

RECRUITMENT RULES OF TULANE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Creed:

We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Sorority Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Code of Ethics:

We, the members of the Tulane Panhellenic Council, stand behind the goals of Recruitment for promoting opportunities for the development of undergraduates through membership in women's fraternities. We support the goals of Recruitment as being the following: to give each Tulane woman the maximum opportunity to become a new member; to provide the fraternity experience to as many as potential members as possible; and to maintain the strength in the fraternity chapters. We uphold and honor the Tulane Panhellenic Recruitment Rules and the National Panhellenic Conference's Unanimous Agreements through our thoughts, words, and actions. As a member of the Tulane Panhellenic Council, we shall stand by these ideals that guide our actions.

I. Statement of Positive Panhellenic Contact

We, the women of Tulane University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin after the last Preference event and last until bid distribution at noon on Bid Day. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall 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 Tulane University believe in strictly adhering to NPC Unanimous Agreements and policies. All organizations will follow these valued and non-negotiable policies during the recruitment process.

III. Statement of Values-Based Recruitment

All NPC member organizations represented at Tulane University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.

In accordance with NPC policy, Tulane University recruitment events do not include skits, elaborate decorations and costumes.

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

The Tulane University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during

primary 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.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 48 hours following bid distribution in the academic term that primary recruitment is. Total will be determined by average chapter size.

VI. Introduction

1. Certain rules governing membership recruitment are necessary to ensure orderly procedures. All members, including alumnae, are responsible for knowing and observing the Recruitment Rules. These Recruitment Rules are established to provide the best possible experience for both potential members and initiated members. These rules shall be effective immediately upon their passage and shall remain in effect until replaced by the 2020-2021 Recruitment Rules. Chapters will be held responsible for the actions of their initiated members, alumnae, Recruitment Counselors and Staff, and others representing the chapter.
2. Formal Recruitment will begin with Kick-off and continue through Bid Day. The following Recruitment Rules are to govern the Fall term into Formal Recruitment in the Spring.
3. All *NPC Unanimous Agreements* shall be upheld in addition to the following Recruitment Rules. Chapters are responsible for all Unanimous Agreements and resolutions. Total-Quota, Release Figure Methodology, Quota Additions, Snap Bidding, and Priority Bid System will be used. Chapters may not exceed their daily-allotted release figure under the RFM system.
4. Chapters will be held responsible for the actions of their initiated members, alumnae, Recruitment Counselors and Staff, and others representing the chapter.
5. Recruitment infractions must be filed in accordance with the NPC Manual of Information.

VII. Potential New Member Eligibility

1. Potential New Member, referred to herein as a PNM, must be a full-time matriculated female student at Tulane University to participate in Formal Recruitment. A first-year PNM must earn at least twelve credit hours and a GPA of 2.5 or higher during the fall semester to be eligible to participate in Formal or Informal Recruitment. Sophomore or upper-class standing PNMs must have a cumulative GPA of 2.5 or higher. A transfer student PNM (starting at Tulane for the first time the semester of Formal Recruitment) must present a copy of her full transcript from her previous institution to the Recruitment Executive Board showing twelve credit hours and a GPA of 2.5 or higher transferred into Tulane. All incomplete grades must be reconciled no later than January 3rd, 2020 by 5:00pm CST.
2. All PNMs must have filed the official Recruitment registration form online and have paid the 70.00 registration fee to be eligible for Recruitment by the last day of classes of the fall semester prior to Recruitment. Any PNM may register after this date until December 19th, 2019, but they will be subject to a \$20.00 late fee.
3. Any woman who is registered for Recruitment but does not meet the above requirements by January 3rd, 2020 at 5:00pm CST cannot participate in Recruitment and will have her Recruitment registration fee reimbursed.
4. All first-year women, female transfer students, and unaffiliated upper-class women shall be considered PNMs prior to Recruitment Kick-off. First year women include all women who have accepted admission to Tulane University including high school seniors. Following Recruitment Kick-off, all unregistered women will no longer be considered PNMs.
5. Any PNM who fails to attend an event to which she is assigned without prior excuse from the Panhellenic Recruitment Board will be automatically released from Recruitment. Exceptions to this rule may be made by the Panhellenic Advisor or Panhellenic President. Excused absences will not release a PNM, but it is up to the individual sorority's discretion as to whether or not they choose to release the excused absentees.

6. Any PNM who partakes in the consumption of alcohol and/or illegal drugs during Formal Recruitment events will be automatically released from the process. Any PNM found in violation of Tulane's Tobacco Policy will also be in danger of being released from the process.

VIII. Contact

1. Social contact and conversation between sorority women and PNMs shall be restricted to normal, casual contact and conversation. As resolved (2003) by National Panhellenic Conference, all College Panhellenics and Alumnae Panhellenics promote and encourage personal and informative Panhellenic-spirited contact with PNMs; year-round Panhellenic-spirited contact is defined as friendly and responding to questions from PNMs, as well as promoting Greek participation. However, social contact is not to support or recruit for any individual sorority unless preapproved by the Office of Fraternity and Sorority Programs (i.e. orientation fairs and Newcomb programming.) Recruitment topics should be avoided and referred to the Recruitment Counselors, Recruitment Staff, or the Panhellenic Advisor.
2. Pre-Fall Contact: All contact with sorority members and PNMs between the time they are admitted to Tulane University and the beginning of Fall Orientation shall be governed as follows: Normal social contact in the context of pre-existing friendships is acceptable. No sorority members, including alumnae, may initiate contact with PNMs. If a PNM initiates contact including questions regarding sorority recruitment, sorority members may answer in general terms, but if they ask specifics, sorority members must defer to Panhellenic to supply information regarding sorority membership. If a PNM contacts a sorority member for general information about Tulane or New Orleans, sorority members may respond within the bounds of casual contact.
3. Each organization's national policies prohibit the use of sorority letters when consuming alcohol. Therefore, this shall be enforced to include Greek letters, written names, sorority letters written in the English equivalent, nicknames, or symbols while consuming alcohol or present at a bar or tavern. This shall apply to all sorority attire, including pins and jewelry. Sororities are prohibited from requiring members to wear certain types of attire when consuming alcohol or present at a bar. This includes but is not limited to unregistered "color-outs."
4. Silence Period: All contact with sorority members and PNMs between the beginning Kick-off and the end of the last Preference event shall be limited. Sorority members shall not initiate any contact with a PNM in any manner other than pleasantries or any other academic conversations. This includes any contact via email, written notes, Facebook, text messaging, phone contact, or any contact through a third party.
5. Strict Silence Period: Begins at the conclusion of the final Preference event and ends at the presentation of new members to their sorority on Bid Day. Strict Silence is defined as no communication in any form, including, but not limited to, written, verbal, electronic, or via a third party between a PNM and a sorority member (active, new, or alumnae.)
6. Relationships List: Every sorority must submit a list of relatives (e.g. sisters or cousins) and pre-existing friendships (close, long-term friendships) to the Panhellenic Executive Board by the first day of fall classes (August 26th, 2019). No additions to the list will be accepted after this date.
7. The following apply at all times:
 - a. No PNM shall visit a sorority house except for Formal Recruitment events, or Panhellenic-approved philanthropy events which are open to the entire campus and/or community.
 - b. No PNM shall visit a sorority member in her place of residence at any time, nor shall sorority members visit PNMs at their place of residence. This shall not include sorority members and PNMs who are friends living in the same residence hall. Sorority members will not intentionally seek out PNMs or visit door-to-door in a residence hall.
 - c. No sorority member may buy anything (meal, beverage, gift, etc.) for a PNM. No favors or gifts may be given to PNMs by the sorority and/or individual members. No PNM may buy anything for a sorority member.
 - d. No sorority chapter shall have any event in which a PNM/freshman woman is in attendance except for Panhellenic-approved philanthropy events.
 - e. No sorority chapter will have any mixer or event with a fraternity or other campus group where PNMs are in attendance.

8. Sorority members shall not:
 - a. Give individual invitations, either verbal or written, to Recruitment events or to membership in any sorority. There will be no promising of bids directly or indirectly by any member, new member or alumna of a fraternity.
 - b. Attempt to obtain from the PNM a commitment to accept membership into that sorority or influence the PNM as to the PNM's preference;
 - c. Mention other sororities, nor reference to the fact that a PNM is a legacy
 - d. Make statements to the PNMs regarding opinions or rumors about sorority ranking, rating, or status, including alcohol restriction or other sanctions.
 - e. Suggest to any potential member that she refuse a bid from one group in order to wait for a bid from another group or suggest that a potential member list only one choice on her membership recruitment acceptance. All chapter members must encourage PNMs to participate fully in the Recruitment process.
9. A PNM who encourages or allows a sorority member to break the above rules is subject to penalties and may be dismissed from Recruitment.
10. Exemptions to contact rules may be made for a colonizing sorority by the Extension Committee or the Panhellenic Executive Board.

IX. Recruitment Logistics

1. General
 - a. Bid Matching, Quota, Quota Addition, and snap-bidding procedures will all follow the NPC Manual of Information recommendations and resolutions.
 - b. NPC Recruitment Release Figures shall be used to determine the number of invitations each chapter may issue for Recruitment rounds.
 - c. Recruitment events must be held inside the sorority houses or designated recruitment facilities. However, the members of each sorority may exit the house to receive the Potential New Members. The number of women outside the house shall not exceed the number of Potential New Members at each event. (The Recruitment Chair and Chapter President shall be exempt.)
 - d. There shall be no outside decorations or banners on sorority houses during Formal Recruitment nor any decorations or banners for the purposes of recruiting Potential New Members at any time. Permanent landscaping and permanent exterior home accessories are permitted.
 - e. There shall be no skits on any day of Recruitment. A skit is a "brief sketch" that includes a plot, characters, and a dialogue. Panhellenic may further define "skit" and use this definition for the evaluation of all speeches or narrations to be used in Formal Recruitment events. As stated in the 1991 NPC Recruitment Resolution, "the definition of 'skit' must be understood" by all chapters; therefore, Panhellenic must finalize and share this definition before the Recruitment Plan due date.
 - f. These Recruitment Rules must be distributed (via sorority email list-serve) by the conclusion of the academic year.
 - g. All Panhellenic chapters must host an RFM/Recruitment logistics training during work-week, presented by a member of the OFSP staff.
 - h. At any point during Recruitment where the PNMs are being addressed as a group, no mention of specific fraternities may be made, including, but not limited to greeting on the porch and presentations on any day.
 - i. A detailed Recruitment schedule for all events will be provided by Panhellenic by October 31st, 2019. This schedule is subject to change throughout the fall semester.
 - j. Panhellenic Recruitment Staff is defined as the O.F.S.P. Staff and Panhellenic Executive Board. The Recruitment Staff is allowed in all Recruitment Events. Recruitment Counselors are only allowed in sorority houses during Recruitment events if the sorority gives them permission to enter due to weather.

- k. Visiting National Sorority Representatives may attend all Formal Recruitment events if escorted by a Recruitment Staff Member.
 - l. Panhellenic Recruitment Staff will visit the sorority houses each morning before events begin in order to ensure Recruitment Counselors and Staff are covered in composites and other pictures within the sorority house and all decorations in the houses were approved.
 - m. Sororities will face automatic fines for any object removed from a sorority house/space by a PNM during Formal Recruitment and for submitting late or incorrect lists (see Article XII).
 - n. Chapter Recruitment Chairs should submit to the Vice President of Recruitment a detailed tentative plan of all Recruitment event plans and an estimated budget by October 15th, 2019. Plans will be reviewed by the Recruitment Staff and returned with any revisions no later than October 31st. Final plans for Recruitment will be due on January 3rd, 2020. Chapters are then expected to follow through the details of the plans, and any discrepancies discovered by the Recruitment Staff may be removed from the Recruitment Facility (at the discretion of the Recruitment Staff).
 - o. Beverages to be served at Recruitment events shall be as follows: Open House- water only with no garnish; Philanthropy Day- water based beverages, such as lemonade or iced tea; Sisterhood Day- any non-alcoholic beverages; Preference Day- any non-alcoholic beverages. Light refreshments, such as small desserts or other snacks, may only be served on Preference Day.
 - p. Recruitment Chairs should promote best practices of sustainability (ex. Not using straws in drinks provided to potential new members, using glass cups rather than paper or plastic, choosing not to use napkins with small snacks, avoiding spraying aerosols, recycling used materials at the end of the day, etc.)
 - q. The Panhellenic Council of Tulane University will also be making every effort to make recruitment more sustainable
2. Open House
- a. All sorority Open House events shall not exceed 30 minutes in length.
 - b. Sororities should not make changes to the inside of their sorority house for Open House; balloons and flowers will be the only additional decorations permitted during Open House.
 - c. There shall be no themes for Open House events.
3. Philanthropy Day
- a. Philanthropy Day events should focus on the community service and philanthropic efforts of the organization and may include an interactive activity with the PNMs. An audiovisual presentation may be shown only if the sorority's national headquarters has produced it.
 - b. Events shall not exceed 35 minutes in length.
 - c. Philanthropy program/activity must be reviewed and approved by the Panhellenic Recruitment Staff. The program or written description of the activity should be included in Recruitment plans and must be submitted to Panhellenic by the indicated due dates.
4. Sisterhood Day
- a. A slideshow shall be presented and may not exceed 5 minutes. Content for the slideshow shall be governed as follows:
 - i. Video/slideshow drafts will be due the Monday after Thanksgiving; any changes or final edits must be complete by January 2nd, 2020. The Panhellenic Recruitment Staff must approve content and presentation of the slideshow/video. Sororities must submit their slideshow to Panhellenic Recruitment Staff by January 2nd, 2020. Either a written script or recorded copy of the accompanied narration must be included along with song choices and their lyrics. Panhellenic will submit any alterations to the sororities by Monday, January 6th, 2020, and the final corrected version of the slideshow

shall be submitted by 8:00am January 8th, 2020. No additional changes may be made after this date. Any sorority submitting a late slideshow will automatically be fined.

- ii. Slideshows are not intended to be entertainment, but an information portrayal of the organization's activities. There shall be no costumes, and only natural voices can be used for narration. Any narration, speech, or script must be informational in nature. Videos must effectively show sisterhood and values of organizations. Interviews may be included that explicitly explain what the values and what sisterhood mean to those specific members.
 - iii. The slideshow may not contain any photographs, video or artistic representations of Recruitment Counselors or Panhellenic Executive Board.
 - iv. The slideshow must express positive Panhellenic Spirit and may not make statements or insinuations regarding opinions or rumors about sorority ranking, rating, status or sanctions.
 - v. No alcohol may be present in the slideshow; including, but not limited to, drinks that are obviously alcohol such as any beverage in a plastic cup (clear or colored), Hurricane glasses, Hand Grenade cups, kegs, etc. The background of pictures will also be monitored, and it will be at the discretion of the Panhellenic Recruitment Staff if a picture is to be allowed. Pictures or videos taken at social events should be reviewed closely, and the Panhellenic Recruitment Staff has the discretion to remove unbecoming pictures.
 - vi. There may be no pictures of men.
 - vii. No Greek letters other than those belonging to the chapter shall be used in the slideshow. This includes pictures of males wearing "GO ----! Shirts" and Greek men wearing their own letters.
 - viii. The cost of any professionally-produced video for this round must come out of the \$5,000 recruitment budget each chapter is allowed.
- b. Sisterhood Day events shall not exceed 40 minutes in length.
5. Preference Night
 - a. Preference Night events shall not exceed 55 minutes in length.
 6. Bid Day
 - a. Bid Day shall be defined as the time period from the end of the final Preference event until 24 hours after bids are issued.
 - b. All activities and events sponsored by/related to/associated with a chapter or any part of its membership shall not include men or alcohol.
 - c. Only ten active chapter members are allowed at the LBC to welcome and celebrate with new members.
 - d. These rules shall also apply to individual members in attending any form of celebration or social function; members may not attend bars on Bid Day.
 - e. Any celebration or event related to acquiring bids or becoming new members, regardless of being held on Bid Day or any time thereafter, shall be free of men and alcohol. This includes "Wet Bid Night" or "WBN". Any chapter found hosting or participating in these types of events will be held accountable by the Code of Student Conduct and Panhellenic Rules.

X. Potential New Member Recruitment Logistics

1. Potential New Members may accept invitations to a maximum of six events during Philanthropy Day, four events during Sisterhood Day, and two events during Preference Day.
2. A PNM must attend all Recruitment events which she has accepted invitations. In case of illness or emergency, the PNM shall notify the Panhellenic Recruitment Staff and/or her Recruitment Counselor. The Panhellenic Recruitment Staff shall notify the sororities involved.

3. Any PNM found acting inappropriately will be held accountable and her actions may lead to her release from the recruitment process. This includes but is not limited to disrespectful attitudes toward recruitment staff, to Panhellenic chapters ("brickwalling"), and any alcohol, illegal drug use, or violation of Tulane's Tobacco Policy during the process.
4. A woman must contact her recruitment counselor and/or Panhellenic if she desires to withdraw from the membership recruitment process and complete a withdrawal evaluation.
5. A PNM must complete an MRABA (Membership Recruitment Acceptance Binding Agreement) immediately after the last event she attends. Once a card has been signed, no changes may be made. The MRABA script must be used prior to signing the MRABA to ensure that the PNM understands this binding agreement.
6. Any woman who signs an MRABA and receives a bid at the end of the membership recruitment will be bound by the agreement for one calendar year at Tulane University.
7. Women who indicate an intentional single preference and do not receive an invitation to membership are eligible for snap bidding and COB, but they are not eligible for quota addition. A PNM who withdraws from the recruitment process before the signing of her membership acceptance shall also be eligible for snap bidding and COB, but not for quota addition.

XI. General Rules

1. Only inter/national sorority members, house directors, advisors, alumnae, new and initiated members of the sorority may assist the chapter during the Formal Recruitment period. The status/affiliation of all participating for a chapter must be designated.
2. Mothers of members may assist with food preparation, serving, and clean-up.
3. Recruitment Counselors and Recruitment Staff are to be disassociated from their respective chapters beginning the Monday after Thanksgiving break until January 1st, 2019. Complete disaffiliation from their respective chapters shall begin on January 1st, 2018 until the end of Formal Recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Chapters cannot identify Recruitment Staff or Recruitment Counselors in their Recruitment activities verbally or through pictures, either in slideshow, or those displayed in the house. Additionally, Recruitment Counselors should not be in attendance for any meeting involving Chapter Recruitment, nor should they receive Recruitment-based emails intended for the chapter. Recruitment Counselors must disassociate for move-in activities and may not participate in any chapter-based orientation events.
4. The last day improvements may be made to the exterior of sorority houses or recruitment facility will be the day before Recruitment Kick-Off.
5. Shirts designed for Formal Recruitment and displaying Formal Recruitment may be worn beginning on the first day of classes of the fall semester. These shirts must be approved by the Panhellenic Recruitment Staff by July 15. Recruitment shirts from previous years' Formal Recruitment may be worn at any time. It is the duty of the Recruitment Staff to ensure that these shirts are consistent with NPC standards:
 - a. NPC denounces the arbitrary priority rating of women's sororities.
 - b. It is in accord with the dignity and good manners of fraternity members to avoid disparaging remarks about any fraternity or college woman.
 - c. The shirts must depict the process as "recruitment", rather than "rush".
6. NPC discourages the use of Greek-letter fraternity names and insignia in inappropriate or distasteful commercial advertising.

The Panhellenic Executive Board will not allow any infractions to be filed unless the Presidents of the two involved chapters have attempted to rectify the situation through mediation first. If an infraction involves alcohol violations, then mediation will be the first step towards a resolution.

XII. Budgets and Fines

1. The budget for Spring Recruitment is set at a maximum of \$5,000.00. The budget of each chapter must be approved by the Vice President of Recruitment by December 1st, 2019. This budget does not include moving expenses but does include the value of all donated or loaned items.

2. Any items purchased between one formal recruitment and the next whose primary purpose and/or usage is for Formal Recruitment must be declared in the sorority's budget.
3. Sororities will be fined for submitting late or incorrect invitation lists as follows: \$1.00 per minute for the first fifteen minutes, and \$50.00 for each fifteen-minute increments thereafter. Fines will continue to accumulate until a correct list is presented.
4. In order to enforce the Formal Recruitment schedule, any sorority who fails to follow the allotted Recruitment time schedule regarding party lengths will be fined \$25.00 per minute that the Potential New Members are early-into or late out-of the house/event.
5. If an object is removed from a sorority house/space by a PNM during Formal Recruitment, the chapter will face an automatic \$25.00 fine.
6. Sororities submitting late slideshows will face an automatic \$50.00 fine. Further fines may be assigned by the Recruitment Staff to sororities that present slideshows with discrepancies or inappropriate/unapproved material.
7. Sororities that exceed or differ from the Panhellenic-approved Recruitment plans may be reprimanded and fined by the Recruitment Staff, at their discretion. The final plan approved by the Recruitment staff must be followed by each chapter.

XIII. Snap Bidding

1. Snap bidding is an option for chapters that did not fill quota in bid matching. It is done before bids are distributed.
 - a. Chapters should have a prepared list of women they would bid should they not be matched during the regular bid-matching process. The Recruitment Advisor of chapters not matching to quota will be notified to bring their list to the Greek Advisor.
 - b. The procedure is used only to fill quota spaces and not spaces in total.
 - c. All PNMs who attended at least one event during Formal Recruitment are eligible for snap bidding. Women listing intentional single preferences on their MRABA are also eligible for snap bidding.
2. Snap bidding is under the direction of the Panhellenic Advisor. The Panhellenic Advisor works with the chapters not making quota, and the Advisor contacts the PNMs to extend these invitations.
 - a. A PNM may be offered more than one snap bid at a time. It is important for the PNM to understand that she is receiving more than one opportunity to pledge if that should be the case.
 - b. During this time, the Office of Fraternity and Sorority Programs monitors who has accepted the snap bids and presents the MRABA for the PNM to sign.
3. Once snap bidding is over, bids are distributed, and Bid Day activities may begin. COB begins as soon as the bids are distributed.

XIV. Continuous Open Recruitment

1. Any chapter returning in the fall semester below total may bid non-freshman women until it reaches total during the fall semester.
2. Immediately following Formal Recruitment any chapter with a vacancy in quota can bid to quota. COB is open to any unaffiliated female students on campus without any requirement of prior participation in a designated recruitment period.
3. If a potential member receives a bid under the preference system, she is ineligible to be pledged to any other NPC fraternity on the same campus for one calendar year. If a potential member does not receive a bid under the preference system, she is eligible for COB. A woman who has had her pledge broken by an NPC fraternity, or who has broken her pledge to an NPC fraternity, may not be asked to join another NPC fraternity on the campus for one calendar year from the date she was originally pledged. However, she may be repledged by the same NPC fraternity chapter at any time within that calendar year. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or of a colony that has

been dissolved shall be eligible to pledge another NPC fraternity immediately following the official release by the NPC fraternity.

4. During COB, the proof of a woman's acceptance of membership shall be a dated COB acceptance signed by the woman and witnessed by a member of the NPC fraternity chapter. The Continuous Open Bidding Acceptance Binding Agreement form must be submitted within twenty-four hours of their bid acceptance. The MRABA script must also be used prior to signing the COB acceptance binding agreement, but it should be altered to reflect proper COB wording.
5. Panhellenic should keep on file for two calendar years all records used in bid matching and COB. Because of their confidential nature, these records should be carefully protected until destroyed.