



Updated April 2024

SAN DIEGO STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment All

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

II. Membership Recruitment Acceptance Binding Agreement (MRABA) The College Panhellenic Association (CPA) will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

III. Strict Silence

Strict silence is observed only between the end of preference events and bid distribution.

IV. Promotion of the Sorority Experience

College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person). Posts on social media should focus on chapter values, leadership, philanthropy, and sisterhood.

Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current and alumnae members (with the exception of disassociated Rho Gammas) do not have to hide their sorority affiliation, be forced to delete or privatize social media accounts, or be penalized for talking about their membership.

CPA encourages potential new members and chapter members to attend campus events and practice positive promotion of the sorority experience, including but not limited to the following activities: Aztec Nights, athletic events, recognized student organization events, Pierce Greek Life Center events, and classes. However, since recruitment is an entirely alcohol-free experience, and since the University dry period is in effect until October 1st, no active members or potential new members are permitted to attend social events including parties, kickbacks, bonfires, etc. regardless of the location, or they may be removed from the recruitment process.

V. Values-Based Recruitment

All NPC member organizations represented at San Diego State University will engage in the following practices that align with the Values-Based Recruitment Policy during membership recruitment:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and cap membership recruitment expenses, including the value of all donated goods and services. ● Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment event attire for chapter members. ● Eliminate gifts, favors, letters and notes for PNMs.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.
- Eliminate the influence of men in recruitment photos, videos, planning, and promotion.

VI. Primary Recruitment Logistics

A. Recruitment Preparations

- COLORS:** Chapters can specify the color and type of clothing for active recruiters to wear during recruitment. CPA Recruitment Team will facilitate color picking in a Recruitment Committee meeting in the semester prior to primary recruitment.
- CONTACTS:** Chapters are required to submit the 24/7 contact sheet at least 4 weeks in advance to CPA Recruitment Team with phone numbers for chapter representatives in the event of an emergency or other urgent recruitment issue.
- PLATFORM:** Chapters are required to notify the CPA Recruitment Team at least 4 weeks in advance of what electronic membership selection and/or recruitment software, platform, or technology they will be using for primary recruitment.
- FINANCIAL TRANSPARENCY:** Chapters are required to submit the Financial Transparency sheet for their chapter to CPA Recruitment Team at least 4 weeks in advance of primary recruitment.
- SUBSTITUTES:** Chapters must submit a list of names and relation to the chapter at least 4 weeks in advance to CPA Recruitment Team if they intend to have alumnae and/or members from other chapters assist with primary recruitment as substitutes for active member recruiters. This is only to be granted to chapters who are considerably below campus total.
- ZOOM EVENTS:** Chapters should set up each virtual recruitment event with the “waiting room” and “mute all participants upon entry” features enabled on Zoom. Chapters must assign “co-host” access to the CPA officer assigned to their chapter recruitment events. Chapters are encouraged to create a Zoom background for active recruiters to use during recruitment events. Chapters are responsible for providing Zoom links to the CPA Recruitment Team at least two hours prior to the start of the first virtual recruitment event for the day.

B. During Recruitment

- PROVISIONS:** Chapters must provide a table, canopy, chairs, water, and access to power outlets (which may include extension cords) for the CPA Exec or Admin Rho Gammas stationed outside the chapter during in-person days of recruitment.
- PHOTOS:** No photos may be taken of PNMs. Chapters may take photos of new members on bid day or after a PNM has accepted a bid.
- SUBSTANCES:** No alcoholic beverages, smoking, or other drugs shall be used or permitted, including discussion, photos, and paraphernalia (shot glasses, etc.).
- CANDLES:** Candles and other flames are not permitted inside the chapter facility during any round of recruitment.

- e. BANNERS: Chapter banners at facilities are permitted as long as they are centered on the ideals of positive promotion of the sorority experience.
- f. BEVERAGES: Water may be served during any round of recruitment. The only approved beverage is flat, unflavored water. Food may not be served during any round.
- g. TAKEAWAYS: PNMs are not permitted to take any item from a recruitment event. Water cups are the only exception.
- h. COB WITHDRAWAL: Chapters shall not express that any chapter will or will not be participating in Continuous Open Bidding. A PNM shall not be encouraged to withdraw from primary recruitment in order to participate in COB.
- i. PNM RATIO: No more than two (2) members shall be permitted to recruit a PNM at the same time during a recruitment event.
- j. PNM ISOLATION: During in-person chapter recruitment events, PNMs are not permitted to be isolated or guided to a private space away from the general recruiting group unless in need of care, such as medical or biological needs.
- k. START & END TIMES: Chapters are encouraged to open doors/begin events on time; it is up to the chapter to start the recruitment event. Chapters must close their doors/end events by the specified time.
- l. SINGING & DANCING: All songs and/or chants must be approved by the CPA Recruitment Team in advance. Chapters are not required to sing or chant at any point during any recruitment event. If a chapter chooses to sing or chant, it must be no more than 3 collective minutes, and the Student Organization Handbook policies regarding noise levels and curfews apply.

C. Recruitment Schedule

Round 1: Leadership (Virtual), 30-minute events with 15-minute break Leadership round allows PNMs to experience every Panhellenic chapter and learn about leadership opportunities within chapters, CPA, and FSL at large. Guidelines and decoration limits: If a chapter chooses to show a video/slideshow, it must be no more than 5 minutes in length and approved by the CPA Recruitment Team in advance.

Invitation list deadline: 2:00am Pacific time the following day

Round 2: Philanthropy (Virtual), 40-minute events with 15-minute break Purpose: Philanthropy round provides PNMs with a deeper understanding of each chapter's philanthropic and service initiatives.

Guidelines and decoration limits: If a chapter chooses to show a slideshow/video, it must be no more than 7 minutes in length and approved by the CPA Recruitment Team in advance.

Invitation list deadline: 8:00am Pacific time the following day

Round 3: Sisterhood, 40-minute events with 20-minute break

Purpose: Sisterhood round shows the unique attributes of each chapter's sisterhood. Chapters can provide tours of their facility, if applicable. Chapters must practice financial transparency with potential new members during this round by talking openly about dues and additional costs of sorority membership. Guidelines and decoration limits: If a chapter chooses to show a slideshow/video, it must be no more than 7 minutes in length and approved by the CPA Recruitment Team in advance. Any individual member rooms being shown must be approved by the CPA Recruitment Team in advance. It is encouraged that the route(s) of the house tour be reviewed for accessibility.

Invitation list deadline: 4:00am Pacific time the following day

Round 4: Preference, 60-minute events with 20-minute break

Preference round helps PNMs understand the commitments of lifelong membership before submitting their MRABA.

Guidelines and decoration limits: Personalized poems/notes shall not be read to individual PNMs. General poems/notes may be read aloud to the entire group. Symbolic items (flowers, pearls, etc.) shall be permitted but must not leave the designated recruiting area.

Bid list deadline: 8:00am Pacific time the following day

Panhellenic Bid Day

CPA will coordinate PNM bid distribution and a community-wide reveal.

Bid cards must be signed, enclosed in an envelope with PNMs' first and last name on the envelope, and sorted in alphabetical order by last name.

Bid cards and any t-shirts/accessories for disassociated members must be brought to the Pierce Greek Life Center before the designated time on Bid Day.

No chapter is permitted to bring any accessories to Bid Day that will leave residue. This includes but is not limited to feather boas, glitter, sequins, confetti.

Chapters must designate 5 members to be present in the Bid Day reveal area, to include the chapter president, new member educator, and three other members.

Up to 25 additional chapter members (including Rho Gammas and CPA Executive Board members) may be present for the community-wide

reveal. **VII. Panhellenic Officers & Recruitment Counselors**

CPA Recruitment Team includes the following officers, who are not required to disassociate from their chapter: President, Executive Vice President, Vice President of Judicial Affairs, Vice President of New Members, Vice President of Communications, Vice President of Finance, Vice President of Community Wellness, Vice President of Diversity Equity Inclusion, Vice President of Recruitment Internal, and Vice President of Recruitment External.

Recruitment Counselors are also known as "Rho Gammas" and are required to disassociate from their chapter 30 days prior to the PNM Orientation.

- Disassociation includes not wearing sorority or fraternity paraphernalia and the removal of sorority decals and other items from visibility.
- Disassociation includes deactivation of public presence on social media/websites, setting to private, or removal of any photos that would indicate association. It is best practice to follow none or all nine of SDSU's Panhellenic chapter Instagram accounts. Sororities and individual chapter members may not spotlight any individual or shared affiliation recruitment counselors in social media posts during the recruitment period.
- Rho Gammas may not reveal their affiliation verbally, explicitly or implied. Rho Gammas shall not encourage PNMs to guess their chapter or partake in similar conversations.
- Rho Gammas and CPA Executive Board shall not be in contact with any members of any chapter, including their own, unless authorized to do so by CPA Recruitment Team.
- Rho Gammas and CPA Executive Board shall not discuss recruitment, especially related to individual PNM experiences, with anyone except other Rho Gammas, CPA Executive Board, or the Pierce Greek Life Center advisory team.

VIII. Recruitment Finances

- Each chapter has a \$4,000 budget for recruitment, excluding Bid Day. Requests for exceptions for establishing chapters and extreme circumstances (such as chapter facility relocation) may be sent to the CPA Recruitment Team the semester prior to primary recruitment.

- Chapters must submit an itemized, proposed recruitment budget to the CPA Recruitment Team the semester prior to recruitment. This budget must include:
 - Projected necessary rentals: No limit. Includes chairs, fans, tables, etc.
 - Donations: \$300 limit. Includes all goods donated by alumnae, members, parents, etc. and is counted as part of the \$4000 chapter limit.
 - Apparel: \$100 per chapter member limit. Includes all pre-recruitment and recruitment clothing. Chapters cannot require members to purchase any particular brand, spray tan, manicures, etc. even if it does not exceed this limit.
- Chapters must submit an itemized ledger of actual expenditures to the CPA Recruitment Team within one week after Panhellenic Bid Day.

IX. Fineable Violations & Fines Assessed

CPA Recruitment Team will issue a warning for the first violation of a recruitment rule. Subsequent violations may be referred through the NPC Peer Accountability process, and/or the following fines may be assessed:

Violation	When Applicable	Amount Assessed
Ending primary recruitment event late	During any round of primary recruitment	\$5 per minute Compounding each minute
Submitting invitation or bid list late	During any round of primary recruitment	\$5 per minute Compounding each minute
Bringing prohibited items to CPA Bid Day	On Panhellenic Bid Day	\$25 per item (custodial fee) Compounding each item

X. Continuous Open Bidding (COB)

Continuous Open Bidding can be conducted during the academic year, specifically during the primary and non-primary recruitment terms when:

- A chapter has not matched quota during primary recruitment. The chapter can COB until quota is achieved.
- A chapter is below the established total at any point in the term.

Primary recruitment term: COB can begin once total is set, and all bids through the primary recruitment process have been distributed. Non-primary term: COB may begin once total is set within 24 hours of the first day of the non-primary term.

PNMs must meet the academic standards of the organization where they are being offered a bid for membership, and PNMs must be confirmed eligible by the Pierce Greek Life Center. Panhellenic can support the COB of all chapters with marketing, promotion, and maintenance of an updated interest list of potential new members.

XI. New Chapter Support

To support the establishment of a new chapter at SDSU, the following efforts will be enacted:

- For the first two years, certain items commonly used for primary recruitment that are owned by existing chapters and must be procured for the new chapter will not count against the new chapter's operational budget for recruitment.
- For the first Fall semester, Panhellenic will allow seven (7) days after Bid Day for existing chapters below total to conduct COB. After that week, Panhellenic will implement a temporary COB moratorium for existing chapters, and the new chapter will conduct COB. Specific dates will be voted upon in the semester prior to primary recruitment.
- Other methods of Panhellenic support may be discussed and voted upon as needed.

Note: Once approved, a copy of these rules should be sent to your NPC College Panhellenic area advisor and uploaded to FS Central.

A PNM code of ethics for your campus is suggested to complement the rules template. NPC has a [PNM code of ethics template](#) to follow.