

RECRUITMENT RULES OF KNOX COLLEGE PANHELLENIC ASSOCIATION

I. Statement of Positive Panhellenic Contact

We, the College Panhellenic Association (CPA) members of Knox College, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at time of MRABA signing and last until bid distribution on Bid Day. No sorority member, including alumni and new members, may communicate with potential new members during this period unless non-sorority related communication is required (class Teaching Assistant, tutoring, etc.). Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a third party about the recruitment process. From the beginning of primary Formal recruitment through bid distribution, no potential new member shall visit the place of residence of a CPA fraternity or sorority member or the Chapter houses outside of Formal Recruitment events. No CPA fraternity or sorority member (new members, actives, or alum) may visit a potential new member in their place of residence during Formal recruitment except for established normal circumstances. If potential new members live or interact with sorority members, only casual greetings and contact are permitted.

II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Knox College adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

Unanimous Agreements:

- To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a potential new member must:
 - Not be simultaneously enrolled in high school and attending college.
 - Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
- Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- Each College Panhellenic Associations shall prohibit the participation of men in membership recruitment and Bid Day activities.

Continuous Open Bidding Unanimous Agreements:

- Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.
- COB is not intended to precede or take the place of the primary membership recruitment period, nor should there be a COB process prior to the start of primary membership recruitment. Likewise, no COB process should occur during the period at the start of the term in which primary recruitment does not take place while rosters are confirmed for the reset of total (not to exceed seven days).
- The purpose of COB is to enable those chapters that did not pledge to quota, or pledged quota but did not reach total, to pledge additional new members immediately following the primary membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.
- On campuses with deferred (second term) membership recruitment, any COB prior to the scheduled membership recruitment period should be limited to upper-class and transfer students. First-year students should not attend

these recruitment functions. COB would not be open to first-year students until after the primary membership recruitment period, as provided for in Unanimous Agreement III: The Panhellenic Compact.

- During COB, some chapters will want to meet many potential new members and will have events anyone can attend. If requested by the host chapter, the College Panhellenic should help get the word out by sharing the host chapter's event information on the College Panhellenic's marketing channels.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at Knox College will engage in the following practices that align with the Values-Based Recruitment 2019 policy during all membership recruitment processes (primary and COB):

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Engage in values-based conversations.
- Choose recruitment activities that reflect the core values of the organizations.
- Educate potential new members about the values and connect them to these values.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
 - a. Each member sorority has a \$250 limit on recruitment expenses, excluding t-shirt costs.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds and COB events.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate recruitment skits.
- The honor code applies for member sororities in upholding these practices.

All members, including alumni and new members, are responsible for understanding and observing the College Panhellenic membership recruitment rules as well as the Panhellenic code of ethics.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

The Knox College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during formal recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA.

V. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic. A College Panhellenic should evaluate the total every term. In the academic term that formal recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, the total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year, and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

Total will be automatically adjusted using the largest chapter size plus up to 20 members. Every regularly enrolled undergraduate student who is a new member and/or initiated member of a chapter shall be counted as a member of the college chapter.

VI. General Policies Specific to the College

The CPA president and Vice President of Recruitment will hold a recruitment rules module with each individual chapter prior to Formal recruitment. Ideally, these modules will take place during scheduled chapter meetings to ensure member and executive officer attendance.

This document should be updated each year by the Membership Recruitment Committee or CPA Executive Board and maintained in the Association's Google Team Drive.

VII. Recruitment Guidelines

Member sororities are expected to follow the following guidelines during all recruitment periods, formal and continuous open bidding:

- All NPC policies, procedures, and unanimous agreements will be followed. Specifically, reference the NPC Manual of Information for policies and procedures that may not be mentioned or outlined in detail in this document.
- All membership recruitment events shall be held in the chapters' houses or campus facilities.
- To be eligible to participate in formal or continuous open bidding, a potential new member must be enrolled in at least 2.5 credits, and, if a first-year student, have already completed one full term at Knox College.
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- The Knox College Panhellenic Council may promote continuous open bidding recruitment activities for each member sorority, but shall not dictate any dates or timeline for continuous open bidding recruitment events.
- Continuous open bidding may take place in Fall term, Spring term, and following the completion of primary recruitment in Winter term (immediately after the conclusion of bid night). Continuous open bidding will not be permitted during the Winter academic term if it is prior to the completion of formal recruitment. The continuous open bidding membership recruitment acceptance binding agreement (COB MRABA) should be signed as soon as a potential new member accepts a bid, and it is expected that a current member of the sorority reviews and explains the COB MRABA to the potential new member prior to signing the agreement.
- Member sororities are expected to follow the Recruitment Rules during formal and continuous open bidding recruitment periods.
- A new member may be initiated whenever they have met the requirements of the sorority for which they accepted a bid.
- Transfer students may be offered a bid to join with Knox's chapter of the sorority they were initiated into at their previous institution, even if it puts that chapter over total.
- Sorority members may not buy anything for a potential new member (e.g., a meal, soft drink, gift).
- Initiated collegiate members, new members, inter/national sorority representatives and organizational visitors may assist the chapter with membership recruitment activities if current College visitor policies allow it.
- Alumni, inter/national representatives and chapter members from other campuses may participate in recruitment events through assistance with planning and setup if current College visitor policies allow it, but may not interact with any potential new members.
- Individuals who are not members of a Panhellenic sorority are not permitted to participate in/attend any recruitment events.

Member sororities are expected to follow the following additional guidelines during **formal** recruitment:

- A sorority will notify the Panhellenic Council if a potential new member is at risk of not meeting the attendance requirement for recruitment events, or if there are concerns about a potential new member during recruitment.
- A fact sheet including a list of fees to be incurred by members during collegiate membership, grade requirements and chapter values will be provided to each potential new member during membership recruitment by each chapter. This may also be provided to the Panhellenic Council to be compiled into a recruitment brochure for potential new members. The Panhellenic Council may provide a range of fees as general information or specific costs per chapter.
- The MRABA script must be used prior to signing the MRABA to ensure potential new members understand this binding agreement, read by the CPA Advisor.
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- Each potential new member will sign a MRABA immediately after the preference round unless a special circumstance is permitted by the Panhellenic Council.
- Members will not spend extra time with potential new members outside of recruitment events outside of routine, previously established commitments.

Member sororities are expected to follow the following additional guidelines during continuous open bidding recruitment:

- The MRABA script, found in the Manual of Information, must also be read to the potential new member by a current sorority member prior to signing the COB membership recruitment acceptance binding agreement, but it should be altered to reflect proper COB wording.
- CPA chapters agree to allow chapters to provide activity materials to potential new members at recruitment events so long as:
 - The materials are strictly for what is needed to complete/participate in the activity for the recruitment event.
 - All potential new members receive the same materials and the chapter members also use the same materials for the activity.
 - The materials are in no way provided as a means of giving a potential new member a gift and will not include any miscellaneous items such as gift cards, personalized gifts, bribery items, etc.

VIII. Formal Recruitment: Partially Structured Recruitment

The structure and guidelines for formal recruitment will be as follows:

- The overall structure of formal recruitment will be a partially structured recruitment as described in the NPC Manual of Information. All recruitment rules and guidelines outlined in the Manual of Information will be followed by the College Panhellenic Association and its member chapters.
 - Day Zero: Panhellenic Potential New Member Orientation
 - Day One: Panhellenic Fair
 - Days Two - Six: Values-Based Events
 - Minimum 2 events per chapter, maximum of 3
 - Events may last up to 1 hour
 - Potential new members submit preferences on the final night of events, so the last chapter event must conclude by 7 PM.
 - Chapters will be told the deadline for submitting preference round lists in Campus Director based on the availability of the FS Advisor and RFM Specialist, typically between 9 and 10 PM.
 - Day Seven: Preference Round and Bid Reveal Night
 - Chapters submit final bid lists after the conclusion of the preference round by the deadline provided by the FS Advisor and RFM Specialist.
- Primary recruitment shall be held within the first three weeks of the Winter academic term.
- Potential new members are required to attend at least one event for each chapter, the Panhellenic potential new member Orientation (if registered at that time), and the Panhellenic Fair. If they are invited to preference round events (up to 2), they may choose to attend one, both, or neither events. If offered a bid, a potential new member must attend Bid Reveal Night in order to accept the bid. The CPA Executive Board may excuse a potential new member from attending an event in special circumstances.
 - A potential new member who feels they cannot attend any events hosted by a chapter should discuss the issue with their Recruitment Counselor. The Recruitment Counselor should then discuss the issue with the CPA Executive Board so it may be put to a vote to approve the absence or not.
- Recruitment events may be held outside the chapter house with the provision that precautions are taken to prevent hot boxing or other recruitment violations. Events must take place on campus using campus reservable facilities if they are not in a chapter house.
 - Hot boxing is defined as three or more active members simultaneously recruiting one potential new member. Hot Boxing is also defined as any sorority member isolating a potential new member from other potential new members and/or applying any sort of pressure to them.
- Under no circumstances is a potential new member allowed to be alone or in a closed-off area with one or several active chapter members, alumni or representatives.
- A list of all general financial obligations that a potential new member will incur must be presented and verbally explained by the CPA Executive Board during the Panhellenic Fair or Panhellenic Potential New Member Orientation.

Potential new member regulations for formal recruitment are as follows:

- To participate in formal recruitment each student must register via Campus Director by the start of the first recruitment event.

- Failure by a potential new member to inform the CPA Executive Board of inability to attend a recruitment event prior to the start of the event may result in ineligibility to continue with formal recruitment, at the discretion of the CPA Executive Board.
- The CPA Executive Board has the right to excuse a potential new member from a recruitment event.
- In the event the potential new member feels they must withdraw from formal recruitment, they must inform the CPA Executive Board prior to the day of preference rounds.
- All guidelines listed in section VII must be followed.

IX. Disaffiliation

Recruitment counselors (RCs) must promote positivity about all member sororities and the CPA community without displaying bias toward their own chapter. Recruitment counselors will disaffiliate on January 1st through the end of formal recruitment.

Disaffiliation will include, but not be limited to the following:

- All RCs will archive any social media posts by January 1st to the best of their ability that shows/includes photos of them in their respective chapter. The posts can be unarchived the day after Bid Day.
- RCs cannot post any new photos related to their chapter or repost any social media photos created by their chapter during the time period of January 1st to Bid Day.
- RCs cannot wear their chapter pins or letters during disaffiliation, from January 1st until after Bid Day.
- RCs may not be posted or discussed openly in social media posts or other areas where non-members are around by their chapters during the disaffiliation period.

CPA officers and RCs must promote and model appropriate CPA behavior and positive CPA contact on campus.

X. Recruitment Counselors and Panhellenic Officers

- Recruitment counselors (RCs) are responsible for working for the greater good of the CPA by being impartial and fair in their dealings with potential new members.
- There should be no special information shared or implication given to a potential new member about a RC's or CPA officer's chapter or its membership selection process and decisions. If a recruitment counselor or CPA officer is asked their sorority affiliation, they may not encourage or promote their affiliation. Specific questions about a chapter should be directed to the chapter.
- RCs and all CPA officers may not participate or be involved in recruitment activities during formal recruitment, including the membership selection process and decisions, outside of fulfilling the role of a recruitment counselor at the events.
- RCs and CPA officers should limit their contact with chapter members during formal recruitment.
- RCs and CPA officers should not display or use their sorority letters on clothing, jewelry, or accessories during formal recruitment.
- RCs and CPA officers must wear their pins, if provided by the Council, during recruitment events/meetings.
- More information about the role of a RC will be shared during recruitment counselor training and is based on the Manual of Information and other NPC policies and documents.

XI. Panhellenic Judicial Board Action

Any behavior or event that goes against CPA policies, values of the CPA community, organization, and inclusivity in recruitment must be reported to the Panhellenic Executive Board as soon as possible. Such behavior can also be but isn't limited to disrespect of participation norms, the Code of Ethics, the above Recruitment Rules and Procedures, as well the Bylaws. The Judicial Board may take disciplinary or educational action to resolve such cases.

Refer to the CPA Bylaws and the NPC Manual of Information for information on Judicial Board protocols and procedures.