**[NAME OF INSTITUTION] COLLEGE PANHELLENIC ASSOCIATION**

**RECRUITMENT RULES**

*NOTE: Anything in italics and highlighted is guidance for you to use when constructing your College Panhellenic’s recruitment rules. Please remove the text in italics from your document when finalizing it for approval by the College Panhellenic delegates.*

**I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

All NPC member organizations at [name of institution] adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

**II. 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. We agree to all policies and steps of the MRABA.

**III. Strict Silence**

Strict silence is observed only between the end of preference events and bid distribution.

**IV. 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).

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation or be forced to delete social media accounts or be penalized for talking about their membership.

**V. Values-Based Recruitment**

All NPC member organizations represented at [name of institution] will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

* Focus on conversations between chapter members and PNMs about organizational values and member organizations.
* Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services.
* 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.
* Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
* Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

**VI. Primary Recruitment Logistics**

*This section should include information about the recruitment schedule, logistics and rounds and when chapters should share the financial transparency form with PNMs. College Panhellenic could include general guidelines about each round. Keep minimal.*

Round 1: Name of round

Length of round and length of breaks/transition

Guidelines:

* Decor limits

Invitation list deadline:

*Insert additional rounds if applicable.*

Round 2: Preference round

Length of round and length of breaks/transition

Guidelines:

* Decor limits

Bid list deadline:

**VII. Recruitment Counselors**

*This section includes information about whether recruitment counselors and Panhellenic officers will remain associated during primary recruitment. If they will not, this section should include information about disassociation. This section should also include the guidelines and expectations for recruitment counselors and Panhellenic officers during recruitment.*

*Suggested items to include if having affiliated recruitment counselors:*

* *Statement of what the association will look like, such as a list of chapter and campus activities that recruitment counselors can or cannot participate in before and during recruitment.*
* *Behavioral expectations of recruitment counselors.*
* *Guidelines on using social media accounts and specified dates when the outlined use is in place.*
* *Recommendations on recruitment counselor contact with their chapter members, including housing, meals, etc.*
* *Protocols for using and displaying sorority letters and membership identifiers, such as clothing, jewelry and accessories.*

*In all cases, each recruitment counselor should continue to execute her role with a Panhellenic mindset to carry out her duties. Recruitment counselors should be educated and appropriately trained by the College Panhellenic.*

**VIII. Recruitment Finances**

*This section should include information about pre-recruitment and recruitment budgets. Establish budget guidelines and cap recruitment expenses. Provide detailed instructions about the value of all donated goods and services. Keep the costs minimal.*

**IX. Continuous Open Bidding (COB)**

Continuous Open Bidding 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.

Non-primary term: COB begins once total is set within 24 hours of the first day of the non-primary term.

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

**X. Alumnae Involvement**

*This section should include any desired limitations for alumnae involvement during primary recruitment. Ideally, alumnae involvement is a behind-the-scenes role, not one that actively participates in the recruitment process, except when executing the function of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.*

**XI. Fineable Violations & Fines Assessed**

*Use the following template if the College Panhellenic will be assessing fines.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Violation** | **When Applicable** | **Amount** | **Assessed** |
| *What action would have to occur?* | *The timeframe in which the action occurs would make it a violation (e.g., 30 days before primary recruitment begins)* | *The monetary amount of the fine.* | *How frequently is this fine assessed? (e.g., each occurrence, each day late, compounding)* |

*Note: Once approved, a copy of these rules should be sent to your NPC College Panhellenic area advisor and uploaded to FS Central.*

***A PNM code of ethics for your campus is suggested to complement the rules template. NPC has a*** [***PNM code of ethics template***](https://www.npcwomen.org/wp-content/uploads/2020/07/PNM-Code-of-Ethics-Template.docx) ***to follow.***