

**The University of Cincinnati
Panhellenic Council
Recruitment Rules**

Revised April 2016

Table of Contents

Foreword.....	2
Panhellenic Council Code of Ethics.....	3
Total, Quota, and Release Figures Methodology.....	4
Formal Recruitment Rules.....	5
Potential New Members.....	9
Recruitment Counselors.....	11
Continuous Open Bidding/ Informal Recruitment Rules.....	13
Infractions & Judicial Procedure.....	14

Foreword

To promote the success of our Panhellenic community, we commit to recruiting quality women through a values-based process, with an emphasis on authenticity and transparency. In this effort, we have designed this manual to outline rules and policies governing Panhellenic recruitment at the University of Cincinnati. These policies will foster and facilitate a positive Panhellenic recruitment experience, and apply to all women participating in recruitment, whether they are potential members, active members, or alumnae.

Although we believe this manual to be comprehensive and complete, if problems should develop which are not covered in this manual, you should refer to the National Panhellenic Conference Manual of Information or contact the current Panhellenic President, Vice President of Recruitment, or Panhellenic Advisor. In all cases, these situations should be handled with the best interests of the Panhellenic community in mind.

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Section 1: Panhellenic Council Code of Ethics

We, the members of women's sororities at The University of Cincinnati, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of The University of Cincinnati, agree on and commit to:

1. Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
 - a. Avoid disparaging remarks about any sorority or collegiate woman, and refrain from discussing Panhellenic matters with non-members in any capacity.
 - b. Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of building friendships.
2. Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization, and our university.
 - a. Respectfully adhere to the bylaws and recruitment rules of the University of Cincinnati Panhellenic Council.
3. Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
 - a. Provide a safe, positive and enriching recruitment experience; understanding that membership is arrived at by mutual selection.
 - b. Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.
4. Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
 - a. Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
 - b. Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
5. Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

Section 2: Total, Quota, Release Figures Methodology

1. Total is currently 151 (*revised 1/15/16*)
2. Total is defined as: the allowable chapter size as determined by CPH and includes both new members and initiated members. The CPH reviews total each year to ensure that total reflects current campus conditions and the CPH goal of growth and parity. Total should be reviewed according to NPC policy.
3. Per NPC legislation, total must be adjusted during each academic term.
 - a. The College Panhellenic Council, with the advisement of the Panhellenic Advisor, and Area NPC Advisor, will automatically reset total 72 hours following the primary recruitment period, utilizing the median chapter size (MCS).
 - b. For any academic term without primary recruitment, total will be automatically reset, no later than 5 days into the term, based on the median chapter size.
 - i. COB cannot occur (or be advertised) until total has been reset.
4. Quota is defined as: the number of women each fraternity may pledge during formal recruitment. Quota will be set after the final round of formal recruitment by mutual agreement of the CPH Advisor and either the RFM Specialist of NPC Area Advisor.
 - a. Chapters that do not meet quota can participate in “snap-bidding.”
 - i. Snap-bidding is defined as: an option available to chapters that did not fill quota. Chapters may offer bids to PNMs whose preferences were not matched, or who withdrew from recruitment. Chapters do not offer snap bids directly to PNMs; they notify the Panhellenic advisor during bid matching which PNMs they would like to snap bid and these bids are distributed with the regular Bid Day bid distribution. This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in a chapter’s total and is limited to any woman who participated in the current formal recruitment.
5. Release Figures Methodology (RFM)
 - a. UC CPH utilizes RFM to support the following:
 - i. To enable each sorority to invite a sufficient number of PNMs to each event in order to attain quota at the conclusion of recruitment.
 - ii. To allow each PNM to methodically investigate available options and ultimately to match with a sorority for which she has a preference.
 - iii. To maximize the number of PNMs that ultimately affiliates with a sorority.
 - b. Submittal of flex lists will be determined the CPH Advisor and RFM Specialist.
 - c. COB shall begin immediately after bids have been distributed and shall continue until chapters reach total.
 - d. Women whose bids do not match in the normal course of bid matching, and who did not single intentionally preference, will be placed through quota additions.
 - i. The woman will be matched to the sorority listed on her MRABA that is the smallest in chapter size, as long as her name appears on that chapter’s preferential bid list, and that matching her will not exceed quota by more than 5%.
 - ii. Quota Additions do not raise or increase the number of quota, and this process is used only during the bid matching process itself. Quota additions do not create quota vacancies under any circumstances. Quota additions are never involved in COB.

Section 3: Formal Recruitment Rules

1. Per NPC legislation, all College Panhellenics and their member chapters shall incorporate the following policies into their membership recruitment programs:
 - a. Focus on conversations between chapter members and potential new members about organizational values and member organizations
 - b. Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
 - c. Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
 - d. Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
 - i. Costumes are prohibited.
 - e. Eliminate gifts, favors, **letters and notes** being given to potential new members.
 - f. Eliminate recruitment skits.
2. All members, including alumnae and new members, are responsible for understanding and observing the CPH recruitment rules, and NPC policies and Unanimous Agreements.
 - a. The active chapter shall bear the penalty for any violation of Panhellenic Recruitment Rules and Policies by initiated members (including Rho Gammas), new members, alumnae, or patroness.
3. NPC sororities do not discriminate in membership selection practices on any basis prohibited by law.
4. The use of alcoholic beverages is prohibited during all recruitment events (including bid day) for all NPC sororities.
5. Men are prohibited from participating in all recruitment events (including bid day) for all CPH sororities.
 - a. The only exceptions would be a DJ, photographer, and videographer during bid day.
6. There will be no promising of bids directly or indirectly by any member, new member, or alumna of a sorority.
7. Sorority members may not buy anything for a PNM (e.g., a meal, soft drink, coffee, clothing, etc.) from the start of the academic term until the conclusion of Bid Day.
8. No sorority members, including alumnae, may visit a PNM in her place of residence during recruitment.
9. Recruitment events can only be held in chapter houses.
10. Chapters can only host closed-chapter social and philanthropic events prior to Bid Day.
11. Chapters are prohibited from providing food to PNMs during any round of recruitment. Chapters may only provide water with lemon.
 - a. CPH will provide food to each chapter for preference round. Chapters can provide their own food for bid day.
12. Chapters are only permitted to show videos provided by headquarters or philanthropic partners.
13. Chapters must work with their alumnae advisors, regional/national staff, and CPH advisor to create a comprehensive plan to be submitted to the VPR by August 1st. This plan must include the following information:
 - a. Banner design
 - b. Apparel for each round
 - c. Description of content for each round
 - d. Copy of any applicable presentations
 - e. Copy of any videos being used
 - f. Budget
 - i. Formal recruitment budgets must not exceed \$800, including the value of all donated goods and services.

- ii. Bid Day expenses are not included in this budget.
- g. Bid Day theme
- h. Bid Day shirt design
- 14. Marketing and branding
 - a. Any recruitment specific themes, images, logos, etc. will be determined at the discretion of the CPH Recruitment Team.
 - b. CPH will provide chapters with promotional materials to use beginning the first day of formal recruitment registration.
 - i. Chapters are not required to use these materials, but cannot supplement with their own promotional materials. If chapters want to post about recruitment in any way, the chapter must use the materials provided.
 - c. Chapters are permitted to design and hang a banner, no larger than a twin size flat sheet, to be hung on their house no earlier than PNM Convocation.
 - i. The banner must utilize the theme and tagline provided by CPH and promote general Panhellenic recruitment.
- 15. Contact with Potential New Members
 - a. Pre-Recruitment Contact:
 - i. Sorority women should not interact with PNMs unless there is a previous existing personal connection.
 - 1. This includes adding or accepting requests from PNMs on any social media platform.
 - ii. Conversation about recruitment is discouraged. However, if asked directly, sorority women are permitted to talk to women about sorority life in general, but not their own chapter specifically.
 - iii. If a PNM asks specific questions about chapters or the recruitment process, sorority members should direct the PNM to a member of the CPH recruitment team (CPH President, Vice President of Recruitment, Recruitment Director, or Panhellenic Advisor).
 - b. During Recruitment Contact:
 - i. Sorority members may not initiate nor have someone initiate on their behalf, contact with any PNM. This includes, but is not limited to phone, email, letter, verbal, text or other messaging, and social networking sites.
 - ii. If sorority members come into *unplanned* contact with the PNMs in class, in public, on the street, at social gatherings, etc. only general greetings may take place.
 - 1. Active members and alumnae are encouraged to be friendly and personable, but must avoid conversation regarding recruitment, and should try to limit the length of the conversation.
 - 2. If a PNM asks specific questions about chapters or the recruitment process, sorority members should direct the PNM to her Rho Gamma or a member of the CPH recruitment team (CPH President, Vice President of Recruitment, Recruitment Director, or Panhellenic Advisor).
 - iii. Active members and alumnae are prohibited from escorting or transporting PNMs to and from recruitment events.
 - c. Strict Silence Period:
 - i. Strict silence will begin following preference round and last until bid distribution on Bid Day.
 - ii. During strict silence, no sorority member (including alumnae and new members) may communicate with potential new members through verbal, nonverbal, written, printed, text message, and electronic communication, or communication through a third party.
 - iii. If potential new members live in a residence hall or off-campus facility with sorority members, only casual greetings are permitted.

- iv. PNMs cannot initiate or respond to communication with active sorority members or alumnae during strict silence.
16. Formal Recruitment Format
- a. The University of Cincinnati Panhellenic Council follows a 9-7-4-2 RFM pattern.
 - i. PNMs will visit all 9 CPH chapters during Round One, 7 chapters during Round Two, 4 chapters during Round Three, and 2 chapters during Preference Round.
 - b. The formal recruitment schedule shall be set by the Panhellenic Council and CPH Advisor.
 - c. Description of recruitment rounds:
 - i. Round One: House Tours
 - 1. Attire: PNMs: t-shirt provided by CPH with jeans or casual bottoms. Chapter members: standard CPH shirt with jeans or casual bottoms. Accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
 - 2. Description: Each chapter gives a presentation on expectations and requirement of membership, including info on membership and housing costs, new member fees, live-in requirements, academic standards, and any additional requirements. Songs may only be sung as PNMs leave a recruitment event
 - ii. Round Two: Philanthropy
 - 1. Attire: PNMs: t-shirts provided by CPH with jeans and casual bottoms. Chapter members: snappy casual. Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
 - 2. Description: Each chapter highlights their signature service/philanthropy activity through related crafts and conversation. Songs may only be sung as PNMs leave a recruitment event
 - iii. Round Three: Sisterhood
 - 1. Attire: PNMs **and** chapter members: business casual. Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
 - 2. Description: Each chapter highlights their sisterhood, positive impact of being in a sorority, chapter and campus activities, leadership development, personal growth, and lifelong friendship. Songs may only be sung as PNMs leave a recruitment event
 - iv. Round Four: Preference
 - 1. Attire: PNMs **and** chapter members: cocktail/semi-formal. Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
 - 2. Description: Each chapter does its national or traditional local preference ceremony
 - v. Bid Day
 - 1. Attire: PNMs: casual bottoms and plain tshirt or tank top. Chapter members: in accordance with chapter's bid day theme. Dress and accessories may be coordinated but not identical for all chapter members (i.e., chapters should not have all members dressed in the exact same dress, same accessories)
 - 2. Bid cards will be completed by chapter advisors the morning of Bid Day.
 - 3. Bids will be distributed by Rho Gammas at a predetermined time and location.
 - a. Once a Rho Gamma has distributed bids to her PNMs she can reveal her affiliation, and her group can reveal to each other.

- b. NMs will join the rest of their NM class to receive their chapter shirt, and participate in activities facilitated by Rho Gammas, and will meet their chapter's president and new member educator.
 - c. Following NM class bonding, Rho Gammas will escort their NMs to the community reveal where they will meet their chapter.
 - d. Following reveal, chapters will be dismissed to return to their chapter house.
 - e. Chapter Bid Day activities are at the discretion of each chapter, but are encouraged not to exceed two hours.
- 4. Bids not delivered to PNMs or declined are returned to the issuing chapter.
 - 5. Any PNM not matched (not offered a bid; "released") is notified before Bid Day activities by her Rho Gamma.
- d. The preferential system of bidding shall be used. The preferential system is defined as having a PNM indicate, under the supervision of Panhellenic, her preferences for the sororities by ranking them numerically with number one being her first choice. This process and bid signing are confidential.
 - e. Bids will be matched by the Panhellenic computer system. Quota additions will be matched by the CPH Advisor, RFM Specialist, and alumna chapter advisor.

Section 4: Potential New Members

1. Eligibility
 - a. A woman is eligible to participate in recruitment if she is enrolled as a full-time or part-time matriculating student at the University of Cincinnati. Branch campus (Blue Ash and Clermont) students are eligible.
 - b. A woman is ineligible for membership recruitment if she has signed an MRABA within the past year, or has previously been initiated in an NPC sorority.
 - c. Interested women must register for recruitment, and pay the applicable recruitment fee, prior to the registration deadline. No late registrations will be accepted.
 - i. No refunds are given for recruitment registration fees.
2. The PNM Bill of Rights states, PNMs have the right to:
 - a. Be treated as an individual
 - b. Be fully informed about the recruitment process
 - c. Be treated with respect.
 - d. Be treated as a capable and mature person without being patronized.
 - e. Be fully informed about the binding agreements implicit in the membership acceptance signing
 - f. Ask questions and receive true and objective answers from recruitment counselors and members.
 - g. Ask how and why and receive straight answers.
 - h. Have and express opinions to recruitment counselors.
 - i. Have inviolable confidentiality when sharing information with recruitment counselors.
 - j. Have a positive, safe and enriching recruitment and new member experience.
 - k. Make informed choices without undue pressure from others.
 - l. Make one's own choice and decision and accept full responsibility for the results of that decision.
3. PNM Responsibilities:
 - a. A PNM shall provide her own transportation or use transportation provided by CPH to and from recruitment events.
 - b. Letters of recommendation are not required
 - i. PNMs who chose to send letters of recommendation must send them directly to the sororities. Letters mailed to the university will be discarded
 - c. A PNM must contact either her Rho Gamma, the CPH Vice President of Recruitment, CPH President, or CPH Advisor if she desires to withdraw from recruitment and will be asked to complete a withdrawal evaluation.
 - d. A PNM shall attend convocation and all recruitment events to which she has accepted invitations. In the event of illness or emergency, she should notify CPH or her Rho Gamma if she cannot attend. If a woman cannot attend recruitment events because of class, work, or other excuse, it is up to individual chapters to determine whether or not to invite her back.
 - i. CPH will make every effort to schedule a PNMs recruitment parties around her schedule conflicts.
 - e. PNMs must wear the provided name tag throughout the duration of each recruitment round.
 - f. PNMs shall not have conversation or contact (verbal, written, typed, or printed) with sororities (including active and alumnae members) outside of recruitment rounds.
 - i. Strict silence is enforced from the end of the last formal recruitment event (preference) until bid distribution.
4. PNM Selection Process

- a. CPH promotes a mutual selection process by which PNMs indicate their preferred chapters and chapters indicate their preferred PNMs.
 - b. PNMs indicate their preferred chapters at the end of each recruitment round, in no particular order, however, PNMs do rank the chapters they do *not* wish to return to (“regret”).
 - i. It is possible that a PNM be scheduled to attend a chapter she regretted
 - c. Attendance at each subsequent round is based on how PNMs and chapters “mutually selected” each other. If a PNM is not scheduled to return to a chapter she preferred, it is because that chapter did not list her for next round.
5. Membership Recruitment Acceptance Binding Agreement (MRABA)
- a. The University of Cincinnati College Panhellenic will uphold and use the National Panhellenic Conference’s MRABA for each PNM interested in joining a women’s sorority, during formal recruitment.
 - i. All NPC chapters agree to all policies and steps pertaining to the MRABA.
 - b. PNMs must sign an MRABA at the conclusion of preference round in order to join a sorority through the formal recruitment process.
 - i. PNM’s may choose not to complete an MRABA.
 - ii. PNMs that withdraw from formal recruitment or do not sign an MRABA are eligible for snap bidding and recruitment through COB.
 - c. PNMs who indicate an intentional single preference and do not receive a bid are eligible for snap bidding and COB, but they are not eligible for quota addition.
 - d. By signing an MRABA, a PNM is bound to the bid she receives and is considered ineligible for one calendar year to accept a bid from any other NPC sorority on the same campus.
 - i. A PNM may be re-pledged by the same NPC sorority at any time within that calendar year.

Section 5: Recruitment Counselors

1. Recruitment Counselors, known as Rho Gammas, will be selected through an application and interview process conducted by the CPH VP of Recruitment, CPH President, and CPH Advisor.
 - a. Rho Gammas will be selected during the semester preceding Formal recruitment.
2. CPH officers and Rho Gammas shall observe a soft and hard disaffiliation period
 - a. Soft disaffiliation will begin May 1st and end at the beginning of hard disaffiliation.
 - i. During this time, Recruitment Guides are prohibited from wearing badges, insignia, pins, jewelry, clothing, car decals, etc. that identify her as a member of her sorority or chapter. At this time, ALL social media pages are private and unable to identify her as a member of her fraternity or chapter.
 - b. Hard disaffiliation will begin on the date of All Sorority Workshop and end on Bid Day.
 - i. During this time, in addition to the stipulations of soft disaffiliation, Rho Gammas are prohibited from having direct contact with her chapter's members in public, and are not permitted in men's fraternity houses (and annex houses) during social events.
 - ii. Rho Gammas who are 21+ may still consume alcohol during the period between All Sorority Workshop and PNM Convocation, but must not do so in public within 1 mile of campus. Rho Gammas must be dry from PNM Convocation until the conclusion of Bid Day.
 - c. During soft and hard disaffiliation, CPH officers and Rho Gammas are prohibited from participating in her chapter's recruitment process.
 - d. Per NPC guidelines, CPH officers and Rho Gammas must not participate in chapter meetings during disaffiliation and should be transferring any officer responsibilities (if applicable) to another sister during this time.
 - e. Failure to comply with all expectations during soft or hard disaffiliation will result in a warning, followed by immediate termination from the position if it happens a second time.
3. Mandatory Dates
 - a. Bi-weekly meetings at the discretion of the during May, June, and July and weekly meetings during the month of August.
 - b. Attend Rho Gamma retreat(s)
 - c. Attend a sisterhood week during the week before classes resume in August.
 - d. Attend the All-Sorority Workshop on the Wednesday during Sisterhood Week.
 - e. Participation in recruitment activities during summer Bearcats Bound Orientation, Welcome Weekend and other positive Panhellenic events
 - f. Completely available for CPH Formal Sorority Recruitment weekends.
4. Qualifications
 - a. Have and maintain a 2.7 Cumulative and Previous Term GPA and be in good academic and disciplinary standing within her college.
 - b. Be an active participant in the collegiate chapter
 - c. Be an initiated member of her fraternity for at least one calendar year and have participated in at least one CPH Formal Sorority Recruitment.
 - d. Be in good standing in her member fraternity (academically, socially, financially, etc.)
 - i. Your chapter president will have to sign off agreeing that you meet these expectations
 - e. Must be available for all required dates throughout summer and fall semesters. Cannot miss more than two required events.
 - f. Cannot not serve as a Student Orientation Leader (SOL) the summer prior to formal recruitment.
5. Responsibilities to Potential New Members

- a. Provide thorough knowledge of the Panhellenic community, the positive benefits of sorority membership, and the impact the Panhellenic community has on campus.
 - b. Engage PNM's in discussions of their personal values and how those values will better inform their decision-making and how their values connect with each chapter.
 - c. Encourage them to keep an open mind throughout the process and to approach each chapter as a group that could develop them personally.
 - d. Stay in contact with each PNM to provide support and guidance that will contribute to her retention throughout the recruitment process.
 - e. Establish and maintain positive relationships with the PNM's during and after recruitment.
6. Responsibilities to the VP of Recruitment and Recruitment Directors:
 - a. Be present during all training sessions by actively participating in activities and providing insightful comments.
 - b. Act with dignity and pride as a representative of the entire Panhellenic community.
 - c. Be a team player and enthusiastic volunteer to assist with recruitment promotion and implementation tasks.
 - d. Complete all logistical duties required, which could include assisting PNM's as they travel between recruitment locations, explaining recruitment procedures, assisting with data entry, contacting PNM's who do not arrive on time, and so on.
 7. Personal responsibilities as a Recruitment Guide:
 - a. Abide by all CPH Constitution & Bylaws and CPH Standing Rules, including CPH Recruitment Rules, other university rules, and National Panhellenic Conference Unanimous Agreements. This includes the reporting of any violation of these documents and rules by Panhellenic member chapters to the VP of Recruitment prior to, during, and/or after the formal recruitment process.
 - b. Be enthusiastic and have a positive attitude toward all CPH member sororities.
 - c. A fee of \$100 will be assessed to all Recruitment Guides to pay for apparel and other materials for training.
 8. Responsibilities to CPH Judicial Board:
 - a. Rho Gammas are obligated to report any possible infractions in a timely manner to either a CPH Judicial Board member, VP of Social Responsibility, or CPH Advisor.
 - b. Withholding information about a possible infraction can result in an infraction against the Rho Gamma, which may result in immediate termination.
 - c. Rho Gammas are encouraged to utilize the CPH Judicial Board for questions about possible infractions, or to better understand judicial procedure.
 9. Recruitment Guides that violate recruitment rules, qualifications, or expectations and responsibilities may be fined, asked to resign, or removed at the discretion of the VP of Recruitment in consultation with the fraternity/sorority advisor.
 - a. If a Recruitment Guide is removed, they shall be replaced by a qualified member of the same chapter whenever possible.

Section 6: Continuous Open Bidding/Informal Recruitment Rules

1. Each NPC sorority has the right to COB to reach quota or total during the regular academic year as defined by the academic calendar. To accommodate the colonization of a chapter or to allow a chapter to build its membership, the CPH may vote to suspend COB for a period not to exceed three weeks.
2. The purpose of COB is to enable those chapters that did not pledge to quote or pledge to quote but did not reach total, to pledge additional new members immediately following the primary recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.
3. Chapters must submit a schedule of COB events and activities to the CPH Vice President of Recruitment and CPH Advisor prior to the start of the semester the COB will occur.
 - a. This list must include the tentative date, time, and location of each event/activity, and contact information for the officer in charge of COB.
4. Chapters must adhere to the policies and expectations outlined in the NPC Unanimous Agreements and UC CPH recruitment rules.
 - a. NPC sororities do not discriminate in membership selection on any basis prohibited by law.
 - b. The use of alcoholic beverages is prohibited during all recruitment events for all CPH sororities.
 - c. Men are prohibited from participating in all recruitment events (including bid day) for all NPC sororities.
 - i. The only exceptions would be a DJ, photographer, and videographer during bid day.
 - d. Chapters can only recruit women who meet the eligibility requirements in section 4.
5. Values-Based Recruitment
 - a. UC CPH encourages a COB format that complies with the NPC policy on “no-frills” recruitment. It is recommended that chapters maximize conversation time, and facilitate events and activities that educate PNMs on the expectations and requirements of membership, and value of the sorority experience.
6. Continuous Open Bidding Acceptance Binding Agreement (COBABA)
 - a. UC CPH will uphold and use the COBABA for each potential new member interested in joining a women’s sorority, during informal recruitment. We agree to all policies and steps pertaining to the COBABA.
 - i. During COB, the proof of a woman’s acceptance of membership shall be a dated COBABA signed by the woman and witnessed by a member of the NPC sorority chapter.
 - ii. The COBABA forms are to be submitted to the CPH Advisor or CPH VP of Recruitment within 48 hours of the new member signing and accepting her bid.

Section 7: Infractions & Judicial Procedure

1. Proper Reporting Authority (from Unanimous agreements)
 - a. Recruitment infractions may only be reported and signed by one of these people:
 - i. Chapter president on behalf of her chapter
 - ii. College Panhellenic Vice President of Recruitment
 - iii. A recruitment director or recruitment counselor (Rho Gamma)
 - iv. Potential new member
 - v. CPH Judicial Board member
 - vi. Fraternity/sorority advisor
2. Receipt of Infraction
 - a. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
 - i. The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/sorority advisor and is available upon request by the accused sorority.
 - ii. The College Panhellenic president or fraternity/sorority advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.
3. Violation of these recruitment rules will be handled the same as any violation of the University of Cincinnati Panhellenic Council rules and NPC Unanimous Agreements. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members.
 - a. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.
 - b. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation.
 - c. The violation must be reported within 30 days of alleged recruitment infraction and submitted to the CPH or fraternity/sorority advisor. Within one week of receiving a violation report, the CPH or fraternity/sorority advisor must issue a notice of infraction to the alleged sorority and recommend mediation or judicial board hearing.
 - d. It must be emphasized that recruitment infractions and responses should be concerned with violations of the NPC's Unanimous Agreements, not small things like PNMs leaving a recruitment event with a paper cup, or chapter's starting a recruitment event 30 seconds early, and assessing \$5 fines. However, chapters are expected to follow formal recruitment guidelines (theme, timing, dress, food and beverage, space, and activities), and if a chapter is warned and continues to not follow the guidelines, a violation report and notice of infraction will be issued.
 - e. Refer to the NPC Manual of Information and Unanimous Agreements for further clarification of recruitment rules (if these are not clear enough).
4. Violations committed by Rho Gammas can result in their termination, as well as judicial proceedings for their chapter of affiliation.