

MEMBERSHIP RECRUITMENT RULES, POLICIES, AND PROCEDURES OF LEHIGH UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

I. Membership Recruitment Code of Ethics We, the members of the Lehigh University Panhellenic Council, stand behind the goals of membership recruitment for promoting opportunities for the development of undergraduates through membership in women's fraternities. We support the goals of recruitment as being the following: to give each potential new member maximum opportunity to pledge; to provide a sorority experience to as many as possible; and to maintain adequate strength in the sorority chapters at Lehigh University. We uphold and honor the Panhellenic Council's membership recruitment policies and procedures as well as the National Panhellenic Conference Unanimous Agreements through our thoughts, words, and actions. We believe that the highest level of trust should exist between chapter members and the Panhellenic Council in order to ensure a spirit of cooperation and harmony. The Panhellenic Council of Lehigh University promotes equality regardless of race, sexual orientation, color, religion, belief, or physical abilities. As a member of the Lehigh University Panhellenic Association, we shall stand by these ideals that guide our actions.

II. Statement of Adherence to NPC Unanimous Agreements and Policies

Regarding Recruitment All NPC member organizations represented at Lehigh University believe in strictly adhering to the NPC Unanimous Agreements and policies. These valued policies will be followed by all groups during the recruitment process.

III. Membership Recruitment Procedures

1. The Full Structured Recruitment system shall be used during primary recruitment, incorporating the NPC release figure method and quota-range.
 - a. Primary Recruitment will consist of four rounds with maximum invitations of six, four, and two in subsequent rounds.
 - b. Chapters are required to provide negative flex lists and strongly encouraged to provide positive flex lists in order to have the maximum number of PNMs attend each round.
2. Round schedules, logistics, and deadlines will be coordinated in advance by the Vice President of Internal Recruitment and presented to all chapters. All chapters are expected to adhere to the timeframes subject to change.
3. The Membership Recruitment Acceptance Binding

Agreement shall be upheld and used for each PNM interested in joining a women's fraternity, whether during primary or informal recruitment.

IV. Statement of Positive Panhellenic Contact We promote and encourage personal and informative Panhellenic-spirited contact with potential new members and chapter members at all times, year-round. All member

Revised Fall
2019
Revised January
2019

groups are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules and policies for all events as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions and be respectful to all parties involved. Ethical conduct promotes parity for all member groups by fair play.

1. All sorority women are expected to abide by the Code of Ethics and not exploit relationships with PNMS for the purposes of recruitment.

a. Sorority women are to create friendly relations between sorority and non-sorority women.

i. Friendly relations should be defined as the act of creating and developing genuine relationships between women on campus regardless of organization, association, class, or other discriminatory factors. These relationships should be formed outside the purpose of recruitment, and not related to chapter or Panhellenic association. All relationships should be created and developed voluntarily.

1. This should be especially upheld during lunch dates, coffee dates, parties, or any other meetings outside of a formal recruitment setting b. A Chapter member may not purchase anything for a PNM prior to or

during formal recruitment 2. Regardless of recruitment dates and throughout any and all recruitment processes, all member organizations shall uphold and demonstrate Panhellenic spirit in thought, word, and action. At no time shall Panhellenic women say anything negative or disparaging about any other Greek- letter organization. This includes rumors, stereotypes, or other harmful information regardless of the method of communication (e.g., printed, spoken, or electronic).

a. NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA). 3. No bid promising, verbal or written, including implications of a bid, is permitted. 4. All marketing tools for recruitment purposes and otherwise, both by chapters and members, should represent Panhellenic values.

a. Marketing tools or materials, including social media posts, referring to alcohol, drugs, or other substances are strictly prohibited 5. The contact permitted between chapter members and potential new members includes the following:

a. Definition of Social Contact – normal conversation between potential members and sorority members and alumnae. Social contact applies year-round, but especially from the first day of Fall semester until PNMs return for Formal Recruitment.

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i. All public interactions including social media outlets regarding Greek life uphold the expectations of “Greek Unity” including kindness, open-mindedness, and answering questions un-biased when interacting with PNMs and other chapter members b. Definition of Strict Silence – no conversation or contact with potential members by sorority members and alumnae. Strict silence begins when active members arrive on campus for primary recruitment and lasts until Bid Day in the spring semester. c. Social Media Interaction - members will have normal relationships with

potential members over social media.

i. Chapters are not permitted to encourage members to like or comment on potential members’ posts. ii. Chapter accounts are not permitted to follow or interact with

potential members on any social media. iii. Chapter members are not permitted to post pictures with

potential members unless otherwise approved. iv. All chapter members, and especially recruitment chairs, should be mindful of their influence when interacting with PNMs on social media such as liking and commenting on posts d. Chapter members should not initiate physical

contact (i.e. handshakes, hugs, etc.) with PNMs at any time during the period prior to or during formal recruitment, these types of contact are only allowed if the PNM initiates the contact first 6. Potential new members are not allowed in sorority houses, on or off campus, unless it is a Panhellenic sponsored recruitment event or otherwise approved using the Chapter House event form. 7. No current sorority members are permitted in the first-year women's

residence halls, except to visit their relatives.

a. Gryphons may also be visited by their sorority friends, but visits must be kept within the confines of the residence hall room without potential new members present. 8. Sorority members are not to drive potential new members or share a paid ride service (i.e. uber or lyft) unless it is to a D1 athletic practice or game (they are on the team), a club sports practice or game (they are on the team), Religious Event or Service, or otherwise approved in advance by Panhellenic Exec. 9. Panhellenic Executive Board and Rho Gammas are disassociated meaning

their affiliation should not be advertised for the semester prior to formal recruitment, as well as during the Formal recruitment period. The Panhellenic Executive Board and Rho Gammas must guide potential new members through the process with a Panhellenic mindset, highlighting the positives of the whole community, rather than one single chapter.

a. The guidelines are outlined in the "Disassociation" document. b. Rho Gammas and Panhellenic Exec members should not be posted on chapter social media accounts or on be printed media during the semester prior to formal recruitment as their affiliation should not be revealed until Bid Day.

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i. Chapter Violations: \$10 per post or printed photo after the second offense c. Recruitment chairs and recruitment teams are to treat their chapter's members with respect. Chapter members should feel valued and not exploited for recruitment purposes. 10. Potential Members are to treat chapter members with respect throughout the recruitment process.

a. If during the first semester potential members are actively disrespectful to chapter members, members are to report to Panhellenic through the PNM reporting form. If validated, Panhellenic executive board members

are to have a conversation with the potential new member.

i. If the behavior is inexcusable, Panhellenic will recommend to chapters to release the potential member after the first day. b. If potential members are actively and visibly disrespectful to chapter members during formal recruitment, members (this includes recruitment counselors) are to fill out the reporting form. Once submitted, the Panhellenic Executive board will review. If validated, the Panhellenic Executive board will have a conversation with the potential member.

i. If the behavior is inexcusable or continues, Panhellenic will recommend to chapters to release the potential member. c. If a PNM is caught skipping rounds for an unauthorized reason during formal recruitment, Panhellenic will recommend to chapters to release the potential member

V. Statement of Values-Based Recruitment We uphold the policy of values-based recruitment and incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values of each organization and the conversation with potential new members. All Lehigh Panhellenic chapters should adhere to a “no frills” recruitment policy.

1. Members are to focus on conversations about organizational values and member organizations. 2. Recruitment parties shall consist of maximum conversation times as well as

tables with appropriate educational and informative displays that are relevant to the event. 3. No favors or gifts may be given to a PNM by a sorority and/or individual

members, including the buying of meals. Additionally, PNM’s may not leave with anything from a party during recruitment events.

a. Water bottles and tissues are acceptable to be taken but should not be held on to for the next party 4. Chapters and/or individual members are not permitted to accept favors or gifts from potential members, including the buying of meals. 5. No more than three members shall approach and speak with a PNM at one time. This is also referred to as “hot boxing.” 6. Recruitment, including Bid Day, is an alcohol-free experience.

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7. Recruitment, including Bid Day, are not to involve men, excluding faculty and staff (OFSA Advisors, Chapter Advisors, chefs) 8. Rho Gammas will escort PNMS and it is expected that the chapters have appropriate accommodations for Rho Gammas and Panhellenic Executive Council members during recruitment events. 9. All chapters are to abide by the budget set by Panhellenic and agreed upon by council vote. This budget includes the value of gifts or donations from alumni of the organization.

V. Potential New Member Eligibility

1. A Potential New Member is any college woman who is unaffiliated. 2. To participate in the recruitment process, a PNM must meet the following requirements:

- a. Have a minimum 12 earned Lehigh credits
- b. Have a minimum cumulative GPA of 2.5, as set by OFSA
- c. Be in good conduct standing with Lehigh University
- d. Have attended a Greek Recruitment Pregame

3. Women who have previously signed the MRABA and were matched are not eligible for bidding to another NPC organization per the one calendar year rule. The one calendar year rule states that any woman who has had her pledge broken by an NPC fraternity, or who has broken her pledge to an NPC fraternity, may not be asked to join another NPC fraternity on the campus for one calendar year from when she was originally pledged. However, she may pledge the original NPC fraternity who first offered her an invitation for membership at any time within that one calendar year. 4. PNM shall not be, or ever have been, an initiated member of an NPC group. 5. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be re-pledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total. 6. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity. 7. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or women of a colony that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

VI. Statement of Automatic Reset of Total Total is the allowable chapter size as determined by the Lehigh Panhellenic Council and includes both new and initiated members.

1. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Lehigh Panhellenic Council shall automatically reset total within 72 hours after the completion of primary recruitment. Total will be

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determined by the median chapter size rounded up to the nearest whole number.

- a. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. b. Vacancies in chapter total are not created by the granting of inactive

status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other compelling reason or personal circumstance/emergency for granting a change in status. 2. Vacancies in Total

- a. When a woman negates her signed Membership Recruitment Acceptance Binding Agreement (MRABA), refuses to accept her matched bid at the conclusion of primary recruitment and does not participate in a ribbon or primary new member ceremony, this space in the chapter's pledge quota was not filled. b. The chapter may immediately bid and pledge another woman, even if

the chapter is over total. However, if the chapter has received quota additions, the chapter may only pledge additional women to the established quota and not to the quota plus quota additions.

VII. Continuous Open Bidding Guidelines

1. Continuous Open Bidding of upper-class women or second semester, first-year women occurs outside of primary recruitment and is subject to total. 2.

Chapters shall not recruit and/or extend bids through Continuous Open Bidding to first- year students during the Fall semester. 3. Unrestricted Continuous Open Bidding, including first-year students, begins immediately following Bid Day in the Spring semester and is open to all chapters not reaching and/or maintaining total throughout the academic year. 4. If a chapter elects to partake in COB, the chapter must complete the following:

- a. Inform the Vice President of Internal Recruitment and the Panhellenic Advisor b. Register all COB events with the Vice President of Internal

Recruitment c. Provide a bid list in advance of the chapter's anticipated Bid Day to the

Vice President of Internal Recruitment and Panhellenic Advisor to determine eligibility d. Bids may not be extended before the 10th day of classes in the Fall semester or prior to the conclusion of Primary Recruitment in the Spring semester 5. If a PNM goes through the COB process and accepts a bid, the PNM must sign a dated COB Membership Recruitment Binding Agreement (MRABA).

- a. When a woman breaks her pledge or has her pledge broken by an NPC sorority, then she is ineligible to be pledged by another NPC

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sorority on that campus until the beginning of the next primary membership recruitment period. 6. At a later date but before the next primary membership recruitment period, if

the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.

VIII. Violations

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

1. Measurable Recruitment Infractions - Measurable infractions are an infraction for which there is physical documentation for a recruitment violation.

Examples of these infractions include, but are not limited to:

- a. Late submission of PNM list: \$3 per minute
- b. Welcoming and/or releasing PNMs outside of specified party time: \$3 per minute
- c. Social media interaction

- i. Chapter member violations as listed above: \$10 per post
 - ii. Chapter violations as listed above: \$50 per incident

- d. Drinking during recruitment, including bid day

- i. Chapter violations: \$500 per day
2. 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 the Panhellenic judicial process and result in appropriate sanctions. 3. Recruitment infractions may only be reported

and signed by one of these

people:

a. Chapter president on behalf of her chapter b. College Panhellenic officer in charge of recruitment, Panhellenic VP

Judicial, or a recruitment counselor c. Potential new member d. Fraternity/sorority advisor

Appendix

- Financial transparency - NPC policy

- The College Panhellenic will require chapters share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during the open house of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template. See the NPC website for implementation guidelines.

- Intentional Single Preference - NPC Policy

Revised January
2019

- The term "suicide" should be eliminated from the Panhellenic vocabulary as it applies to collegiate membership recruitment, and the term "intentional single preference" should be used in its place

- Invitations for Membership – POLICY

- NPC reaffirms that a sorority should be willing to issue an invitation to membership to any woman who is invited and attends its preference event. NPC reaffirms that the name of every woman whom a sorority invites to attend and who attends that sorority's preference event should appear on the sorority's bid list.

- Rho Gamma disassociation - POLICY

- Panhellenic officers should be "disassociated" from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Recruitment counselors should be disassociated for the same period of time as Panhellenic officers unless the College Panhellenic votes to allow recruitment

counselors to remain associated with their respective chapters based on NPC recommended best practices.

- Chapter Code of Ethics - Best Practice
 - Prior to recruitment, each member chapter of a College Panhellenic shall be encouraged to develop a code of ethics for the recruitment process for the academic year.
- Recruitment Counselors - Policy
 - NPC disapproves of the presence of membership recruitment counselors and other designated Panhellenic personnel at chapter membership recruitment events, with the exception of fraternity/sorority advisors and official NPC recruitment observers.
 - Because collegiate membership, recruitment counselors function as a committee of the local College Panhellenic during membership recruitment, they shall be in good standing in their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.