

2025 Houston Panhellenic Council

Recruitment Rules

Confirmed: 05/14/2025

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 the 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 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 May 1st. It shall conclude after Bid Day has ended at midnight.
- D. After May 1st, Potential New Members are not allowed to enter a women's fraternity house for any reason.
- E. Members of other councils 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 NPC MOI VII. COLLEGE PANHELLENIC ASSOCIATION PEER ACCOUNTABILITY PROCESS.

- G. The College Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member (PNM) interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps of the MRABA.

II. Panhellenic-Friendly Communication

- A. College and Alumnae Panhellenic rules must not infringe on the rights of NPC member organization chapters in how they communicate, contact, and promote the overall sorority experience and membership opportunities to potential new members. All sorority promotions should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).
1. The term “Rush” shall be removed from recruitment vocabulary verbally and via social media for all chapters.
 2. Slander of any form 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.
 3. Promoting the sorority experience does not mean creating an unfair advantage for a particular chapter. It means being friendly and responding to questions PNMs might ask of Panhellenic members. It means promoting sorority membership in general, not a particular organization. It also means current and alumnae members do not have to hide their sorority affiliation, be forced to delete social media accounts, or be penalized for talking about their membership.
- B. 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.

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 by the March recruitment roundtable.
- 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. The College Panhellenic will require chapters to share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during all PNM Orientations and one additional pre-recruitment event that the Panhellenic Vice President of Recruitment will choose. Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave the events 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 the 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 26, 2025), all recruitment counselors and HPC Officers are meant to be impartial. they 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 29, 2025). During this time, ~~s~~ they 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. 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 participation in the membership recruitment process.
- B. Throughout the entire Recruitment period starting May 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 Panhellenic chapters 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 Panhellenic chapter during the summer months.
- F. There shall be no events hosted by any individual chapter with Potential New Members during the Recruitment Period starting May 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 violates 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.
 - b) A PNM may not be removed for behaviors exhibited before the start of recruitment (September 25, 2025).

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, glitter, confetti, live candles, skits, food, personal notes, gifts or favors, and complete outfit coordination such as bulk buying. Faux flowers are allowed in all rounds, and will counted in the chapter's 20 items should they be used during the sisterhood or philanthropy rounds.
 - 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.
- 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 and are not 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".

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~~ and are not 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".

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 and are not 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".
 - d) Flower budget is included in the total recruitment budget. This includes all flower donations.

IX. Bid Matching

- A. HPC will strictly adhere to the Quota-Total system and enforce NPC recommendations for Release Figures Method (see Manual of Information).
- B. All registrants who have 60 or greater completed credit hours will be placed in a secondary pool and a secondary quota will be used. The secondary pool will be verified by the HPC Vice President of Recruitment by the end of Sisterhood Round.
- C. 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.
- D. 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.
- E. At the time of their final preference selections, Potential New Members will be required to electronically sign a Membership Recruitment Acceptance Binding Agreement (MRABA).
- F. Chapters are to drop off bid cards at CFSL the day of bid day by 12pm. Failure to drop off bid cards by the deadline will result in a \$100 fine with an additional \$50 fine every 30 minutes past the deadline they are late.

X. 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.

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.

XII. Fines

Violation	When Applicable	Amount	Assessed
Exceeding the primary recruitment budget cap of \$2000	One week after the end of primary recruitment	\$1	Each dollar over the budget spent
Late information (given a minimum of a two-week notice)	Immediately following the deadline	\$50	Weekly
Late submission of recruitment information (party lists, bid lists, etc.)	Immediately following the deadline	\$100	\$50 increase every 30 minutes past the deadline
Missing a representative from any	Missing attendance	\$20	Per meeting

meeting (not given a two-week notice)			
Exceeding allotted recruitment party timing	Immediately following the allotted time	\$25	The second time the violation occurs
Late drop-off of bid cards	Immediately following the deadline	\$200	\$50 increase every 30 minutes past the deadline
Late submission of an MRABA	48 hours after the MRABA was signed	\$50	Per day the submission is late