

2023 Houston Panhellenic Council

Recruitment Rules

Approved – 4/11/23

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 formal 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 Formal 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. 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 Unanimous Agreement VII.2 Judicial Process Overview 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) If a chapter member is reported to be using negative or defamatory language, it will be up to the discretion of the judicial board to handle the offense based on severity.
- 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 alumni. A period of strict silence exists from immediately following the final preference event to the time when bids are distributed
- 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.
3. Once the recruitment application closes, chapter members may no longer follow or reach out to PNMs directly.

III. Financial Information

- A. The Formal 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 Formal Recruitment. The Women's Fraternity will be required to pay to HPC one dollar for every dollar exceeding the Formal Recruitment budget cap. Anything purchased for Formal 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 Formal 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 Formal 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 in Unanimous Agreement VII.2 Judicial Process Overview 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. Recruitment counselors and HPC officers shouldn't overly discuss, overly stress or make unnecessary show of which chapter they are a member of.

- B. 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.
- C. HPC officers and recruitment counselors should not attend any recruitment events, recruitment trainings, or recruitment meetings pertaining to their specific chapters.

VI. Potential New Member Guidelines

- A. HPC will provide academic information to all Potential New Members before the Potential New Member registers for Formal Recruitment. However, a 2.35 Cumulative GPA is required for a Potential New Member to participate in the Formal Recruitment Process. If a PNM has 29 credit hours or less, their high school GPA will be considered instead of their college GPA; however, if a PNM has 30 credit hours or more, their college GPA will be considered instead of their high school GPA. This is in accordance with the University definition on Freshman vs. Sophomore standing.
- 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 formal 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 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 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 alumni present overall including three alumni present in the recruitment room during each event, excluding National Advisors.

VIII. Formal Recruitment Events

A. General Information

1. No women's fraternity shall be allowed to display any outside decoration during the Formal Recruitment process. A women's fraternity, if they choose to decorate, may do so with foliage only or permanent porch fixtures (such as porch furniture). The foliage is limited to what may be placed directly on the porch. No hangings or displays above or on the door are allowed.
2. On any given day during Formal Recruitment, the HPC Advisor and Executive Board can enter the chapter houses at random times. HPC will give as much warning as possible to the chapters as to when they will be entering.
3. 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.

4. 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.
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. Each chapter room is allowed a max of 4 tables and a max of 20 table top items per room, in any combination, including board displays. Any type of display board is permitted but dimensions must not exceed 36"x 48".
8. All chapters must follow all local, state, and federal guidelines in relations to cleaning, social distancing and mandated mask-orders.

B. Round One of Formal Recruitment – Sisterhood Round

1. Sisterhood rounds will last 25 minutes. Breaks will be established when we can estimate party schedules.
2. 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 remain intact. This includes and does not exclude things such as no glitter, no attaching things to walls, and no open flames.
3. Each chapter may have no more than 4 tri-fold boards displayed and 1 set of letters.
 - a) Diagrams, photos, and descriptions are due to HPC Vice President of Recruitment by the date set forth 3 weeks in advance of Recruitment
 - b) Chapters are permitted to have a slideshow, video, or presentation during the party that can last up to 5 minutes.
 - (1) To be approved by HPC Vice President of Recruitment, due 3 weeks in advance of Recruitment.

C. Round Two of Formal 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. 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 remain intact. This includes and does not exclude things such as no glitter, no attaching things to walls, and no open flames.
4. 2 tri-fold boards may be displayed and 2 philanthropic activities in the Chapter rooms.
 - a) Both need to be approved by HPC Vice President of Recruitment, due 3 weeks in advance of Recruitment.
5. A slideshow or philanthropy video is permitted.
 - a) To be approved by HPC Vice President of Recruitment, due 3 weeks in advance of Recruitment.
6. No outside third party is allowed (including but not limited to animals and outside speakers).

D. Round Three of Formal 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 this day is further defined as the permission to have tables, chairs, flowers, and battery lit candles if used in chapter’s preference ceremony.
4. Flower budget is included in the total recruitment budget. This includes all flower donations.

IX. Frills

- A. Frills is defined as the use of an elevated stage, floor coverings, wall coverings, chair coverings, chair sashes (during sisterhood and philanthropy rounds), 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.

1. 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.
 2. Flowers, battery lit candles, and chair sashes will be acceptable during Day 3, Preference Round, if used in preference ceremony.
- B. Chapter displays on Sisterhood Round and Philanthropy Round are limited to a maximum of 20 items, including tri-fold displays.

X. 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. 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, than 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.
- 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 formal 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.

XI. Continuous Open Recruitment

- A. Except during Formal 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 Formal 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 one calendar year. 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.

XII. Automatic Reset of Total

- A. To allow organizations to achieve parity as quickly as possible, the University of Houston Panhellenic shall automatically reset total every academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than 7 days) from the start of the academic term(s), and 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.
- B. The Houston Panhellenic Council can use one of the following methods to determine total:
 - 1. Average or median chapter size (whichever is larger).
 - 2. Midpoint between median and largest chapter size.
 - 3. Largest chapter size.
 - 4. Largest chapter size plus up to 20 women.

The Houston Panhellenic Council will vote for the method they will go with in total calculation each semester. This chosen method will be voted on every semester.

NOTE: Chapters voted to use Option 1 for Spring 2022 total calculation.

- 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.

XIII. 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.