

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

***Updated April 2025***

- I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**  
All NPC member organizations at Case Western Reserve University 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. Bid Promising**  
Any action or communication (oral or written) by a sorority member that directly or indirectly indicates to a PNM an invitation to join a certain sorority prior to that PNM receiving a bid is prohibited.
  
- IV. Strict Silence**  
Strict silence between collegiate chapter women and PNMs shall be observed only between the beginning of a member organization's preference events and the distribution of bids. PNMs who registered and were not matched during bid matching may be contacted during this time for the purposes of snap bidding or COB.
  
- V. 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).
  
- VI. Values-Based Recruitment**  
All chapters of a College Panhellenic Association, as well as their members, must incorporate the following practices into their membership recruitment events:
  - A. Focus on conversations between chapter members and PNMs about organizational values and member organizations.
  - B. Comply with the membership recruitment guidelines established by the local
  - C. College Panhellenic Association that caps expenses, including the value of all donated goods and services.
  - D. 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. Additionally, items that are not approved per University Policy or Rental Space Agreements in any recruiting space will not be permitted in all recruiting spaces.

- E. Eliminate the required purchasing of recruitment event attire for chapter members.
- F. Eliminate gifts, favors, letters and notes for PNMs in primary recruitment.
- 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.

## **VII. Setting Total and COB**

Total is set and announced by the RFM/total specialist, which concludes the bid matching process. COB begins when total is set and announced.

## **VIII. 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. Chapters must update their list of active chapter members on MyChapter by August 1st for the Fall semester and January 1st for the start of the Spring Semester. Chapter size will be determined by the NPC Policy.
- E. Potential New Members joining a chapter must sign a MRABA and will be bound to the terms of this card
- F. 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 in the NPC Manual of Information.
  - 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.
- G. All chapters will abide by the recruitment schedule developed by the Panhellenic VP: Recruitment and Director of Greek Life, or their designee, including check-in times, set-up times, event times, clean-up times, list deadlines, and meeting times.
- H. 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.
- I. Chapter members may not inquire to or discuss PNMs chapter preferences.

- J. 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.

#### **IX. 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.
- C. A proposed budget outline will be August 1st.
- 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).

#### **X. 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 PNM's via online social networks (i.e. Facebook, Instagram, etc.) However, no PNM's may be invited to join a chapter specific group.

#### **XI. Primary Recruitment Dates & Overview**

- A. The Primary Recruitment Term will be the Fall academic semester.
- B. Recruitment dates and daily schedule will be determined by the Panhellenic VP: Recruitment and the Director of Greek Life or their designee with recruitment starting no earlier than after the second week of classes.
  - 1. Dates and daily schedule will also be determined by availability of spaces for recruitment.
- C. All recruitment plans, including, but not limited to rosters, room layout, decorations, budget, media, songs, presentations, and videos are due to the Panhellenic VP: Recruitment by August 1st to be approved. These materials should not be shared outside of recruitment events until Bid Distribution.
  - 1. All plans as approved must be used only for the round of recruitment they were created for.

2. Panhellenic will be responsible for covering any windows on the doors into recruitment rooms. All others will be the responsibility of the chapter assigned to the room.
- D. All chapters will submit recruitment outfits to the Panhellenic VP: Recruitment by May 1st to be approved.
- E. All chapters will submit Financial Transparency Forms with detailed information on dues and other financial commitments to the Panhellenic VP: Recruitment by August 1st and the Greek Life Office.
- F. **Round 1: Panhellenic**
1. 25 minute events
  2. Chapters are encouraged to show their promotional video and if shown, it must have closed captioning.
- G. **Round 2: Philanthropy**
1. 35 minute events
  2. Chapters are encouraged to share a philanthropy video and if shown, it must have closed captioning.
  3. A finance presentation is required for this day
    - a) Finance cards with an overview of dues will be provided by the Panhellenic Recruitment Team based upon the information submitted in the Financial Transparency Form
    - b) PNMs are able to keep the finance cards after the conclusion of the event
- H. **Round 3: Sisterhood**
1. 45 minute events
  2. Chapters can share a sisterhood video, including a house tour, and if shown, it must have closed captioning.
- I. **Round 4: Preference**
1. 60 minute events
  2. Chapters can share a ritual video and if shown, it must have closed captioning.

## **XII. Primary Recruitment Logistics**

- A. Chapters will check in and out with a member of the Panhellenic Recruitment Team or Panhellenic Officer. 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 Panhellenic Recruitment Team or Panhellenic Officer will complete the room check 15 minutes before the chapter's first event.
  2. A member of the Panhellenic Recruitment Team or Panhellenic Officer will complete the room check-out at the time designated by the daily schedule.

- B. Multiple chapters will only be allowed in a recruitment room during set-up, clean-up, and transition times between events.
- C. At no time during recruitment events shall more than two Panhellenic members surround a PNM at one time.
- D. Chapters may not discuss or encourage Single Intentional Preferencing or participation in Continuous Opening Bidding (COB)
- E. 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.
- F. Recruitment Counselors at each recruiting space will give a loud knock at these times:
  - 1. 3 minutes before the start of an event with the attendance list
  - 2. 3 minutes before the conclusion of an event
- G. Invitation lists are due 3 hours after the conclusion of the last event of the round unless the deadline is extended by the Panhellenic VP: Recruitment.

### **XIII. Snap Bidding**

- A. Snap bidding may be used by chapters that did not match the quota during Primary Recruitment.
- B. PNM Eligibility
  - 1. PNMs who participated in at least one recruitment event and were not matched to a chapter during bid matching, whether because they withdrew or were released, are eligible for snap bidding.
  - 2. PNMs who complete an MRABA but are not matched are eligible for snap bidding (regardless of intentional single preferencing).
- C. Procedure
  - 1. Chapters should prepare and update a snap bid list throughout recruitment
  - 2. If chapters are eligible for snap bidding, the Greek Life Advisor will reach out to request the snap bid list. Chapters wanting to participate in snap bidding will send in lists by the deadline given in the notification.
    - a) If chapters send in snap bid lists to the Panhellenic VP Recruitment and/or Greek Life Advisor before being asked, it will be considered agreement to participate in snap bidding.
  - 3. Once all snap bid lists have been collected, the Greek Life advisor will contact PNMs.
  - 4. PNMs will be given a deadline to respond
    - a) PNMs accepting must sign the COB MRABA to complete the acceptance process

5. PNMs will be contacted in order as much as possible; however, if a PNM is listed on multiple snap bid lists, all offers will be shared regardless of order.

#### **XIV. Primary Recruitment Logistics**

- A. 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.

#### **X. Recruitment Counselors**

##### **A. Disassociation**

1. Applications open and close in the Spring, dates specified by the Director of Recruitment Counselors and Panhellenic VP: Recruitment. Recruitment Counselors and their chapter's recruitment chair will be notified if their application is accepted by March 30th.
  - a) *Effective starting 2027-2028 academic year:* Applicants must:
    - (1) Have a 2.5 cumulative GPA
    - (2) Have participated in a Primary Recruitment as an active member
    - (3) Be in good standing with their respective organization
2. After Recruitment Counselor applications have closed and positions assigned:
  - a) Recruitment Counselors may not go to any Chapter recruitment activity including but not limited to COB, recruitment workshops, (If during chapter you MUST step out of chapter room)
  - b) Chapters must remove recruitment marketing materials that showcase Recruitment Counselors.
  - c) Archive individual highlights of Recruitment Counselors from chapter instagram/social media pages
  - d) Chapters may not post any pictures with a Recruitment Counselor present. However, large group pictures that have Recruitment Counselor(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 May 1st Recruitment Counselor 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 Recruitment Counselor 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 and recruitment workshops (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 Director of Recruitment Counselors (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 dissociated member may still wear letters unless attending an event where it is deemed inappropriate by the Director of Recruitment Counselors until May 1st. See the Recruitment Counselors 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 May 1st. They must uphold strict confidentiality of recruitment information at all times, including periods of disassociation and disaffiliation.
- B. Absences
1. Absences from Recruitment Counselors during Primary Recruitment will be unexcused unless to an emergency such as a death, illness, or catastrophic event; Varsity sports events; and work in extreme situations. Absences to work will be a case by case basis and must involve a meeting with the Recruitment Counselor, 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, Recruitment Counselor 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 Recruitment Counselor 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) Recruitment Counselor'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 to their disassociation or 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 Recruitment Counselors. The Panhellenic recruitment team reserves the right to not accept every applicant as a Recruitment Counselor. 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 Recruitment Counselor requirement.
  - a) Chapters must have at least 10% of members based on the January 1st roster, excluding new members from the academic year and those graduating in the spring or summer terms, apply to be a Recruitment Counselor.
    - (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 Recruitment Counselors
      - (b) Chapters with 60-69 members may not have a minimum of less than 4 Recruitment Counselors.
      - (c) Chapters with 50-59 members may not have a minimum of less than 3 Recruitment Counselors.
      - (d) Chapters with 40-49 members may not have a minimum of less than 2 Recruitment Counselors.
      - (e) Chapters with 30-39 members may not have a minimum of less than 1 Recruitment Counselor.
    - (2) PHC President, PHC VPA, PHC VPR, and Recruitment Team members are not included in the 10% needed
    - (3) Applicants must be able to attend all of recruitment.
  - 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 Recruitment Counselors, 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 Recruitment Counselor Trainings in the Spring and a Retreat in the Fall
  - a) Dates and times will be given at least 2 weeks in advance
2. Communication with PNMs starting at the beginning of disassociation on May 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
5. 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.
6. Respect the privacy of PNMs and keep their personal information confidential before, during, and after primary recruitment.

## **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. COB begins once total is set and announced
- C. Primary Term
  1. During the primary recruitment term, COB cannot precede or replace primary membership recruitment
- D. Non-Primary Term
  1. COB begins once total is set within 24 hours of the first day of the non-primary term
- E. COB MRABAs
  1. All potential new members joining a chapter through COB must sign the COB MRABA
  2. Chapter must send the signed and completed COB MRABA to the Panhellenic VP Recruitment and the Greek Life advisor within one (1) business day of the date it was signed

## **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. Peer Accountability Procedure for all Recruitment Related Infractions:**

1. The Alleged Infraction Report must be completed within 30 days of the date of the alleged infractions
2. A chapter president, PHC VP Recruitment, Recruitment Counselors, Potential New Members, and Greek Life staff are the only individuals able to submit a Recruitment Alleged Infraction Report
3. An incomplete Report will be returned to the reporting party with correction being made within the listed 30 day window
4. A copy of the Report with documentation will be sent to the Chapter President, Chapter Recruitment Officer, Greek Life Advisor, and the NPC Area Advisor within 7 days of receiving the Report
5. The chapter will also receive a Resolution Meeting Notice within 14 days of the Panhellenic receiving the Report
6. Chapter must respond within 7 days of receiving the Resolution Meeting Notice to schedule either:
  - a) Informal Accountability Resolution Meeting: Chapter is willing to accept responsibility for all alleged infractions and wishes to collaboratively determine educational outcomes for the infractions.
    - (1) Chapters will meet with the Panhellenic VP Administration and Greek Life advisor or their designee to determine outcomes
    - (2) 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) Formal Accountability Resolution Meeting: Chapter wishes to dispute any alleged infractions
    - (1) Chapters will meet with the Panhellenic VP Administration, Panhellenic VP Recruitment, Panhellenic President, and Greek Life Advisor or their designee to determine responsibility and potential outcomes
    - (2) 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.
    - (3) The appeal of any decision from a Formal Accountability Resolution Meeting will follow the NPC Appeal Process
7. Any meetings must occur within 21 days of the Meeting Notice
8. No response will result in notification of the chapter's Chief Panhellenic Officer and a Formal Accountability Resolution will take place.

- 9. Failure to attend a meeting without rescheduling or notice will result in an Alleged Infraction Report
- 10. Failure to complete the outcomes of any meeting by the deadline listed will result in an Alleged Infraction Report

**B. Finable Infractions & Fines Assessed**

- 1. Fines are a required outcome if a chapter accepts or is found responsible for the infraction. Invoices will be sent after the Resolution Meeting.
- 2. All fines will be used for the Emergency Dues Fund

<b>Violation</b>	<b>When Applicable</b>	<b>Amount</b>	<b>Assessed</b>
Submitting recruitment materials late	Materials due May 1st or August 1st	\$5	Per day late
Going over recruitment budget	Primary Recruitment & Receipt Submission Deadline	\$10	Over Budget Between \$1 and \$50
		\$20	Over budget between \$50.01 and \$100
		\$30	Over budget between \$100.01 and \$150
		\$50	Over budget over \$150
		\$50 + \$10 x	\$10 fee per every additional \$20 over \$150
Starting an Event Early	0 - 60 seconds	\$5	Per occurrence after the second occurrence
	60 + seconds	\$5	Per occurrence
Starting an Event Late	0 - 60 seconds	\$0	Reminder
	60 + seconds	\$5	Per occurrence
Ending an Event Early	0 - 60 seconds	\$0	Reminder
	60 + seconds	\$5	Per occurrence

Ending an Event Late	0 - 60 seconds	\$5	Per occurrence after the second occurrence
	60 + seconds	\$5	Per occurrence
Late List Submission	After deadline	\$10	Every 5 minutes late
Cleaning and/or Damage	Based upon charge to Panhellenic. For rooms that are shared: <ul style="list-style-type: none"> <li>● If all chapters are responsible/found responsible, the fine will be split amongst the responsible chapters</li> <li>● If only one chapter is responsible/found responsible, the fine will be the full amount</li> </ul>	Fee Assessed	Fee Assessed

### XIII. Substances

- A. During Primary Recruitment Period, Panhellenic Executive Officers, Recruitment Team, and Recruitment Counselors are to follow their chapter's policies except attendance at chapter events.