

**RECRUITMENT RULES OF
CASE WESTERN RESERVE UNIVERSITY COLLEGE
PANHELLENIC ASSOCIATION**

I. Statement of Promotion of the Sorority Experience

We, the College Panhellenic members, will actively promote the overall sorority experience to potential new members, at all times, year-round, through personal and informative Panhellenic-spirited contact. We will do this through all forms of communication.

Promotion of the sorority experience does not mean creating an unfair advantage for a particular chapter. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean 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, cover up their association or be penalized for talking about their association.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Case Western Reserve University must adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. General Rules

- A. Chapter members must abide by the Code of Ethics at all times.
- B. All National Panhellenic Council (NPC) Unanimous Agreements shall be upheld.
- C. Any violation of the Recruitment Rules is considered a recruitment infraction. All recruitment infractions shall be handled according to the CWRU Panhellenic bylaws.
- D. 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.
- E. Chapters must update their list of active chapter members on MyChapter by August 1st for Fall semester and January 1st for the start of the Spring Semester. Chapter size will be determined by the NPC Policy.
- F. Potential New Members joining a chapter must sign a MRABA and will be bound to the terms of this card
- G. 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](#).
 1. All PNMs should be treated with kindness, dignity and respect regardless of their race, color, religion, sex, sexual orientation, gender identity or

expression, national or ethnic origin, protected veteran status, disability, age, physical appearance (including clothing and size), and genetic information.

- H. All chapters will abide by the recruitment schedule developed by the Panhellenic VP: Recruitment and Recruitment Council, including check-in times, set-up times, event times, clean-up times, list deadlines, and meeting times.
- I. Following the close of Primary recruitment, the Panhellenic VP: Recruitment will distribute Primary 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 evaluations to the Panhellenic VP: Recruitment within two weeks after the distribution of the evaluations.
- J. Chapter members may not inquire to or discuss PNMs chapter preferences.
- K. There will be no promising of bids directly or indirectly to any student by any member, new member, or alumna of a sorority. This includes insinuating that they will be invited to the next round by saying, "I'll see you tomorrow," or any other suggestive or misleading comments.

IV. Statement of Values-Based Recruitment

All NPC member organizations represented at Case Western Reserve University will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- A. Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- B. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- C. Keep decorations to a minimum and confined to the interior space used for recruitment rounds. A frill is defined as but not limited to glitter, food, drinks that are not water, live flowers, additional lighting including open flames, and no more than one set of big Greek letters.
- D. Eliminate the required purchasing of recruitment event attire for chapter members.
- E. Eliminate gifts, favors, letters and notes for potential new members.
- F. Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- G. Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.
- H. In recruitment plans, each decoration, piece of media, and activity must relate back to the chapter's ritual, philanthropy, or values.

V. Statement of 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 interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

VI. Recruitment Finances

- A. The uniform recruitment budget per chapter is \$750 which may come directly from chapter funds. Alumnae may donate up to \$200 of this total \$750 to the chapter's recruitment efforts and their contribution must be counted in the recruitment budget.

1. Any sponsorships promoted/goods donated during the primary recruitment cycle will be included in the \$750 budget with an estimated declared value based on retail value.
- B. 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.
- C. A proposed budget outline will be due November 15th.
- D. Chapters may not ask chapter members to spend more than \$75 of their personal money for anything recruitment related, including apparel, shoes, and/or accessories.
 1. Outfits including shoes and accessories must offer a neutral option (ex. if you are asking members to wear pink, they must also be able to wear white or black).
- E. This limit does not include the cost of ritual initiation attire that might be worn during primary recruitment.
- F. 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 budget.
- G. Hygienic items do not count towards the \$650 limit. This includes items like hand sanitizer, masks, and other reasonable items.
- H. If you have questions about hygienic items counting or not, please contact Panhellenic VPR.

VII. Social Media.

- A. Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process are not allowed.
- B. 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.

VIII. Pre Recruitment

- A. 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 primary period begins). Chapters may not engage in active recruiting activities during the summer months, excluding recruitment preparation efforts.
 1. Pre-Recruitment events held by chapters should be held in a neutral location or with at least one other primary recruitment participating sorority
 2. All Pre-Recruitment events should market the CWRU Panhellenic experience, encourage new members to register for Primary Recruitment, and not market the specific chapters.
 3. Pre-Recruitment events should not exceed \$350 in total for all events, including partnered events. For events hosted by more than one chapter, each chapter's individuals purchases will apply to their chapter's budget
 - a) Sponsorships with receipts
 4. Receipts for Pre-Recruitment Event budget will be due at the same time as event plans and recruitment media.

- B. 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.
- C. 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
 - 1. This includes contact on social media
- D. The Panhellenic VPR shall organize the All Sorority Meeting, which will be held the weekend before Thanksgiving.
 - 1. This meeting shall be mandatory for all Panhellenic community members initiated in the previous spring and current fall.
 - 2. Members who are absent are required to complete a makeup activity and pass a makeup quiz that is created by the Panhellenic VPR within two weeks of the All Sorority Meeting.
 - 3. The Chapters are responsible for holding members accountable for attending this meeting according to their internal accountability mechanisms.
 - 4. The Recruitment Council is also responsible for determining what kinds of absences will be excused by the council.
 - 5. The programming for this meeting shall cover topics regarding Primary Recruitment. The Panhellenic VPR shall communicate to the chapter VPRs three weeks before in order to ensure they can plan ahead
- E. The Chapters are responsible for turning in Recruitment media, including songs, presentations, and video, and event plans by the deadline set at the discretion of the Panhellenic VPR within the first two weeks of the semester preceding primary recruitment

IX. Primary Recruitment Logistics

- A. Multiple chapters will only be allowed in a recruitment room during set-up, clean-up, and transition times between events.
- B. 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 event plans.
 - 1. A member of the recruitment Team or a Panhellenic designee will be checking recruiting spaces 15 minutes before the chapter's first event in order to ensure that room set up aligns with the approved Event Plan.
- C. PNMs may not be presented with any favors, gifts, preference letters, or notes during the primary 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 event with them except finance cards. 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 events.
- D. Rho Gammas may not be present during recruitment events, regardless of chapter affiliation. No exceptions will be made to this, including for ritual ceremonies on day 4.

- E. 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.
 - 1. When the recruitment schedule permits, a chapter will be eligible for an additional event 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.
 - 2. The Panhellenic VP: Recruitment reserves the right to decrease a chapter's number of events to ensure a similar experience for PNMs in each event when the number of recruiters exceeds the chapter's average number of PNMs 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.
- F. Chapters may not encourage single intention preferencing. Chapter members should refer questions back to the Rho Gammas.
- G. Chapters may not discuss spring Continuous Open Bidding, including which chapters may be participating, with PNMs until the Continuous Open Bidding period has officially started.
- H. The period of strict silence begins following a chapter's last preference event 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.
- I. During strict silence, all sorority members shall wear a sign of affiliation. This rule does not apply to disassociated members, who are disassociated until Rho Gamma Reveal.
- J. At no time during recruitment events shall more than two panhellenic members surround a PNM at one time.
 - 1. This is a violation during all recruitment-based activities, during and before Primary Recruitment
- K. Finance cards are required to be given out during philanthropy rounds, which are permitted to leave with PNMs, but must be approved by the Panhellenic VP: Recruitment.
- L. PNMs will be expected to come to all four primary recruitment days. If the PNM has an excused absence such as illness, emergency, mandatory class related events, an excuse form can be filled out. A PNM will need to attend at least one day of primary recruitment in person to continue in the process. The PNM will be released if they do not attend any days of primary recruitment.
- M. Doors should remain closed for the duration of an active event with PNMs, unless there is an emergency. If any active member does leave the recruiting space, they will remain outside until the end of the event.
 - 1. During an inactive event with no PNMs, chapter members are free to leave the recruiting space, but must return to the room 5 minutes prior to the end of that event.
- N. Rho Gammas at each recruiting space will give a loud knock at these times:
 - 1. 3 minutes before the start of an event
 - 2. 3 minutes before the conclusion of an event

Round 1: Panhellenic

This round lasts 25 minutes with 15-minute breaks between events.

Guidelines:

- I. Chapters are encouraged to show their promotional video.
 - A. The video must have closed captioning and be turned into PHC VP: Recruitment by a date determined by the VP: Recruitment within the first two weeks of the semester preceding primary recruitment
- II. All themes and decorations should be related to sorority-specific values, in accordance with NPC rules on “no frills” recruitment.
 - A. All decorations are at the discretion of the Panhellenic VP: Recruitment.
- III. Invitation list deadline: 3 hours after the conclusion of the last event of the round.

Round 2: Philanthropy round

This round lasts 35 minutes with 15-minute breaks between events.

Guidelines:

- I. Chapters are encouraged to share a philanthropy video.
 - A. The video must have closed captioning and be turned into PHC VP: Recruitment by a date determined by the VP: Recruitment within the first two weeks of the semester preceding primary recruitment
- II. A finance presentation is required for this day.
 - A. Finance cards with an overview of new member and active dues should be discussed and distributed.
 - B. Finance cards should be turned into PHC VP: Recruitment by a date determined by the VP: Recruitment.
- III. All themes and decorations should be related to sorority-specific values, in accordance with NPC rules on “no frills” recruitment.
 - A. All decorations are up to the discretion of the Panhellenic VP: Recruitment.
- IV. Invitation list deadline: 3 hours after the conclusion of the last event of the round.

Round 3: Sisterhood round

This round will last 45 minutes with 15-minute breaks in between events.

Guidelines:

- I. Chapters can share a sisterhood video.
 - A. The video must have closed captioning and be turned into PHC VP: Recruitment by a date determined by the VP: Recruitment.
- II. All themes and decorations should be related to sorority-specific values, in accordance with NPC rules on “no frills” recruitment.
 - A. All decorations are up to the discretion of the Panhellenic VP: Recruitment.
- III. Invitation list deadline: 3 hours after the conclusion of the last event of the round.

Round 4: Preference round

This round will last 60 minutes with 15-minute breaks in between events.

Guidelines:

- I. Chapters can share a ritual video. The video must have closed captioning and be turned into PHC VP: Recruitment by a date determined by the VP: Recruitment.

- II. All themes and decorations should be related to sorority-specific values, in accordance with NPC rules on “no frills” recruitment.
 - A. All decorations are up to the discretion of the Panhellenic VP: Recruitment.
- III. Bid list deadline: 3 hours after the conclusion of the last event of the round.

Strict Silence

Strict silence will begin following a chapter’s last preference event and last until bid distribution is completed [4pm]. No sorority member, including alumnae and new members, may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is restricted. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process.

X. Recruitment Counselors

A. Disassociation

1. Applications open August 15 and close September 15. Rho Gammas and their Chapter recruitment chair will be notified if their application is accepted by September 30th.
2. After Rho Gamma applications have closed and positions assigned:
 - a) Rho Gammas may not go to any Chapter recruitment activity including but not limited to COB, recruitment workshops, and chapter specific pre-recruitment events. (If during chapter you MUST step out of chapter room)
 - b) Chapters must remove recruitment marketing materials that showcase Rho Gammas.
 - c) Archive individual highlights of Rho Gams from chapter instagram/social media pages
 - d) Chapters may not post any pictures with a Rho Gamma present. However, large group pictures that have Rho Gamma(s) present are okay, so long as the individuals are not easily distinguishable
 - (1) Examples: Greek games photos, philanthropy events, full chapter photos
3. After November 1st Rho Gammas will be required to:
 - a) Make your social media accounts private
 - b) Remove Chapter affiliation in email signatures
 - c) Do not accept PNMs follow requests until after Rho Gam Reveal
 - d) Hide “tagged in” pictures that reveal your affiliation if not in a group (i.e. if your little tags you in a birthday post where you are both wearing letters, just hide it from your tagged pictures)
 - e) Follow all Sororities
 - f) Do not associate with chapter members or wear letters at any inappropriate events
 - (1) Any Chapter recruitment activity including but not limited to COB, recruitment workshops, and chapter specific pre-recruitment events. (If during chapter you MUST step out of chapter room)
 - (2) Philanthropy events are okay to go to, but do NOT wear letters (If you can try to be in a less visible position/location)

- (3) When meeting with PNMs
- (4) Panhellenic sponsored pre-recruitment events (Unless you are at the event as a Rho Gam)
- (5) Anytime you will be around a large group of potential PNMs.
- (6) Specifically instructed by the Rho Gamma Coordinator (unforeseen events)
- g) No chapter letters anytime
- h) Do not publicly associate with large groups of people from your chapter if they are wearing letters or are obviously part of a specific chapter.
- 4. A dissociate member may still wear letters unless attending an event where it is deemed inappropriate by the Rho gamma Coordinator until November 1st. See Rho Gamma Disassociation document for more specific details.
- 5. Disassociated chapter members may not wear any sign of their chapter affiliation or socialize publicly with their chapters following November 1st. They must uphold strict confidentiality of recruitment information at all times, including periods of disassociation and disaffiliation.

B. Absences

- 1. Absences from Rho Gammas during Primary Recruitment will be unexcused unless due to an emergency such as a death, illness, or catastrophic event; Varsity sports events; and work in extreme situations. Absences due to work will be a case by case basis and must involve a meeting with the Rho Gamma, chapter recruitment chair, and PHC VPR. For absences that are known in advance, even if the absence is not excused, the absence form must be completed by the last day of finals in the fall. After the last day of finals in the fall, Rho Gamma must contact PHC VPR of their absence and the absence will be excused on a case by case situation.
- 2. An unexcused absence during Primary Recruitment from a Rho Gamma will result in a mandatory 10 minute presentation given to their chapter within 30 days of the absence. 80% of the chapter must be in attendance and cover one of the following topics:
 - a) Panhellenic Bylaws
 - b) Panhellenic Recruitment Rules
 - c) Rho Gamma's role and responsibilities
 - d) Decision making and prioritization of the community
 - e) Panhellenic executive board and appointed positions
- 3. Disassociated 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. Disassociated members cannot attend events in a capacity that would risk or break their disassociation. They should not be penalized for events that they are unable to attend either due to their disassociation or due to a direct conflict with recruitment guide training.
- 5. Disassociated members cannot participate in any form of recruitment activity during their disassociation, including informal recruitment and recruitment workshops.
- 6. 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 Gammas. 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 requirement.

- a) Chapters must have at least 10% of members based on the August 1st roster numbers apply to be a Rho Gamma
 - (1) At minimum, chapters must allow up to a cap based on chapter size. Recruitment team has the discretion to offer less than this cap. Recruitment team has the discretion to offer over this cap, but the chapter must allow at least the cap to accept the role.
 - (a) Chapters with 70 or more members may not have a minimum of less than 5 Rho Gammas
 - (b) Chapters with 60-69 members may not have a minimum of less than 4 Rho Gammas.
 - (c) Chapters with 50-59 members may not have a minimum of less than 3 Rho Gammas.
 - (d) Chapters with 40-49 members may not have a minimum of less than 2 Rho Gammas.
 - (e) Chapters with 30-39 members may not have a minimum of less than 1 Rho Gamma.
 - (2) PHC President, PHC VPA, PHC VPR, and Recruitment Team members are not included in the 10% needed
- b) Chapters with less than 30 members may be permitted a different percentage of applications upon conversation and at the discretion of the Panhellenic VP: Recruitment or to provide 0 Rho Gammas, but may be required to provide additional support, such as tabling or marketing efforts at the discretion of the Panhellenic VP: Recruitment.

C. Expectations

- 1. Attend Rho Gamma Trainings in the Fall and a Retreat in the Spring
 - a) Dates and times will be given at least 2 weeks in advance
- 2. Communication with PNMs starting at the beginning of disassociation on November 1st with PNMs assigned to group
- 3. Sign up for office hours in the Greek Life Office the week before and the week between Primary Recruitment weekends, which may include attendance at Potential New Member Orientation.
- 4. Attend all days of Primary Recruitment in advance of PNM arrival and after PNM prioritization/preferencing

XI. Continuous Open Bidding COB

- A. Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:
 - 1. A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
 - 2. A chapter is below the established total at any point in the term.
- B. Non-Primary Term
 - 1. COB begins once total is set within 24 hours of the first day of the non-primary term
 - 2. PNMs are limited to transfer students and upper class students

- C. Primary Term
 - 1. COB begins once total is set

XII. Alumnae Involvement

- A. Only chapter members, initiated members, and new members of the sorority may actively recruit and speak with PNMs during the primary 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.
- B. 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.
- C. National advisors may not attend recruitment parties other than their own chapter unless they have obtained consent.

XII. Violations & Sanctions Assessed

- A. Fines for a chapter going over budget will be instituted as follows:
 - 1. Over budget between \$1 and \$50: Fine of \$10
 - 2. Over budget between \$50.01 and \$100: Fine of \$20
 - 3. 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
 - 4. Over budget over \$150: Fine of \$50 and a mandatory meeting with the PHC VPR, PHC President, Chapter President and Chapter VPR
 - 5. For each increment of \$20 above this mark, a \$10 fee will be added to the \$50 base fine.
- B. If chapters have unapproved decorations in their recruiting spaces and refuse to put them away after being asked, chapters will be fined \$10 for every 5 minutes. If the chapter does not have their room re-inspected before the round begins, the chapter will continue to be fined \$10 for every 5 minutes of the round. The chapter's recruiting space will not be inspected again until after the conclusion of the round.
- C. Doors during rounds into the chapter recruitment space should not be opened until the official start time of the event and all doors must close, with all members behind the closed doors at the official ending time.
 - 1. Chapters should not start or end events late or start or end events early.
 - 2. FINES:
 - a) Starting Event Early:
 - (1) 0 seconds to 60 seconds: Conversation with Recruitment Team, recurring offense in this timeframe: \$5/per offense
 - (2) 60+ seconds: \$5/minute
 - b) Starting Event Late:
 - (1) 0 seconds to 60 seconds: Reminder
 - (2) 60+ seconds: \$5/minute
 - c) Ending Event Early
 - (1) 0 seconds to 60 seconds: Reminder
 - (2) 60+ seconds: \$5/minute

- d) Ending Event Late
 - (1) 0 seconds to 60 seconds: Conversation with Recruitment Team, recurring offense in this timeframe: \$5/per offense
 - (2) 60+ seconds: \$5/minute
- D. All chapter invitations and bid lists shall be submitted using Release Figure Methodology. 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.
- E. Failure to comply with the Recruitment Rules of Case Western Reserve University College Panhellenic Association will result in an infraction. When a report of an infraction is properly received by the College Panhellenic, the accused sorority's incoming and outgoing presidents and VPs of Recruitment shall be given formal notification in writing within 14 days of infraction.
 - 1. Chapters have 7 days to accept or deny responsibility.
 - a) Chapter can accept responsibility for the infractions and will meet with Panhellenic VPR and Advisor to determine sanction.
 - (1) Chapters can have up to 3 members attend this meeting. Any non-Collegiate members are there only for support and should not speak during the meeting.
 - b) Chapter can deny responsibility for the infractions and will meet with the Panhellenic VPR, additional member of Recruitment Team, and Advisor to determine responsibility and potential outcomes.
 - (1) Chapters can have up to 3 members attend this meeting. Any non-Collegiate members are there only for support and should not speak during the meeting.
 - (2) The appeal of this decision shall be made within 7 days to the Director of Greek Life, or their designee.
 - 2. Any meetings will occur within 21 days of the formal notification.
 - 3. Sanctions include and or not limited to, predetermined fines, a warning, a one on one conversation, member education, or judicial board. Once an outcome is finalized, please notify the VP: Recruitment.
 - 4. Excessive fines may result in referral to the judicial board.