

ROCHESTER INSTITUTE OF TECHNOLOGY COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

1. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

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

2. Membership Recruitment Acceptance Binding Agreement (MRABA)

The College Panhellenic Association will uphold and use the Membership Recruitment Acceptance Binding Agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding.

3. Bid Promising

Any action or communication (oral or written) by a sorority member that directly or indirectly indicates to a PNM an invitation to join a certain sorority prior to that PNM receiving a bid is prohibited.

4. Strict Silence

Strict silence between collegiate chapter women and PNMs shall be observed only between the beginning of a member organization's preference events and the distribution of bids. PNMs who registered and were not matched during bid matching may be contacted during this time for the purposes of snap bidding or COB.

5. Promotion of the Sorority Experience

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

6. Values-Based Recruitment

All chapters of a College Panhellenic Association, as well as their members, must incorporate the following practices into their membership recruitment events:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members.
- Eliminate gifts, favors, letters, and notes for PNMs in primary recruitment.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

7. Setting Total and COB

Total is set and announced by the RFM/total specialist, which concludes the bid matching process. COB begins when total is set and announced.

8. Adherence to University Policies

- A. Hazing In accordance with Federal and State law (§ 120.16-17), and University Policy (D.18 Section IV-J), student clubs and organizations are prohibited from any hazing or hazing related activities. All student clubs and organizations are required to report all hazing incidents or activities they are in the presence of or have knowledge or awareness of. Hazing activities should be reported to RIT Public Safety by contacting the office at 585-475-2853 or by text at 585-205-8333. Other resources regarding hazing and hazing prevention can be found on the RIT Hazing website.

9. Partially Structured Recruitment & Round Overview

Round 1: Sisterhood

Length of round: 45 minutes

Guidelines:

- All décor used during the round must adhere to the chapter's pre-approved CPC recruitment budget and applicable recruitment décor guidelines.
- Chapters' first round is recommended to be the "Sisterhood Round," in which chapters spend the majority of the time introducing themselves to the PNMs and getting to know the PNMs.
- Chapters must share financial transparency, time commitments, and membership expectations during this round.
- Chapters shall be responsible for booking their own spaces and request their own interpreters as needed.

Round 2: Philanthropy Round

Length of round: Chapters' discretion

Guidelines:

- All décor used during the round must adhere to the chapter's pre-approved CPC recruitment budget and applicable recruitment décor guidelines.
- Chapters' second round is recommended to be the "Philanthropy Round," in which they have a formal presentation about their philanthropy.
- Chapters shall be responsible for booking their own spaces and request their own interpreters as needed.

Round 3: Preference round

Length of round: Panhellenic discretion

Guidelines:

- All décor used during the round must adhere to the chapter's pre-approved CPC recruitment budget and applicable recruitment décor guidelines.
- Chapters' third round shall be the "Preference Round" in which it is an invite-only round organized by the Panhellenic Council.
- The Panhellenic Council shall be responsible for booking all Preference Round spaces and interpreters as needed.

10. Recruitment Counselors

- A. The purpose of the Recruitment Counselors will be to serve as unbiased guides/assistants throughout the Primary Recruitment process.
- B. Recruitment Counselors shall operate under a partial disaffiliation model. Partial disaffiliation allows Recruitment Counselors to maintain appropriate involvement with their individual chapters while separating themselves from chapter-specific recruitment activities and information, and maintaining neutrality when serving Potential New Members.
- C. CPC Executive Board members and delegates will serve as Recruitment Gamma Chis during partially structured Recruitment.
- D. CPC President, Vice President of Judicial Affairs, and Vice President of Recruitment will also disaffiliate for the duration of the disaffiliation period but will not serve as Gamma Chis.
- E. If deemed necessary by the Vice President of Recruitment, the President and Vice President of Judicial Affairs may serve as Gamma Chis.
- F. During partial disaffiliation, Gamma Chis and Executive Board members must:
 - a. Operate under a model of partial disaffiliation for the duration of the partially structured recruitment period.
 - b. Will not wear letters, accessories, or merchandise that publicly identify their

- chapter.
- c. Will remove chapter affiliation from all public social media accounts, including bios, and cease posting or reposting content affiliated with their chapter.
 - d. May attend chapter meetings, events, and participate in chapter business, provided they do not represent themselves as affiliated while in a Gamma Chi role.
 - i. Individual chapters may determine attendance expectations for partially disaffiliated members at chapter activities that are unrelated to recruitment, provided those expectations do not interfere with the member's recruitment responsibilities.
 - ii. Disaffiliated members may not attend chapter-specific recruitment-related events, including but not limited to recruitment presentations, group chats, or any space in which recruitment information is shared. They also shall not be present for recruitment-related information during chapter meetings; they shall only receive redacted minutes that exclude recruitment content.
 - e. Will act as neutral representatives of the Panhellenic community when interacting with Potential New Members (PNMs).
 - f. Will not show favoritism toward any chapter, including their own, while acting in their role.
 - g. See the 2026 Disaffiliation Guide for further instructions.

G. Gamma Chis shall;

- a. Serve as open and supportive sources of communication for their assigned group of PNMs, offering neutral, Panhellenic-aligned advice throughout the recruitment process.
- b. Provide PNMs with timely and accurate information about logistics, schedules, expectations, and available resources.
- c. Facilitate reflection-based conversations that help PNMs assess their values, interests, and goals to make informed decisions about sorority membership.
- d. Hold "coffee hours" as an alternative to scheduled check-ins. Gamma Chis are expected to offer a minimum of two hours of coffee hours per week. These hours should be held in accessible campus spaces and advertised to PNMs in advance. PNMs may attend informally to ask questions or seek support.
- e. Gamma Chis may interact with PNMs only to promote Panhellenic-wide values and help them navigate the recruitment process without showing preference toward any specific organization.
- f. Any violations of disaffiliation guidelines will be handled through the judicial process.

11. 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.
- B. If a College Panhellenic has deferred recruitment, the total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year.

12. Sorority Outreach

We, the College Panhellenic members, will promote Panhellenic-spirited contact with all potential new members throughout the year.

- A. Members may use general Panhellenic phrases such as “Go Greek” and may positively speak about the Panhellenic community, their individual organization, and their personal sorority experience. Members may not use chapter-specific promotional phrases such as “Go [chapter]” when communicating with potential new members.
- B. Members may communicate with potential new members about their individual organization and recruitment opportunities. Communication may not include bid promising, pressuring a potential new member to prefer or join a specific organization, disparaging another organization, or implying that a potential new member is guaranteed membership in or preference from an organization.
- C. Social Media and Advertising
 - a. Chapters may use social media and other forms of advertising to positively promote their individual organization, recruitment events, and the overall sorority experience.
 - b. Social media and advertising may not include chapter-specific promotional phrases such as “Go [chapter],” bid promising, language that pressures a potential new member to prefer or join a specific organization, negative comparisons between organizations, or language implying that a potential new member is guaranteed membership, a future invitation, or a bid.
 - c. All recruitment-related social media and advertising must comply with the accessibility requirements outlined in Section 21.
 - d. Failure to comply with the social media and advertising guidelines will result in a \$30 fine per offense.
- F. No language may be used that negatively compares chapters or promotes one chapter at the expense of another, including but not limited to statements claiming that an organization is the “top,” “best,” or otherwise superior chapter.
- G. No chapter or chapter member may intentionally share false information about their chapter in order to promote it or make it sound more unique.

H. No bids can be extended while classes are not in session.

I. No chapter may host an open sisterhood event before or during the partially structured recruitment period.

a. This excludes COB recruitment.

13. Bid Eligibility

- A. A chapter must first have FSL check the grades of any student 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 2.50 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 student who has ever been an initiated member of an existing NPC sorority is not eligible for membership in another NPC sorority.
- C. A student must be an undergraduate student by RIT's definition.

14. New Member Process

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

15. Recruitment Finances

- A. The recruitment budget for each chapter shall not exceed \$800. This amount is inclusive of:
 - a. Chapter-allocated funds.
 - b. Alumnae donations
 - c. All external contributions.
 - d. Estimated value of reused/pre-owned items
- B. In addition to the \$800 recruitment budget, each chapter may spend up to \$25 per active member on recruitment attire.

- a. If the Panhellenic Executive Board allows inactive/alumni members to participate in recruitment, chapters may spend up to \$25 per approved inactive/alumni member on recruitment attires.
 - b. Recruitment attire includes, but is not limited to, shirts, headbands, bows, and accessories.
 - c. Recruitment attire is not included in the \$800 budget cap.
- C. Each chapter is permitted to use one set of wooden letters during recruitment.
 - a. This expense is exempt from the recruitment budget.
- D. Budget Reporting and Inspection
 - a. Chapters must submit an itemized list of projected expenses for each round to the Vice President of Finance 24 hours prior to the start of that round.
 - b. Before each recruitment event, the Vice President of Judicial Affairs will conduct an inspection of the room setup. This can be in person or virtually.
 - c. In the event the VP of Judicial Affairs is unavailable for room inspection, the CPC President or VP of Recruitment may fill in.
 - d. If the VP of Judicial Affairs, VP of Recruitment, or President identifies any item that is not listed or appears over budget:
 - i. The chapter must provide either a proof of purchase or estimated value documentation.
 - ii. The VP of Judicial Affairs, VP of Recruitment, or President may remove any item that lacks sufficient documentation or appears to exceed budget limits.
 - e. Any items not previously approved or not included in the submitted itemized list may be subject to removal at the discretion of the Vice President of Judicial Affairs, President, or Vice President of Recruitment.

16. Continuous Open Bidding (COB)

COB can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:

- A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
- A chapter is below the established total at any point in the term.

Primary recruitment term: COB begins once total is set and announced

Non-primary term: COB begins once total is set and announced within 24 hours of classes beginning for the term.

Panhellenic can support the COB of all chapters with marketing and promotion.

17. Alumnae Involvement

- A. All chapter members who plan to participate in recruitment and speak to Potential New Members must be active members on the active list submitted to FSL prior to the start of recruitment.

- B. Inactive members (in FSL's terms) and alumni are not allowed to participate in any form of direct recruitment, including Continuous Open Bidding.

- a. Their participation and assistance should be reserved for a behind-the-scenes role, to support and never to actively participate in the recruitment process, allowing potential new members to contact them directly.

18. CPC Table Standing

- A. CPC-sponsored table standing will be coordinated by the CPC Executive Board during the designated recruitment period. This table standing is Panhellenic-branded and intended to promote the general sorority experience, not individual chapters.
 - a. Members participating in CPC table standing may speak about their own sorority's values, philanthropy, and what sorority life means to them personally, as long as it is not done in a way that pressures or encourages PNMs to prefer or rank their chapter higher and adheres to recruitment guidelines.
- B. All College Panhellenic chapters are required to participate in a minimum of 85% of the total CPC-assigned table standing shifts.
 - a. Failure to meet the 85% requirement will result in a \$10 fine per missed shift.
- C. There will be no CPC table standing during any university-recognized holidays or breaks.
- D. If a chapter believes they are unable to fulfill this requirement due to low membership numbers, scheduling conflicts, or other significant circumstances, it must submit an appeal to the Vice President of Judicial Affairs at least one week prior to the beginning of the table standing period.
 - a. Appeals will be reviewed by the Panhellenic Executive Board on a case-by-case basis. Chapters who do not submit an appeal and fail to meet the requirement will be fined.

19: Recruitment Behavior

- A. Dry Period
 - a. A dry period will begin the Friday before Bid Night and end the day after Bid Night.
 - b. This is to protect both sisters and potential new members from discussing recruitment during the final stages of the process.
 - c. Those who do not participate in the dry period will be immediately removed from the recruitment process and referred to the judicial process.
 - d. Courses that involve the sampling of alcohol (e.g., Wines of the World) shall not be considered a violation of the dry period. If there is any uncertainty, members should contact the Vice President of Judicial Affairs for clarification.

- B. Conflict of Interest
 - a. If a chapter member believes they may be in a position of conflict of interest, their chapter must notify the Panhellenic President at least 24 hours prior to the start of Kickoff.
 - b. A conflict of interest includes, but is not limited to, being unable to act as an unbiased source for PNMs during Primary Recruitment or exhibiting behavior that compromises recruitment neutrality.

20: Bid Extension

- A. Registration:
 - a. All potential new members must be registered through the recruitment software and have completed all required information in order to remain part of the Recruitment process.
- B. Quota: The number of members each sorority may pledge during the Recruitment process.
 - a. 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 PNM and system and maximizes the number of potential new members placed without seriously harming one or more chapters.
 - b. Flex plus and flex minus lists ensure chapters that the number of potential new members returning to each chapter's events most closely approximates the targeted return number.
 - c. Chapters that under-invite and/or do not provide flex lists risk the chance of not meeting quota.
- C. Snap bidding
 - a. A snap bid is a bid that is offered to a PNM prior to the start of Bid Day by a chapter that did not match to quota; a PNM is eligible to receive a snap bid if they registered and attended at least one round of each chapter, but did not complete the recruitment process or did not match to a chapter after completing her MRABA.
 - b. If a sorority has not filled its quota through bid matching in Partially structured 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.
 - c. Snap bidding must be finalized before COB can start

21. Accessibility

- A. All content posted by Panhellenic chapters must meet accessibility standards and include captions for all spoken content. This includes, but is not limited to, recruitment videos and digital media.
- B. Chapters shall aim to provide reasonable accommodations for all Panhellenic events, including but not limited to interpreters, captioning, and accessible seating when requested.
- C. If a member who requires an interpreter or captionist will not be present during Preference Round of partially structured recruitment, the chapter must notify the Vice President of Communications and President at least twenty-four hours in advance
 - a. Failure to provide the required notice or to comply with accessibility expectations will result in a \$100 fine

22: Fraternity Relations

- A. No Panhellenic member may wear fraternity letters or apparel from the start of recruitment until the end of bid night.
- B. No fraternity sweethearts may tablestand with the fraternity, even if it is philanthropy-related, until the end of bid night.
- C. During recruitment, sororities may have socials with fraternities, but nothing may be posted until the end of bid night. Sororities shall encourage fraternities not to post anything on their platforms as well.
- D. Panhellenic members shall refrain from posting or promoting content with fraternity members and encourage fraternity members to do the same on their platforms until the end of bid night.

23. Fineable Violations & Fines Assessed

- 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 subject to the following fines

Violation	When Applicable	Amount	Assessed
Bid promising	When a chapter or chapter member engages in bid promising in violation of the	\$250 for the first offense	Each occurrence. Each subsequent occurrence doubles the previous fine.

