

2024 Houston Panhellenic Council

Recruitment Rules

Approved - 4/11/2024

Confirmed Changes - 09/03/2024

We, the members of the University of Houston Panhellenic, support the purpose of recruitment, which is to promote opportunities for the development of undergraduates through membership in women's fraternities. We define the goals of recruitment as the following: to give each potential member maximum opportunity to pledge; to provide the fraternity experiences to as many as possible; and to maintain strength in each of the fraternity chapters. We uphold and honor the University of Houston Recruitment Rules and the National Panhellenic Conference unanimous Agreements through words and actions. We believe that the highest level of trust should exist between chapter members and the chapter and officers of the HPC in order to ensure a spirit of cooperation and unity.

I. General Information

- A. All NPC Unanimous Agreements will be followed at all times.
- B. A Potential New Member is defined as any University of Houston woman that is eligible to go through the primary recruitment process.
 1. For the purpose of participation in Panhellenic recruitment, a woman is defined as an individual who consistently lives and self-identifies as a woman.
- C. The Primary Recruitment Period shall begin June 1st. It shall conclude after Bid Day has ended at midnight.
- D. After June 1st, Potential New Members are not allowed to enter a women's fraternity house for any reason. Chapter members must not meet with Potential New Members outside of the formal recruitment events organized by HPC.
- E. Males are not allowed to recruit for Panhellenic chapters, just as Panhellenic women are not allowed to recruit for other Councils.

- F. The Panhellenic Judicial Board shall address any and all infractions in accordance with the Peer Accountability Board in the NPC Manual of Information.

II. Panhellenic-Friendly Communication

- A. The University of Houston Panhellenic Community will promote Panhellenic-friendly contact with all potential new members throughout the year. Panhellenic-friendly communication is defined as the promotion of the overall sorority experience and encouragement of women to explore participation in formal Panhellenic recruitment.
 - 1. The term “Rush” shall be removed from recruitment vocabulary verbally and via social media for all chapters.
 - 2. Slander of any form (communicated verbally or via social media) that is geared towards other organizations shall result in an infraction.
 - a) Slander is defined as the use of negative or defamatory language towards another organization.
- B. Promotion of one's own chapter, rather than Panhellenic as a whole, is not prohibited during the primary recruitment period. Chapter accounts and member accounts will be able to state “Go xyz”
- C. Strict silence is the period of time from the end of the woman’s last event until bids are distributed. Strict silence is defined as verbal, written, printed, text message or social media communication between the potential new members and sorority members, new members or alumnae.
- D. Chapter members and chapter accounts are allowed to follow PNMs on all social media accounts and reach out to them, if they wish, in regards to information about recruitment in a panhellenic-friendly manner.
 - 1. Members and chapters should answer questions about the recruitment process and sorority experience, encourage participation in Panhellenic recruitment and answer specific questions about their chapter.
 - 2. All conversations must promote the Panhellenic experience and be focused on encouraging PNMs to register for the recruitment process.

III. Financial Information

- A. The Primary Recruitment budget cap is set at \$2000; this includes all donations. All Chapter Recruitment Chairs must turn in an itemized list with receipts (original or copy) one week following the conclusion of Primary Recruitment. The Women's Fraternity will be required to pay to HPC one dollar for every dollar exceeding the Primary Recruitment budget cap. Anything purchased for Primary Recruitment purposes after the original deadline must be turned in by the date set by the HPC Vice President of Recruitment.
- B. Each chapter will contribute \$350.00 plus \$15 per member to cover the cost of the Panhellenic Recruitment Shirt and to the Recruitment Marketing Campaign. HPC Vice President of Recruitment will provide all Chapter Recruitment Chairs with an anticipated schedule and budget of marketing expenses. The checks will be due to HPC by the date determined by the HPC Vice President of Recruitment.
 - 1. The HPC Vice President of Recruitment will have the anticipated budget prepared within 2 weeks after checks have been received from all chapters.
- C. All information requested at least two weeks in advance by the HPC Vice President of Recruitment concerning Primary Recruitment is due at the deadline of the determined date. If late, the chapter will be assessed a fine of \$50.00 starting on the deadline and continuing for every week the information is late until the information is received.
- D. During Primary Recruitment, all information (party lists, bid lists, etc.) requested by the HPC Vice President of Recruitment shall be submitted by the deadline specified in the Recruitment Schedule. If the information is not received by the deadline, a fine of \$100.00 will be imposed for the first thirty minutes it is late. Anytime thereafter, the chapter's fine will increase by \$50.00 for each thirty minutes it is late.
- E. Any chapters not represented in HPC Recruitment meetings will be assessed a fine of \$20.00 per meeting that is missed, given that each chapter received a minimum of two weeks' notice.
- F. Recruitment infractions will be addressed in accordance with and follow the schedule detailed by the Peer Accountability Board in the NPC Manual of Information.

- G. The College Panhellenic will require chapters to share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during a specified round of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template. See the NPC website for implementation guidelines.

IV. Recruitment Counselor Regulations

- A. To ensure equal representation of all chapters for Recruitment Counselor positions and to ensure an adequate number of total Recruitment Counselors, each chapter is required to have a minimum number of applicants for the Recruitment Counselor position based off projected participation in Formal Recruitment.
- B. Applicants will be reviewed through an application process with interviews conducted by the HPC President, HPC Vice President of Recruitment, HPC Assistant Vice President of Recruitment, and HPC Advisor and Recruitment Advisor. If Panhellenic feels the chapter's applicants are unqualified, the chapter will be asked to send additional applicants.
- C. Recruitment Counselor candidates must be in good standing with their own chapters prior to applying for the role.
- D. Recruitment Counselors will not have access to PNMs' information on Campus Director after registration has closed.
- E. Recruitment counselors shall be responsible for being a facilitator of leadership development for the women going through primary Panhellenic recruitment. They will work with 2 or more other women and counsel, guide, and help the Houston Panhellenic Council with primary Panhellenic recruitment and other duties as assigned.

V. Affiliation Rules for HPC Officers and Recruitment Counselors

- A. The duty of recruitment counselors and HPC officers is to serve the Panhellenic Council as a whole and not their individual chapters. Recruitment counselors and HPC officers shouldn't overly discuss, overly stress or make unnecessary show of which chapter they are a member of.

- B. Starting 30 days from primary recruitment (August 20, 2024), all recruitment counselors are meant to be impartial. All recruitment counselors are required to either mark their social media profile(s) as private or remove all evidence of their affiliation from social media. They may attend any chapter events EXCEPT recruitment events until the primary recruitment period has ended (September 23, 2024). During this time, recruitment counselors should refrain from wearing letters (clothing, jewelry, and accessories) in public and on-campus. (Start and end dates are subject to change every year based on the recruitment calendar).
- C. Dissociation will have the same effect on HPC officers; however, officers will begin dissociation at the start of the primary recruitment period (June 1, 2024) until it has ended (September 23, 2024).
- D. During all Panhellenic recruiting events, all HPC Officers and recruitment counselors will be expected to represent the Houston Panhellenic Council with their attire and conversations.

VI. Potential New Member Guidelines

- A. HPC will provide academic information to all Potential New Members before the Potential New Member registers for Primary Recruitment. HPC will not require GPA as a determining factor or condition, for the participation in the membership recruitment process.
- B. Throughout the entire Recruitment period starting June 1st, no Potential New Member shall visit a women's fraternity house suite, lodge, and/or chapter room except during the designated primary recruitment parties and approved Panhellenic pre-recruitment events.
- C. No women's fraternity member may buy anything for or give any favors/gifts to a Potential New Member. No Potential New member may buy or give any favors/gifts for an HPC member prior to accepting an invitation for membership.
- D. All Potential New Members will be required to meet all HPC chapters with the exception of extenuating circumstances. Extenuating circumstances will be determined by the Vice President of Recruitment. In case of an illness or other emergency, the potential New Member must notify the Recruitment Counselor who will then notify the HPC Vice President of Recruitment who will then notify the affected HPC chapter(s).

- E. Only events open to all women's fraternities in order to promote Greek Life or Recruitment will be permitted. Affiliated and disaffiliated women may attend Greek Life inclusive events not sponsored or organized by any women's fraternity during the summer months.
- F. There shall be no events hosted by any individual chapter with Potential New Members during the Recruitment Period starting June 1st until Bid Day.
- G. Each Potential New Member must sign and abide by a PNM Code of Ethics to be signed when they register for recruitment.
 - 1. If a PNM breaks the Code of Ethics, the first step is an informal conversation with the PNM. This conversation may be facilitated by any member of the HPC Executive Board, the PNM's recruitment counselor, the HPC advisor, or the HPC Recruitment Advisor. The goal of this conversation should be to address the behavior that is in violation of the PNM Code of Ethics.
 - 2. Depending on the circumstances, this conversation could have outcomes ranging from an oral/written warning to removal from the recruitment experience.
 - a) A PNM may not be removed from the recruitment process if she has not been educated in advance that this is a possibility.

VII. Alumnae

- A. Alumnae are bound by the HPC Recruitment Rules and must be identified during recruitment by nametag and must check in with HPC Vice President or Assistant Vice President of Recruitment.
- B. Alumnae participation is limited to observation only (i.e. no introduction to Potential New Members or engaging in conversation). There may be no more than five alumnae present overall including three alumnae present in the recruitment room during each event, excluding National Advisors.

VIII. Primary Recruitment Events

- A. General Information

1. Frills is defined as the use of an elevated stage, floor coverings, wall coverings, chair coverings, balloons, tape, glitter, confetti, candles, streamers, skirts, food, and personal notes, gifts or favors, and complete outfit coordination such as bulk buying. No flowers will be allowed in Sisterhood or Philanthropy Rounds, even if donated or sent by alumnae or parents.
 - a) Bulk buying consists of any chapter having more than 15% of chapter women having the exact same statement article of clothing, not including the shirts provided by Panhellenic for Sisterhood Rounds.
 - b) Chapters may use chairs other than those provided by the student center during any round. If a chapter decides to rent chairs, rental fees must be a part of the total budget.
 - c) Chapters may use chair sashes, limited to a single bow, during any of the rounds. If the chapter rents or purchases sashes, rental/purchase fees must be included in the total chapter budget.
 - d) Flowers, battery lit candles, and chair sashes will be acceptable during Day 3, Preference Round, if used in preference ceremony.
2. No women's fraternity shall be allowed to display any outside decoration during the Primary Recruitment process. No hangings or displays above or on the door are allowed.
3. All chapter rooms will be reviewed by the HPC Recruitment team, any items not approved will be subject to removal prior to the start of each day of Recruitment.
 - a) HPC Vice President of Recruitment has the right to request pictures and detailed lists of any and all items that will be in chapter rooms prior to the start of recruitment with at least 3 weeks notice.
 - b) HPC Advisors can enter the chapter houses/rooms at random times. HPC Advisors will give as much warning as possible to the chapters as to when they will be entering.
4. Each chapter shall be responsible for the timing of their recruitment parties. In the event that a chapter exceeds its allotted time, the chapter will be warned. If the violation occurs a second time, the chapter will be fined \$25.00 by HPC.
5. Chapter members shall be released after all PNMs have made selections and left the premises.

6. The structure of recruitment shall be as follows: PNMs begin with 6 parties for the sisterhood round. After completion of all parties PNMs shall attend a maximum of 4 parties for philanthropy round. A PNM shall attend a maximum of 2 parties for preference round.
7. All chapters must follow all local, state, and federal guidelines in relations to cleaning, social distancing and mandated mask-orders.

B. Round One of Primary Recruitment – Sisterhood Round

1. Sisterhood rounds will last 25 minutes. Breaks will be established when we can estimate party schedules.
2. Chapters may choose to add one song on either Round 1 or Round 2 but not both. This has a time limit of 5 minutes.
3. Chapters are permitted to have a slideshow, video, or presentation during the party. These are to be approved by HPC Vice President of Recruitment, due 3 weeks prior to the start of recruitment.
4. Chapter rooms, in the Student Center, shall remain “as is” with no frills.
 - a) Rentals from the Student Center for each room will be determined by HPC Vice President of Recruitment.
 - b) Decoration rules set forth by the Student Center are to be followed. This includes and does not exclude things such as no glitter, no attaching things to walls, and no open flames.
 - c) Each chapter is allowed a maximum of 4 tables and tablecloths. With no more than 20 decorative items per room in addition to one set of large letters.
 - d) Chapters are allowed up to four display boards. Display boards along with any other pictures (physical and/or digital) are to be approved by HPC Vice President of Recruitment, due 3 weeks prior to the start of recruitment.
 1. Any display boards are permitted but are included in the 20 decorative items. Dimensions for one out of the four display boards cannot exceed 96” by 96” and the other three out of the four display boards cannot exceed 36” by 48”.
 2. Display boards are not included in the 20 decorative items count. Boards can be standing or on one of the four tables.

C. Round Two of Primary Recruitment – Philanthropy Round

1. The second-round events must have a philanthropic theme.
2. Philanthropy round will last 35 minutes. Breaks will be established when we are able to estimate party schedules.
3. Chapters may choose to add one song on either Round 1 or Round 2 but not both. This has a time limit of 5 minutes.
4. Chapters are permitted to have a slideshow, video, or presentation pertaining to the philanthropy during the party. These are to be approved by HPC Vice President of Recruitment, due 3 weeks prior to the start of recruitment.
5. Chapters may include up to 2 philanthropic related activities during their party.
 - a) Descriptions of the activity(s) will be required for approval no later than 3 weeks prior to the start of recruitment to HPC Vice President of Recruitment.
 - b) No outside third party is allowed, even if speaking on behalf of philanthropy (including but not limited to animals and outside speakers).
6. Chapter rooms, in the Student Center, shall remain “as is” with no frills.
 - a) Rentals from the Student Center for each room will be determined by HPC Vice President of Recruitment.
 - b) Decoration rules set forth by the Student Center are to be followed. This includes and does not exclude things such as no glitter, no attaching things to walls, and no open flames.
 - c) Each chapter is allowed a maximum of 4 tables and tablecloths. With no more than 20 decorative items per room in addition to one set of large letters.
 - d) Chapters are allowed up to four display boards. Display boards along with any other pictures (physical and/or digital) are to be approved by HPC Vice President of Recruitment, due 3 weeks prior to the start of recruitment.
 1. Any display boards are permitted but are included in the 20 decorative items. Dimensions for one out of the four display boards cannot exceed 96” by 96” and the other three out of the four display boards cannot exceed 36” by 48”.

2. Display boards are not included in the 20 decorative items count.
Boards can be standing or on one of the four tables.

D. Round Three of Primary Recruitment – Preference Round

1. Preference rounds will last 50 minutes. Breaks will be established when we can estimate party schedules.
2. Decorations plans for Student Center Rooms are due 3 weeks in advance of Recruitment for the approval of the HPC Vice President of Recruitment.
3. Limited frills on this day is further defined as the permission to have tables, chairs, flowers, and battery lit candles if used in chapter's preference ceremony.
 - a) Decoration rules set forth by the Student Center are to be followed. This includes and does not exclude things such as no glitter, no attaching things to walls, and no open flames.
 - b) Each chapter is allowed a maximum of 4 tables and tablecloths, excluding small tables decorator. With no more than 20 decorative items per room in addition to one set of large letters.
 - c) Chapters are allowed up to four display boards if they are used for the purpose of the preference ceremony. Display boards along with any other pictures (physical and/or digital) are to be approved by HPC Vice President of Recruitment, due 3 weeks prior to the start of recruitment.
 1. Any display boards are permitted but are included in the 20 decorative items. Dimensions for one out of the four display boards cannot exceed 96" by 96" and the other three out of the four display boards cannot exceed 36" by 48".
 2. Display boards are not included in the 20 decorative items count.
Boards can be standing or on one of the four tables.
 - d) Flower budget is included in the total recruitment budget. This includes all flower donations.

IX. Bid Matching

- E. HPC will strictly adhere to the Quota-Total system and enforce NPC recommendations for Release Figures Method (see Manual of Information).

- F. If the number of registrants who have 60 or greater completed credit hours (junior status or higher) meets or exceeds 20% of all total registrants, then those with 60 plus completed credit hours will be placed in a secondary pool and a secondary quota will be used. Secondary pool will be verified by HPC Vice President of Recruitment by the end of Sisterhood Round.
- G. Immediately following bid matching, women whose preferences did not match are eligible for snap bidding. The only chapters eligible for snap bidding are those who have not met quota. Chapters who have met quota but are not eligible for snap bidding may participate in continuous open bidding after bid day to reach chapter total.
- H. A Potential New member who withdraws from the primary recruitment process before signing the preference card is eligible for snap bidding and continuous open bidding.
- I. At the time of their final preference selections, Potential New Members will be required to electronically sign a Membership Recruitment Acceptance Binding Agreement (MRABA).
- J. Chapters are to drop off bid cards at CFSL the day of bid day by 12pm.

IX. Continuous Open Recruitment

- A. Except during Primary Recruitment, HPC recruitment rules shall not deny any chapter of the right to utilize continuous open recruitment during the regular school year if the chapter has not reached its total allowable size.
- B. Panhellenic chapters are not allowed to host individual recruitment events if they do not fall under total.
- C. Any regularly matriculated, unaffiliated woman is eligible for continuous open bidding, without any requirement of prior registration in Primary Recruitment. Exceptions to this rule are women who remain bound by their MRABA.
- D. A signed MRABA must be filed with HPC within 48 hours after a Potential New Member accepts an invitation to membership. This is binding for until the start of the next primary recruitment. A fine of \$50.00 will apply each business day that each form is late.
- E. If chapters fall below total, after it's been reset, they are allowed to continuous open bid but must inform HPCs Vice President of Recruitment that they are doing so.

- F. HPC will hold one or more info sessions during the spring semester, at a predetermined date and time, where chapters will be able to present information they would want PNMs to know. This event should be scheduled at the beginning of the semester, before chapters begin the COB process.

X. Total Reset

- A. Total will be set by the NPC's Total Method Setting Team.
- B. To allow organizations to achieve parity as quickly as possible, in terms primary recruitment is not held, total will be set no later than 24 hours of the start of the academic term . Total cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.
- C. If a chapter should fall below campus total at any point during the spring semester, the HPC Vice President of Recruitment must be notified before that chapter starts advertising or holding a recruitment event.

XI. Virtual Recruitment Rules (only applies to a virtual recruitment process)

- A. All system settings should align to the standards set by the HPC VP of Recruitment.
- B. Chapters will be allowed a 5 minute time period at the beginning of the party for any technical issues that may occur. If there are larger technical issues it is to be reported to HPC VP recruitment immediately. (Only pertains to a virtual recruitment process)
- C. Chapters are to submit virtual bid-day cards to HPC VP of Recruitment to distribute via email to PNMs.
- D. Zoom backgrounds are allowed under the circumstance of them not being decorated with hanging decoration, glitter, excessively bold colors, or anything that would be defined as a 'frill'
 - 1. To be approved by HPC Vice President of Recruitment, due 3 weeks in advance of Recruitment.
- E. Virtual bid cards are to be submitted via email during a virtual recruitment process. To be approved by HPC Vice President of Recruitment, due 1 week in advance of Recruitment.