

1. Definitions
  - a. Membership Recruitment
    - i. *Pre-formal Recruitment Period* shall be between January 1<sup>st</sup> and the first day of the Formal Recruitment Period.
    - ii. *Formal Recruitment Period* shall be from the first day of Formal Recruitment rounds until Bid Day.
    - iii. *Inter-Recruitment Period* shall be the time between the end of the Formal Recruitment Period and the start of the Informal Recruitment Period.
    - iv. *Informal Recruitment* shall be for any chapter not at total and will take place from the start of the fall semester until the start of the Pre-Formal Recruitment Period.
  - b. Strict Silence
    - i. The period between signing the preference card and receiving a bid
    - ii. No form of communication is permitted between any PNM and any initiated women.
  - c. Bid Promising
    - i. Bid Promising can be defined as, but is not limited to, ***any*** statement that suggests a chapter will offer a bid to a PNM.
    - ii. A chapter shall not imply directly or indirectly that a PNM will be invited back to the next round of recruitment.
  - d. Dirty Recruiting
    - i. Bid Promising
    - ii. Bribery or gift giving
    - iii. Use of non-affiliated individuals for recruiting purposes
  - e. Disaffiliation includes:
    - i. Making social networking sites private
    - ii. Removing outward signs of affiliation including social media groups, decals on possessions, apparel, pictures on chapter websites, etc.
    - iii. Not revealing one's Greek affiliation
    - iv. Restricting public contact with chapter members
2. Agreements
  - a. All members, including collegiate, alumnae and new members, are responsible for knowing and upholding the CUPA and NPC Unanimous Agreements, Columbia University policies and procedures, and local, state and federal laws.
  - b. All chapter members must sign a statement indicating they have read and understand all Recruitment Rules.
3. Eligibility for Potential New Members:
  - a. All full time Columbia University undergraduate women are eligible for recruitment.
4. Rules for Potential New Members:
  - a. In order for a woman to be guaranteed a bid at the conclusion of Formal Recruitment, she **must have maximized her options.**

- b. A PNM must attend all events to which she receives an invitation.
  - c. To withdraw from Formal Recruitment, a PNM must sign a Recruitment Release Form (ROF).
  - d. PNMs shall not communicate with members of Greek organizations about individual chapters and the formal recruitment process of said chapters.
    - i. Communication includes, but is not limited to, social networking sites (such as Facebook, Twitter, Tumblr, etc.), and conversations via instant-messengers, telephones, text messaging, and email.
  - e. During the Formal Recruitment Period, no PNM may visit women's Greek Organization's facilities.
  - f. PNMs must observe strict silence.
  - g. From the moment each PNM leaves her last party until she signs her preference card, she may not talk to **anyone**, except for the CUPC, or the Greek Advisor. Once a Membership Recruitment Acceptance Binding Agreement (MRABA) has been signed, no change may be made.
5. Pre-Formal Recruitment Period
- a. Pre-Formal Recruitment Period is defined in section 1.a
  - b. Registration
    - i. PNMs will register for recruitment through the CUPC's computer program, ICS.
    - ii. All PNMs will be asked to sign a GPA release form as a portion of the Formal Membership Recruitment registration. These GPAs will be distributed to individual chapters to ensure that PNMs meet minimum GPA requirements for membership set by those chapters.
  - c. During Pre-Membership Recruitment, Greek women, active and disaffiliated are encouraged to interact with PNMs in Panhellenic spirit.
  - d. During the Pre-Formal and Formal Recruitment Periods no Greek women's organization may hold events beyond chapter meetings, events for the purpose preparation and participation in Formal Recruitment.
  - e. A mandatory Formal Recruitment orientation will be held for PNMs.
  - f. Clothing with letters, slogans and event titles are permitted during the Pre-Formal Recruitment Period.
6. Formal Recruitment Period
- a. Responsibilities to the CUPC
    - i. All copies of materials including, but not limited to, Philanthropy round activities and Development round slide shows, will be due to the Greek Advisor and CUPC Executive Board on the first day of classes of the spring semester.
  - b. Participation
    - i. In order to participate in Formal Recruitment, members must be designated as active on their chapter's rosters.
    - ii. Any active collegiate and/or uninitiated new member from other campuses shall not be present during Formal Recruitment, excluding Bid Night.

- iii. A MRC released from her obligation shall not participate in chapter recruitment activities.
- c. General Conduct
  - i. All members, including alumnae and new members, shall be responsible for understanding and observing the Panhellenic Code of Ethics and the recruitment rules stated herein.
  - ii. During the Strict Silence Period, absolutely no clothing with slogans or event titles may be worn: only Greek letters, their English alphabet equivalents or the spelled out name of the letters.
  - iii. All chapters and members shall support the MRCs and members of the CUPC in their efforts to disaffiliate.
    - 1. There should be **no contact** between a member of a chapter and their MRCs or CUPC officer.
    - 2. Violators will be subject to judicial policy.
  - iv. The CUPC has a zero tolerance policy on Dirty Recruiting
- d. Contact with PNMs
  - i. All Greek women must make her profile on any social networking site completely private during the Pre-Formal and Formal Recruitment periods.
  - ii. No discussions, phone calls, notes, or messages regarding recruitment shall be exchanged with anyone unaffiliated with one's own chapter during the Pre-Formal and Formal Recruitment periods.
- e. Language
  - i. No mention, including veiled references or innuendo, of the following topics:
    - 1. Men and men's Fraternities
    - 2. Alcohol and drugs
    - 3. Bars and clubs
    - 4. Direct mention of Greek women's organization's facilities
  - ii. The following terms shall not be used under any circumstances:
    - 1. Rush
    - 2. Suicide
  - iii. Language that implies that Formal Recruitment is a competition is prohibited.
- f. Bid Promising as defined in section 1.c is strictly prohibited
- g. Regarding Continuous Open Bidding
  - i. A PNM shall not be told that a chapter will participate in Continuous Open Bidding during Formal Recruitment.
  - ii. A PNM shall not be encouraged to withdraw from formal recruitment in order to go through the Continuous Open Bidding process.
- h. Alumnae Guidelines
  - i. Alumnae may attend Formal Recruitment parties only to observe and/or prepare refreshments.

- ii. Alumnae will wear nametags during Formal Recruitment that clearly indicates their alumnae status.
  - iii. National officers shall only serve an advisory capacity.
  - iv. National advisors shall be permitted to observe the recruitment parties of all chapters.
- 7. Inter-Recruitment Period
  - a. Any chapter not at total may participate in Continuous Open Bidding in accordance with NPC's Unanimous Agreements during this period.
- 8. Informal Recruitment Period
  - a. Any chapter not at total may participate in Continuous Open Bidding in accordance with NPC's Unanimous Agreements during this period.
- 9. Membership Recruitment Counselors (MRCs)
  - a. Selection
    - i. MRCs must be active chapter members in good standing.
    - ii. Each chapter is responsible for ensuring that at least 10% of its active members submit applications to be MRCs.
    - iii. MRCs will be selected from the applicants the semester before Formal Recruitment.
  - b. MRC Responsibilities include:
    - i. Attending all required MRC training.
    - ii. Punctuality at MRC training and recruitment events.
    - iii. Disaffiliating during the Pre-Formal and Formal Recruitment periods as defined in sections 1.a.i. and 1.a.ii.
    - iv. Serving as an objective resource for PNMs throughout the Formal Recruitment Period
    - v. Filing recruitment infractions as necessary
    - vi. Keeping all aspects of the Formal Recruitment Process confidential.
- 10. Formal Recruitment figures and procedures
  - a. Quota additions will be used at the CUPC's discretion.
  - b. The Greek advisor in accordance with NPC guidelines shall determine carry figures for each set of invitational rounds.
  - c. Each chapter's Recruitment Chair must attend an ICS training session.
  - d. The name of every PNM who is invited and attends a chapter's Preference Night party shall appear on the chapter's first or second bid list.
    - i. If the PNM appears on the chapter's list, chapters must be willing to offer her a bid.
  - e. Invitation and bid lists are due to the Greek Advisor as written on the recruitment schedule.
  - f. Continuous Open Bidding shall be followed in accordance with the NPC's Unanimous Agreements.
  - g. Recruitment Administration
    - i. Only the Recruitment Chair, the CUPC Executive Board and the Greek Advisor will have access to the Formal Recruitment files and invitation information.
- 11. Rules and descriptions of Formal Recruitment rounds

- a. Each year CUPC will provide chapters with detailed descriptions of schedule and dress code.
- b. The first round shall focus on philanthropy and service opportunities with individual chapters.
- c. The second round shall focus on sisterhood development within individual chapters.
  - i. Chapters are permitted to show a presentation promoting their sisterhood.
    - 1. Topics that cannot be discussed in the recruitment room (as referenced in section 6.e.i.) shall not be displayed in the slideshow.
    - 2. Only active members affiliated during the Formal Recruitment period of chapters may be included in the presentation.
    - 3. Professional services may not be used.
- d. The third round shall be Preference Night
  - i. Only decorations relevant to ritual shall be permitted.
  - ii. Preference cards must be turned in by the time indicated by the CUPC Executive Board.
  - iii. Cards will be returned to chapters in a timely manner. If cards are turned in late, it is up to the discretion of the CUPC Executive Board when cards will be returned.
  - iv. If there is any unapproved language, it will be crossed out with a black pen or marker.
- e. Bid Day is the final day of Formal Recruitment
  - i. No alcohol or men are to be involved during Bid Day activities.
  - ii. All cheering and singing must be positive in nature and in Panhellenic spirit.
- f. Finances
  - i. In rounds one, the retail value of all recruitment related items should be limited to \$2.00 per PNM.
  - ii. In round two, the retail value of all recruitment related items should be limited to \$2.50 per PNM.
  - iii. On Preference Night, the retail value of all recruitment related items should be limited to \$3.00 per PNM.
- g. General Party Policies
  - i. The Formal Recruitment area shall be confined to the inside of the specified recruitment room.
  - ii. "Greek Leaders Handbook" policy regarding noise levels and curfews will be enforced.
  - iii. All recruitment materials must remain in the recruitment room.
  - iv. The CUPC Executive Board shall conduct walk-throughs prior to all Formal Recruitment events.
  - v. CUPA operates under a No-Frills policy
    - 1. No additional furniture may be brought into the room without the approval of the CUPC Executive Board.

2. Donations, monetary or otherwise, from alumnae are not permitted.

## 12. Finances

- a. PNM Expenses
  - i. A nominal registration fee will be collected prior to Formal Recruitment.
- b. Chapter Expenses
  - i. The limit for all Formal Recruitment expenses, excluding necessary rental equipment, will be determined annually according to recruitment figures.
  - ii. Each chapter will submit a budget of all Formal Recruitment expenditures, invoices and receipts by the first day of classes.

## 13. Chapter and Sister Education

- a. The CUPC will hold a mandatory Formal Recruitment Workshop in the semester preceding Formal Recruitment.
- b. At least 70% of a chapter's members must be present at the Formal Recruitment Workshop.

## 14. Violations and Penalties

- a. Fines
  - i. Chapters
    1. Nominal fees will be imposed to chapters for the following violations:
      - a. Failure to sign acknowledgment of Recruitment Rules
      - b. Late recruitment slideshows
      - c. Late bid lists
      - d. Late preference cards
      - e. Any damages to the rooms
      - f. MRC Fines: there will be a fine for late and missing applications.
    2. Chapters shall be responsible for any fines imposed on the CUPC on the behalf of the chapter.
  - ii. Penalties
    - i. PNM
      1. The CUPC reserves the right to release a PNM from the Formal Recruitment Process if she fails to follow any of the Recruitment Rules
    - ii. Chapter
      1. Failure to pay fines in a timely manner will result in further judicial action determined on a case-by-case basis
  - c. Enforcement of violations and penalties shall be in accordance with NPC's Unanimous Agreements as described in section 15.

## 15. Judicial Procedures

- a. All penalties will be in accordance with NPC's Unanimous Agreements
- b. Penalties
  - i. The chapter is responsible for the actions of its members.

- ii. Penalties will be assessed to fit the nature and degree of the offense.
    - iii. The duration of any penalty imposed by CUPC will not exceed 12 months from the time the decision was rendered.
  - c. Notification
    - i. Chapters will be notified of any open judicial procedures within one week of filing.
    - ii. Chapters will be notified of any penalties within one week of the Judicial Board's ruling.
- 16. In the event that the campus has been opened for the process of extension, the CUPC has a right to make accommodations on behalf of the colonizing chapter.

Things to change for next year:

- January Transfers! Make them eligible
- Clarify social ability the weekend before recruitment