



Recruitment Rules
San Diego State University
College CPA

The following rules are comprised of National Panhellenic Conference (hereafter referred to as NPC) Unanimous Agreements, NPC policies and recommendations for recruitment, ideas and previous rules discussed by the 2016 Recruitment Chairwomen of the eight (8) SDSU College CPA sororities (hereafter referred to as CPA). These rules were passed by a majority vote during 2016 Spring Recruitment Committee meetings and ratified by vote of the CPA Chapter Delegates on insert date. All CPA chapter members and their alumnae are expected to understand and follow all of the recruitment rules. If rules are allegedly violated, the CPA Executive Board will facilitate the adjudication process.

1. **CODE OF ETHICS:** The purpose of the Code of Ethics is to guide chapter members in carrying out truly panhellenic ideals of promoting sorority life and relations among the CPA.
 - a. **HIGH REGARD:** All sorority members shall speak highly of all chapters.
 - b. **SUPPORT ALL CHAPTERS:** All chapters shall promote sorority membership as a whole. No individual chapter promotions.
 - c. **UNFAIR ADVANTAGES:** All chapters and members shall support every sorority in their effort to succeed in the recruitment process, which means not creating an unfair advantage for a particular NPC member group.
 - d. **DISASSOCIATION:** All chapters and members shall support the Recruitment Guides and the CPA Executive Board in their efforts to disassociate.
 - e. **NON-DISCRIMINATION:** Eligibility for membership may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender identity, marital status, citizenship, sexual orientation, or disability.
 - f. **PROMOTION OF WITHDRAWING:** No chapter or chapter member shall encourage women to drop out of formal recruitment in order to participate in Continuous Open Bidding.
 - g. **COURTEOUS:** All chapters and members shall be courteous and respond to questions the Potential New Members (hereafter referred to as PNMs) might ask with an encouraging outlook towards all CPA sororities.
 - h. **RECRUITMENT DURING SCHOOL RECESS:** No female student shall be asked to join an NPC sorority during any school recess including during a formal membership recruitment period and the ensuing Continuous Open Bidding held immediately prior to an academic term.
 - i. **PROMOTION OF INTENTIONAL SINGLE PREFERENCE:** It shall not be suggested to any PNM that she refuse a bid from one group in order to wait for a bid from another

group nor suggest that a PNM prioritize only one chapter, if she has the opportunity to prioritize two, on her Membership Recruitment Acceptance Binding Agreement (MRABA).

- j. **ACADEMIC ACHIEVEMENT:** CPA fully supports the academic mission of the San Diego State University, therefore, places the utmost emphasis on academics throughout all recruitment processes.
2. **UNANIMOUS AGREEMENTS:** NPC fraternities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements. *For reference, see Manual of Information, 20th Edition 2014, p. 30.*
3. **POSITIVE PANHELLENIC CONTACT:** The purpose of Positive Panhellenic Contact is to engage with PNMs in activities that shed a positive light on the CPA community and in doing so, promote the spirit of the Code of Ethics.
 - a. **ENCOURAGED INTERACTION:** Chapters may attend and interact with PNMs at the following types of activities:
 - i. Lunch, beach, or mall
 - ii. Aztec Nights, Athletic games, and other University events (must stay within event area)
 - b. **TIME FRAME:** Positive Panhellenic Contact is encouraged up until the time silence begins and is strictly in effect during strict silence.
 - c. **INVITATIONS:** Active chapter members to take PNMs out or invite them to any types of gatherings.
 - d. **LARGE GROUPS:** More than 3 active members and 1 PNM present in any particular group at any time.
 - e. **GIFTS / PURCHASES:** Active members nor PNMs may make purchases for one another no matter the cost of the purchase.
4. **VALUES-BASED RECRUITMENT:** The focus of recruitment shall be to have meaningful conversation and interactions with PNMs and recruit women who will have a positive impact on the chapter and the CPA community.
 - a. **LIMIT NON-ESSENTIAL FEATURES:** The CPA community will strive to reduce non-essential features of the recruitment process to focus recruitment on values, benefits and responsibilities of active sorority membership. Practices of a values-based recruitment include but are not limited to:
 - i. Engaging in values-based conversations
 - ii. Participating in recruitment activities that reflect the chapters' organization core values
 - iii. Make informed choices, based on shared values, about PNMs
 - iv. Limiting superficial aspects of the recruitment process including the importance of apparel
5. **SYMPOSIUM:** Every active member is expected to participate in Formal Recruitment Symposium, which will be held during the month of August, preferably during the chapters' recruitment preparation week. Any chapter member who is unable to attend and will be participating in formal recruitment rounds to assist the chapter will be expected to abide by rules even if a make-up meeting is not able to happen. It is ideal for these individuals to attend the 1 make-up Formal Recruitment Symposium offered by the CPA. A fee of \$45.00/chapter member not in attendance at symposium or scheduled makeup may be assessed.

6. FINANCES

- a. **FAIR & REASONABLE:** The purpose of CPA overseeing CPA chapter recruitment budgets is to reinforce the ideals of values-based recruitment. The CPA and individual CPA chapters has the responsibility to establish a fair and reasonable recruitment operations budget.
 - i. **CPA RECRUITMENT BUDGET COVERS:**
 1. CPA Pre-Recruitment Training (room, print materials, food)
 2. CPA disassociate member apparel
 3. PNM Orientation, Priority Ranking, and Bid Day space rentals
 4. Clerical costs (name tags, PNM plastic bags, etc.)
 - ii. **CPA RECRUITMENT REVENUE SOURCES:**
 1. PNM registration fees: \$60-90 per PNM
 - a. \$60 if registration is received before 11:59 pm on the night before the first day classes begin in the fall semester. All registration fees after are \$90.
 2. Chapter recruitment fees: \$400 per chapter per formal recruitment
 - iii. **CPA CHAPTER OPERATIONS BUDGET:**
 1. **BUDGET LIMIT:** \$1,000
 2. **PROJECTED RENTALS:** Submit an itemized list of projected rentals necessary for formal recruitment. There shall be no limit set on expenses incurred through the renting of equipment necessary. Necessary rentals shall be defined as items that are critical for carrying out recruitment functions (e.g. projectors, chairs, fans, etc.).
 3. **PROPOSED BUDGET:** Chapters shall submit an itemized proposed recruitment budget to the CPA Recruitment Team.
 4. **DONATIONS LIMIT:** \$300.00 shall be the limit for all formal recruitment donations. All goods that are donated by alumnae, chapter members, parents, etc., and used during formal recruitment must be reported to the CPA Recruitment Team. The value of the donations **is** counted toward the overall \$1,000.00 limit. If these same goods are donated year after year, the value counts each year.
 5. **APPAREL:** The cost of all pre-recruitment and recruitment clothing must not exceed \$100 per chapter member for chapter mandated apparel, unless otherwise approved by the CPA Recruitment Team.
 6. **LEDGER:** Chapters shall submit an itemized ledger of expenditures after formal recruitment to the CPA Recruitment Team.

7. APPAREL:

- a. **GREEK COMMUNITY SHIRT:** The “Go Greek” shirt must be worn by every chapter at the Greek Life Expo (fall) and Explore SDSU (spring).
- b. **PRE-RECRUITMENT SHIRTS:** Pre-recruitment shirts are limited to 2. Wearing shirts from previous semesters is encouraged. Pre-recruitment shirts must be approved by the CPA Recruitment Team.
- c. **NAME TAGS:** Chapter members must wear name tags provided by CPA only during formal recruitment.
- d. **TYPE & COLOR SPECIFICATIONS:** Chapters are permitted to specify type and color of clothing for chapter members for recruitment. Chapter are not permitted to require or hint that members must purchase or obtain specific brands of clothing, accessories, jewelry, etc. for recruitment (Round 1 - Leadership Day shirts are the only exception to specifications.).

- e. **COORDINATED EFFORT TO PROMOTE IFC CHAPTERS:** The participation of men in CPA recruitment efforts shall not be permitted. Additionally, CPA women shall not assist men in any aspect of their recruitment efforts. There shall not be any organized effort to have men wear a shirt that advertises a particular sorority, even if the shirt is from a previous year. The same rule applies for men organizing women to do the same. An “organized effort” is described as a recognizably percentage of men/women wearing a particular shirt in support of the other organization, especially at the same event.
- f. **INTERFRATERNITY COUNCIL CHAPTER APPAREL:** Chapter members must refrain from wearing Interfraternity Council (hereafter referred to as IFC) chapter letters and/or affiliated apparel before and during recruitment. If a complaint is submitted, the CPA Recruitment Team will submit documentation to the chapter in question who will be responsible for responding to the case. The chapter will then submit an action plan and/or outcome back to the CPA Judicial Director for documentation purposes.
- g. **COLOR & SONG PREFERENCES:**
 - i. Patents for colors of Leadership Day shirts and song choices for recruitment will be selected based on an average chapter grade point from the previous fall and spring semesters.
 - ii. Conflict of apparel preferences are encouraged to be handled informally. If a compromise cannot be made, priority will be given to the chapter based on the previous fall and spring accreditation results. In the event that a patent needs to be altered prior to recruitment and after the date they were finalized, new ideas are to be approved by the CPA Recruitment Team, who will then notify the other chapters of the changes.

8. CHAPTER FACILITY / RECRUITING AREA

- a. **CANDLES:** No candles may be burned inside the chapter house during any round of recruitment.
- b. **BANNERS:** Chapter banners are permitted and encouraged to be displayed at all times on chapter houses before and during recruitment as long as they are centered on the ideals of Positive Panhellenic Contact. Posters from fraternities or for fraternities may not be displayed until after Bid Day.

9. CHAPTER COMMUNICATION & OPERATION RESPONSIBILITIES

- a. **ACCESS TO INTERNET:** Chapters must have access to a computer with internet before and during formal recruitment.
- b. **PHONE NUMBERS:** Chapters are required to provide the CPA Recruitment Team with a phone number for an advisor and for a chapter officer that will be answered at all times during formal recruitment in case the chapter needs to be contacted regarding recruitment procedures, questions, or issues that may arise.
- c. **PROVISIONS FOR CPA EXECUTIVE BOARD MEMBERS:** Chapters must provide a table, canopy, chairs, water, and access to power outlets (which may include extension cords) for the CPA executive board member(s) stationed outside of the chapter facility each day of recruitment.
- d. **VOLUNTEERS:** Chapter shall submit a list of names and relation to the chapter if they intend to have them present at recruitment to assist behind the scenes.
- e. **SUBSTITUTE RECRUITERS:** Use of alumnae and/or members from other chapters may not exceed total. Name tags will be printed for these individual and will indicate these are alumnae and/or collegians from another chapter.

10. CONDUCT: PRE-RECRUITMENT (SILENCE): From the Friday before classes start in the fall semester until after the conclusion of Bid Day in the fall semester.
- a. NON-MEMBER EVENTS: No chapter is permitted to host any event open to non-members at their chapter facility or on campus, regardless of type. Exceptions may be considered by the CPA Recruitment Team.
 - b. VISITS TO PNM: No active member shall visit a PNM's residence unless they are living at the same residence and this is known to the CPA Recruitment Team prior.
 - c. VISITS TO CHAPTER: PNMs shall not enter any sorority chapter house unless it is during recruitment events.
 - d. FRATERNITY EVENTS: No chapter members or PNMs shall be permitted to attend a fraternity event. This includes all un/official events. The location includes a fraternity's official facility or a residence of a fraternity member.
 - e. TABLING: During tabling for recruitment, chapters may not hand out anything to PNMs with the exception of flyers provided by CPA and/or Student Life & Leadership. There shall be no more than 6 chapter members present in the tabling area at any time. A courtesy greeting may be communicated to men but no lingering conversations at that time. Specific community events may have different requirements. These expectation will be set by Student Life & Leadership- Fraternity & Sorority Life.
11. CONDUCT: DURING RECRUITMENT & BID DAY (STRICT SILENCE)
- a. GENERAL
 - i. Section 9: a-d also in effect.
 - ii. PHOTOS: No photos may be taken of PNMs.
 - iii. DRUGS: No alcoholic beverages, smoking or other drugs shall be in use or permitted. This includes photos and other paraphernalia (e.g. shot glasses, etc.).
 - iv. BID PROMISING: A PNM shall not be explicitly or implicitly told (verbally, nonverbally, written, printed, text messages or other electronic communication or communicating through a third party) that she is on a chapter's invite or bid list. This includes expressing to PNMs that will be invited back to a chapter the next day.
 - v. COB: Chapters shall not express that any chapter will be participating in Continuous Open Bidding. Additionally, a PNM shall not be encouraged to withdraw from fall formal recruitment in order to participate in Continuous Open Bidding.
 - vi. TAKE-AWAYS: PNMs shall not be permitted to take any item from a recruitment event. Water cups are the only exception.
 - vii. BEVERAGES: Water or other approved beverage may be served during any round of recruitment. Approved beverages may include lemonade, Shirley Temples, sparkling cider or tea. Food may not be served during any round unless approved by the CPA Recruitment Team.
 - viii. LIMITED COMMUNICATION OUTSIDE RECRUITMENT ROUNDS:
 1. Normal courtesy of greetings and giving campus information is permitted between chapter members and PNMs.
 2. Chapter members must in no way give PNMs information specific to their chapter in regards to recruitment outside formal recruitment events.
 3. Chapter members must have no communication regarding recruitment with anyone outside their own actively recruiting chapter membership.
 4. Chapter members shall not have any contact with a PNM from the time she leaves the preference events until she receives her bid card.

5. Recruitment Guides, CPA Executive Board, and their actively recruiting chapter members shall not be permitted to have any contact (except in certain situations between CPA Recruitment Team and Chapter Recruitment Team).
- ix. RECRUITMENT EVENT LOGISTICS
1. START & END TIMES: Chapters must open doors (start and end) on time. Infractions will occur after the 1st warning of the day.
 2. RECRUITMENT RATIO: No more than 2 members shall be permitted to recruit a PNM at the same time during a recruitment event. Exceptions may be considered by the CPA Recruitment Team.
 3. PRIVATE SPACE: During recruitment events, recruiting shall be permitted anywhere in the designated recruiting area as long as PNMs are not guided to a private space away from the general group as this can be interpreted as bid promising by PNMs and tends to cause unease.
 4. WELCOMING: At the start of a recruitment event, a maximum of 4 chapter members shall greet PNMs outside of the recruiting area and welcome them into the recruiting area. 2 shall be the Chapter President and Vice President of Membership. Additional chapter members must not misrepresent their position and must be in good standing with the chapter.
- x. SINGING / DANCING
1. All songs and/or chants shall be approved by the CPA Recruitment Team.
 2. There shall be no more than 3 collective minutes of singing/chanting during each recruitment event, which shall include non/choreographed, stationary movement, and chants, excluding the last round of recruitment (Preference Night).
 3. There shall be no dancing during any round of recruitment.
 4. There shall be no singing/chanting outside of the designated recruiting area. Student Organization Handbook policies regarding noise levels and curfews apply.
- xi. DECOR (INSIDE FACILITY / RECRUITING AREAS)
1. No additional decorations shall be permitted.
 2. Poster boards, informational in nature, etc. are permitted within the recruiting area but must be approved by the CPA Recruitment Team.
 3. No decorative themes shall be permitted – no frills.
- xii. RECRUITMENT ROUNDS
1. ROUND 1 - LEADERSHIP DAYS: The purpose of these days is to allow PNMs to experience every Panhellenic chapter, as well as be introduced to all of the leadership opportunities within each individual chapter and the Greek community as a whole. All chapter members are to follow guidelines established by the CPA Recruitment Team including the approved apparel.
 2. ROUND 2 - PHILANTHROPY DAY: The purpose of this day is to provide PNMs with a deeper understanding of individual chapter's philanthropic and service initiatives.
 3. ROUND 3 - SISTERHOOD DAY: The purpose of this day is to showcase the unique attributes of the individual chapter's sisterhood. During this day, chapters have the ability to provide tours of their facilities if applicable. A slideshow/video of no more than 7 minutes shall be permitted. Slideshows/videos must be approved by the CPA Recruitment Team. Slideshows/videos shown during the round must be the approved

version. The following are not permitted to be included in the videos: men, Resident Assistants, Recruitment Guides, CPA Executive Board members, alcohol/drugs, and/or the implied or explicit use of alcohol/drugs.

4. **ROUND 4 - PREFERENCE NIGHT:** The purpose of this day is to help PNMs determine their chapter preference. Personalized poems/notes shall not be read to individual PNMs, however general poems/notes may be read aloud to the entire group. Symbolic items (i.e. flowers, pearls, etc.) shall be permitted but must not leave the designated recruiting area.
- xiii. **BID DAY**
1. **PHOTOS:** All photos taken shall be in good taste.
 2. **SUPPLIES:** Bid cards and t-shirts for chapter's disassociated women (i.e. Recruitment Guides and CPA Executive Board members) are to be brought to the CPA office prior to Bid Day. Bid cards must be in alphabetical order by last name and be enclosed in an envelope with PNMs' first and last name on the front of the envelope.
 3. **REVEAL:** Recruitment Guide and CPA Executive Board Reveal will occur.
 4. **BID CARDS:** PNMs are to be escorted to receive their bid card then join their chapter.
 5. **BID DAY SHIRTS:** New members that are given shirts will be given the opportunity to change into their individual chapter shirts in a concealed location (such as Montezuma Hall) prior to attending the Panhellenic Executive Board and Rho Gamma reveal outside.
 6. **CHAPTER ATTENDANCE:** Chapter members to be present in Montezuma Hall to receive new members shall include Chapter President, New Member Educator, and 3 other representatives selected by the chapter. Up to 30 additional chapter members (including the chapter's revealed Recruitment Guides and CPA Executive Board members) may be present for Panhellenic Executive Board and Rho Gamma reveal.

12. ELIGIBILITY FOR PARTICIPATION IN RECRUITMENT

a. POTENTIAL NEW MEMBERS (PNMs)

- i. **REGULARLY ENROLLED & IN GOOD STANDING:** San Diego State requires that in order to participate in any recruitment, students must be regularly enrolled at San Diego State University and are in good standing (not on academic or disciplinary probation). San Diego State University students in Extended Studies, the American Language Institute and who are considered Open University students are ineligible to join. Petitions for exceptions must be made to the Assistant Director of Student Life & Leadership for Greek Life.
- ii. **GPA & UNITS:** Individual chapters may establish a grade point average and unit requirement.
- iii. **REGISTRATION:** Prior to the espoused deadline, PNMs must register on ICS, complete Pre Recruitment Education Program, and Greek Registration through the university.
- iv. **PNM CONTRACT:** PNMs will be expected to sign a contract during Orientation that outlines behavioral expectations for participating in the recruitment process.
- v. **FEE PAID:** Registration information and fee must be received prior to the deadline. PNMs who have not paid or completed other requirements prior to this deadline shall not be eligible to participate in formal recruitment.
- vi. **UNEXCUSED ABSENCES:** A list of PNMs with unexcused absences from recruitment events shall be compiled at the end of each day during formal

recruitment by the chapters and directed to the CPA Advisor. CPA Recruitment Team may release PNMs who fail to accept an invitation(s) by not attending a chapter event when she has been invited. 1 written warning will be issued after a PNMs 1st unexcused absence. After the 2nd unexcused absence, the PNM will be released from the recruitment process. Prior to releasing a PNM, the CPA Recruitment Team must communicate with the PNM's Recruitment Guide.

b. COLLEGIANS

- i. ROSTER: All recruiting members' names must appear on the official University roster and must be listed as active status.
- ii. GUEST MEMBERS: Members from other campuses shall not be permitted in the chapter facility/recruiting area during recruitment. Exceptions may be considered by the CPA Recruitment Team.

c. SORORITY RECRUITMENT GUIDES (RHO GAMMAS)

- i. APPLICANTS: Must be active, good standing members of their chapter and the University.
- ii. INTERVIEWS: Selections occur during the spring semester prior.
- iii. ACTIVE & GOOD STANDING: Rho Gammas must remain active, good standing members of their chapters in order to retain their positions.
- iv. DISASSOCIATION: Rho Gammas must disassociate from their chapters beginning August 1 prior to fall semester.
 1. Disassociation includes no wearing of sorority or fraternity paraphernalia and the removal of sorority decals and other items from visibility.
 2. Rho Gammas may not reveal their affiliation verbally, explicitly or implied.
 3. Rho Gammas shall not be in contact with any members of any chapter, including her own.
 4. Rho Gammas must "deactivate" their presence on any public media, social media, or websites.
 5. Rho Gammas shall not discuss recruitment, especially related to a PNM, with anyone except other Rho Gammas, CPA Executive Board or CPA Advisor.
 6. If a Rho Gamma is released from her role as a Rho Gamma for any reason after signing the Recruitment Guide Contract, she is ineligible to participate in chapter recruitment activities, unless approval is granted by the CPA Advisor.

d. ALUMNAE

- i. Alumnae shall not recruit, unless granted an exception by the CPA Recruitment Team prior.
- ii. Alumnae may only participate during events to watch and/or to prepare refreshments.
- iii. Alumnae shall wear CPA provided name tags during recruitment events that clearly indicate their alumna status.
- iv. Headquarters staff (including consultants) and/or Advisory Board members shall serve in advisory roles only and also wear name tags provided by CPA.

13. CPA EXECUTIVE BOARD RECRUITMENT OPERATIONS

a. RECRUITMENT ADMINISTRATION

- i. TEAM: Recruitment efforts shall be administered by the CPA Recruitment Team including the Vice President of Membership, Vice President of New Members, Vice President of Judicial Affairs, CPA Executive Vice President, CPA President

- and CPA Advisor. The remaining CPA Executive Board members are also expected to assist as needed.
- ii. **RESPONSIBILITIES:** CPA Recruitment Team shall be responsible for all aspects of recruitment, including but not limited to the PNM Orientation, forms, name tags, invitations, bid matching, snap bidding, and the setting of quotas and total. The NPC Area Advisor and the Release Figures Method (RFM) Specialist are also involved.
 - iii. **INFORMATION:** CPA Recruitment Team shall have access to PNM preferences and PNM schedules . The CPA Executive Board may have access to recruitment related information as stipulated by the CPA Advisor.
 - iv. **ACCESS:** CPA Recruitment Team are allowed in chapters' designated recruitment area during recruitment events. The CPA Executive Board members and Rho Gammas are only allowed in chapters' designated recruitment area only when events are not in progress. Appropriate reason applies (i.e. to use the restroom). An exception may be made only if the Chapter President and/or Vice President of Membership and at least 1 member of the CPA Recruitment Team are aware and have approved.

14. RECRUITMENT FIGURES AND PROCEDURES

- a. **TOTAL:** The allowable chapter size as determined by the CPA.
 - i. To allow groups to achieve parity, total will be automatically adjusted annually no later than 72 hours following bid distribution at the conclusion of formal recruitment and at the beginning of every spring semester in which formal recruitment is not held.
 - ii. Total will be determined by ranking each chapter by size.
 - iii. The median shall determine total.
- b. **QUOTAS:** The allowable number of bids chapters can extend during formal recruitment.
 - i. An upper class quota will be used to maximize placement of interested women. These are two different quotas and chapters are eligible to pledge to quota in both classifications. Chapters may only fill quota vacancies with a woman from the same quota classification (i.e. upper class quota must be filled by an upperclass student).
 - ii. Quotas are determined by using the weighted average of the percentage of PNMs who signed a Membership Recruitment Acceptance Binding Agreement (MRABA) over the past three years, plus or minus 8%.
 - iii. The selected quota will be the number that will result in maximizing the number of PNMs to be placed without seriously harming one or more chapters, as determined by the CPA Advisor, in consultation with the NPC Recruitment Specialist assigned to SDSU.
- c. **RELEASE FIGURES**
 - i. Release figures for each set of invitational rounds shall be determined, following NPC guidelines, by the CPA Advisor in consultation with the RFM Specialist based on historical information for each chapter.
 - ii. In order to ensure the health of the entire CPA community, each chapter shall adhere to these figures.
 - iii. Chapters shall not invite more than the specified release figure.
 - iv. Chapters are expected to not invite less than the recommended release figure.
 - v. If necessary, these figures may be adjusted slightly higher or lower after consultation with the CPA Advisor.
- d. **PREFERENTIAL AND PRIORITY BIDDING SYSTEM**

- i. The NPC Preferential Bidding System shall be used for bid matching and during the invitation process.
 - ii. The name of every PNM who is invited and attends a chapter's Preference event shall appear on the chapter's first or second bid list.
- e. QUOTA ADDITIONS: The following NPC procedures shall be followed for women whose bids did not match in the normal course of bid matching to be placed in chapters that have already reached quota:
 - 1. The woman will be matched to the chapter she has listed first on her Membership Recruitment Acceptance Binding Agreement (MRABA), as long as her name appears on the chapter's preferential bid list, and that by matching her there that group does not exceed Quota by more than 5%. If 5% is a fractional number, that number shall be rounded up to the next whole number.
 - 2. This procedure shall never include a woman who does not maximize her options on her Membership Recruitment Acceptance Binding Agreement (MRABA) or one who has failed to accept or attend any recruitment event for which there was room in her schedule.
 - 3. Quota additions do not raise or increase the number of quota and this process is used only during the bid-matching process itself.
 - 4. Quota additions do not create quota vacancies under any circumstances.
 - 5. Quota additions are never involved in Continuous Open Bidding.
- f. SNAP BIDDING: The following NPC procedures shall be followed for chapters that do not fill formal recruitment quota spaces in bid matching. Snap bidding is intended to bring all chapters to quota; it is not intended to fill spaces up to chapter total:
 - i. Eligible PNMs include any woman who participated in the first round of the formal recruitment process. *Note: NPC requires women to intentionally single preference to be allowed to participate in snap bidding.
 - ii. The CPA Recruitment Team shall direct snap bidding by working with the chapters who have quota vacancies.
 - iii. A signed Membership Recruitment Acceptance Binding Agreement (MRABA) shall be filed with CPA before a woman who has accepted a snap bid may be recruited.
 - iv. Snap bidding shall begin immediately after bid matching.
 - v. The top-ranked snap bid PNM on every chapter's list will be contacted first, the second-ranked PNMs will be contacted second, etc., and the process will continue until all PNMs have been contacted.

D. CONTINUOUS OPEN BIDDING

1. Begins for chapters still below Quota or Total, once Total is established directly following formal recruitment and in the spring semester.
2. No direct or implied bids may be extended before the conclusion of formal recruitment Bid Day.
3. Only takes place during fall and spring semesters. There shall be neither recruiting nor the extension of bids during any summer or University recess, or in the fall prior to formal recruitment.
4. Once a chapter has attained Quota and Total, the chapter must cease Continuous Open bidding and cannot offer any additional bids (unless the chapter loses members and falls below Total).
5. A list of all PNM's who withdrew from formal recruitment, were not matched through snap bidding, and expressed interest in continuing with Greek Life will be available for any

chapters participating in Continuous Open bidding following formal recruitment. The list may be requested through the CPA Advisor.