruitment process as suggested by the NPC Manual of Information. The Panhellenic Councils as well as individual chapters remain responsible for ensuring that recruitment events are values-based and reflective of the woman's fraternal experience.
 - a. This includes, but is not limited to, excessive indoor decorations, any outside door decorations, themes, etc.
- B. Individual chapter recruitment videos are not allowed
 - a. All chapter recruitment videos from their National must be captioned
- C. No potential new members may leave any scheduled recruitment events with any tangible object given by the chapter. This includes but is not limited to food, pins, shirts, papers, etc.
- D. PNMS will be allowed to leave day 2 with the financial transparency information with all chapters dues information.
 - a. Template will be provided from the VP of Finance prior to the start of recruitment from the NPC website

Section 2. Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience

- A. We, the College Panhellenic members, will promote Panhellenic-spirited contact with all potential new members throughout the year
 - a. Any advertising and/or marketing (social media or physical) aspect that can be seen as an affiliation to a certain chapter is not allowed.
 - i. This includes not using words with negative connotations will be used on chapter advertisements
 - 1. ie: Go Greek, Rush, Rush Gamma Chi, Go Gamma Chi, etc.

Section 3. Time Frame

- A. Primary Recruitment will occur during the fall semester with the dates to be determined by the Panhellenic Executive Board no later than the last day of the spring semester.
- B. Continuous Open Bidding can begin at noon one day after the completion of Primary Recruitment and can continue through the end of the academic year for those chapters eligible.
- C. Informal Recruitment will occur during the spring semester with the dates to be determined by Panhellenic Executive Board no later than the last day of the fall semester.
- D. No bids can be extended while classes are not in session.

Section 3. Bid Promising

- A. No indication, especially a verbal or written statement, may be made by a sorority member to a potential new member to believe that she is guaranteed a bid from a particular chapter.

Section 4. Bid Eligibility

- A. A chapter must first check the grades of any woman they wish to extend a bid to with Fraternity and Sorority Life.
 - a. The potential new member must fill out the grade release form in order for grades to be released.
 - b. RIT Panhellenic does not set a grade requirement for potential new members.
 - c. The grade requirement from Fraternity and Sorority Life is a 2.500 cumulative GPA. Students must also meet the GPA requirements as outlined by each individual chapter's inter/national

organization or local constitution/bylaws. Fraternity and Sorority Life shall enforce whichever GPA is higher.

- d. Chapters may not extend a bid to students if doing so would violate the guidelines of Fraternity and Sorority Life.
- B. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
- C. A woman must be an undergraduate regularly matriculated student by RIT's definition.

Section 5. New Member Process

- A. In accordance with the Fraternity and Sorority Life Guidelines, a chapter's new member process is not to exceed eight weeks.
- B. At the conclusion of (a maximum of) eight weeks from which a woman signed her bid card, the chapter must initiate that woman into their organization.
- C. If a chapter wishes to extend the new member process, they must submit this request in writing to Fraternity and Sorority Life.

Section 6. Infractions and Fines

- A. Any chapter that breaks these Recruitment Policies and Procedures shall be subject to the judicial process described in the unanimous agreements of the National Panhellenic Conference Manual of Information.
- B. The following offenses will be subjected to the following fines:
 - a. Bid promising- \$250 for first offense with each following occurrence doubling the fine
 - i. A chapter's offense count will reset every academic year
 - b. Failing to follow social media and advertising guidelines- \$25

Section 7. Statement of Automatic Reset of Total

- A. Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.
 - a. If a College Panhellenic has deferred recruitment, total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year.
 - b. If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset within one week (no more than 7 days) from the start of the academic term(s), and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

Total will be automatically adjusted using the following method:

- a. Average or median chapter size (whichever is larger).

NOTE: This clause is the required method unless an alternative below is approved in advance by the College Panhellenic. The other ways to calculate total are the following:

- a. Midpoint between median and largest chapter size (the third quartile)
- b. Largest chapter size (recommended for College Panhellenics with five or fewer chapters)
- c. Largest chapter size plus 5-15 women.

Section 8. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

- A. All NPC member organizations represented at Rochester Institute of Technology adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

Article II. Primary Recruitment

Section 1. Recruitment Counselors (Gamma Chi)

- A. The purpose of the Recruitment Counselors will be to serve as unbiased guides/assistants throughout the Primary Recruitment process.
 - a. Recruitment Counselor

- i. All College Panhellenic delegates and Executive Board members will serve as a Recruitment Counselor for the Primary Recruitment Process.
 - ii. Recruitment Counselors will be allowed to communicate with potential new members only in regards to promoting Panhellenic spirit as a whole.
- B. Disassociation: Refraining from association with and attendance at all chapter, chapter executive board, and committee meetings, as well as any social and philanthropic events that would identify you with a particular chapter.
 - a. Members are removed from any emails, groupmes, or other forms of mass communication within their specific chapter
 - b. All Panhellenic Executive Board Members and delegates must disassociate starting 4 weeks prior to the start of Primary Recruitment or the first day of new student orientation, whichever is earlier.
 - c. Social Media: All Panhellenic Executive Board Members and delegates are required to disassociate and private all social media accounts for the entire length of disassociation.
 - d. All official chapter social media accounts, including chapter members must hide or take down pictures and posts related to disassociated members.
 - i. Professional accounts are allowed if no affiliation to the chapter is present.
 - e. Attire: Nothing shall be worn that will indicate any partiality to a specific Greek organization. This includes, but is not limited to, letters, philanthropic apparel, symbolic jewelry, or accessories.
 - f. Disassociated delegates may only reveal their affiliation to PNMS during the recruitment process if they are asked
 - i. They have the option to remain completely disassociated
 - ii. Eboard will remain fully dissociated in accordance with the NPC MOI
 - g. Disassociated delegates are allowed to be seen out with panhellenic members in their community as long as no letters are present.
 - i. Exceptions are during the weekend of Primary Recruitment

Section 2. Advertising

- A. Advertising Greek philanthropic events prior to Bid Night celebrations is not allowed by sorority members.
 - a. Philanthropic events may be promoted without mention of sorority letters and without conjunction of chapter.
 - b. Chapters are only allowed to table at the Club Fair, Fall Fest, Apple Fest, or any FSL sponsored tabling event only.
 - i. It is an individual chapter's responsibility to coordinate these opportunities.
- B. No more than ten members, of one chapter, may congregate in public at any time.
 - a. This includes, but is not limited to, table standing events, lunches, or walking around in large groups, etc.
- C. Table standing for Primary Recruitment will be coordinated by the Vice President of Programming
 - a. Chapters must be present at 85% of total table standing shifts.
 - i. If chapters do not fulfill this requirement, they will be fined \$10 for every shift that is missed.
 - ii. There will be no table standing during any holidays or breaks.

Section 3. Recruitment Structure

RIT Panhellenic Council will follow a partially structured recruitment in a 5, 4, 2 format. To participate in recruitment members of the community must sign and abide by RIT Panhellenic Association's Code of Ethics. If not signed prior to the start of Primary Recruitment, the individual member will be ineligible to participate in the recruitment process

- A. Round Attendance
 - a. In order for a woman to receive an invite back to any round of Primary Recruitment she must have visited each chapter for the entirety of the time allowed during the previous rounds.
 - b. A potential new member attending Primary Recruitment must understand that any absences during any part of the process will be unexcused and will significantly decrease her chances of receiving a bid.
 - c. If a potential new member fails to attend any of her scheduled recruitment rounds for one full day, she will be automatically withdrawn from the system.

B. Recruitment Rounds

a. Meet and Greet:

- i. The Panhellenic Council will host an open event on campus to all potential new members in a centrally located area. Greeters can include Panhellenic Council officers, Recruitment Counselors, and up to 10 selected members from each chapter. The meet and greet will provide information via displays, discussions, and a schedule of events regarding Primary Recruitment.
- ii. Round 1 (Sisterhood): Will allow potential new members to visit every chapter.
- iii. Round 2 (Philanthropy): Will allow potential new members to visit up to four chapters based on the mutual selection process.
- iv. Round 3 (Preference Round): Will allow potential new members to visit up to two chapters based on a mutual selection process.
- v. Neither chapters nor potential new members may edit their round attendance without the consent of the Panhellenic Council Advisor or graduate assistant.
- vi. Chapter members are not allowed to ask PNMs what chapter rounds they attended.

C. Recruitment Rooms

- a. Room selection: The VP of Recruitment will determine the room assignments one week prior to the start of Primary Recruitment.
 - i. The room selection choice will be collaborated with the Fraternity and Sorority Life
- b. Set Up: The responsibility of room setup will be solely the chapter assigned to that location.
- c. Teardown: Chapters will be responsible for returning the room in the manner in which they found it prior to the start of Primary Recruitment.
 - i. In the event of any damages and/or required cleaning, the chapter assigned to that particular location will incur all costs associated with the damages and/or cleaning.
 - ii. The Panhellenic Council and Panhellenic Advisors will not assume responsibility for any damages and/or cleaning charges resulting from room usage during Primary Recruitment.

D. MRABA Signing (Membership Recruitment Acceptance Binding Agreement)

- a. All women attending Primary Recruitment must have the MRABA read and explained to them by an appointed, unbiased, assistant at the conclusion of their last preference round.
- b. All women who have attended the final recruitment round must sign an MRABA immediately following the conclusion of their final round. A woman may choose to sign an MRABA accepting a bid from two, one, or no sororities.
- c. A woman may only list a potential bid acceptance from sororities whose preference round she was invited to attend.
- d. A woman who has listed one or more sorority on her MRABA must fully understand that she will receive a maximum of one bid and will be bound to the organization from which she receives a bid for a full calendar year.
- e. Upon signing the MRABA, a woman may change her decision until the MRABA is in the hands of the appointed assistant. When the MRABA is in the hands of the appointed assistant no edits may be made to it.
- f. A woman who signed an MRABA will be notified of a bid match within 24 hours. If a woman receives a bid she will be notified of a designated time and location in which she must choose to sign or decline her bid.

E. Budget

- a. The recruitment budget for each chapter shall not exceed \$400 for all rounds of recruitment. This is inclusive of chapter-budgeted funds, alumnae donations, and other contributions.
 - i. In addition to the \$400, each chapter may spend up to \$20 per active sister on recruitment attire. This includes but is not limited to shirts, headbands, bows, etc. The number of active sisters per chapter will be verified by the current Fraternity and Sorority Advisor.
 - ii. In addition to the \$400, any item that was not recently purchased, such as items already in the possession of the chapter, or chapter member, may be used for the purpose of Primary Recruitment events as long as the total estimated cost of pre-owned items does not exceed \$200.
 1. Examples include, but are not limited to, lights, banners, vases, etc.
 - iii. Each chapter is allowed to have their set of wooden letters present during all recruitment events. This expense is not included in a chapter's recruitment budget.
- b. Each chapter will be required to submit a list of expenses for each recruitment round to the Vice President of Finance two hours prior to the start of the round.

- i. Approximately 30 minutes before each event, the VP of Judicial Affairs will inspect each room.
 - ii. If they believe any item in the room does not match the submitted expense report, the chapter will need to provide proof of item cost.
 - iii. The VP of Judicial Affairs can remove any items they determine to be over budget, or items that do not have a proof of purchase.
 1. Chapters will be fined \$25 per removed item, with a \$100 cap.
 - iv. Chapters must submit an approximate cost for items that are previously owned.
 - v. Chapters must submit their finances in the following manner:
 1. Proof of receipt from the purchase
 2. A credit card statement confirming that purchase
- F. Recruitment Behavior
 - a. In coordination with NPC Unanimous Agreements, all chapter members will participate in a dry period through the weekend of Primary Recruitment. Those who do not participate in the dry period will be immediately removed from the recruitment process and they will be entered into the judicial process.
 - i. The dry period will end 24 hours after bid night when all bids are signed.
 - b. If a chapter member feels as though they are in the position for a potential conflict of interest, their chapter must notify the Panhellenic President at least 24 hours prior to the start of the meet and greet.
 - c. Strict silence: Any verbal, nonverbal, written, printed, and/or electronic communication or communicating through a third party.
 - i. Strict silence will begin at the conclusion of preference round and last until the Panhellenic Bid Night celebration. No sorority member including alumnae and members, may communicate with potential new members during this period.
 - ii. If a potential new member lives within close contact of a sorority member, only casual greetings and contact are permitted.
- G. Bid Extension
 - a. Registration:
 - i. All potential new members must be registered through the recruitment software and have completed all required information in order to remain part of the Primary Recruitment process.
 - b. Quota: The number of women each sorority may pledge during the Primary Recruitment process.
 - i. During the bid matching process, quota is run at different numbers by the Panhellenic Advisor and Release Figure Method (RFM) specialist that is in the best interest of the system and maximizes the number of potential new members placed without seriously harming one or more chapters.
 - ii. Flex plus and flex minus lists ensure chapters that the number of potential new members returning to each chapter's events most closely approximated the targeted return number.
 - iii. Chapters that under invite and/or do not provide flex lists risk the chance of not meeting quota.
 - c. Snap bidding
 - i. If a sorority has not filled its quota through bid matching in Primary Recruitment, the Vice President of Recruitment may immediately ask if the chapter wishes to extend a bid to anyone not originally on their bid list.
 - ii. Snap bidding is done before bids are distributed and is not intended to fill spaces in the chapter quota.
 - iii. Snap bidding is open to any woman who participated in at least one full round of the recruitment process.

Article III. Informal Recruitment and Continuous Open Bidding

Section 1. Definition and Execution

- A. Informal recruitment and continuous open bidding (COB) are defined as any recruitment process in which a sorority chooses to extend a bid for membership to an eligible RIT student following the conclusion of formal recruitment.

Section 2. Time Frame

- A. There will be no Continuous Open Bidding/Recruitment prior to the start of Formal Recruitment during the fall semester.
- B. There will be no Open Sisterhood events until Informal Recruitment concludes.

Section 3. Extending Bids

- A. Any chapter has the right to continue to extend bids to potential new members until the chapter has reached total.
- B. In accordance with the Fraternity and Sorority Life Guidelines, the name of any woman in which a chapter would like to extend a bid must be sent to the Panhellenic Advisor and that woman must sign a bid card acceptance within 24 hours of receiving it.
- C. A chapter may not extend a bid for an anticipated opening in their chapter.
- D. If a potential new member is extended a bid from multiple chapters during informal spring recruitment, she will be contacted by the Vice President of Recruitment at least 2 days before bid night. They will be required to meet with the Panhellenic Advisor and must sign their bid card by 4:30pm on the day of Bid Night celebration.

Section 4. Advertising

- A. As part of following statements made in Article I, Section 2 the Vice President of PR will create a calendar with all the chapter dates.
 - a. Chapters must promote the official calendar before they can post their own chapter marketing after.