

## **RECRUITMENT RULES OF LEHIGH UNIVERSITY PANHELLENIC ASSOCIATION**

### **Article I. Positive Panhellenic Contact 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.

Positive Panhellenic contact and 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.

### **Article II. Strict Silence**

Strict Silence will begin at 11:00 am on Saturday, January 20th during Preference Round of Primary Recruitment and will last until bid opening on Bid Day, Sunday, January 21st. No sorority member, including alumnae may communicate with potential new members during this period. It is the only period when positive Panhellenic contact is prohibited. Strict silence is defined as oral, nonverbal, written, printed, text message, and social media exchange communication.

### **Article III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment**

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

### **Article IV. Statement of Values-Based Recruitment**

All NPC member organizations represented at Lehigh 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.
- D. Eliminate the required purchasing of recruitment event attire for chapter members.
- E. Eliminate gifts, favors, letters and notes for potential new members.
  - a. Water bottles and tissues are acceptable to be taken but should not be held on to for the next party.

- 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.

#### **Article V. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The Lehigh University 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 (COB). We agree to all policies and steps pertaining to the MRABA.

#### **Article VI. Statement of Automatic Reset of Total**

Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. The Lehigh University College Panhellenic Council will evaluate total every term. In the academic term that Primary Recruitment is held, total is determined and announced following bid matching and before the start of bid distribution.

Total for Lehigh's Panhellenic community is set using one of the following methods:

1. Average or median chapter size (whichever is larger).
2. Midpoint between median and largest chapter size.
3. Largest chapter size (LCS).
4. LCS plus up to 20 members.

When a campus experiences greater than a 2% decrease in the open house pool over the [previous year, total must be set at midpoint or higher.

If half or more chapters are not meeting housing obligations total will be set using method 4. Total will automatically be reset to LCS plus one unless this policy requires a total setting method that will set total at a higher number. Housing obligation shall be defined as the revenue from chapter membership necessary to support housing/facility expenses. Each NPC inter/national organization will report to NPC on behalf of its local chapters by June 30th of each year, whether its chapters are meeting their housing obligations.

#### **Article VII. Membership Reporting**

For reporting purposes, members of a chapter must include every active member and new member. Active membership is defined to include any member who pays local chapter dues. Any student who is gone from campus an entire year should not be counted on the chapter roll or included in chapter total. Any student off campus for only one semester must be counted on the chapter roll and included in chapter total. This situation applies equally to study-abroad, co-ops, etc.

Sororities will be expected to provide Fraternity and Sorority Life their anticipated roster on the first day of classes during the fall academic term.

During the academic term in which Primary Recruitment is held, updated chapter member rosters must be completed by 12:00 pm on Monday, January 8th. The roster should reflect the number of members active in the chapter.

### **Article VIII. Ghost Pledging**

Ghost Pledging is not permitted under any circumstances. Ghost Pledging is the practice of giving unofficial bids to students who are either ineligible to go through the recruitment process or received a bid to a different chapter. This could be inviting said persons to chapter events, including them in rituals, social events, or any other chapter specific activity not open to the public. Chapters accused of Ghost Pledging will receive an infraction and immediately be sanctioned to a Judicial Board Hearing.

### **Article IX. Recruitment Finances**

The cost of recruitment supplies should be kept at a minimum in order to align with values-based recruitment. No sorority shall spend no more than \$1,500.00 on supplies for rounds, not including apparel. Each sorority's recruitment budget must be submitted to the Vice President of Internal Recruitment no later than Friday, December 1st, 2023.

Financial Transparency Forms must be submitted to the Vice President of Internal Recruitment no later than November 20th. Financial Transparency Forms are to follow [NPC Format](#)- no larger than a 1/2 sheet of paper and should be easily legible. This form is the only material/item that a PNM can take from the event. This form must be physically given to potential new members during Open House Round of Primary Recruitment by each chapter.

### **Article X. Social Media**

Interaction via social media is allowed to promote the overall Panhellenic experience. Interactions via social media should be used to encourage participation in Primary Recruitment and answer specific questions about joining sororities on campus. Posts made by individual members during the Primary Recruitment period should pertain to promoting the Panhellenic and sorority experience, not individual organizations.

Any conversations through social media that pressure a potential new member to imply they would receive a bid, or encourage the potential new member not to keep an open mind throughout the recruitment process is prohibited.

### **Article XI. Potential New Member Eligibility**

The student must be regularly matriculated having completed at least 12 credits from Lehigh University, hold a 2.5 GPA, and must have attended a Greek Prep session offered from the Office of Student Involvement to be eligible for Primary Recruitment and participation in the new member period. The Lehigh University Panhellenic Association abides by all Lehigh University policies regarding recruitment and new member eligibility.

## Article XII. New Member Period and Initiation

- A. New Member Education cannot take place until the chapter has submitted the New Member Education Form **Part I: Process of Notice** and it has been acknowledged by the chapter's designated Assistant Director from Fraternity and Sorority Life, Alumni Advisors, and Inter/National Headquarters staff.
  - a. **Part I: Process of Notice** is due **3** weeks prior to the start of new member education.
- B. New member education must not exceed six weeks and will begin on Bid Day. All initiations must take place six weeks following the date of Bid Day.
- C. New member education must meet all requirements outlined in Fraternity and Sorority Life's Recognition Policy
- D. New member education must not occur outside of an academic semester and must not extend beyond one semester.
- E. New member education and initiation must occur within the same semester the new member received their bid and signed the Bid Acceptance Agreement.
- F. New member education must not take place earlier than 8:00 am and must conclude no later than 11:00 pm.
- G. New member education must not interfere with Lehigh University sanctioned commitments.
- H. A new member may be initiated whenever they have met the requirements of the sorority in which they have received their new member education.
  - a. Once initiation has been completed, the chapter must complete the New Member Education Form **Part II: Verification of Initiates** within **2** business days following initiation
- I. If any process of new member education or initiation takes place outside of these requirements, or the schedule provided in **Part I: Process of Notice**, the chapter may result in violation of Fraternity and Sorority Life's Recognition Policy, which may result in loss of recognition.

## Article XIII. General Primary Recruitment Rules

- A. A potential new member is any college woman who is unaffiliated.
- B. To participate in the recruitment process, a PNM must meet the Lehigh University eligibility requirements.
- C. Primary Recruitment will take place Wednesday, January 17th, 2023 through Sunday, January 21st, 2023 prior to the start of the spring semester term.
- D. Chapters must submit room plans to the Vice President of Internal Recruitment by October 16th.
- E. Chapters must submit all videos shown during Primary Recruitment for approval to the Vice President of Internal Recruitment and the Vice President of External Recruitment by November 13th.

- F. There are to be no socials or parties, formal or informal, at any time during Primary Recruitment beginning Tuesday, January 16th at noon through Sunday, January 21st at 11:59pm in order to preserve recruitment ethics and avoid unnecessary and/or inappropriate contact with potential new members while recruitment is in progress. Internal sisterhood events are permissible and recommended.
- G. Positive Panhellenic contact (i.e. greetings or normal social contact) should be in effect at all times. Once Primary Recruitment begins, chapters should not be initiating contact with potential new members (i.e. texting, phone conversations, meetings, etc.).
- H. No member (chapter, alumnae or advisor) may in no way promise a potential new member an invitation, bid or reveal any information regarding voting or procedures to potential members.
- I. All members (including alumnae and new members) are responsible for knowing and observing the membership recruitment rules.
- J. Chapter members are expected to respect the anonymity and confidentiality of Recruitment Counselors and Panhellenic officers.
- K. Alcohol, other drugs and illegal substances are not permitted in any form during recruitment events and programs. In addition, members under the influence of alcohol or other drugs may not be present at recruitment events or programs.

**Article XIV. Primary Recruitment Schedule and Logistics**

Primary Recruitment will take place Wednesday, January 17th, 2023 through Sunday, January 21st, 2023, with PNM Orientation taking place on Tuesday, January 16th, 2023.

**Tuesday, January 16th, 2024 - PNM Orientation**

2:00pm-5:00pm	Rho Gamma Training
5:30pm-6:00pm	PNMs arrive and sign-in with their Rho Gamma
6:00pm-8:00pm	PNM Orientation - 6:00-7:00: Large group session with Recruitment Team and Panhellenic Advisor 7:00-8:00: Small group sessions within Individual Rho Gamma groups
8:15pm-9:00pm	Make-up Greek Prep session
9:00pm-10:00pm	Panhellenic Ethics Seminar with Recruitment Team via Zoom

**Wednesday, January 17th, 2024 - Open House**

8:00am-8:30am	PNMs arrive and sign in with their Rho Gamma group
8:30am-8:50am	PNMs are escorted to buses with their Rho Gammas
8:50am	Buses depart
8:50am-9:00am	Travel
9:00am-9:25am	Event 1
9:25am-9:35am	Travel
9:35am-10:00am	Event 2
10:00am-10:10am	Travel
10:10am-10:35am	Event 3
10:35am-10:45am	Travel
10:45am- 11:10am	Event 4
11:10am-11:20am	Travel
<b>11:20am-12:30pm</b>	<b>PNMs and Rho Gammas break for lunch</b>
12:30pm-12:50pm	PNMs are escorted to buses with their Rho Gammas
12:50pm	Buses depart
12:50pm-1:00pm	Travel
1:00pm-1:25pm	Event 5
1:25pm-1:35pm	Travel
1:35pm-2:00pm	Event 6
2:00pm-2:10pm	Travel
2:10pm-2:35pm	Event 7
2:35pm-2:45pm	Travel
2:45pm-3:10pm	Event 8

3:10pm-3:20pm	Travel
3:20pm-3:45pm	Event 9
3:45pm-4:00pm	Travel
4:00pm-4:30pm	PNMs and Rho Gammas return to review PNM companion app and selection process
4:30pm-5:30pm	PNM Selections
5:35pm	First RFM call with Panhellenic Advisor
<b>9:30pm</b>	<b>Chapter Lists Due</b>
9:35pm	Second RFM call with Panhellenic Advisor

**Thursday, January 18th, 2024 - Philanthropy**

8:00am-8:30am	PNMs arrive and sign in with their Rho Gamma group
8:30am-8:50am	PNMs are escorted to buses with their Rho Gammas
8:50am	Buses depart
8:50am-9:00am	Travel
9:00am-9:40am	Event 1
9:40am-10:10am	Travel
10:10am-10:50am	Event 2
10:50am-11:20am	Travel
11:20am-12:00pm	Event 3
12:00pm-12:20pm	Travel
<b>12:20pm-1:10pm</b>	<b>PNMs and Rho Gammas break for lunch</b>
1:10pm-1:30pm	PNMs are escorted to buses with their Rho Gammas
<b>1:30pm</b>	Buses depart
1:30pm-1:40pm	Travel

1:40pm-2:20pm	Event 4
2:20pm-2:50pm	Travel
2:50pm-3:30pm	Event 5
3:30pm-4:00pm	Travel
4:00pm-4:40pm	Event 6
4:40pm-5:00pm	PNMs return with their Rho Gammas
5:00pm-6:00pm	PNM Selections
6:05pm	First RFM call with Panhellenic Advisor
<b>8:30pm</b>	<b>Chapter Lists Due</b>
8:35pm	Second RFM call with Panhellenic Advisor

**Friday, January 19th, 2024 - Sisterhood**

9:00am-9:30am	PNMs arrive and sign in with their Rho Gamma group
9:30am-9:50am	PNMs are escorted to buses with their Rho Gammas
9:50am	Buses depart
9:50am-10:00am	Travel
10:00am-10:50am	Event 1
10:50am-11:20am	Travel
11:20am-12:10	Event 2
12:10pm-12:20pm	Travel
<b>12:20pm-1:20pm</b>	<b>PNMs and Rho Gammas break for lunch</b>
1:20pm-1:40pm	PNMs are escorted to buses with their Rho Gammas
1:40pm	Buses depart
1:40pm-1:50pm	Travel



1:50pm-2:40pm	Event 3
2:40pm-3:10pm	Travel
3:10pm-4:00pm	Event 4
4:00-4:20pm	PNMs return back to their Rho Gamma Groups
4:20pm-5:30pm	PNM selections
6:00pm	First RFM call with Panhellenic Advisor
<b>7:45pm</b>	<b>Chapter Lists due</b>
7:50pm	Second RFM call with Panhellenic Advisor

### Saturday, January 20th, 2024 - Preference

9:00am-11:00am	Optional breakfast provided
11:00am-11:30am	PNMs arrive and sign in with their Rho Gammas
11:30am-11:50am	PNMs are escorted to buses with their Rho Gammas
11:50am	Buses depart
11:50am-12:00pm	Travel
12:00pm-1:00pm	Event 1
1:00pm-1:30pm	Travel
1:30pm-5:00pm	MRABA review PNM selections with trained and appointed Lehigh staff members
1:30pm-2:30pm	Event 2
2:30pm-3:00pm	Travel
3:00pm-4:00pm	(if needed) Event 3
4:00pm-4:10pm	(if needed) Travel
5:00pm-5:30pm	PNM selections wrap up
5:30pm-6:30pm	Rho Gamma clean up and debrief
<b>9:00pm</b>	<b>Chapter Lists due</b>

9:05pm	RFM call with Panhellenic Advisor
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### Sunday, January 21st, 2024 - Bid Day

8:00am	Calls for snap bids are made
9:00am	Chapters may begin set up in Grace Hall
9:30am	Snap bids are due to the Recruitment Team
10:45am	PNMs arrive and sign in with their Rho Gamma
11:00am	Chapters must be completed with set up
11:00am-11:30am	Rho Gammas will escort PNMs to Grace Hall
11:45am-11:55am	Rho Gammas distribute bids to PNMs
<b>12:00pm</b>	<b>Bids Opened</b>
12:15pm	Rho Gamma reveal
12:30pm	First round of buses departs
1:00pm	Second round of buses departs

#### Article XV. Primary Recruitment Event Rules

- A. All alumnae and/or visitors must wear proper identification stating who they are and their status (i.e., on their name tag it should clearly say alumna).
- B. Financial Transparency Forms must be provided to PNMs during Open House Round.
- C. Gifts, presents, cards, giveaways must not be given to PNMs.
- D. Chapters may have non alcoholic drinks available in plain plastic or paper cups, no glassware; chapters must not serve any food during any Round of recruitment, with the exception of Preference Round.
  - a. Light snacks may be provided to PNMs during Preference Round, but PNMs may not take snacks with them as they leave.
- E. Chapter members are not permitted to touch, hug or have any physical contact with PNMs, unless the PNM initiates this contact. There must only be three members per one PNM, six to two, etc.
- F. Chapter members are expected to have appropriate conversation topics during events, and there should be no talking about other chapters, asking a PNM about their experience with other chapters or encouragement of intentional single preference, etc.
- G. Chapter members must not use misleading language with PNMs during events. Refrain from saying things such as, "I can see you in my letters," or "I hope to see you tomorrow."

Instead use language such as, “it was great spending time with you,” “have a good evening,” or “enjoy the rest of your day.”

- H. The approved decor is as follows - scrapbooks, brag boards and paraphernalia, banner – twin sheet or smaller, 3 minute video/PowerPoint (can be run throughout the background), centerpieces no larger than 10x10x10 inches and cost less than \$10 each low background music (should not be heard outside of the room). All decor must be in alignment with the recruitment budget previously submitted to, and approved by the VP of Internal Recruitment.
- I. The following decor items are prohibited - Personal dorm bedrooms, fences, lattices, sandboxes, confetti, fountains, ice sculptures, latex balloons (you can use mylar), pipe and drape to cover walls, glassware, potted trees, flowers, bushes, plants etc., chair covers, candles or candles on candle warmers, expensive/outstanding brand names, fraternity men’s letters, over the top or excessive decorations.
- J. All Residence and Commuter Life Policies and Fire Safety Policies must be followed. No safety signage may be removed during recruitment.
- K. All chapters are permitted to provide a 10 by 10 ft. plain, white tent outside of their chapter facility in the case of inclement weather. The purchasing and provision of the tent falls on the responsibility of the chapter and must be included in the recruitment budget provided. Tents are not mandatory.
- L. Any disassociated members with pictures in composites, photo albums, etc. must be covered. All pictures should be appropriate.
- M. No themes are allowed during Open House unless they are set by Panhellenic, participation in the theme is not mandatory.
- N. Cell phones are not permitted during any round of Primary Recruitment with the exception of Bid Day
- O. Videos shown during any round of Primary Recruitment must be submitted and approved by the VP of Internal Recruitment and may not extend beyond the permitted length determined by the VP of Internal Recruitment.

#### **Article XVI. Recruitment Counselors Onboarding, Expectations and Requirements**

- A. Each Recruitment Counselor should execute their role with keeping the Panhellenic experience in mind.
- B. Recruitment Counselors will be trained and educated by the College Panhellenic.
- C. Representatives must be nominated by each member chapter to apply for Panhellenic Recruitment Counselors (Rho Gammas) during the Primary Recruitment period.
- D. Rho Gammas must maintain a 2.7 cumulative GPA or have maintained a 2.9 GPA for the past 2 semesters and must be a member in good standing with their chapter and Lehigh University. Rho Gammas must be an initiated member of a Lehigh University College Panhellenic Council member organization.
- E. The Vice President of Internal Recruitment will designate a set number of Rho Gammas.

- F. The final Rho Gammas must be selected through interviews with the Vice President of External Recruitment and the Vice President of Internal Recruitment.
- G. The interview timeline and scheduling of Rho Gammas will be overseen by the Vice President of External Recruitment.
- H. Rho Gamma Disassociation Process begins 30 days prior to the first day of recruitment.
  - a. Rho Gammas cannot wear apparel with chapter letters or names in public spaces on or near Lehigh University.
- I. Rho Gammas cannot actively recruit for their specific organization; this includes taking PNMs out for social events or chapter events.
- J. Rho Gammas can attend chapter meetings, but if recruitment is being discussed please refrain from attending, or if there is any voting being done on the topic of recruitment.
- K. Rho Gammas cannot attend chapter recruitment workshops and or committee meetings, open houses, or any event that is related to recruitment, unless it is a College Panhellenic Council Recruitment event.
- L. Rho Gammas will not be fined or punished for missing public events where they are not allowed to attend, including open houses, workshops, recruitment events.
- M. Rho Gammas can attend date parties.
- N. Rho Gammas can attend events open to the public that are philanthropy, or educational based, as long as they are not wearing chapter apparel, and are not disclosing to PNMs their affiliation.
- O. Rho Gammas may participate and attend philanthropy events but cannot wear the philanthropy shirt that corresponds with that event.
- P. Rho Gammas should not publicize their affiliation on social media, in other words Rho Gammas should:
  - a. Remove chapter letters or chapter affiliation in any biography.
    - i. This does not apply to LinkedIn or any other professional development platforms.
  - b. Not be posted on chapter social media in the fall semester prior to Primary Recruitment.
  - c. Not post or repost any chapter recruitment graphics.
- Q. There cannot be any pictures with Rho Gammas in the rooms that are actively used during Primary Recruitment. This includes covering images of Rho Gammas on composites.
  - a. Images of recruitment counselors cannot be included in any presentations or videos shown during the recruitment rounds.
- R. Rho Gammas will cease all communication with chapter members regarding any potential new members or recruitment related information at any time during Primary Recruitment starting Tuesday at noon through Sunday at 11:59pm.
- S. If either a potential new member or a member of a chapter says something to a Rho Gamma about bid promising or anything of that nature, it must be reported to the Vice President of External Recruitment immediately

### **Article XVII. Studying Abroad Members and Expectations**

Sorority Members who are actively enrolled in Lehigh University's abroad program during Primary Recruitment may not actively recruit. Actively recruiting is considered any contact (oral, written, text message, phone call, social media) with a potential new member during the recruitment period. Abroad members will be held to the same standards as sorority members who are present on campus. The chapter will be held accountable for any actions of their members who are studying abroad.

### **Article XVIII. Social Contact**

Normal conversation between potential new members, sorority members, and alumnae members applies all year-round, but especially from the first day of the fall semester until potential new members return for Primary Recruitment:

- No sorority member shall visit a potential new member in their place of residence.
- No sorority member shall visit the first-year residence halls. The following exceptions apply:
  - Visiting relatives
  - Gryphons
  - Gryphons are permitted to be visited by friends who are sorority members.
- No sorority member shall invite a potential new member to a sorority's chapter facility unless it is a Panhellenic sponsored recruitment event (e.g. Panhellenic Previews), or otherwise approved using the [Permission Request Form](#) and approved by the Panhellenic President.
- No sorority member shall invite a potential new member to a social gathering at what is to be considered an "off campus residence".
- No sorority member shall provide rides, or carpool with potential new members via their personal vehicles or paid ride service (Uber, Lyft, etc.).
- No sorority member shall purchase anything (beverages, food, flowers, card, etc.) for a potential new member.
- No sorority member shall accept any possible gifts given to them by a potential new member.
- No sorority member should direct message (DM) a potential new member on any type of social media platform (Facebook, Instagram, Snapchat, TikTok, etc.).
- No sorority member should "friend" or "add" a potential new member on any type of social media platform (Facebook, Instagram, Snapchat, TikTok, etc.) beginning December 31st, 2023.

### **Article XIX. Member Organization Violations**

Violations due to lack of knowledge about the recruitment policies and procedures will not be accepted as an excuse.

- A. Immeasurable Recruitment Infractions - Violations of any of the NPC Unanimous Agreements, Code of Ethics, and any aforementioned policies and procedures may result in action through NPC Peer Accountability Process and may result in appropriate sanctions.
- B. Recruitment infractions may only be reported and signed by one of these people:
  - a. Chapter president on behalf of the chapter
  - b. College Panhellenic officer in charge of recruitment, Panhellenic VP of Judicial, or a Recruitment Counselor
  - c. Potential new member
  - d. Fraternity/sorority advisor

**Article XX. Fineable Violations & Fines Assessed**

Measureable infractions are infractions in which there is a physical documentation for a recruitment violation. Examples of these infractions include, but are not limited to:

<b>Violation</b>	<b>When Applicable</b>	<b>Amount</b>	<b>Assessed</b>
Late submission of chapter lists.	Per minute	\$10 up to 5 minutes late \$50 up to 6-10 minutes late \$250 over 10 minutes late (in addition to the aforementioned fees, and \$25/minute for lists that are beyond 10 minutes late.	Each minute late.
Welcoming/releasing PNMs outside of the specified event time.	Per minute.	\$25 per minute.	Each minute welcomed/released.
Social media post/public interaction with a Recruitment Counselor.	Per occurrence.	\$50	8/28/23-1/21/24
Social media interactions with PNMs	Per occurrence.	\$50	16 days prior to Primary Recruitment.
Hosting a social event with alcohol (including Bid Day)	Per occurrence.	\$500	Primary Recruitment period.
Failure to provide	Per Round	\$200	Primary Recruitment

Financial Transparency Forms			period.
Failure to comply with Financial Transparency form guidelines per NPC	Per occurrence.	\$75	Primary Recruitment period.

