

ROANOKE COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

I. Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations at Roanoke College 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 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. Bid Promising

Any action or communication (oral or written) by a sorority member that directly or indirectly indicates to a PNM an invitation to join a certain sorority prior to that PNM receiving a bid is prohibited.

IV. Strict Silence

Strict silence between collegiate chapter women and PNMs shall be observed only between the beginning of a member organization's preference events and the distribution of bids. PNMs who registered and were not matched during bid matching may be contacted during this time for the purposes of snap bidding or COB.

V. 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).

VI. Values-Based Recruitment

All chapters of a College Panhellenic Association, as well as their members, must incorporate the following practices into their membership recruitment events:

- Focus on conversations between chapter members and PNMs about organizational values and member organizations.
- 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 in primary recruitment.
- Eliminate extraneous and costly performances. This includes but is not limited to, recruitment skits and door stacks.

VII. Setting Total and COB

Total is set and announced by the RFM/total specialist, which concludes the bid matching process. COB begins when total is set and announced.

The following sections can be edited to meet your College Panhellenic needs

VII. Primary Recruitment Dates & Round Overview

Instructions: This section should include information about the recruitment dates, rounds' names and lengths and when chapters should share the financial transparency form with PNMs. Specific round-by-round timing, event setup, or venue details are managed separately in a logistics document. College Panhellenic could include general guidelines about each round. Keep it minimal. Insert additional rounds if applicable.

Recruitment dates:

Round 1: Sisterhood

Length of round: 30 minutes

* 10 minute break in between party rounds.

Guidelines:

- Chapters must share financial transparency during the round.
- Panhellenic Exec will do floor checks.
- Decor limits
- Super strict time schedule

Round 2: Philanthropy

Length of round: 30 minutes

* 10 minute break in between party rounds.

Guidelines:

- Decor limits
- Panhellenic Exec will do floor checks.

- Strict time schedule

Round 3: Preference

Length of round: 45 minutes

* 10 minutes in between party rounds

Guidelines:

- Decor limits
- Strict Silence
 - Absolutely no talking in between rounds, serious night.

VII. Recruitment Counselors

Instructions: This section should include information about whether recruitment counselors and Panhellenic officers will remain affiliated during the primary recruitment period. If they will not, it should include information about disaffiliation. This section should also include the guidelines and expectations for recruitment counselors and Panhellenic officers during recruitment.

Suggested items to include if having affiliated recruitment counselors:

- *Statement of what the affiliation will look like, such as a list of chapter and campus activities that recruitment counselors can or cannot participate in before and during recruitment.*
- *Behavioral expectations of recruitment counselors.*
- *Guidelines on using social media accounts and specified dates when the outlined use is in place.*
- *Recommendations on recruitment counselor contact with their chapter members, including housing, meals, etc.*
- *Protocols for using and displaying sorority letters and membership identifiers, such as clothing, jewelry and accessories.*

In all cases, each recruitment counselor should continue to execute her role with a Panhellenic mindset to carry out her duties. The College Panhellenic should educate and appropriately train recruitment counselors.

Recruitment Counselors (Pi Chis) serve as impartial guides for Potential New Members (PNMs) throughout the recruitment process. To uphold the integrity of recruitment, all Recruitment Counselors must adhere to the following expectations:

- Successfully complete the Recruitment Counselor application and selection process.
- Maintain a cumulative GPA of at least **2.3** throughout their term as a Recruitment Counselor.
- Officially disaffiliate from their chapter beginning **June 1st** through **Bid Day (September 6th)**.
- Attend and actively participate in all required Recruitment Counselor trainings, workshops, meetings, and events as scheduled by the Vice President of Recruitment.
- Arrive on time and remain in attendance for all required trainings, meetings, and recruitment responsibilities unless excused by the Vice President of Recruitment.

During the disaffiliation period, Recruitment Counselors must remain completely neutral and may not participate in chapter recruitment activities. This includes:

- Attending any chapter recruitment event, workshop, or training involving Potential New Members.
- Wearing letters, apparel, pins, or any other items that publicly identify their chapter affiliation.
- Displaying chapter affiliation in public spaces during the disaffiliation period.

Recruitment Counselors are also responsible for removing visible chapter affiliation from all social media accounts during their period of disaffiliation. This includes, but is not limited to:

- Archiving or removing photos and videos that identify chapter membership.
- Removing chapter-related information from biographies, highlights, profile pictures, and other identifying content.

Archived content may be restored following Bid Day.

Because Recruitment Counselors have access to confidential recruitment information, they are expected to maintain strict confidentiality. Any information obtained through their role may not be shared with chapter members, Potential New Members, or anyone outside of the Panhellenic Council and the Recruitment Counselor team.

VIII. Recruitment Finances

Instructions: This section should include information about pre-recruitment and recruitment budgets. Establish budget guidelines and cap recruitment expenses. Provide detailed instructions about the value of all donated goods and services. Keep the costs minimal.

Students wishing to participate in Roanoke College Panhellenic Primary Recruitment must register through CampusDirector by the published registration deadline.

A **\$30.00 recruitment registration fee** is required at the time of registration. Registration will not be considered complete until the fee has been submitted through CampusDirector.

The recruitment registration fee helps offset the costs associated with Primary Recruitment, including recruitment materials, technology, and programming. Any requests for exceptions or refunds will be considered only under extenuating circumstances and at the discretion of the Roanoke College Panhellenic Executive Board.

Recruitment Budget Guidelines

To promote a fair, values-based, and financially responsible Formal Recruitment process, the Roanoke College Panhellenic Council establishes the following recruitment budget expectations for all participating chapters.

Each chapter is expected to conduct recruitment in a manner that emphasizes authentic member interactions rather than elaborate decorations, gifts, or excessive spending. Recruitment expenses should remain reasonable and reflect the values of the National Panhellenic Conference and the Roanoke College Panhellenic Council.

The Panhellenic Council reserves the right to establish and communicate a maximum recruitment budget for each chapter prior to the start of Formal Recruitment. All participating chapters are expected to remain within the approved budget.

For the purposes of recruitment budgeting, all goods and services used during Formal Recruitment - including donated, discounted, borrowed, or sponsored items - must be assigned their fair market value and counted toward the chapter's recruitment budget. This includes, but is not limited to:

- Decorations and props
- Printed materials and signage
- Food and beverages
- Apparel purchased specifically for recruitment
- Rental equipment
- Professional services (including photography, videography, graphic design, entertainment, or similar services)

IX. Continuous Open Bidding (COB)

COB 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 begins once total is set and announced

Non-primary term: COB begins once total is set and announced within 24 hours of classes beginning for the term.

Panhellenic can support the COB of all chapters with marketing and promotion.

X. Alumnae Involvement

At Roanoke College, Formal Recruitment is intended to be a values-based, collegian-led experience. Therefore, alumnae members and collegiate members from other campuses may only participate in recruitment activities as permitted by the Roanoke College Panhellenic Council and NPC Unanimous Agreements.

Alumnae support should remain behind the scenes and may include tasks such as event preparation, logistics, or chapter operations. Alumnae and visiting collegiate members may not

engage directly with Potential New Members (PNMs), influence recruitment decisions, or participate in recruitment conversations unless otherwise permitted by the Roanoke College Panhellenic Council.

Recruitment at Roanoke College should emphasize authentic connections between Potential New Members and the active collegiate members of each chapter, ensuring every PNM has an equitable and values-based recruitment experience.

XI. Fineable Violations & Fines Assessed

Fines can only be assessed for violations that are quantifiable and measurable. All fineable infractions must go through the peer accountability process.

Instructions: Use the following template if the College Panhellenic will be assessing fines.

Violation	When Applicable	Amount	Assessed
Breaking No-Contact/Strict Silence	During the Panhellenic, no-contact/strict silence period, as defined by the Roanoke College Panhellenic Council.	\$50	Per Incident
Bid Promising	At any time during the Formal Recruitment process if a chapter member implies or guarantees membership or extends a bid to a PNM prior to Bid Day.	\$100 and Educational Assignment	Per Incident
Involving Men or Alcohol	During any recruitment event, or Panhellenic-sponsored recruitment activity.	\$50	Per Incident
Inappropriate Social Media Post	During the designated recruitment period (including summertime) if a post violates Roanoke College Panhellenic or NPC recruitment guidelines.	\$15	Per Post
Party Ending Late	When a recruitment event extends beyond the official schedule established by Panhellenic Exec.	\$50	Per minute late

Excessive Disruptions	At the beginning, during, or after recruitment rounds, if a chapter creates excessive noise, interruptions or other disturbances that interfere with a PNM's recruitment experience.	\$50	Per incident
Three or more Recruitment Violations	When a chapter accumulates three or more documented recruitment violations during the recruitment period.	Educational Assignment	One assignment issues upon the third violation, additional sanctions may be imposed by Panhellenic Exec

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

The following documents are suggested to follow the recruitment rules:

- [Schedule, Logistics and Deadlines](#)
- [PNM Code of Ethics](#)
- [College Panhellenic Code of Ethics](#)