



## **Recruitment Rules of Lehigh University Panhellenic Association 2024-2025**

**Panhellenic VP of Recruitment**

**Sara Menand**

**[scm225@lehigh.edu](mailto:scm225@lehigh.edu)**

**Panhellenic VP of Recruitment Counselors**

**Caroline Morgan**

**[cgm425@lehigh.edu](mailto:cgm425@lehigh.edu)**

**Panhellenic President**

**Maeve Diver**

**[med225@lehigh.edu](mailto:med225@lehigh.edu)**

**Panhellenic Advisor**

**Julianna Dougherty**

**[jud322@lehigh.edu](mailto:jud322@lehigh.edu)**

**Fraternity and Sorority Life**

**[infrasor@lehigh.edu](mailto:infrasor@lehigh.edu)**

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### **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.

### **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.

### **Strict Silence**

Strict Silence will begin immediately following the final Preference Round on Saturday, January 18th during Primary Recruitment and will last until bid opening on Bid Day, Sunday, January 19th. 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.

### **Positive Panhellenic Contact Promotion of the Sorority Experience**

We, the College Panhellenic members, will actively promote the overall Panhellenic 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 Panhellenic 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 affiliation or be forced to delete social media accounts, cover up their association or be penalized for talking about their association.

### **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.

### **Social Contact**

Normal conversation between potential new members, Panhellenic members, and alumnae members applies all year-round, but especially from the first day of the fall semester (August 26th, 2024) until potential new members return for Primary Recruitment:

- A. Panhellenic community members must not contact a potential new member with the intention of recruiting them outside of the Primary Recruitment process (no bid promising or alluding to bid promising)
- B. Panhellenic community members must not directly or indirectly lead a potential new member to believe they have an invitation to membership
- C. Panhellenic community members must not visit a potential new member in their place of residence.
- D. Panhellenic community members must not visit the first-year residence halls. The following exceptions apply:
  - a. Visiting relatives
  - b. Gryphons (RAs)
  - c. Gryphons (RAs) are permitted to be visited by friends who are Panhellenic members.
- E. Panhellenic community members must not invite potential new members to either the on-campus chapter facility, or any off-campus chapter affiliated addresses that has been provided to Fraternity and Sorority Life 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.
- F. Panhellenic community members must not invite potential new members to unofficial recruiting events that chapters may host with the hope of potentially recruiting them or gaining an unfair advantage.
- G. Panhellenic community members must not have any type of oral or written communication (Facebook, Instagram, Snapchat, TikTok, texting etc.) with potential new members during the week of Primary Recruitment beginning on Monday, January 13th, 2025 and concluding with the end of Strict Silence following Bid Day on Sunday, January 19th 2025.
- H. Panhellenic community members must not provide rides or carpool with potential new members via their personal vehicles or paid ride service (Uber, Lyft, etc.).
- I. Panhellenic community members must not purchase anything (beverages, food, flowers, card, etc.) for a potential new member.

- J. Panhellenic community members must not accept any possible gifts given to them by a potential new member.
- K. Panhellenic community members may answer any questions from potential new members directly about Primary Recruitment and must also direct potential new members to the VP of Recruitment or to the Primary Recruitment registration.
- L. Any Panhellenic community member violating Social Contact, or failing to report a fellow Panhellenic member violating Social Contact with proof, their chapter will be sanctioned to the Peer Accountability process outlined in the [Bylaws of Lehigh University College Panhellenic Association](#)
- M. Any Panhellenic community member who wishes to report any violations of Social Contact with proof may do so by filling out the [Recruitment Reporting Form](#)

### **Promotional Marketing of Panhellenic Recruitment**

All Panhellenic chapters may use their chapter affiliated or personal social media accounts (Facebook, Instagram, Snapchat, TikTok, etc.) to promote Primary Recruitment registration and the overall Panhellenic experience.

All promotional materials posted or created by chapters must reflect a positive Panhellenic message encouraging unity and overall growth of the community, not the promotion of individual chapters.

- A. Chapters are permitted (*not required*) to create and show promotional videos during pre-recruitment events such as “Panhel Previews” as well as **one** round of Primary Recruitment.
  - i. Chapters may only show their promotional video during Philanthropy round of Primary Recruitment.
  - ii. The video length is limited to 4 minutes maximum.
  - iii. The deadlines for these promotional videos are outlined in **Appendix A**. All video submissions are to be submitted to each chapter’s designated Google Drive.

### **Primary Recruitment Schedule and Logistics**

Primary Recruitment will take place Wednesday, January 15th, 2025 through Sunday, January 19th, 2025, with PNM Orientation taking place on Tuesday, January 14th, 2024. See **Appendix C** for the breakdown of the Primary Recruitment Schedule.

### **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 must not touch, hug or have any physical contact with PNMs, unless the PNM initiates this contact. There must only be three members per 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 phrases 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 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 while PNMs are present.
- O. Videos shown during Philanthropy Round of Primary Recruitment must be submitted and approved by the VP of Recruitment and may not extend beyond the permitted length.

**Recruitment Counselors Onboarding, Expectations and Requirements**

- A. Each Recruitment Counselor (*Rho Gamma*) 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 during the Primary Recruitment period.
- D. Rho Gammas must be an initiated member of a Lehigh University College Panhellenic Council member organization.
- E. 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.
- F. The Vice President of Recruitment will designate a set number of Rho Gammas.
- G. Rho Gammas must be selected through interviews with 2-3 members of the Panhellenic Executive Board. The Vice President of Recruitment Counselors has the right to make the final decision regarding the selection of Rho Gammas.
- H. The interview timeline and scheduling of Rho Gammas will be overseen by the Vice President of Recruitment Counselors.
- I. 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.
  - b. Rho Gammas cannot post on social media relating to their chapter nor can they be posted on their Chapter's social media in promotion of their individual organization.
- J. 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.
- K. Rho Gammas cannot actively recruit for their specific organization; this includes taking PNMs out for social events or chapter events.
- L. Rho Gammas may attend chapter meetings, but if recruitment is being discussed, refrain from attending, or if there is any voting being done on the topic of recruitment.
- M. 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.
- N. Rho Gammas may attend date parties.
- O. Rho Gammas may attend events open to the public that are philanthropic, or educational based, as long as they are not wearing chapter apparel, and are not disclosing to PNMs their affiliation.

- P. Rho Gammas may participate and attend philanthropy events but cannot wear the philanthropy shirt that corresponds with that event.
- 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 Rho Gammas 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 (*January 14th, 2025*) through Sunday (*January 19th, 2025*) at noon.
- 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 Recruitment immediately
- T. Rho Gammas must not be present in recruitment rounds - chapters must provide a designated space for Rho Gammas to remain during rounds to the Vice President of Recruitment no later than December 1st, 2024 as outlined in **Appendix A**.

### **Studying Abroad Members and Expectations**

Panhellenic community 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 Panhellenic members who are present on campus. The chapter will be held accountable for any actions of their members who are studying abroad.

### **Finances**

Chapters are responsible for keeping the cost of their recruitment supplies at a minimum in order to align with values-based recruitment. The following expectations for chapter recruitment budgets is outlined below -

- A. No chapter shall spend more than \$4,000 on decorative supplies for recruitment rounds and Bid Day excluding apparel and meals.
- B. Each chapter's recruitment budget for rounds and Bid Day must be submitted to the chapter's designated Google Drive no later than December 1st, 2024 as outlined in **Appendix A**.

Financial Transparency Forms must be submitted to the chapter's designated Google Drive no later than November 11th, 2024 as outlined in **Appendix A**. 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 potential new member 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.



## **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 Peer Accountability, or a Recruitment Counselor
  - c. Potential new member
  - d. Fraternity/sorority advisor
- C. See **Appendix B** for a breakdown of the measurable infractions in which there is a physical documentation for a recruitment violation.

## **Appendix A: Chapter Deadlines**

Panhel Preview T-Shirt Design\*: August 25th, 2024

*\*T-Shirts from each chapter must spell out their Greek Letters and be unique colors*

Panhel Preview Door/Room Selection: September 21st, 2024

Panhel Preview Videos: September 21st, 2024

Financial Transparency Form: November 11th, 2024

Primary Recruitment Video (ONLY 1 VIDEO; To be submitted to each chapter's individual Google Drive folder): December 21st, 2024

Recruitment/Bid Day Budgets: December 1st, 2024

Rho Gamma placement: December 1st, 2024

## **Appendix A: Important Dates**

Club Expo: August 26th, 2024

FSL Welcome Back Event: August 28th, 2024

Recruitment Panels:

Dues/Financial Transparency: October 8th, 2024

Academic: October 15th, 2024

Philanthropy/Service: October 22nd, 2024

Recruitment: November 19th, 2024

Panhel Previews: October 6th, 2024

Panhel Palooza: November 9th, 2024

Bid Day Theme Meeting: November 14th, 2024

PNM Orientation: January 14th, 2025

Primary Recruitment: January 15th-January 19th, 2025

## Appendix B: Measurable Infractions

Measurable 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. January 15th, 2025- January 18th, 2025
Welcoming/releasing PNMs outside of the specified event time.	Per minute.	\$25 per minute.	Each minute welcomed/released. January 15th, 2025- January 18th, 2025
Social media post/public interaction with a Recruitment Counselor.	Per occurrence.	\$50	August 26th, 2024 - January 19th, 2025
Social media interactions with PNMs	Per occurrence.	\$50	August 26th, 2024 - January 19th, 2025
Hosting a social event with alcohol (including Bid Day)	Per occurrence.	\$500	January 13th, 2025- January 19th, 2025
Failure to provide Financial Transparency Forms	Per Round	\$200	January 15th, 2025- January 18th, 2025
Failure to comply with Financial Transparency form guidelines per NPC	Per occurrence.	\$75	January 15th, 2025- January 18th, 2025

**Appendix C: Primary Recruitment Schedule****Tuesday, January 14th, 2025 - 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 15th, 2025 - 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-9:40am	Travel
9:40am-10:05am	Event 2
10:05am-10:20am	Travel
10:20am-10:45am	Event 3
10:45am-11:00am	Travel

11:00am- 11:25am	Event 4
11:25am-11:35am	Travel
<b>11:35am-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-1:05pm	Travel
1:05pm-1:30pm	Event 5
1:30pm-1:45pm	Travel
1:45pm-2:10pm	Event 6
2:10pm-2:25pm	Travel
2:25pm-2:50pm	Event 7
2:50pm-3:05pm	Travel
3:05pm-3:30pm	Event 8
3:30pm-3:45pm	Travel
3:45pm-4:10pm	Event 9
4:10pm-4:20pm	Travel
4:20pm-4:50pm	PNMs and Rho Gammas return to review PNM companion app and selection process
4:50pm-5:50pm	PNM Selections
6:00pm	First RFM call with Panhellenic Advisor
<b>9:00pm</b>	<b>Chapter Lists Due</b>
9:15pm	Second RFM call with Panhellenic Advisor

**Thursday, January 16th, 2025 - Philanthropy**

8:00am-8:30am	PNMs arrive, 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
1:30pm	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>9:00pm</b>	<b>Chapter Lists Due</b>
9:20pm	Second RFM call with Panhellenic Advisor

**Friday, January 17th, 2025 - 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>9:00pm</b>	<b>Chapter Lists due</b>
9:20pm	Second RFM call with Panhellenic Advisor

**Saturday, January 18th, 2025 - 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	<i>(if needed) Event 3</i>
4:00pm-4:10pm	<i>(if needed) Travel</i>
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

**Sunday, January 19th, 2025 - 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
11:30am	Chapters must be completed with set up
11:30am-11:45am	Rho Gammas will escort PNMs to Grace Hall
11:45am-12:00pm	Rho Gammas distribute bids to PNMs
12:00pm	Rho Gamma Reveal
<b>12:05pm</b>	<b>Bids Opened</b>
12:15pm	First round of buses departs
12:45pm	Second round of buses departs