

Recruitment Policies and Procedures of Rochester Institute of Technology Panhellenic Council

Article I. General Recruitment

Section 1. Policies and Procedures

The following are recruitment policies and procedures which extend to all College Panhellenic Council chapters during all forms of recruitment.

- I. Time Frame
 - A. Primary Recruitment will occur during the fall semester with the dates to be determined by the Panhellenic Executive Board.
 - 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. No bids can be extended while classes are not in session.
- II. 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.
- III. Bid Eligibility
 - A. A chapter must first check the grades of any woman they wish to extend a bid to with the Fraternity and Sorority Life Office.
 1. The chapter must provide written consent from the potential new member in order for grades to be released during Continuous Open Bidding.
 2. Panhellenic will not set a grade requirement for potential new members. Grade requirements can only be determined by a chapters headquarters.
 3. Chapters may not extend a bid to students if doing so would violate the guidelines of the Office 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.
- IV. New Member Process
 - A. In accordance with the Office of 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 the office of Fraternity and Sorority Life.
- V. Violations and Punishments
 - 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.

Article II. Primary Recruitment

Section 1. Recruitment Counselors (Gamma Chi)

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

- I. Recruitment Counselor
 - A. All College Panhellenic delegates will serve as a Recruitment Counselor for the Primary Recruitment Process.
- II. Disaffiliation: 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. All Panhellenic Executive Board Members and delegates must disaffiliate one month prior to bid night celebrations.
 - B. Social Media: All Panhellenic Executive Board Members and delegates are required to disassociate and private all social media accounts for the entire length of disaffiliation.
 1. All official chapter social media accounts must hide or take down pictures and posts related to disaffiliated members.
 2. All chapter members must private all personal social media accounts when disaffiliation begins and will end after Bid Night celebrations. Professional accounts are allowed if no affiliation to the chapter is present.
 - C. 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.

Section 2. Publicity

Advertising and marketing must promote sorority life as a whole, rather than one individual organization.

- I. Any advertising and/or marketing (social media or physical) aspect that can be seen as an affiliation to a certain chapter is not allowed.
 - A. Advertising Greek philanthropic events prior to Bid Night celebrations is not allowed by sorority members.
 - B. Examples include, but are not limited to, chapter colors, symbols, mottos, letters, or names.
 - C. Chapters may have their own table at the Club Fair, Apple Fest, or any FSL sponsored tabling event only.
 1. It is an individual chapter's responsibility to coordinate these opportunities.
- II. Chapter related apparel is allowed to be worn at any point during the Primary Recruitment process as long as the individual is not disaffiliated.
 - A. This includes Orientation Week.
- III. 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.
- IV. **Table standing for Primary Recruitment will be coordinated by the Vice President of Programming**
 - A. **Chapters must be in full attendance for all shifts.**
 1. **Chapters will be fined \$10 for every sister that is missing.**

- B. There will be no table standing during any holidays or breaks.

Section 3. Structure

RIT Panhellenic Council will follow a partially structured recruitment in a 5, 4, 2 format.

- I. 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.
- II. Recruitment Rounds
 - A. Meet and Greet
 - 1. The Panhellenic Council will host an open event on campus to all potential new member 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.
 - B. Round 1 (Sisterhood): Will be structured to allow potential new members to visit every chapter.
 - C. Round 2 (Philanthropy): Will be structured to allow potential new members to visit up to four chapters based on the mutual selection process.
 - D. Round 3 (Preference Round): Will be structured to allow potential new members to visit up to two chapters based on a mutual selection process.
 - E. Neither chapters nor potential new members may edit their round attendance without the consent of the Panhellenic Council Advisor or graduate assistant.
 - F. Chapter members are not allowed to ask PNMs what chapter parties they attended.
- III. Recruitment Rooms
 - A. Room selection: The VP of Recruitment will determine the room assignments one week prior to the start of Primary Recruitment.
 - 1. The room selection choice will be collaborated with Eric Pope.
 - 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.
 - 1. 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.
 - 2. The Panhellenic Council, recruitment team, and Panhellenic Advisers will not assume responsibility for any damages and/or cleaning charges resulting from room usage during Primary Recruitment.
- IV. MRABA Signing (Membership Recruitment Acceptance Binding Agreement)

- A. All woman 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.

V. Budget

- A. The recruitment budget for each chapter shall not exceed \$500 for all rounds of recruitment. This is inclusive of chapter-budgeted funds, alumnae donations, and other contributions.
 - 1. In addition to the \$500, 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.
 - 2. **In addition to the \$500**, 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. Examples include, but are not limited to, **lights, banners, vases, etc.**
 - 3. 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 **one hour prior to the start of the round.**
 - 1. Approximately 10 minutes before each events, a member of the of the Panhellenic Executive Board will inspect each room. If said executive board member believes any item in the room does not match the submitted expense report, the chapter will need to provide proof of item cost.
 - 2. Panhellenic Executive Board members can remove any items they determine to be over budget, **or items that do not have a proof of purchase.**
 - 3. **Chapters must submit an approximate cost for items that are previously owned.**
 - 4. **Chapters must submit their finances in the following manner:**
 - a) **Proof of receipt from the purchase**
 - b) **A credit card statement confirming that purchase**

VI. Values Based Recruitment

- A. RIT Panhellenic Council will follow a “no frills” recruitment process as suggested by the NPC Manual of Information. 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.
 1. This includes, but is not limited to, excessive indoor decorations, any outside door decorations, **themes**, etc.
- B. All recruitment videos must be submitted to the Vice President of Recruitment **3 days** prior to the meet and greet.
- 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.

VII. Recruitment Behavior

- A. Minimum/ Positive Panhellenic Contact
 1. All Panhellenic Executive Board members and Recruitment Counselors will be allowed to communicate with potential new members only in regards to promoting Panhellenic spirit as a whole.
 2. If a chapter member feels as though they are in the position for a potential conflict of interest, their chapter must notify a member of the Panhellenic Executive Board at least 24 hours prior to the start of the meet and greet.
 3. Strict silence: Any verbal, nonverbal, written, printed, and/or electronic communication or communicating through a third party.
 - a) 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.
 - b) If a potential new member lives within close contact of a sorority member, only casual greetings and contact are permitted.

VIII. Bid Extension

- A. Registration
 1. 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.
 1. During the bid matching process, quota is run at different numbers by the Panhellenic Advisor and 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.
 2. 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.

3. Chapters that under invite and/or do not provide flex lists risk the chance of not meeting quota.
- C. Snap bidding
1. If a sorority has not filled its quota through bid matching in Primary Recruitment, the Vice President of Recruitment and the Panhellenic Advisor may immediately ask of the chapter wishes to extend a bid to anyone not originally on their bid list.
 2. Snap bidding is done before bids are distributed and is not intended to fill spaces in the chapter quota.
 3. Snap bidding is open to any woman who participated in at least one full round of the recruitment process.

Article III. Continuous Open Bidding

Section I: Definition and Execution

- I. Continuous Open Bidding: Any recruitment process in which a sorority chooses to extend a bid for membership to an eligible RIT woman following the conclusion of Primary Recruitment.
 - A. Panhellenic Council will coordinate recruitment events for the following Spring semester.
- II. 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, 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.