

Appendix

2022 Primary Recruitment Rules



Primary Recruitment Rules
San Diego State University
College Panhellenic Association

The following rules are comprised of National Panhellenic Conference (hereafter referred to as NPC) Unanimous Agreements, NPC policies and recommendations for recruitment, ideas and previous rules discussed by the 2022 Recruitment Chairwomen of the nine (9) SDSU College Panhellenic Association sororities (hereafter referred to as CPA). These rules were ratified by vote of the CPA Chapter Delegates on July 26th, 2022]. All CPA chapter members and their alumnae are expected to understand and follow all of the recruitment rules. If rules are allegedly violated, the CPA Executive Board will facilitate the adjudication process.

1. CPA RECRUITMENT TEAM: While all CPA Executive Officers are resources to the chapters throughout the recruitment process, the CPA Recruitment Team shall be the main point of contact for any inquiries regarding the Recruitment Rules and expectations. The CPA Recruitment Team shall consist of the following CPA Executive Officers:
 - a. President
 - b. Executive Vice President
 - c. Vice President of Judicial Affairs
 - d. Vice President of New Members
 - e. Vice President of Membership
 - f. Vice President of Communications
 - g. Vice President of Finance
 - h. Vice President of Diversity, Equity and Inclusion
2. *SCOPE OF AUTHORITY: The CPA Executive Board has complete jurisdiction over the application and enforcement of the Recruitment Rules. The application of fines and sanctions will be guided by these rules but formally decided on a*

case by case basis. Everyone this document governs will be equally held to a high standard of respect, kindness, and responsibility conducive to membership in the Panhellenic community.

3. **FORMAL REQUESTS AND REPORTS:** The facilitation of requests and reports shall be communicated electronically between the chapters and the CPA Recruitment Team. Each report or request may have a separate process (i.e.: Google Form, email, shared spreadsheet, etc). The CPA Recruitment Team will communicate the process of submitting specific reports or requests via email, sharing links and instructions.
4. **CODE OF ETHICS:** The purpose of the Code of Ethics is to guide chapter members in carrying out truly panhellenic ideals of promoting sorority life and relations among the CPA.
 - a. **HIGH REGARD:** All sorority members shall speak highly of all chapters.
 - b. **SUPPORT ALL CHAPTERS:** All chapters shall promote sorority membership as a whole. No individual chapter promotions.
 - c. **UNFAIR ADVANTAGES:** All chapters and members shall support every sorority in their effort to succeed in the recruitment process, which means not creating an unfair advantage for a particular NPC member group.
 - d. **DISASSOCIATION:** All chapters and members shall support the Rho Gammas and the CPA Executive Board in their efforts to disassociate.
 - e. **NON-DISCRIMINATION:** Eligibility for membership may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender identity, marital status, citizenship, sexual orientation, or disability.
 - f. **PROMOTION OF WITHDRAWING:** No chapter or chapter member shall encourage women to drop out of primary recruitment in order to participate in Continuous Open Bidding.
 - g. **COURTEOUS:** All chapters and members shall be courteous and respond to questions the Potential New Members (hereafter referred to as PNMs) might ask with an encouraging outlook towards all CPA sororities.
 - h. **RECRUITMENT DURING SCHOOL RECESS:** No female student shall be asked to join an NPC sorority during any school recess including during a primary membership recruitment period and the ensuing Continuous Open Bidding held immediately prior to an academic term.
 - i. **PROMOTION OF INTENTIONAL SINGLE PREFERENCE:** It shall not be suggested to any PNM that she refuse a bid from one group in order to wait for a bid from another group nor suggest that a PNM prioritize only one chapter, if she has the opportunity to prioritize two, on her Membership Recruitment Acceptance Binding Agreement (MRABA).
 - j. **ACADEMIC ACHIEVEMENT:** CPA fully supports the academic mission of the San Diego State University, therefore, places the utmost emphasis on academics throughout all recruitment processes.
 - k. **AUTHENTICITY:** An aspect of promoting sorority life and relations is being honest and realistic about what it means and what is expected of an individual in the CPA community. Promoting a realistic image of life as a member of the CPA community is essential for welcoming new members

and keeping them as a part of the community. Being honest, realistic, authentic, and always positive about the expectations of a member in the CPA community is a requirement during all recruiting processes for not only chapter members, but CPA Executive Officers, and Recruitment Guides (hereafter referred to as Rho Gammas) as well.

5. **UNANIMOUS AGREEMENTS:** NPC fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements. *For reference, see NPC Manual of Information*
6. **CONTRACTS:** Rho Gammas, Potential New Members (hereafter referred to as PNMs), and all active chapter members are expected to sign individual contracts agreeing to all recruitments processes and expectations. Electronic contracts are acceptable.
7. **POSITIVE PANHELLENIC CONTACT:** The purpose of Positive Panhellenic Contact is to engage with PNMs in activities that shed a positive light on the CPA community and in doing so, promote the spirit of the Code of Ethics and Values-Based Recruitment.
 - a. **ENCOURAGED INTERACTION:** Chapters may attend and interact with PNMs at the following types of activities:
 - i. If interactions take place at university events such as Aztec Nights, Athletic Games, etc., all interactions must take place within the designated event area.
 - b. **TIME FRAME:** Positive Panhellenic Contact is encouraged up until the time strict silence begins and is strictly in effect (Refer to section 14 for *Strict Silence* rules).
 - c. **Promotion of the Sorority Experience:** All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.
 - d. **CAMPUS WIDE EVENTS:**
 - i. **Aztec Nights**
 1. Panhellenic chapter members are encouraged to attend Aztec Night events with the exception of the event(s) held exclusively for first year SDSU students as determined by the University, specifically the Templo Del Sol Aztec Night event held the first Friday following residential hall move-ins

2. All active members partaking in these events are required to wear their specific chapter affiliated/Greek Organization attire.
 3. Conversations must reflect positive Panhellenic contact. No groups larger than three (3) of active members are allowed.
 4. All chapters partaking in these events will be expected to submit an attendance list of their actives to the College Panhellenic Association.
 - e. PLACE OF RESIDENCE:
 - i. PNM's are not allowed in chapter houses before recruitment and active members are not allowed in Residence Halls, unless it is their place of residence or employment.
 - f. GIFTS/PURCHASES: Active members nor PNMs may make purchases for one another, no matter the cost of the purchase. This includes providing gifts or candy during any individual chapter's tabling events.
8. VALUES-BASED RECRUITMENT: The focus of recruitment shall be to have meaningful conversation and interactions with PNMs and recruit women who will have a positive impact on the chapter and the CPA community.
 - a. LIMIT NON-ESSENTIAL FEATURES: The CPA community will strive to reduce non-essential features of the recruitment process to focus recruitment on values, benefits, and responsibilities of active sorority membership. Practices of a values-based recruitment include but, are not limited to,:
 - i. Engaging in values-based conversations
 - ii. Participating in recruitment activities that reflect the chapters' core values
 - iii. Make informed choices, based on shared values, about PNMs
 - iv. Limiting superficial aspects of the recruitment process including the importance of apparel and social media.
 1. All chapter boards, members, or affiliated individuals are not permitted to run any Google, Facebook, or Instagram Ads. They are not allowed to fund or host any digital advertising to target new members or spread chapter awareness including email marketing or email capture software and cannot retarget or run look-alike advertisements to gain traffic before, during, or after recruitment. Any ad seen or ran will warrant immediate judicial action.
 - b. STANDARD OF EXPECTATIONS: Every member and potential new member of the Panhellenic community is held to a high ethical standard. All active chapter members and PNM's are expected to conduct themselves with:
 - i. Maturity throughout all situations.
 - ii. Responsibility when making decisions.

- iii. Mutual respect when interacting with everyone, whether a member of the Panhellenic community or not.
 - iv. Open Mindedness when confronted with trying situations.
 - v. An attitude that is reflective of Positive Panhellenic Contact.
 - vi. Accountability for one's actions and words, specifically if they are incompatible with CPA's Code of Ethics and Standard of Expectations.
9. SYMPOSIUM: Every active member is expected to participate in Primary Recruitment Symposium, which will be held during the month of August, preferably during the chapters' recruitment preparation week. CPA President, Vice President of Judicial Affairs, Vice President of Membership and Vice President of Diversity, Equity, and Inclusion will perform a walk around to inform chapters on expectations for primary recruitment, judicial rules and proceedings, and any other relevant information. The chapter shall offer at least three (3) times in which the meeting best fits the availability of the members at least one week before the symposium walkarounds take place.
- a. Absences: Any chapter member who is unable to attend but will be participating in primary recruitment rounds to assist the chapter will be expected to abide by rules even if a make-up Primary Recruitment Symposium is not able to happen. It is ideal for these individuals to attend the one (1) make-up Primary Recruitment Symposium offered by the CPA. CPA will collect the attendance sheets either electronically or on paper from each chapter after their symposium to keep track of members' absences and determine who is expected to attend the make-up Primary Recruitment Symposium. Each chapter has their own rules regarding what constitutes an excused absence so when the symposium attendance sheets are collected from each chapter are expected to specify which absences are excused or not. If a chapter member is absent from both opportunities then her absence will be regarded as a fineable offense, unless she consults with CPA Recruitment Team and they determine both her absences are excused. Work or social conflicts are not "excused absences". An excused absence is deemed as an emergency situation whether health wise or with family and can be determined on a case by case basis. A fee of \$25.00/chapter member not in attendance at symposium or scheduled make-up may be applied after the make-up symposium role has been assessed and a conversation with the chapter President has been started regarding the reasons behind the absences.
10. FINANCES
- a. FAIR & REASONABLE: The purpose of CPA overseeing CPA chapter recruitment budgets is to reinforce the ideals of values-based recruitment. The CPA and individual CPA chapters have the responsibility to establish a fair and reasonable recruitment operations budget.
 - i. CPA RECRUITMENT BUDGET COVERS:
 - 1. CPA Pre-Recruitment Training (room rental(s), print materials, food).

2. CPA disassociate member apparel.
 3. PNM Orientation, Priority Ranking, and Bid Day space rentals.
 4. Clerical costs (name tags, PNM plastic bags, etc.).
 5. PNM Leadership Day shirts.
 6. Other Panhellenic merchandise for PNM's and/or chapter active members, decided upon by the current executive board, such as water bottles or stickers.
 7. Rho Gamma and CPA Executive Officer boxes as well as necessary items to put inside.
 8. Panhellenic Recruitment video, if the current CPA Executive Board decides to create one on behalf of the CPA community.
- ii. CPA RECRUITMENT REVENUE SOURCES:
1. PNM registration fees: PNM's will be charged a registration fee that will be assessed and set each year by the Recruitment Team. Fees may start anywhere from, but are not limited to, \$60 per PNM.
 - a. If the Recruitment Team deems necessary they may implement a scaffolding model in regards to PNM registration fees.
 2. Rho Gamma fees: Each Rho Gamma will not be required to pay a fee on the first day of Rho Gamma training. This payment will contribute to housing, apparel, food, and all costs associated with recruitment.
- iii. CPA CHAPTER OPERATIONS BUDGET:
1. BUDGET LIMIT: \$1,000 per NPC Manual of Information that dictates "no frills" recruitment. Exceptions on the basis of extreme circumstances may be considered by CPA. For example, moving chapter facilities necessitating unusually more purchases or being a new chapter on campus and having to buy all new recruitment supplies. The chapter's Recruitment Chair or President may contact the CPA Recruitment Team if they believe their situation warrants an exception.
 2. PROJECTED RENTALS: Submit an itemized list of projected rentals necessary for primary recruitment. There shall be no limit set on expenses incurred through the renting of equipment necessary. Necessary rentals shall be defined as items that are critical for carrying out recruitment functions. Necessary Rentals can be defined as projectors, chairs, fans, tables, canopies, or air conditioners. If a VPM has a question regarding whether something is a necessary rental she can ask the CPA Recruitment Team.
 3. PROPOSED BUDGET: Chapters shall submit an itemized proposed recruitment budget to the CPA Recruitment Team. A tentative outline shall be submitted to the CPA Vice

President of Membership the semester prior to recruitment but will be updated and edited up until 72 hours before the Primary Recruitment process begins to ensure accuracy on the Financial Transparency Sheet as required by National Panhellenic Conference.

4. **DONATIONS LIMIT:** \$300.00 shall be the limit for all primary recruitment donations. All goods that are donated by alumnae, chapter members, parents, etc., and used during primary recruitment must be reported to the CPA Recruitment Team. The value of the donations **is** counted toward the overall \$1,000.00 limit. If these same goods are donated on an annual basis, the value counts each year. All donations must be reported in the proposed budget and finalized in the ledger.
5. **APPAREL:** The cost of all pre-recruitment and recruitment clothing must not exceed \$100 per chapter member for chapter mandated apparel, unless otherwise approved by the CPA Recruitment Team.
 - a. The College Panhellenic Association respects and values the individuality of each and every member. Therefore, to ensure and reflect the importance of values based and “no frills” recruitment a chapter cannot require members to purchase any particular brand of clothing/apparel, get a spray tan, get their nails done, etc. in order to present a certain “image” even if it does not exceed this \$100 cap
6. **LEDGER:** Chapters shall submit an itemized ledger of expenditures after primary recruitment, specifically 72 hours after bid day, to the CPA Recruitment Team via their designated shared google drive, before the chapters’ mediation hearing with the Vice President of Judicial Affairs. If the ledger is found to be inaccurate, then necessary judicial action will be taken up to the discretion of the Vice President of Judicial Affairs.

11. APPAREL:

- a. **PRE-RECRUITMENT SHIRTS:** Pre-recruitment shirts are limited to two (2) designs. Wearing recruitment shirts from previous semesters is encouraged. Pre-recruitment shirts must be pre-approved by the CPA Recruitment Team. These will be due by a date assigned from the Vice President of Membership.
- b. **PNM RECRUITMENT SHIRTS:** All PNMs will be provided with a t-shirt to be worn on the first round of recruitment (i.e. Welcome Day). T-Shirts will be distributed at the Fall Primary Recruitment Orientation. If the PNM is unable to attend the Fall Primary Recruitment Orientation, then their assigned Rho Gamma is expected to acquire a PNM Recruitment

shirt for their PNM based on the size indicated on the PNM's registration form.

- c. **NAME TAGS:** Chapter members must wear name tags provided by CPA only during primary recruitment.
 - i. If a chapter is using outside recruiters/alumnae a chapter must identify them as such on their name tag.
- d. **TYPE & COLOR SPECIFICATIONS:** Chapters are permitted to specify type and color of clothing for chapter members for recruitment. Chapters are not permitted to require or hint that members must purchase or obtain specific brands of clothing, accessories, jewelry, etc. for recruitment (Round 1 - Welcome Day shirts are the only exception to specifications.).
- e. **COORDINATED EFFORT BETWEEN CPA AND INTERFRATERNITY COUNCIL CHAPTERS:** The participation of men in CPA recruitment efforts shall not be permitted. Additionally, CPA women shall not assist men in any aspect of their recruitment efforts. There shall not be any organized effort to have men wear a shirt that advertises a particular sorority, even if the shirt is from a previous year. The same rule applies for men organizing women to do the same. An "organized effort" is described as a recognizably percentage of men/women wearing a particular shirt in support of the other organization, especially at the same event.
- f. **INTERFRATERNITY COUNCIL CHAPTER APPAREL:** Chapter members must refrain from wearing Interfraternity Council (hereafter referred to as IFC) chapter letters and/or affiliated apparel from the beginning of fall semester until after bid day in a public setting or on any social media platforms. If a primary complaint is submitted, the CPA Recruitment Team will submit documentation to the chapter in question who will be responsible for responding to the case. The chapter will then submit an action plan and/or outcome back to the CPA Vice President of Judicial Affairs for documentation purposes.
- g. **COLOR & SONG PREFERENCES:**
 - i. Patents for colors of Welcome Day shirts and song choices for recruitment will be selected based on the average chapter grade point from the previous Fall and Spring semesters. Since this round is the only round that is regulated color-wise by CPA, the mechanism of distinguishing color preferences must be objective and finite.
 - ii. It is suggested that chapters choose different colors for Philanthropy and Sisterhood Day apparel; however, if there is a conflict of apparel preferences, agreements are encouraged to be handled informally. If a compromise cannot be made between the chapters in conflict and CPA has to intervene, the priority of desired color(s) will be given to the chapter based on the cumulative total of the previous Fall and Spring accreditation results of each chapter involved. Alleviating conflict on the basis of accreditation is a more holistic reflection on the basis of several factors of chapter involvement that prevents one single chapter from dominating color preferences. In the event that a patent needs to be altered

prior to recruitment and after the date they were finalized, new ideas are to be approved by the CPA Recruitment Team, who will then notify the other chapters of the changes.

12. CHAPTER FACILITY / RECRUITING AREA

- a. **CANDLES:** No candles may be burned inside the chapter house during any round of recruitment.
- b. **BANNERS:** Chapter banners are permitted and encouraged to be displayed at all times on chapter facilities before and after recruitment as long as they are centered on the ideals of Positive Panhellenic Contact. Posters from fraternities or for fraternities may not be displayed until after Bid Day.
 - i. By the start of Fall Primary Recruitment chapters cannot have banners hanging from their chapter facilities.
- c. **CPA CHAPTER FACILITY SETUP:** CPA will be set up outside each chapter facility during recruitment to conduct necessary recruitment business. This setup will include at least one table, two chairs, extension cords, and a canopy provided by CPA. Each chapter is responsible for securing the items overnight to be used during all rounds of recruitment. If a chapter loses, breaks, or has any items stolen the chapter will be held accountable for reimbursing CPA.

13. CHAPTER COMMUNICATION & OPERATION RESPONSIBILITIES

- a. **ACCESS TO INTERNET:** Chapters must have access to a computer with internet before and during primary recruitment.
- b. **PHONE NUMBERS:** Chapters are required to provide the CPA Recruitment Team with a phone number for an advisor and for a chapter officer that will be answered at all times during primary recruitment in case the chapter needs to be contacted regarding recruitment procedures, questions, or issues that may arise.
- c. **PROVISIONS FOR CPA EXECUTIVE BOARD MEMBERS:** Chapters must provide a table, canopy, chairs, water, and access to power outlets (which may include extension cords) for the CPA executive board member(s) and/or Administrative Rho Gamma(s) stationed outside of the chapter facility each day of recruitment.
- d. **VOLUNTEERS:** Chapter shall submit a list of names and relation to the chapter if they intend to have them present at recruitment to assist behind the scenes.
- e. **SUBSTITUTE RECRUITERS:** CPA must be notified of the usage of outside recruiters at least four (4) weeks prior to recruitment in order to approve and assess the situation on a case by case basis to ensure the fairness of the recruitment process. Use of alumnae and/or members from other chapters may not exceed total amount of active recruiters in that chapter unless said chapter is participating in a Headquarter ran extension. Name tags will be printed by CPA Recruitment Team for these individual(s) and will indicate these are alumnae and/or collegians from another chapter.

- f. **RECRUITMENT ELECTRONIC PLATFORM:** Chapters must communicate with CPA about what recruitment electronic platform they will be using throughout the recruitment process prior to recruitment during the first week of the semester.
14. **CONDUCT: EXPLORE SDSU (SPRING SEMESTER):** The designated day for prospective SDSU students to come visit campus and learn about our campus.
- a. **TABLING:** CPA Executive Board will be tabling throughout the day
 - i. In the event that it is needed, CPA Recruitment Team has the authority to determine whether to use certain Rho Gammas for tabling assistance, pending said Rho Gammas completion of a comprehension education on all necessary chapter information.
 - b. **CAMPUS PRESENCE:** Individual chapters are not permitted on campus during Explore SDSU.
 - i. No chapter shall hold any events on campus during the hours of Explore SDSU.
 - ii. No active members shall be on campus during the hours of Explore SDSU.
 - 1. If an active member is tabling for another student organization, she shall not promote her individual chapter.
 - 2. Other exceptions may be considered by the CPA Recruitment Team.
 - c. **CHAPTER HOUSES:** No PNMs shall be inside of any chapter house during the weekend of Explore SDSU. Exceptions, such as siblings, may be considered by the CPA Recruitment Team.
15. **CONDUCT: PRE-RECRUITMENT:** From the Friday before classes start in the Fall semester until after the conclusion of Bid Day in the Fall semester.
- a. **NON-MEMBER EVENTS:** No chapter is permitted to host any event open to non-members at their chapter facility or on campus, regardless of type. Exceptions may be considered by the CPA Recruitment Team.
 - b. **VISITS TO PNM:** No active member shall visit a PNM's residence unless they are living at the same residence and this is made known to the CPA Recruitment Team prior.
 - c. **VISITS TO CHAPTER:** PNMs shall not enter any sorority chapter house unless it is during recruitment events.
 - d. **OFF-CAMPUS SOCIAL EVENTS:** No chapter members or PNMs shall be permitted to attend off-campus social events: parties, kickbacks, bonfires, etc. This is to include any event that has the connotation of a social gathering/party. This includes all un/official fraternity events and general social events hosted by SDSU students. In addition, underage PNMS and members will not be able to attend any events with alcohol. The location of the event includes, but is not limited to, a fraternity's official facility, an associated satellite house, or general student residences off-campus.
 - i. If a PNM or Active Member attends a social event, and experiences gender-based violence at/following the event, they should not be deterred from reporting to the University, seeking campus

resources, filing a Title IX complaint, etc with the fear that they will be removed from the CPA Recruitment Process or that their chapter will receive an infraction. Individuals who report an incident, therefore expressing that they were present at social events, along with the individuals they were with, will not be released from the process or receive an infraction.

- e. INTERFRATERNITY COUNCIL COLLABORATION
 - i. To ensure the integrity of the Panhellenic recruitment process, no member organization shall partake in a collaborative effort in creating an organized social event(s) with a fraternity organization. These social events include, but not limited to, parties or socials.
 - ii. To ensure the integrity of the Panhellenic recruitment process, chapter members cannot post on any social media with a fraternity member, at a fraternity event, emphasizing a certain fraternity in any way.
- f. **TABLING:** During tabling for recruitment, chapters may not hand out anything to PNMs with the exception of flyers provided by CPA and/or the Student Life & Leadership Office. There shall be no more than three (3) chapter members present in the tabling area at any time. A courtesy greeting may be communicated to men but no lingering conversations are allowed at that time. Specific community events may have different requirements.
- g. **PRE-RECRUITMENT VIDEO:** If chapters choose to make a pre recruitment video, it must be submitted to the CPA Recruitment Team for final approval at least two (2) weeks prior to the release date. All chapters are highly encouraged to submit their videos for initial approval as far in advance as they can, considering the pre-recruitment video guidelines. It is in the chapter's best interest to communicate their video ideas and plans with the CPA Recruitment Team prior to filming, to ensure that no chapters spend time and money making a video that is ineligible. It is not the motivation of the CPA Recruitment Team to prohibit chapter's from releasing a pre-recruitment video, they are expected to communicate clearly and positively with all chapters about expectations and due dates to encourage chapter-wide participation. Videos should aim to reflect the chapter's values and shall not include disassociated members, fraternity events, letters or men, or "Rush/Go Specific Chapter." It is an expectation by CPA Exec that pre-recruitment videos must portray a realistic account of what it is actually like to be in a chapter at San Diego State University. Videos centered around inauthentic settings and props send a false message to PNM's about what to expect when joining a chapter. If the CPA Recruitment Team deems a video to be against the guidelines, the chapter will be given a reasonable amount of time to correct the issue areas and resubmit the video for approval. The cost of the video does not need to come out of the chapters Recruitment Budget however the rules of a "no frills" recruitment still apply. Excessive spending (the purchase price or rental fee of one item exceeding the dollar amount of \$250) on props to

portray an unrealistic image is considered “frills” and will not be permitted. If the cost of a prop exceeds \$250, chapters may request that the expense be approved by the Recruitment Team. If a formal request is submitted to CPA, the Recruitment Team has the authority to approve, modify, or deny the request for the prop. If the CPA Recruitment Team decides that a video is not cooperating with the mission of a “no frills” recruitment the video will be ineligible to be released if it is not corrected by the due date.

16. CONDUCT: DURING RECRUITMENT & BID DAY

a. GENERAL

- i. Section 12: a-c also in effect.
- ii. PHOTOS: No photos may be taken of PNMs.
- iii. SUBSTANCES: No alcoholic beverages, smoking or other drugs shall be in use or permitted. This includes discussion, photos and other paraphernalia (e.g. shot glasses, etc.).
- iv. BID PROMISING: A PNM shall not be explicitly or implicitly told (verbally, nonverbally, written, printed, text messages or other electronic communication or communicating through a third party) that she is on a chapter's invite or bid list. This includes expressing to PNMs that they will be invited back to a chapter the following recruitment round.
 1. Additionally, it is prohibited to inform a PNM either prior to or after Bid Day of their score or selection process within any specific chapter. This includes but is not limited to informing a PNM how much they were “well-liked”/”well-scored” amongst actives from said chapter. This violates the expression of intimate chapter knowledge to anyone that is not an active member of said chapter, Chapter Advisor, or a CPA Executive Board member.
- v. CONTINUOUS OPEN BIDDING (COB): Chapters shall not express that any chapter will be participating in Continuous Open Bidding. Additionally, a PNM shall not be encouraged to withdraw from Fall Primary Recruitment in order to participate in Continuous Open Bidding.
- vi. TAKEAWAYS/GIVEAWAYS: PNMs shall not be permitted to take any item from a recruitment event. Water cups are the only exception.
- vii. BEVERAGES: Water or other approved beverage may be served during any round of recruitment. Approved beverages may include lemonade, Shirley Temples, sparkling cider or tea. Food may not be served during any round.
- viii. LIMITED COMMUNICATION OUTSIDE RECRUITMENT ROUNDS:
 1. Normal courtesy of greetings and giving campus information is permitted between chapter members and PNMs.

2. Chapter members must in no way give PNMs information specific to their chapter in regards to recruitment outside primary recruitment events.
3. Chapter members must have no communication regarding chapter-intimate recruitment details with anyone outside their own actively recruiting chapter membership/advisors, the College Panhellenic Recruitment Team, Fraternity & Sorority Life staff, and NPC.
 - a. This includes but is not limited to selection criteria and processes, rituals, quotas, etc.
4. Chapter members shall not have any contact with a PNM from the time she leaves the preference events until she receives her bid card, this is also known as Strict Silence.
5. Rho Gammas, CPA Executive Board, and their actively recruiting chapter members shall not be permitted to have any contact (except in certain situations between CPA Recruitment Team and Chapter Recruitment Team).

ix. RECRUITMENT EVENT LOGISTICS

1. **START & END TIMES:** To ensure that PNMs and Recruiters have the most time during each event, it is encouraged that chapters open doors on time. Chapters must close their doors during the specified time. Infractions will occur for ending a round late following the 1st warning of the day.
 - a. This will be enforced by the Rho Gammas or CPA Executive Board Member(s) stationed outside the chapter facility
2. **RECRUITMENT RATIO:** No more than two (2) members shall be permitted to recruit a PNM at the same time during a recruitment event. Exceptions may be considered by the CPA Recruitment Team.
3. **PRIVATE SPACE:** During recruitment events, recruiting shall be permitted anywhere in the designated recruiting area as long as PNMs are not guided to a private space away from the general group as this can be interpreted as bid promising by PNMs and tends to cause unease.
 - a. If a PNM reports such an event has occurred infractions will occur
 - i. Exceptions include medical needs, biological needs, restroom breaks, etc. If any such instance arises a chapter is required to inform Recruitment Team
4. **WELCOMING:** It is encouraged, but not required, at the start of a recruitment event, a maximum of four (4) chapter members shall greet PNMs outside of the recruiting area and welcome them into the recruiting area. Of these four (4) individuals, two (2) shall be the Chapter President and Vice President of Membership. Additional chapter members must

not misrepresent their position in the chapter. Additionally, these individuals must be in good standing with the chapter.

- a. On-Welcome Day(s), the Academics Coordinator or corresponding position, shall be one of the four (4) chapter members greeting the PNMs. If she has class or is unable to be present at the recruitment event, another Executive Officer may take her place.
 - b. On Philanthropy Day, the Philanthropy Coordinator, or corresponding position, shall be one of the four (4) chapter members greeting the PNMs. If she has class or is unable to be present at the recruitment event, another Executive Officer may take her place.
 - c. On Sisterhood Day, the Sisterhood Coordinator, or corresponding position, shall be one of the four (4) chapter members greeting the PNMs. If she has class or is unable to be present at the recruitment event, another Executive Officer may take her place.
- x. SINGING / DANCING
1. All songs and/or chants shall be approved by the CPA Recruitment Team.
 2. A chapter is not required at all to sing/chant at any point during any recruitment event. If a chapter chooses to sing/chant, it is encouraged that there be no more than three (3) collective minutes of singing/chanting during each recruitment event. This is to ensure that the focal point of each event is the conversations between PNMS and Recruiters.
 3. There shall be no singing/chanting outside of the designated recruiting area. Additionally, the SDSU Student Organization Handbook policies regarding noise levels and curfews apply.
- xi. DECOR (INSIDE FACILITY / RECRUITING AREAS)
1. CPA Recruitment team will be conducting scheduled walk arounds before recruitment to ensure decor is appropriate:
Disclaimer: CPA reserves the right to conduct additional inspections of chapter rooms and recruiting areas after scheduled walk arounds to ensure all chapters are consistently abiding by the rules.
 - a. Poster boards, informational in nature, etc. are permitted within the recruiting area but must be approved by the CPA Recruitment Team.
 - b. No photos with fraternity men, letters, or photos taken obviously outside a fraternity house are to be displayed during recruitment.
 - c. No photos or names of disassociated members (CPA Exec, Rho Gammas) can be displayed (including composites).
 - d. No decorative themes shall be permitted – no frills.
 - e. No decor alluding to alcohol or other drugs can be present in recruiting areas, including the rooms of

members that are being shown on Sisterhood Day during house tours.

- f. All rooms being shown on Sisterhood Day during house tours must be approved by the CPA recruitment team. It is encouraged that the route(s) of the house tours is assessed for accessibility purposes.

xii. **RECRUITMENT ROUNDS**

1. **ROUND 1 WELCOME DAYS:** The purpose of these days is to allow PNMs to experience every Panhellenic chapter, as well as, be introduced to all of the leadership opportunities within each individual chapter and the Greek community as a whole. All chapter members are to follow guidelines established by the CPA Recruitment Team including the approved apparel.
2. **ROUND 2 - PHILANTHROPY DAY:** The purpose of this day is to provide PNMs with a deeper understanding of individual chapter's philanthropic and service initiatives.
3. **ROUND 3 - SISTERHOOD DAY:** The purpose of this day is to showcase the unique attributes of the individual chapter's sisterhood. During this day, chapters have the ability to provide tours of their chapter facilities, if applicable. All rooms being shown must be approved prior by the CPA recruitment team. If a chapter chooses to show a slideshow/video during this day it is encouraged that the slideshow/video be no more than seven (7) minutes. Slideshows/videos must be approved by the CPA Recruitment Team. Slideshows/videos shown during the round must be the approved version. CPA reserves the right to monitor video showings in chapter houses during rounds to ensure that only the previously approved video is being shown. The following are not permitted to be included in the videos: SDSU collegiate men, Resident Assistants Rho Gammas, CPA Executive Board members, alcohol/drugs, and/or the implied or explicit use of alcohol/drugs.
4. **ROUND 4 - PREFERENCE NIGHT:** The purpose of this day is to help PNMs determine their chapter preference. Personalized poems/notes shall not be read to individual PNMs, however general poems/notes may be read aloud to the entire group. Symbolic items (i.e. flowers, pearls, etc.) shall be permitted but must not leave the designated recruiting area.

xiii. **BID DAY**

1. **PHOTOS:** All photos taken shall be in good taste.
2. **SUPPLIES:** Bid cards and t-shirts for chapter's disassociated women (i.e. Rho Gammas and CPA Executive Board members) are to be brought to the CPA office prior to Bid Day. Bid cards must be in alphabetical order by last name

and be enclosed in an envelope with PNMs' first and last name on the front of the envelope.

3. REVEAL: Rho Gammas and CPA Executive Board Reveal will occur.
 4. BID CARDS: PNMs are to be escorted to receive their bid card then join their chapter.
 5. BID DAY SHIRTS: New members will be given shirts once they get to their respective chapter houses or after the Bid Day reveal whenever the chapter sees fit. The CPA Recruitment Team will consult with all the chapters Recruitment Chairs prior to recruitment about how everyone wants to proceed with the changing of Bid Day shirts for that recruitment. The CPA Recruitment Team will then make a decision on the consensus of everyone's preferences.
 6. BID DAY ACCESSORIES: No chapter is permitted to bring any accessories that will leave any type of residue/ or costume fallout to Bid Day Reveal that will require the CPA Executive Board to clean up once Bid Day Reveal has concluded. This includes, but is not limited to, feather boas, glitter, sequins, confetti, etc.
 - a. If a chapter comes to Bid Day Reveal with such accessories they will be asked to leave or throw away said accessories AND a fine will incur.
- xiv. CHAPTER ATTENDANCE: Chapter members to be present in the designated Bid Day venue to receive new members shall include Chapter President, New Member Educator, and three (3) other representatives selected by the chapter. Up to thirty (30) additional chapter members (including the chapter's revealed Rho Gammas and CPA Executive Board members) may be present for Panhellenic Executive Board and Rho Gamma reveal.
17. STRICT SILENCE: The National Panhellenic Conference instituted "Strict Silence" as an NPC policy in 1995. NPC discusses "Strict Silence" in the Manual of Information as "strict silence is observed only between the end of the preference events and bid distribution. Positive Panhellenic contact shall be advocated at all other times."
- a. NPC further describes that Strict silence is the period of time from the end of the woman's last event until bids are distributed. Strict silence is defined as verbal, written, printed, text message or social media communication between the potential new members and sorority members, new members, or alumnae.
18. JUDICIAL PROCEDURES:
- a. MEDIATION: Allegations of recruitment violations not resolved through informal discussion, whether from a chapter(s) or from the CPA Executive Board, shall be designated for mediation and the following procedures shall apply:

- i. A meeting date and time agreed upon by all participants shall be scheduled for each chapter prior to the beginning of recruitment. If no infractions are reported, the meeting may be convened to discuss the chapter's recruitment feedback.
 1. Changes to the meeting time and date must be confirmed within 48 hours of bid day.
 - ii. Participants shall be representatives of the chapter involved (Chapter President, Chapter Vice President of Membership (or equivalent) and/or Chapter Advisor) and the CPA Judicial Committee (CPA Vice President of Judicial Affairs and/or CPA President, and a Fraternity & Sorority Life Advisory team member).
 - iii. A Fraternity & Sorority Life Advisory team member must be present at all mediations.
 - iv. At the conclusion of the mediation process, representatives of the chapter involved will be given a copy of their sanction breakdown and will have three (3) days to sign and return to the CPA Vice President of Judicial Affairs, assuming no appeals are to be made. An appeal should be made through email to the Vice President of Judicial Affairs and it is encouraged to be resolved informally. If it cannot be resolved, the conversation will continue in person via a meeting with the CPA Judicial Committee.
 - v. All infraction allegations will be submitted to the Vice President of Judicial Affairs as soon as possible but at the latest, 48 hours after bid day. A link will be provided to the NPC allegation form prior to recruitment.
- b. SANCTIONS FOR INFRACTIONS OF RECRUITMENT RULES
- i. Allegations for infractions may be written upon violation of any rule stated in the CPA Recruitment Rules.
 - ii. CPA shall adjudicate fair and reasonable sanctions for infractions of the CPA Recruitment Rules.
 - iii. CPA has agreed upon the following breakdown of sanctions, which shall be assessed by the CPA Recruitment Team the semester prior to Primary recruitment and is to be approved with a majority council vote.
- c. MINOR INFRACTIONS AND SANCTIONS
- i. Minor infractions primarily come from recruitment procedure violations and include, but are not limited to, such things as: violations of budget; violations of guidelines for decorations, apparel, or food/drink; not adhering to scheduled hours of recruitment events; and not meeting the deadline for submitting invitation lists.
 - ii. Sanctions for minor infractions shall be assessed to fit the nature and degree of the offenses.
 - iii. Sanctions include, but are not limited to, recruitment workshops.
- d. MAJOR INFRACTIONS AND SANCTIONS
- i. Major infractions primarily come from recruitment procedure violations of higher severity and include, but are not limited to,

such things as: giving out gifts to PNMs, utilizing fraternity men as recruitment tactics, inviting PNMs to social outings that involve men and/or alcohol and other drugs, missing scheduled academic courses, bid promising, breaking strict silence, revealing chapter affiliations of Rho Gammas or Panhellenic Executive Board Officers, and/or showing unapproved videos, songs, or areas within chapter facility.

- ii. Sanctions for major infractions shall be assessed to fit the nature and degree of the offenses.
- iii. Sanctions include, but are not limited to, monetary fines, required developmental workshops, and/or required attendance at developmental conventions (i.e.: Association of Fraternal Leadership & Values' AFLV West).
- iv. Major infractions are considered a breach of CPA's Code of Ethics, Standard of Expectations, and Values-Based Recruitment (reference above sections) and such intentional actions will not be tolerated in the Panhellenic community and may result in higher level sanctions provided to the chapter.

Viii. **FAILURE TO UPHOLD SANCTIONS:** Failure to uphold the decisions and corresponding sanctions provided by CPA following the mediations will result in an additional meeting with the CPA Judicial Committee. Additional sanctions may be provided as a result.

19. ELIGIBILITY FOR PARTICIPATION IN RECRUITMENT

a. POTENTIAL NEW MEMBERS (PNMs)

- i. **REGULARLY ENROLLED & IN GOOD STANDING:** San Diego State requires that, in order to participate in any recruitment, students must be regularly enrolled at San Diego State University and are in good standing (not on academic or disciplinary probation). San Diego State University students in Extended Studies, the American Language Institute, and/or who are considered Open University students are ineligible to join. Petitions for exceptions must be made to the Assistant Director of Student Life & Leadership for Fraternity & Sorority Life.
- ii. **GPA & UNITS:** Individual chapters may establish a grade point average and unit requirement.
- iii. **REGISTRATION:** Prior to the espoused deadline, PNMs must register on ICS, complete Pre Recruitment Education Program (PREP Online Training) through the university, and submit their registration fee.
- iv. **PNM CONTRACT:** PNMs will be expected to sign a contract during the Fall Primary Recruitment Orientation that outlines behavioral expectations for participating in the recruitment process.
 - 1. PNMs released from the Fall Primary Recruitment process due to disrespect or slander of any chapter will not be eligible to join a CPA chapter until the next primary recruiting period.

- v. **FEE PAID:** Registration information and fee must be received prior to the deadline. PNMs who have not paid or completed other requirements prior to this deadline shall not be eligible to participate in Fall Primary Recruitment.
- vi. **UNEXCUSED ABSENCES:** A list of PNMs with unexcused absences from recruitment events shall be compiled at the end of each day during Primary recruitment by the chapters and directed to the Fraternity & Sorority Advisory Team. CPA Recruitment Team may release PNMs who fail to accept an invitation(s) by not attending a chapter event when she has been invited. One (1) written warning will be issued after a PNMs 1st unexcused absence. After the 2nd unexcused absence, the PNM will be released from the recruitment process. Prior to releasing a PNM, the CPA Recruitment Team must communicate with the PNM's Rho Gamma and the Fraternity & Sorority Advisory Team.
- vii. **PNM VOLUNTARY REMOVAL:** Every PNM has the right to remove herself from the recruitment process if she feels it is necessary. CPA Executive Officers and Rho Gammas shall do everything in their power to encourage and support every PNM to finish the recruitment process. If a PNM expresses the desire to remove herself from the recruitment process, CPA Executive Officers, Rho Gammas, and Fraternity & Sorority Life Advisors shall highly encourage the PNM to finish attending all of her events for the day and the selection process before coming to a final decision. However, PNM is adamant about removing herself from the recruitment process she will be asked to sign an agreement acknowledging the decision she is making with a CPA executive member, Administrative Rho Gamma, and/or a Fraternity & Sorority Life Advisor present. Additionally, before the PNM submits her official withdrawal form, it is a requirement that the CPA Executive Officers, Rho Gammas, and/or Fraternity & Sorority Life Advisors informs the PNM that officially withdrawing from the Primary Recruitment process makes the PNM ineligible to continue in that current primary recruitment process. While the removal agreement signed by a PNM wishing to remove herself from the recruitment process is a binding document that makes her ineligible to participate or continue in that current recruitment, she is still eligible to participate in snap bidding, the Continuous Open Bidding process and/or the next primary recruitment period if the PNM has not completed a Membership Recruitment Acceptance Binding Agreement (MRABA) prior to removal from the recruitment process.
 - 1. In the event the PNM refuses, or chooses not to, complete the withdraw process, and they do not attend the remainder of their events, they will be withdrawn from primary recruitment.

- viii. **PNM RELEASE PROCEDURES:** Everyone in the Panhellenic Community, including CPA and PNM's, are held to a very high ethical standard (refer to section 4 and 5) to ensure a respectful environment. Any PNM who is not abiding by the values-based recruitment and is not cooperative with CPA's mission of a positive Panhellenic is subject to release from the recruitment process. CPA has complete jurisdiction over the decision to release a PNM from the recruitment process. A PNM may be removed from recruitment upon notification of unethical or inappropriate behavior before and/or during the recruitment process that would deem that individual unfit to join the Panhellenic community. Every PNM will sign a PNM Contract during CPA Fall Primary Recruitment Orientation that outlines the behavioral expectations each PNM is expected to uphold, making them aware that removal from the recruitment process is possible if said contract is breached. This removal will be decided after thoughtful deliberation by the CPA Recruitment Team in consultation with the Fraternity & Sorority Life Advisory Team. If a serious situation with a PNM occurs that may constitute release, an active chapter member will complete and submit an incident report to CPA which includes factual information of the incident(s) that occurred. The CPA Recruitment Team will then objectively examine the situation by talking with all parties involved and consulting with the Fraternity & Sorority Life Advisory Team. If, after the personal interviews and investigation, the CPA Recruitment Team decides that the most appropriate action is to release the PNM in question from recruitment, the following actions will be set in motion to do so.
1. PNM's whose conduct is being reviewed shall attend all of their scheduled events for that round and make selections. The decision regarding their conduct will be rendered either after selections of the round of the report or before schedules are given for the next round.
 2. The CPA President, Vice President of Judicial Affairs and at least one member of the Fraternity & Sorority Life Advisory Team will conduct a meeting with the PNM and explain the reasoning behind their release in the most respectful and kind manner.
 3. The PNM will then sign an agreement recognizing that CPA spoke with her about the situation and that she acknowledges her release from recruitment.
- b. **COLLEGIATES**
- i. **ROSTER:** All recruiting members' names must appear on the official University roster and must be listed as active status.
 - ii. **GUEST MEMBERS:** Members from other campuses shall not be permitted in the chapter facility/recruiting area during recruitment. Exceptions may be considered by the CPA Recruitment Team.
- c. **SORORITY RECRUITMENT GUIDES (RHO GAMMAS)**

- i. **APPLICANTS:** Must be active, good standing members of their chapter and the University.
- ii. **ADMINISTRATIVE RHO GAMMAS:** Administrative Rho Gammas will be chosen by the Vice President of New Members during the formal interview periods for Rho Gammas. Their duties in assisting the Panhellenic Executive Board includes but are not limited to:
 1. Being stationed outside of chapter houses.
 2. Taking attendance for events.
 3. Informing chapters of time schedules.
 4. Helping aid PNMs to remove themselves from the Recruitment process if need be.
 5. Keeping in close contact with the CPA Recruitment Team and assisting them in anyway they can.
 6. In the event a Rho Gamma needs to be removed from her position, an Administrative Rho Gamma may be chosen to fill her position.
- iii. **INTERVIEWS:** Selections occur during the Spring semester prior.
- iv. **ACTIVE & GOOD STANDING:** Rho Gammas must remain active, good standing members of their chapters in order to retain their positions.
- v. **REMOVAL/DISMISSAL:** Before a Rho Gamma has signed her Rho Gamma Contract, she may be removed from her position by the Vice President of New Members and the Fraternity & Sorority Life Advisory Team. In this instance, no formal reasoning needs to be given to the Rho Gamma for her to be removed. After the Rho Gamma Contract is signed, a Rho Gamma can be removed from her position by the Vice President of New Members and the Fraternity & Sorority Life Advisory Team. In this instance, the Rho Gamma must be made aware of the specific reasonings for her removal that explains her violations of the Rho Gamma Contract. If a Rho Gamma is removed/dismissed from her position after she has signed the Rho Gamma Contract, the Rho Gamma will not be allowed to recruit for her own chapter in the Primary Recruitment Process.
- vi. **DISASSOCIATION:** Rho Gammas and CPA Executive Board must begin to disassociate from their chapters on a digital presence beginning July 1st prior to fall semester. Hard dissociation begins August 1st and encompasses the following:
 1. Disassociation includes not wearing sorority or fraternity paraphernalia and the removal of sorority decals and other items from visibility.
 2. Rho Gammas and CPA Executive Board may not reveal their affiliation verbally, explicitly or implied.
 3. Rho Gammas and CPA Executive Board shall not be in contact with any members of any chapter, including her own.

4. Rho Gammas and CPA Executive Board must “deactivate” their presence on any public media, social media, or websites.
 - a. This means social media accounts must be set to private modes.
 - i. Additionally, it is best practice to follow all nine of SDSU’s Panhellenic chapter Instagram accounts or to be following none at all.
5. Rho Gammas and CPA Executive Board shall not discuss recruitment, especially related to a PNM, with anyone except other Rho Gammas, CPA Executive Board or the Fraternity & Sorority Advisory Team.
6. Rho Gammas and CPA Executive Board shall not encourage PNMs to guess the Rho Gammas chapter or partake in similar conversations.

d. ALUMNAE

- i. Alumnae shall not recruit, unless granted an exception by the CPA Recruitment Team prior.
- ii. Alumnae may only participate during events to watch and/or to prepare refreshments.
- iii. Alumnae shall wear CPA provided name tags during recruitment events that clearly indicate their alumna status.
- iv. Headquarters staff (including consultants) and/or Advisory Board members shall serve in advisory roles only and also wear name tags provided by CPA.

20. CPA EXECUTIVE BOARD RECRUITMENT OPERATIONS

a. RECRUITMENT ADMINISTRATION

- i. **TEAM:** Recruitment efforts shall be administered by the CPA Recruitment Team including the Vice President of Membership, Vice President of New Members, Vice President of Judicial Affairs, CPA Executive Vice President, CPA President, Vice President of Finance, Vice President of Communication, Vice President of Diversity, Equity, and Inclusion and CPA Advisor. The remaining CPA Executive Board members are also expected to assist as needed.
- ii. **RESPONSIBILITIES:** CPA Recruitment Team shall be responsible for all aspects of recruitment, including but not limited to the PNM Orientation, forms, name tags, invitations, bid matching, snap bidding, and the setting of quotas and total. The NPC Area Advisor and the Release Figures Method (RFM) Specialist are also involved.
- iii. **INFORMATION:** CPA Recruitment Team shall have access to PNM preferences and PNM schedules . The CPA Executive Board may have access to recruitment related information as stipulated by the CPA Advisor.
- iv. **ACCESS:** CPA Recruitment Team are allowed in chapters’ designated recruitment area during recruitment events. The CPA Executive Board members and Rho Gammas are only allowed in

chapters' designated recruitment area only when events are not in progress. Appropriate reason applies (i.e. to use the restroom). An exception may be made only if the Chapter President and/or Vice President of Membership and at least 1 member of the CPA Recruitment Team are aware and have approved.

21. RECRUITMENT SUPPORT // "RHO SIGMAS"

- a. Under extenuating circumstances, the CPA Recruitment Team and advisor may appoint alumnae to serve in roles to support the administration of primary recruitment. This support is to be used by CPA Recruitment Team and Rho Gammas.
- b. All appointees to the Recruitment Support Team will be trained to ensure they are current in their knowledge of SDSU, the sorority community and the recruitment process. This Support Team, "Rho Sigmas" is likely to consist of previous Panhellenic alumni who wish to volunteer their time to ensure the success of recruitment at SDSU.
- c. The Recruitment Support Team is to only be used when in extenuating circumstances.
- d. The recruitment support team will not be acting in a counselor capacities to Potential New Members participating in the recruitment process
- e. The Recruitment Support is to be selected by an advisor and the CPA Recruitment Team. They are to be titled Rho Sigmas.

22. RECRUITMENT FIGURES AND PROCEDURES

- a. **TOTAL:** The allowable chapter size as determined by the CPA.
 - i. To allow groups to achieve parity, total will be automatically adjusted annually no later than 72 business hours following bid distribution at the conclusion of primary recruitment and at the beginning of every spring semester in which primary recruitment is not held.
 - ii. Total will be determined by ranking each chapter by size.
 - iii. The median shall determine total.
 - iv. **QUOTAS:** The allowable number of bids chapters can extend during primary recruitment.
 - v. An upper class quota (Secondary Quota) will be used to maximize placement of interested women. These are two different quotas and chapters are eligible to pledge to quota in both classifications. Chapters may only fill quota vacancies with a woman from the same quota classification (i.e. upper class quota must be filled by an upper class student).
 - vi. Quotas are determined by using the weighted average of the percentage of PNMs who signed a Membership Recruitment Acceptance Binding Agreement (MRABA) over the past three years, plus or minus 8%.
 - vii. The selected quota will be the number that will result in maximizing the number of PNMs to be placed without seriously harming one or more chapters, as determined by the CPA Advisor, in consultation with the NPC Recruitment Specialist assigned to SDSU.
- b. **RELEASE FIGURES**

- i. Release figures for each set of invitational rounds shall be determined, following NPC guidelines, by the CPA Advisor in consultation with the RFM Specialist based on historical information for each chapter.
 - ii. In order to ensure the health of the entire CPA community, each chapter shall adhere to these figures.
 - iii. Chapters shall not invite more than the specified release figure.
 - iv. Chapters are expected to not invite less than the recommended release figure.
 - v. If necessary, these figures may be adjusted slightly higher or lower after consultation with the CPA Advisor.
 - c. PREFERENTIAL AND PRIORITY BIDDING SYSTEM
 - i. The NPC Preferential Bidding System shall be used for bid matching and during the invitation process.
 - ii. The name of every PNM who is invited and attends a chapter's Preference event shall appear on the chapter's first or second bid list.
 - d. QUOTA ADDITIONS: The following NPC procedures shall be followed for women whose bids did not match in the normal course of bid matching to be placed in chapters that have already reached quota:
 1. The woman will be matched to the chapter she has listed first on her Membership Recruitment Acceptance Binding Agreement (MRABA), as long as her name appears on the chapter's preferential bid list, and that by matching her there that group does not exceed Quota by more than 5%. If 5% is a fractional number, that number shall be rounded up to the next whole number.
 2. This procedure shall never include a woman who does not maximize her options on her Membership Recruitment Acceptance Binding Agreement (MRABA) or one who has failed to accept or attend any recruitment event for which there was room in her schedule.
 3. Quota additions do not raise or increase the number of quota and this process is used only during the bid-matching process itself.
 4. Quota additions do not create quota vacancies under any circumstances.
 5. Quota additions are never involved in Continuous Open Bidding.
 - e. SNAP BIDDING: The following NPC procedures shall be followed for chapters that do not fill primary recruitment quota spaces in bid matching. Snap bidding is intended to bring all chapters to quota; it is not intended to fill spaces up to chapter total:
 - i. Eligible PNM's include any woman who participated in the first round of the primary recruitment process. *Note: NPC requires women to intentionally single preference to be allowed to participate in snap bidding.

- ii. The CPA Recruitment Team shall direct snap bidding by working with the chapters who have quota vacancies.
- iii. A signed Membership Recruitment Acceptance Binding Agreement (MRABA) shall be filed with CPA before a woman who has accepted a snap bid may be recruited.
- iv. Snap bidding shall begin immediately after bid matching.
- v. The top-ranked snap bid PNM on every chapter's list will be contacted first, the second-ranked PNMs will be contacted second, etc., and the process will continue until all PNMs have been contacted.

D. CONTINUOUS OPEN BIDDING

1. Begins for chapters still below the median calculated. Once that median is established, Continuous Open Bidding directly follows primary recruitment and will begin no later than three weeks after the beginning of the spring semester (Reference CPA Bylaws).
2. College Panhellenic Association will host an orientation for potential new members at the beginning of the Spring semester prior to the official start dates of Continuous Open Bidding in the Spring.
 - I. The Spring Continuous Open Bidding Orientation will include representation and presentations from the chapters (up to 4) that are deemed below the median for the beginning of the Spring semester.
 - II. In order to give ample time for chapter preparation, chapters will be notified of their potential *pending* COB status by an advisor from Student Life & Leadership prior to the start of the Spring semester and after Grade Report submissions are finalized.
 - III. The median for Spring COB will be calculated after the first day of the Spring semester once all chapters submit accurate roster totals to the Executive Vice President of the College Panhellenic Executive Board.
 - IV. To allow for each chapter to complete their new member process, chapters will be allotted up to three weeks following the Spring Continuous Open Bidding Orientation to host events (open or invite only) at their discretion.
3. No direct or implied bids may be extended before the conclusion of primary recruitment Bid Day.
4. Only takes place during fall and spring semesters. There shall be neither recruiting nor the extension of bids during any summer or University recess, or in the fall prior to primary recruitment.
5. Once a chapter has attained Quota and Total, the chapter must cease Continuous Open Bidding and cannot offer any additional bids (unless the chapter loses members and falls below Total).
6. A list of all PNM's who withdrew from primary recruitment, were not matched through snap bidding, and expressed interest in continuing with Greek Life will be available for any chapters participating in Continuous Open Bidding following primary recruitment. The list may be requested through the CPA Advisor.

7. In order to expedite the acceptance of a bid, chapters must submit their roster for potential new members to an advisor from Student Life & Leadership for verification and extension of Electronic Bids.
8. An Electronic Bid must be accepted by a new member no later than 48 hours after the bid is extended.

22. ADDENDUM: VIRTUAL PRIMARY RECRUITMENT

a. ZOOM ETIQUETTE:

- i. All active recruiters are to adhere to the previously stated Code of Ethics and Positive Panhellenic Contact during all Virtual Primary Recruitment events
- ii. For privacy and other reasons, the College Panhellenic Association, member organizations and their individual members, and potential new members are not permitted to record sessions within the CPA Formal Recruitment process.
- iii. Inappropriate Conversation Topics:
 1. Following Values-Based Recruitment all active members are to keep conversations appropriate.
- iv. Expectations For Starting and Ending Zoom Calls:
 1. Chapters should set up each recruitment event with the “Waiting Room” feature on zoom. In collaboration with the Panhellenic Executive Officer or Administration Rho Gamma assigned to the chapter’s Recruitment Event, the chapter recruitment team shall take attendance of PNMs in the waiting room and grant access to enter the Recruitment Event when the chapter’s recruitment event starts.
 2. Audio should be muted to ensure minimal background noise. This includes selecting the feature of muting all microphones for individuals who enter the recruitment event.
 3. Video should be on, to ensure the best quality of conversations possible
 - a. Be aware of what is around you and can be viewed by others
 - i. Recommended setting a standard neutral background or creating and utilizing Zoom background used by all chapter members for each recruitment round.
 4. Chapters will be monitored when they start each round. It is highly recommended that chapters start each round on time, but will not be penalized if they do not.
 5. Chapters must end at the specified time for each round. Infractions will occur for ending a round late following the 1st warning of the day.
- v. In order to allow for genuine conversations and to not overwhelm PNMs, the following parameters are provided:

1. If there are 1-50 PNMs attending the recruitment event, there shall be no more than 2 active recruiters are allowed to be present in a zoom breakout room with 1 PNM.
 2. In the instance that there are 51+ PNMs attending a chapter's recruitment event, chapters are allowed to have no more than 3 active recruitments to be present in a zoom breakout room with 2 PNMs.
- vi. Host(s):
1. Per NPC's direction, each chapter shall designate the email account and person(s) to create and monitor all recruitment events.
 2. The chapter must assign "co-host" access to their recruitment round Zoom link to the Administrative Rho Gamma(s) and/or CPA Executive Member(s) assigned to the chapter's recruitment event(s).
- vii. Zoom Links:
1. Zoom links to recruitment events are only to be sent out to those PNMs who were invited back to respective rounds.
 - a. Because these will be sent via (ICS), it is an expectation the chapter sends its Recruitment Round Zoom link to the Panhellenic Recruitment Team at least 2 hours prior to the start of the first recruitment event for the day.
- b. Recruiters Allowed for the Virtual Recruitment Process
- i. Recruiters are defined as those who are active members of a chapter at San Diego State University
 - ii. In the instance that a chapter needs to incorporate "External Recruiters" due to chapter size, a chapter n can use External Recruiters with the approval of Panhellenic. Upon Panhellenic approval all Outside Recruiters need to be defined as such.
 1. Examples (ExternalRecruiters for Delta Delta Delta):
 - a. Jane Doe (Alumna from SDSU chapter)
 - b. Jane Doe (Active at Fresno State)