Lehigh University Panhellenic Council
Membership Recruitment Policies and Procedures
Proposed November 20th, 2014—Passed December 4th, 2014

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 Formal recruitment, incorporating the NPC release figure method and quota-range.
   a. Formal 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 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 formal or informal recruitment.

IV. Statement of Positive Panhellenic Contact
We promote and encourage personal and informative panhellenic-spirited contact with potential new members at all times, year round. All member groups are expected to display ethical behavior at all times. Ethical behavior means adhering to local Panhellenic rules as well as NPC policies. It means holding yourself and others accountable to make good choices in your actions. 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.
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 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).
3. No bid promising, verbal or written, including implications of a bid, is permitted.
4. All marketing tools for recruitment purposes should represent panhellenic values.
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 between the first day of classes in the fall semester and the last day of final exams in the fall semester.
   b. Definition of Strict Silence – no conversation or contact with potential members by sorority members and alumnae. Strict silence begins at 4 PM on the last day of finals in the fall semester and lasts until Bid Day in the Spring semester.
   c. Social Media Interaction - members will have no public contact with potential members on social media.
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.
7. Gryphons may 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. No current sorority members are permitted in the first-year women’s residence halls, except to visit their relatives.
9. The affiliation of members of the Panhellenic Executive Board and Rho Gammas must be withheld from PNMs. All pictures, slides shows, or videos of members of these women must be appropriately covered. No chapter member may reveal the affiliation of any of the aforementioned disaffiliated persons.

V. Statement of “No Frills” Recruitment
We uphold the policy of no-frills 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.

1. Recruitment parties shall consist of maximum conversation times as well as tables with appropriate educational and informative displays that are relevant to the event.
2. All chapter expenditures during recruitment should be reviewed prior to recruitment with the Vice President of Recruitment.
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.

4. No more than three members shall approach and speak with a PNM at one time. This is also referred to as “hot boxing.”

5. Recruitment, including Bid Day, is an alcohol-free experience.

6. Each chapter will be assigned an academic space to host PNMs during Round One of Formal Recruitment. Each chapter is responsible for treating recruitment spaces with the utmost respect and care. This includes removing all decorations and trash at the close of the round as well as being courteous to those working in nearby office spaces and classrooms.

7. 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.

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 2.30 GPA

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 a NPC fraternity, or who has broken her pledge to a 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 a NPC group.

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 Formal Recruitment. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.

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 formal recruitment and does not participate in a ribbon or formal 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 occurs outside of Formal 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 Recruitment and the Panhellenic Advisor
   b. Register all COB events with the Vice President of Recruitment
   c. Provide a bid list in advance of the chapter’s anticipated Bid Day to the Vice President of 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 Formal Recruitment in the Spring semester

VIII. Violations
Violations 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. Messy space or trash in assigned space: $100 + any excessive cleaning expense

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.