

## **2024 CWRU Panhellenic Recruitment Rules**

### **Section One: General Rules**

1. The Panhellenic Council wishes to stress the importance of honorable recruiting. All sorority members and new members are expected to abide by the spirit as well as the specifications of the recruitment regulations.
2. Chapter members are reminded that they must abide by the Code of Ethics at all times. The Code of Ethics can be found at the end of this document.
3. All members, alumnae and new members are responsible for knowing the recruitment rules.
4. All National Panhellenic Council (NPC) Unanimous Agreements shall be upheld.
5. Any violation of the Recruitment Rules is considered a recruitment infraction. All recruitment infractions shall be handled according to the CWRU Panhellenic bylaws.
6. The Recruitment Council will be responsible for assisting with Panhellenic recruitment activities. The Recruitment Council is composed of the recruitment chairs of each chapter and is led by the Panhellenic VP: Recruitment. Each chapter receives one vote when applicable.
7. Total will be set each semester by the Panhellenic VPR, their advisor, and the NPC Total Setting Team representative. For the Fall Semester, total will be set **two weeks** before the first day of classes. In the Spring Semester, total will be adjusted to campus average 72 hours after the close of formal recruitment, per the NPC Manual of Information. Chapters must update their list of active chapter members on MyChapter by August 1st for Fall semester and January 1 for the start of the Spring Semester. Members abroad or co-oping that will be gone the next two consecutive semesters do not count as active members.
8. Potential New Members joining a chapter must sign a MRABA and will be bound to the terms of this card.
9. Sorority members must respect the rules and rights of the Potential New Members (PNMs) and abide by those rules and rights as Recruitment Rules. The PNM Bill of Rights can be found [here](#).
10. All chapters will abide by the recruitment schedule developed by the Panhellenic VP: Recruitment and Recruitment Council, including check-in times, set-up times, party times, clean-up times, list deadlines, and meeting times.
11. Following the close of Formal recruitment, the Panhellenic VP: Recruitment will distribute Formal Recruitment Evaluations to the potential new members and the individual chapters. The Recruitment Chairs of each chapter should complete and submit their chapter's recruitment evaluation to the Panhellenic VP: Recruitment within two weeks after the distribution of the evaluations.
12. Chapter members may not inquire to or discuss a PNM's chapter preferences.
13. There will be no promising of bids directly or indirectly to any student by any member, new member, or alumna of a sorority.

### **Article One: Non-Panhellenic Members**

1. Panhellenic chapter members shall not attend or participate in any non-panhellenic Greek Events where the primary purpose is recruitment (i.e. fraternity events).
2. Chapters shall prohibit the participation of non-Panhellenic members of the Greek Community in membership recruitment and activities.
3. No persons identifying as male shall be allowed to participate in formal recruitment.

### **Article Two: Substances**

1. No sorority member may provide, offer, or encourage any PNM or underage individual to drink or use illicit substances. PNMs should not be in the immediate presence of a sorority member in any situation in which any illicit substances are present.
2. Illicit substances shall not be used in any part of membership recruitment or Bid Day activities.
3. During the period of formal recruitment (January 1st through Bid Day at 4 PM), no sorority member should engage in activities in which alcohol is present. However, at public carding institutions, on and off campus, it is acceptable for sorority members of age, 21, to consume alcohol during this time period.
4. "Illicit substances are defined to include alcohol, drugs, and other controlled substances that are not permitted by law in the state of Ohio."

### **Section Two: Continuous Open Recruitment**

1. "Sororities not at total may extend open bids through the end of reading days to reach total for the following semester. Bids must be accepted by the conclusion of the reading days at the end of each semester, or they will not be considered valid. Graduating seniors will not be counted in the number of members needed to reach total for the following semester."
2. Immediately following the close of the formal recruitment bid acceptance period at 4 PM on Bid Day, eligible chapters can issue open bids.
3. PNMs not completing or participating in formal recruitment may receive bids after the close of formal recruitment bid acceptance at 4 PM on bid day. Following formal recruitment, sororities that are not at total may offer open bids to reach total
4. Lists of PNMs that chapters are willing to extend bids to are due to the Greek Life Office a minimum of three days prior to bid extension. This is to check for eligibility for bid acceptance. Chapters may not extend bids to individuals that were not checked for eligibility.
5. Multiple bids may be received by the same PNM. PNMs should be given a minimum of 48 hours to accept their bids without the chapter reaching out to them. When a PNM accepts a bid, they must sign a COB MRABA, provided by the Panhellenic VP: Recruitment, within 72 hours of acceptance.
6. Chapter rosters are due August 1st for chapters participating in Fall COB.
7. The uniform recruitment budget per chapter is \$450 per semester the chapter is eligible for COB.

- a. Chapters more than 20% below total may request a larger budget limit if necessary. This will be handled on a case by case basis with the VPR depending on how below total the chapter is, and what the intended spending is for.
- b. Chapters may budget as a part of the \$450 to cover costs of 1 on 1 events for meals/coffee/etc for chapter members, but may not pay for Potential New Members.
- c. Proposed Budget outline is due August 31st for Fall COB, and January 1st for Spring COB.
- d. A finalized budget with photocopied receipts is due the last day of the semester as set by the University Registrar, be it fall or spring.
- e. Fines for a chapter going over budget will be instituted as follows:
  - i. Over budget between \$1 and \$50: Fine of \$10
  - ii. Over budget between \$50.01 and \$100: Fine of \$20
  - iii. Over budget between \$100.01 and \$150: Fine of \$30 and a mandatory meeting with the PHC VPR, PHC President, Chapter President and Chapter VPR
  - iv. Over budget over \$150: Fine of \$50 and a mandatory meeting with the PHC VPR, PHC President, Chapter President and Chapter VPR
    1. For each increment of \$20 above this mark, a \$10 fee will be added to the \$50 base fine

### **Section Three: Pre-Recruitment**

1. Pre-recruiting is defined as influencing a PNM in the individual's attitude towards Greek Life. Panhellenic pre-recruitment is strongly encouraged. The pre-recruitment season begins on August 1st and ends on December 31st (the day before the formal period begins). Chapters may not engage in active recruiting activities during the summer months, excluding recruitment preparation efforts.
2. PNMs may be invited, by any means, to a sorority event as long as it is open to the entire campus. The event must be marketed in a way that makes it clear that it is open to all campus members.
3. Sorority members may interact with PNMs via online social networks (i.e. Facebook, Instagram etc.). However, no PNMs may be invited to join a chapter specific group.
4. Personal and informative Panhellenic-spirited contact with PNMs is highly encouraged at all times, year round, with the exception of those periods designated for Strict Silence.
  - a. This includes contact on social media.
5. The Panhellenic VPR shall organize the All Sorority Meeting during the first Thursday of the Fall semester.
  - a. This meeting shall be mandatory for all members of the Panhellenic community.
  - b. The Chapters are responsible for holding members accountable to attending this meeting according to their internal accountability mechanisms.
  - c. The Recruitment Council is also responsible for determining what kinds of absences will be excused by the council.
  - d. The programming for this meeting shall be left to the discretion of the Panhellenic VPR and communicated to the chapter VPRs two weeks before first year move in to ensure they can plan ahead.

## Section Four: Formal Recruitment

1. The Formal Recruitment season begins on January 1st and ends on Bid Day at 4 PM. There shall be no informal recruiting of any PNM during this period.
2. Normal social contact between sorority members and PNMs should not be disrupted during formal recruitment. Everyday activities and contact should continue as normal.
3. During the formal recruitment period, no sorority may co-sponsor any event, including mixers, open parties, and philanthropy events.
4. The Panhellenic Council will compile a financial listing of the costs for all chapters and distribute this information to PNMs.
  - a. An outline of dues and additional costs are due no later than August 1st, to ensure this information is available in the Sorority Handbook and recruitment website for Fall COB. Amendments may be submitted up until January 5th.
5. During the formal recruitment period, no PNM shall visit the chapter area (floor/suite, chapter house, chapter room, etc.)
6. Each individual chapter is responsible for the room they use for each party. Chapters are expected to leave the room in the identical state in which it was found before the party, or they will be fined.
7. All themes and decorations should be related to sorority-specific values, in accordance with NPC rules on “no frills” recruitment. All decorations are up to the discretion of the Panhellenic VP: Recruitment.
  - a. Decisions on decorations regarding frills will be made, and VPRs notified, no later than the last day of the fall semester as set by the University Registrar.
8. Recruitment videos will be evaluated for length and content by the Panhellenic VP: Recruitment.
9. The uniform recruitment budget per chapter is \$650 which may come directly from chapter funds. Alumnae may donate up to \$150 of this total \$650 to the chapter’s recruitment efforts and their contribution must be counted in the recruitment budget. An itemized budget and photocopy of all receipts must be submitted to the Panhellenic VP: Recruitment by Bid Day at 4 PM. Bid acceptance lists will not be distributed until the budget and receipts have been turned in.
  - a. A proposed budget outline will be due November 15th.
  - b. Chapters may not ask chapter members to spend more than \$50 of their personal money for anything recruitment related, including apparel, shoes, and/or accessories.
    - i. This limit does not include the cost of ritual initiation attire that might be worn during formal recruitment.
    - ii. Additional money may be spent to help chapter members cover the cost of attire, at the discretion of the VPRs. This will not be counted as a part of the uniform budget.
    - iii. Hygienic items do not count towards the \$650 limit. This includes items like hand sanitizer, masks, and other reasonable such items.
      1. If you have questions about a hygienic item counting or not, please contact the Panhellenic VPR.
  - c. Fines for a chapter going over budget will be instituted as follows:

- i. Over budget between \$1 and \$50: Fine of \$10
  - ii. Over budget between \$50.01 and \$100: Fine of \$20
  - iii. Over budget between \$100.01 and \$150: Fine of \$30 and a mandatory meeting with the PHC VPR, PHC President, Chapter President and Chapter VPR
  - iv. Over budget over \$150: Fine of \$50 and a mandatory meeting with the PHC VPR, PHC President, Chapter President and Chapter VPR
    - 1. For each increment of \$20 above this mark, a \$10 fee will be added to the \$50 base fine
- 10. Chapters shall submit a roster of chapter members that will be recruiting on each day of recruitment to the Panhellenic VP: Recruitment by the first day of classes in the spring semester.
  - a. When the recruitment schedule permits, a chapter will be eligible for an additional party on a day of recruitment when the average number of PNMs attending the chapter's parties exceeds the chapter's number of recruiters by 25%. The eligible chapters will be notified of the decision no later than 1.5 hours before the start of recruitment for that day.
  - b. The Panhellenic VP: Recruitment reserves the right to decrease a chapter's number of parties to ensure a similar experience for PNMs in each party when the number of recruiters exceeds the chapter's average number of PNMs by 25%. The chapter will be notified of the decision no later than 1.5 hours before the start of recruitment for the day.
- 11. Chapters may not encourage single intention preferencing. Chapter members should refer questions back to the Rho Gammas.
- 12. Chapters may not discuss spring informal recruitment, including which chapters may be participating, with PNMs until the informal period has officially started.
- 13. The period of strict silence begins following a chapter's last preference party and will end on Bid Day at 4 PM. Strict silence is the period in which there will be no conversation or contact between sorority members and PNMs.
- 14. During strict silence, all sorority members shall wear a sign of affiliation. This rule does not apply to disaffiliated members, who are disaffiliated until Rho Gamma Reveal.

### **Article One: Parties**

- 1. Multiple chapters will only be allowed in a recruitment room during set-up, clean-up, and transition times between parties.
- 2. All chapters will abide by the recruitment schedule developed by the Recruitment Council. Chapters will check in and out with a member of the Panhellenic Executive Board-elect. A designated chapter member must give a signature stating that their room was inspected and complies with the Panhellenic Recruitment rules and the chapter's pre-approved party plans.
  - a. Chapters who have unapproved decorations in their recruiting spaces may not meet with PNMs until said decorations have been removed and the timing of parties will not be adjusted if the chapter fails to get approval for the space prior to party start time.

- b. A member of the Recruitment Team or a Panhellenic designee will be checking recruiting spaces 15 minutes before the chapter's first party in order to ensure that room set up aligns with the approved Party Plan.
3. Only chapter members, initiated members, and new members of the sorority may actively recruit and speak with PNMs during the formal recruitment period. Visiting national officers and alumnae may be introduced to PNMs but may not participate in recruiting. House directors and members' parents may assist with food preparation, serving, and cleaning up.
  - a. Chapters at or below 80% of total may use local alumnae or active members from other chapters, to assist with speaking to PNMs, up to total. The alumnae and active members from other chapters must make their distinction known, both on name tags and when introducing themselves. The number of alumnae and active members from other chapters should not exceed the number of active chapter members.
  - b. National advisors may not attend recruitment parties other than their own chapter unless they have obtained consent.
4. PNMs may not be presented with any favors, gifts, preference letters, or notes during the formal recruitment period. PNMs may not be given anything during parties including food or beverages other than water. PNMs may be given plain water, not flavored or sparkling. This is in accordance with the Tinkham Veale University Center's policies on events. PNMs may not take anything out of the party with them. Chapters may provide name tags for the PNM during parties, but they must be removed before departure. The Panhellenic Council shall provide each PNM with a name tag to be used for all parties.
5. Rho Gammas may not be present during recruitment parties, regardless of chapter affiliation. No exceptions will be made for this, including for ritual ceremonies on day 4.

## **Article Two: Disaffiliation**

1. For the 2023-2024 academic year The Panhellenic will define disassociation as the following:
  - a. Disassociation is defined as the distancing of a Panhellenic member from their chapter to participate as a recruitment guide for formal recruitment. By dissociating, a member shall not recruit for their chapter, but for the Greek community as a whole.
  - b. Recruitment Guides, the Panhellenic VP: Recruitment, Assistant VP: Recruitment (both Events and Marketing), and Rho Gamma Coordinator shall disassociate from their chapters during the pre-recruitment period, beginning upon the return from the Thanksgiving Academic Break
  - c. A dissociated member may still wear letters unless attending an event where it is deemed inappropriate by the Rho Gamma Coordinator until the return from Thanksgiving break. [See Rho Gamma Disassociation document](#) for more specific details.

- d. Disassociated chapter members may not wear any sign of their chapter affiliation or socialize publicly with their chapters following Thanksgiving Break.
  - e. They must uphold strict confidentiality of recruitment information at all times, including periods of disassociation and disaffiliation.
  - f. Social media expectations are further outlined in the [Rho Gamma Disassociation document](#).
  - g. Disaffiliation will resume as defined below beginning upon the return from Thanksgiving Break until the conclusion of Rho Gamma Reveal.
2. Recruitment Counselors, the Panhellenic VP: Recruitment, Assistant VP: Recruitment (both Events and Marketing), and Rho Gamma Coordinator shall be disaffiliated from their chapters during the pre-recruitment and formal recruitment periods. The Panhellenic Executive Board-elect shall be disaffiliated from their chapters during the formal recruitment period.
  3. Disaffiliated chapter members may not wear any sign of their chapter affiliation or socialize publicly with their chapters. They must uphold strict confidentiality of recruitment information.
  4. Disaffiliated members cannot attend events in a capacity that would risk or break their disaffiliation. They should not be penalized for events that they are unable to attend either due to their disaffiliation or due to a direct conflict with recruitment counselor trainings.
  5. Disaffiliated members cannot participate in any form of recruitment activity during their disaffiliation, including informal recruitment and recruitment workshops.
  6. Chapter VPRs are responsible for monitoring the number of members applying to be Rho Gammas and to “cap” the number of Rho Gams if necessary. Chapter VPRs are responsible for communicating this to their chapters. For the good of the community, chapters are required to follow these guidelines to ensure that enough people are permitted to apply and be Rho Gams so the PNMs can be appropriately supported during recruitment. The Panhellenic recruitment team reserves the right to not accept every applicant as a Rho Gamma. If fewer members than the cap are accepted and more chapter members want to apply, VPRs are required to allow them to do so until they have exceeded the minimum Rho Gamma “cap”. Members of the Panhellenic Council Executive Board may count within this cap for a chapter.
    - a. Chapters with 70 or more members may not have a minimum “cap” lower than 5.
    - b. Chapters with 60-70 members may not have a minimum “cap” lower than 4.
    - c. Chapters with 50-60 members may not have a minimum “cap” lower than 3.
    - d. Chapters with 40-50 members may not have a minimum “cap” lower than 2.
    - e. Chapters with 30-40 members may not have a minimum “cap” lower than 1.

- f. Chapters with less than 30 members may be permitted to provide 0 Rho Gammas at the discretion of the Panhellenic VP: Recruitment

### **Article Three: Release Figure Methodology**

1. CWRU will contract the use of a computer based matching system prior to the start of Formal Recruitment. Party and bid matching will be conducted using this system. The quota addition process will be completed with the NPC Release Figure Methodologist and the Director of Greek Life or his/her designee.
2. The Director of Greek Life or his/her designee shall have sole access to the computer database system and shall oversee the use of the system by the Executive Recruitment Team. No member of the Executive Recruitment Team shall use the system in an inappropriate manner or share the information accessed through the program.
3. Each chapter is urged to follow the numbers suggested by the Release Figure Methodology systems in terms of number of names to put on invitation, flex, and bid lists.
4. All chapter invitations and bid lists shall be submitted using this program. If a list is late, the chapter will be charged \$10 for every 5 minutes the list was late. Chapters will be given 3 hours to compile and submit their invitation lists for the following day.

### **Panhellenic Code of Ethics**

*We, the members of the Panhellenic Council at Case Western Reserve University, in order to promote harmony and goodwill between member sororities and to maintain friendly relations between fraternity members and non-fraternity members, adopt this Code of Ethics to be respected, observed, and adhered to by each member of the Panhellenic Council at all times and in all situations. Panhellenic Council members will not speak or act in any way that influences or biases an individual, positively or negatively, toward any particular sorority. Council members are fully expected to encourage individuals to participate in the recruitment process, but only in a manner that benefits the entire sorority community. Panhellenic Council members will not promise membership, nor make statements that may be perceived as a promise of membership, to any individual. No gifts are to be given to any individual prior to or during Formal Recruitment. Panhellenic Council members will behave responsibly with regard to alcohol consumption. Council members will not encourage or participate in the consumption of alcohol with freshmen and/or potential members, and will abide by state and federal laws with regard to alcohol consumption. This code is the foundation for a successful and positive Panhellenic community, and only through respect for it will each sorority benefit. Please exercise good judgment in every representation of sorority life. The Panhellenic Judicial Board reserves the right to review and interpret any violations of these ethics, and choose a suitable reprimand for the violating individual, group, or organization.*