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. Formal Membership Recruitment will occur during the fall semester with the dates to be determined by the Vice President of Recruitment and the Vice President of Judicial Affairs.
   b. Continuous Open Bidding (Informal Membership Recruitment) can begin at noon one day after the completion of Formal Membership Recruitment and can continue through the end of the academic year for those chapters eligible. This will be limited to fall and spring semester with the exclusion of dates in which 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 Extension
   a. If a chapter wishes to extend a woman a bid, the chapter must first check her grades with the Fraternity and Sorority Life Office in order to determine the woman's eligibility.
      i. The chapter must provide written consent from the potential new member in order for grades to be released
   b. Any woman whose grades meet or exceed the minimum grade point average (GPA) requirement by the chapter and/or the Fraternity and Sorority Life Office Guidelines is academically eligible to receive a bid
      i. In the case of formal membership recruitment, the Panhellenic advisor will check all registered women for academic eligibility prior to the start of formal recruitment.

IV. New Member Process
   a. In accordance with the RIT 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 education process, they must submit this request in writing to the Fraternity and Sorority Life Panhellenic advisor.
   d. No woman is to be initiated after the conclusion of the academic calendar year.

V. Violation 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. Formal Membership Recruitment

Section 1. Recruitment Counselors (Gamma Chis)
The purpose of the recruitment counselors will be to serve as unbiased guides/assistants throughout the formal membership recruitment process:

I. Recruitment Counselor
   a. All College Panhellenic delegates will serve as a Recruitment Counselor for the formal recruitment process.
   b. All delegates must be a current member of one the five recognized Panhellenic chapters at the Rochester Institute of Technology.
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Section 2. Disaffiliation
Disaffiliation is defined as refraining from association with and attendance at all chapter, chapter executive board, and chairman meetings as well as any social and philanthropic event that would identify you with a particular chapter.

I. These rules will begin exactly one month prior to bid day celebration. Anyone who fails to abide will be subject to the Panhellenic Executive Boards Judicial processes.

II. Recruitment Counselors and Executive Board Members
   a. Social Media: All Recruitment Counselors and Panhellenic Executive Board members will be required to disassociate any social media account implying membership to a specific Greek organization
   b. Attire: Nothing shall be worn that will indicate any partiality to a specific Greek organization. This includes but is not limited to letters of any organization, philanthropic apparel, symbolic jewelry or accessories.

III. Chapter Members
   a. All individual chapter members will be required to make all aspects of their Facebook and personal social media accounts private.
   b. All individual chapter members will be required to hide all photos with disaffiliated members.
   c. All individual chapter members cannot connect with Potential New Members through Facebook or any other form of personal social media accounts.

Section 2. Publicity

I. Advertising: Individual chapters have the right to create and distribute recruitment posters beginning one day prior to Orientation Week but all advertising must adhere to the following rules:
   a. Advertising and marketing must promote Sorority Life as a whole rather than one individual organization. Any aspect that can be seen as an affiliation to a certain chapter is not allowed. Examples include but are not limited to chapter colors, symbols, mottos, letters, or names.
   b. Advertising and marketing philanthropic events, prior to Bid Night, cannot promote one individual organization. Examples include but are not limited to chapter colors, symbols, mottos, letters, or names. Questions can be directed to vprecruitment.cpc.rit@gmail.com.
   c. All recruitment publicity being distributed prior to the end of the formal recruitment period must be sent to vpcomm.cpc.rit@gmail.com at least three days in advance for approval by the Panhellenic Executive Board.

Orientation Week

a. All forms of mass publicity directly related to individual chapters during the week of orientation are prohibited. This includes but is not limited to walking around in large groups chanting or wearing apparel that would give others reason to believe specific chapter association
   i. Chapter related apparel is allowed to be worn throughout Orientation Week as long as you are not on Panhellenic executive board, a Recruitment Counselor or an Orientation Assistant or Lead Sorority life promotion is still encouraged throughout orientation week as long as it is promoting Sorority life as a whole.

III. Table Sitting: Table sitting is defined as the action of sitting or gathering near arranged tables, booths, or otherwise designated areas in the effort to promote an organization, event, activity, or cause.
   a. Interest Fair/Greek Fair
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i. No more than ten members may represent their chapter at any time while at the event.

ii. Matching letters may be worn by the ten members representing their chapter.

iii. Chapter members may not monopolize any attendee of the event making them feel overwhelmed or uncomfortable.

b. Recruitment Promotion

i. Nothing may be given out by any chapter or chapter member, prior to the conclusion of the formal recruitment period that would suggest anything but promotion of sorority life as a whole. Examples include but are not limited to pins, ribbons, pens, or philanthropy pamphlets affiliated with any specific chapter(s)

IV. Promotion by Others

a. A sorority member may not encourage or ask a non-active member or alumna to do anything for their own chapter that would go against any of the rules presented in this document.

b. If it is believed that any chapter has encouraged or asked a non-active sorority member or alumna to assist their recruitment efforts in a way that goes against these rules, the chapter in question will be subject to the Panhellenic Executive Boards Judicial processes.

Section 3. Membership Eligibility

As per the NPC Manual of Information, no woman is eligible for sorority chapter membership who has ever been previously initiated into another NPC sorority. Additionally, if a woman signed a Membership Recruitment Acceptance Binding Agreement (MRABA), at RIT or another institution outside of RIT, she is bound to the organization that extended her a bid—regardless of whether or not she chose to decline the bid—for one full calendar year. She may not attend any recruitment events at RIT with the intention of receiving a bid from another sorority until the calendar year has passed.

I. Academic Eligibility

a. In order for a woman to be eligible to attend formal recruitment her cumulative GPA must meet or exceed a minimum GPA of 2.5

b. First year students who do not have a GPA at RIT are still eligible for recruitment

c. Transfer students who are going through the formal membership recruitment process and do not yet have a GPA at RIT (i.e. are first semester RIT students) must have maintained a GPA meeting or exceeding the minimum required cumulative GPA while at their previous institution.

d. Transfer students who have a GPA at RIT (have attended RIT for at least one semester) will only be considered eligible if their cumulative GPA at RIT meets or exceeds the minimum requirement. Former grades from previous institutions will not be considered.

II. Recruitment Round Attendance

a. In order for a woman to receive an invite back to the second round of formal recruitment (philanthropy round), she must have visited each chapter for the entirety of the time allotted during the first round of formal recruitment.

b. A potential new member attending formal recruitment must understand that any absences during any part of the formal recruitment process will be unexcused and will significantly decrease her chances of receiving additional invitations.

c. If a potential new member attending formal membership recruitment fails to attend any of her scheduled recruitment rounds for one full day she will be automatically withdrawn from the system.
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Section 4. Structure
RIT Panhellenic Council will follow a partially structured recruitment in a 5, 4, 2 format.

I. 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 selected members from each chapter. The purpose of the meet and greet is to provide information via displays, discussions, and a schedule of events regarding the formal membership recruitment process.
   b. Round 1 through Round 3 (formal tea/preference party)
      i. Round one will be structured so as to allow all potential new members to visit every sorority chapter.
      ii. Round two (philanthropy round) will be structured so as to allow potential new members to visit up to four chapters based on a mutual selection process entered through the recruitment software online database.
      iii. Round three (formal tea/preference party) will be structured so as to allow potential new members to visit up to two chapters based on a mutual selection process entered through the recruitment software online database.
      iv. Neither chapters nor potential new members may edit their round attendance without the consent of the Panhellenic Council advisor or graduate assistant.
   c. MRABA Signing
      i. All women attending formal recruitment must have the MRABA read and explained to them by an appointed, unbiased assistant at the conclusion of their last preference party/formal tea.
      ii. All women who have attended the final recruitment round (i.e. preference party/formal tea) must sign an MRABA immediately following the conclusion of their final round. A woman may choose to sign an MRABA accepting a bid from no sororities, one sorority, or two sororities.
      iii. A woman may only list a potential bid acceptance from sororities whose formal tea/preference party she was invited to attend.
      iv. A woman who has listed one or more sorority on her MRABA must fully understand that by listing any sorority—regardless of the order in which she lists them—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.
      v. 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 her MRABA.
      vi. All women 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.

II. Budget
   a. The recruitment budget for each chapter shall not exceed $400 for all formal recruitment events for items in direct contact with potential new members. This $400 is inclusive of chapter-budgeted funds, alumnas donations, and other contributions.
      i. This budget will be used for the Meet and Greet, all three rounds of recruitment, and through the bid night celebration scheduled by the
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Panhellenic Council. All purchases for events taking place after the conclusion of the scheduled bid night celebration need not be included in this budget.

ii. In addition to the $400, each chapter may spend up to $10 per active sister on recruitment attire. This includes but is not limited to shirts, headbands, bows, etc. Number of active sisters per chapter will be verified by the current Fraternity and Sorority Life roster.

iii. Any item that was not recently purchased, such as items already in the possession of a chapter or chapter member, may be used for the purpose of formal recruitment events as long as the total estimated cost of pre-owned items does not exceed $50. Examples include, but are not limited to, plates, name tags, tablecloths, etc.

b. Each chapter will be required to submit a list of expenses for each scheduled recruitment event to the Vice President of Finance.

i. Receipts are to be submitted via email by 11:59PM the day before each scheduled recruitment event.

ii. Approximately ten minutes prior to each scheduled recruitment event, a member 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. Panhellenic Executive Board members can remove any items they determine to be over budget.

III. No Frills

a. RIT Panhellenic Council will follow a "no frills" formal membership recruitment process as suggested by the NPC Manual of Information. As stated in the Manual of Information current edition, Panhellenic Councils as well as individual chapters, remain responsible for ensuring that recruitment events are values-based and reflective of the women's fraternal experience. This includes but is not limited to the following:

i. Abide by established guidelines for recruitment budgets and caps on recruitment expenses.

ii. Inside decorations should be kept to a minimum for all recruitment events.

iii. Eliminate all outside decorations.

iv. Confine all recruitment entertainment within the chapter house or other recruitment facility.

v. Discourage the use of recruitment skits at the first round of events.

vi. Discourage elaborate costuming and purchase of special outfits.

vii. Develop conversation and interviewing skills.

b. No potential new member may leave any scheduled recruitment event with any sort of tangible object given by the chapter. This includes but is not limited to food, pins, shirts, pamphlets, papers, gifts, etc.

c. Each chapter is allowed to have their large set of wooden letters present during all formal recruitment events.

IV. Recruitment Behavior

a. Minimum/Positive Panhellenic Contact

i. All Panhellenic Executive Board member and Recruitment Counselors will be allowed to communicate with potential new members only in regards to promoting Panhellenic as a whole.

ii. The women of Rochester Institute of Technology will promote positive Panhellenic-spirited contact with all potential new members throughout the year.
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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 first formal membership recruitment kick-off event. Such examples may include on-campus employment, athletic/club involvement, etc. These scenarios will be evaluated on a case-by-case basis by the Vice President of Recruitment for possible exceptions.

b. Strict Silence
   i. Strict silence will begin at the conclusion of preference round/formal tea and lasts until the Panhellenic bid night ceremony. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, and/or electronic communication or communicating through a third party. If a potential new member lives within close contact of a sorority member, only casual greetings and contact are permitted.

Section 4. Technical Training

Recruitment Software will be used as the primary form of structuring formal membership recruitment.

I. 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 formal membership recruitment process.

II. Quota
   a. Quota is defined as the number of women each sorority may pledge during the formal membership recruitment process. All chapters are eligible to bid up to quota either through the formal membership recruitment process or continuous open bidding (COB).
   b. During the bid matching process, quota is run at different numbers by the Panhellenic advisor and RFM specialist within the projected quota range to determine a quota 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.
   c. Flex plus and flex minus lists will be thoroughly described to all chapters before the beginning of the first recruitment round. Chapters are required to submit these lists in order to optimize quota.

III. Snap Bidding
   a. If a sorority has not filled its quota through bid matching in formal membership recruitment, the Vice President of Recruitment and the Panhellenic advisor may immediately ask if the fraternity wishes to extend a bid to anyone not originally on its bid list.
   b. Snap bidding is an option available to chapters that did not match all quota spaces in bid matching.
   c. Snap bidding is done before bids are distributed. Snap bidding is not intended to fill spaces in the chapter total.
   d. Snap bidding is open to any woman who participated in at least one round of the designated membership recruitment process.
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Article III. Informal Recruitment and Continuous Open Bidding

Section 1. Definition and Execution

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 woman following the conclusion of formal recruitment.

I. Time Frame
   a. There will be no Continuous Open Bidding/Recruitment prior to the start of Formal Recruitment during the fall 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, once a bid has been extended to a woman the name of that woman to which a chapter has extended a bid must be sent to the Panhellenic advisor and that women must sign a bid card acceptance within 24 hours.
   c. A chapter may not extend a bid for an anticipated opening in their chapter.

III. New Member Process
   a. All chapters who extend bids after the formal membership recruitment process may do so as frequently as they wish as long as the chapter's new member process does not exceed eight weeks.

IV. Informal Recruitment
   a. When possible, Panhellenic Council can coordinate continuous open bidding recruitment events as a designated "Informal recruitment."
   b. In the case where the Panhellenic Council has coordinated an informal recruitment, the council will do its best to communicate with all chapters to schedule recruitment events so that they do not conflict.

Section 2. Eligibility

I. Academics
   a. If a chapter wishes to extend a woman a bid the individual chapter is responsible for checking her grades with the Fraternity and Sorority Life Office in order to determine the woman's eligibility.
   b. Any woman whose grades meet or exceed the minimum GPA requirement by the chapter and/or the Fraternity and Sorority Life Office Guidelines is academically eligible to receive a bid.

II. Affiliation
   a. Any RIT woman is eligible to receive a bid from a chapter as long as she is academically eligible, has not signed an MRABA to another organization within one calendar year, and is not currently affiliated with another sorority.

The vocabulary contained within this document is defined as follows:
   1. Potential New Member (PNM) - Any RIT woman who is not already affiliated with a sorority.
   2. Woman- Any person who identifies as female and is recognized by the institution (RIT) as a female.
   3. Sorority- Any recognized College Panhellenic Council member organization.
   4. Publicity- Any advertising in any form, whether this be orally or visually, including but not limited to word of mouth, printed advertising, or gestures.

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