RECRUITMENT RULES OF SAM HOUSTON STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

CODE OF ETHICS
We, the members of sororities at Sam Houston State University, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as College Panhellenic members of Sam Houston State University, agree on and commit to:

● Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.

● Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and the institution.

● Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).

● Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.

● Provide an equitable and inclusive sorority experience for all women who are interested at the institution.

● Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.

● Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and chapters.

● Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.

● Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.

● Be respectful of the rights of every potential new member to make a personal choice, including but not limited to: not joining the sorority community at a specific time, intentional single preference or preferencing all sorority chapters.

We, as College Panhellenic members of Sam Houston State University, also agree on and commit to:

● Respectfully adhere to the bylaws and recruitment rules of the College Panhellenic Association.

● Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies and best practices.

● Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Sam Houston State University, these are the tenets by which we strive to live.

I. Statement of Positive Panhellenic Contact
We, the women of Sam Houston State University College Panhellenic Association, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at time of MRABA signing and last until bid distribution. No sorority member, including alumnae and new members, may
communicate or live with potential new members without Panhellenic knowledge 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 Sam Houston State 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 [name of institution] will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019, 2022) – POLICY during membership recruitment:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Eliminate the required purchasing of recruitment attire for chapter members.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- Eliminate extraneous and costly performances. This includes, but is not limited to, recruitment skits and door stacks.

IV. Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)
The Sam Houston State 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 and includes both new members and initiated members. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, total will be automatically adjusted within one week (no more than 7 days) from the start of the first term of the academic year.

If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset 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.

Total must be automatically adjusted using one of the following methods:
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.
Panhellenics with half or more of chapters not meeting housing capacity are required to use method 4.

VI. Recruitment Week Requirements
1. Any videos, crafts, and props or bulk ordered items for the week must be approved by the Panhellenic Recruitment Director and Panhellenic Advisor for use throughout the week, this is due to the Panhellenic Recruitment Director and Panhellenic Advisor on the day of Orientation for Formal Recruitment. Videos made by the chapter that is used as recruitment material prior to the week of
recruitment must be submitted to the recruitment director prior to the posting of the video.

2. Monetary donations (including gofundme accounts) by parents and alumni should only be used towards meals for the members after recruitment parties. Anything else would be considered as part of the normal recruitment budget.

3. Day 1: Fraternal Values
   a. Introduction (in person, or by video) must be kept to a maximum of 8 minutes. i) Information in video can include the following:
      (1) Sorority and Chapter Name (chapter picture)
      (2) Founding Date & where (picture of place)
      (3) Founding Members (names & pictures)
      (4) Founded at Sam Houston on (date)
      (5) Mission Statement
      (6) Badge (picture)
      (7) Colors
      (8) Flower (picture)
      (9) Mascot or symbol (picture)
      (10) National Philanthropy (3 slides-picture)
      (11) Local Charities (3 slides-pictures)
      (12) Sisterhood (3 slides-Big Sister, Little Sisters, etc. Pictures)
      (13) Homecoming/ Greek Week (3 slides-pictures)
      (14) Campus Events (3 slides-pictures)
      (15) Socials (3 slides-pictures)
      (16) Alumnae events (3 slides-pictures)
      (17) Leadership (E-board Picture with positions listed-make sure Recruitment Counselors are covered)
      (18) Scholarship (GPA Requirement)
      (19) Financial (Information)
   b. The chapter is allowed to have balloons and must have solid colored napkins only. The chapter may provide mini water bottles and have an area for tables with decorations/ awards.
   c. The chapter is allowed to bring in furniture, pipes, drapes, tables, and chairs from outside vendors.
   d. Conversation should focus on general chapter/ organization information (Leadership, National Organization, Financials etc.)
   e. 35 min. parties

4. Day Two: Fun with Philanthropy and Sisterhood Night
   a. The chapter is allowed to have balloons and must have solid colored napkins only. The chapter may provide mini water bottles and have an area for tables with decorations/ awards. Songs or chants may be sung once upon entrance and once upon exit.
   b. If using a video, keep to a maximum of 10 minutes.
   c. Any crafts or activities planned for the evening must be approved by the Recruitment Director and the Panhellenic Advisor one week before spirit week. No crafts may leave the sorority house.
   d. Benches, chairs, and furniture are ok for seating.
   e. 35 min. parties

5. Day 3: Preference
   a. The chapter is allowed to have balloons and must have solid colored napkins only. The chapter may provide mini water bottles and have an area for tables with decorations/ awards.
   b. The chapter is not allowed to give food to PNM’s during chapter parties.
   c. Pref parties are 45 minutes long

6. Bid day
   a. Chapters are allowed to bring out one set of large letters (when Bid Day occurs outside).
b. Members can bring props and shirts for PNM’s that relate to their theme.
c. Glitter and boas are prohibited inside Sam Houston State University property. This includes the Walker Education Center.

7. Outside Participation
   a. Chapters must provide a list of men assisting with anything during recruitment, such as dads or uncles, etc. The list must be given to the Panhellenic Advisor. Chapters are fully responsible for the people on the list. They will be expected to behave the same as any other Panhellenic woman would.
   b. Men are allowed to help chapters bring in decorations prior to Fraternal Values day 1, and they may help tear down after preference night. If a chapter has help from men, the chapter will need to let the Panhellenic recruitment director know ahead of time.

8. Budget
   a. No bulk ordering of clothing AT ALL unless 2 or more options are given.
   b. The cost of recruitment for PNM’s is $65.
   c. Each chapter will be provided shirts designed by Panhellenic to be worn on the day of Fraternal Values.
   d. Recruitment fines will be used to support Panhellenic’s philanthropy, Circle of Sisterhood.

9. Other Concerns
   a. Time between parties will be 10 minutes except for Pref night, which will be 15 minute breaks.
   b. All videos, slideshows, other similar activities will be given/shown to the Panhellenic Advisor no later than one week prior to the first day of recruitment. If you would like your video to be viewed prior to this date in order to correct any edits, email the Panhellenic Recruitment Director or the Panhellenic Advisor to set up a time.
   c. Any pictures in the recruitment room for all nights must be free of the 3 B’s (Boys, Booze, and Bars).
   d. Any association with the 3 B’s (Boys, Booze, Bars) is strictly prohibited by Panhellenic during primary recruitment season (beginning the Sunday prior to work week, ending on Bid Day at 11:59pm). This excludes any pre-approved men who have been allowed to help bring in decorations before Fraternal Values Night 1, and help tear down after Preference Night. Besides set-up and take-down, there will be absolutely no contact with any men.
   e. Active members are not allowed in the hallways 30 minutes before the first parties, during the transition period between parties, and 30 minutes after parties have ended. Chapters that have members in the hallways during this time will be fined per person, per time.
   f. Chapters will need to have their room finished by the designated time assigned by the Panhellenic recruitment director. Not having their room complete by this time will result in a fine.

VII. Recruitment Rules and Procedures
Section 1: Membership Recruitment Rules

A. All NPC UNANIMOUS AGREEMENTS shall be upheld.
   ● Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
   ● Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.

B. All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules.

C. A potential new member shall attend orientation and all membership recruitment events to which she has accepted invitations. If she does not attend an event to which she has accepted an invitation, she will be withdrawn from Recruitment. In case of illness or other emergency the woman shall notify the Panhellenic Recruitment Director and/or Panhellenic Advisor. The Panhellenic Recruitment Director and/or Panhellenic Advisor shall notify the fraternities involved.

D. Women must provide their own transportation to and from all events during Formal Recruitment.
E. No potential new member may leave a fraternity house with any favor or gift. This includes, but is not limited to, letters, napkins, cups, flowers, etc., unless approved by the Panhellenic board.

F. All membership recruitment events shall be held in the Lowman Student Center. Placement is specified by Panhellenic.

G. Panhellenic will provide name tags for potential new members and must be worn at all Recruitment events.

H. Membership Recruitment Acceptance Binding Agreements (MRABA) will be signed immediately after the last event the woman attends.

I. There will be no promising of bids directly or indirectly by any member, new member, or alumna of a fraternity before or during Formal Recruitment. Be cautious of your farewells to potential new members.

J. Throughout the period of Fall Recruitment, a sorority member, including new members or alumnae, may only mention another sorority in a positive manner.

K. Only factual information about the national fraternity may be told and/or shown to potential new members during formal membership recruitment.

L. Only national fraternity representatives, house directors, alumnae, new members, and initiated members of the fraternity may assist the chapter with recruitment during formal membership recruitment. Only active members of a chapter may recruit potential new members. National fraternity representatives, house directors, chapter advisors, or alumnae may not recruit potential new members at any Formal Recruitment event. Approved family members may assist with food preparation, serving, set up, and clean up, while not conflicting with the recruitment process.

M. Quota will be set by the NPC RFM specialist.

N. All Bid Day t-shirts must be approved by the Panhellenic Executive Board at least three (3) weeks prior to the distribution to new members.

Section 2. Membership Recruitment Procedures

A. After the first set of invitational events, each group should invite back according to the number provided by the RFM specialist.

B. Panhellenic requires each fraternity to invite to the preference event only those women they will place on the bid list.

C. Membership recruitment infraction penalties shall be the ones recommended in the UNANIMOUS AGREEMENTS.

D. Photographs of the Panhellenic Executive officers and Recruitment Guides (Rho Gammas), in the composites, videos, and other photos shall be covered completely meaning no part of the girl should be showing, including face, neck, hair, or body during the Recruitment period. It is the chapter’s responsibility to do everything necessary to keep these affiliations anonymous during the Recruitment period. Failure to completely cover Panhellenic Executive officers and Recruitment Guides photos will result in the denial of using the photo, as well as an infraction, filed against the chapter.

E. Panhellenic strongly recommends and urges each fraternity to use good judgment, discretion, common sense and maturity in planning and maintaining a realistic and sound financial budget for formal membership recruitment.

F. No pictures shall be taken of Potential New Members during any party.

G. Bid Day begins once bids are accepted and ends at 8 a.m. the following morning.

H. The ending period of Bid Day marks the end of formal recruitment.

Section 3.. Summer Contact Guidelines

1. ABSOLUTELY no potential new member can be where chapters choose to hold their recruitment workshops at the same time. Chapter must coordinate with the Lowman Student Center for scheduling and payment.

2. Each chapter is responsible for the action and attendance for the Rho Gammas. Panhellenic will notify the chapter recruitment chair and Advisor about any problems with a Rho Gamma. The Panhellenic Executive Board reserves the right to remove a Rho Gamma from office should she violate any of the
recruitment rules and procedures. All extenuating circumstances will be evaluated by the Panhellenic Executive Board on a case-by-case basis. If a Rho Gamma is removed, she cannot participate at all during recruitment. No matter the date of removal.

3. Silence rules begin the Sunday before work week begins and end on Bid Day. During the period of silence there shall be no contact or conversation between a potential new member and sorority member(s)/alumnae except at SHSU Recruitment Events. Silence rules include: no reaching out to PNMls, if a PNM reaches out send an automated message given by Panhellenic, no following them back on social media, and no talking about Greek Life/Recruitment in person.

4. During the period of silence there shall be no contact or conversation between a potential new member and sorority member(s)/alumnae except at SHSU Recruitment Events.

5. Strict silence begins after the last party has ended and ends when bids are accepted. Strict silence is the designated period of time from the end of a woman’s last event until she reports to the sorority from which she has accepted a bid. During this period there will be no conversation or contact, direct or indirect, with potential new members by sorority members, new members, and alumnae. This includes all reference to sorority-verbal, written, printed, or typed.

6. No sorority member may purchase anything for a potential new member (meal, soft drink, etc). No potential new member may purchase anything for a sorority member.

7. The Panhellenic Recruitment Director must be notified immediately upon knowledge of residence with a potential new member. Exceptions will not be made after (date designated by current Panhellenic Recruitment Director) at midnight. Failure to do so will result in the automatic dismissal of the potential new member from Recruitment and sanctions after the offending sorority woman and/or chapter.

8. No sorority members, including new members and alumnae, may visit a potential new member and/or family of a potential new member in her place of residence or employment during formal membership recruitment.

9. Sorority women may speak with women who are enrolled at SHSU and are not yet registered for Fall Recruitment. However, discussion will only be of Greek life and Panhellenic Recruitment, not individual sororities. While in a school setting, one-on-one conversation is allowed only if it is regarding Greek and Panhellenic life.

10. No sorority member or alumnae may issue an invitation of any sort to meet a potential new member anywhere, or contact them via any method to obtain information (i.e. letters of recommendation, resume, telephone calls, e-mails, etc.) for any reason.

11. Beginning with the end of classes of the Spring semester no individual chapter may recruit for their chapter and may only recruit for Panhellenic. Only information about Panhellenic Recruitment as a whole should be discussed with Potential New Members or those considering going through recruitment.

12. Car tagging or shoe polishing will not be allowed.

13. Members of a Panhellenic Sorority will need to either delete or archive all pictures they have with Rho Gammas or Panhellenic Executive Board members starting 30 days prior to the start of formal recruitment.

14. All Panhellenic members that have positions as SHSU Orientation Leaders and Bearkat Camp counselors will not add their students on social media until Bid Day.

VIII. Dissociation Rules

1. **Partial dissociation begins June 1st** for Rho Gammas and Panhellenic Executive Board members.
   a. If a Rho Gamma or executive board member has a profile on any social network, they must not have their affiliation or any reference of their affiliation visual on their profile starting June 1st.
   b. The affiliation of Rho Gammas and Executive Board should not be revealed to any Potential New Member or any woman considering going through recruitment.
   c. All sorority women shall recruit only for Panhellenic as a whole and not for their individual chapter during recruitment seasons. Spring recruitment season is the first day of the spring semester until the last chapter had their spring bid day. Fall recruitment season is the Sunday before work week begins until Bid Day at 11:59pm.
   d. Rho Gammas and members of the Panhellenic Executive Board shall not wear the Greek letters or any identifying insignia of their affiliation. They also may not have them displayed on their car.
2. **Complete dissociation begins 30 days prior to formal recruitment.**
   a. Rho Gammas and Panhellenic Executive Board members shall have no contact whatsoever with any affiliated member of any chapter whether it be verbal, written, typed or inferred.
   b. Rho Gammas and members of the Panhellenic Executive Board shall not reveal their affiliation to anyone during this time.
   c. Rho Gammas and members of the Panhellenic Executive Board shall remain neutral and unbiased during the time of recruitment

**IX. Snap Bidding**

1. If a chapter does not meet quota through primary recruitment, they are eligible for snap bidding. Snap bidding will follow NPC MOI guidelines.

**X. Continuous Open Bidding**

1. Continuous Open Bidding begins following the distribution of bids.
2. During COB, potential new members must have a completed grade release form verified through the Office of Student Engagement, before a bid is given.
3. New COB PNM’s must sign a Continuous Open Bidding Acceptance Binding Agreement in the Dean of Students office with the SHSU Panhellenic Advisor or SHSU Panhellenic President and a chapter member within 24 hours of accepting a bid and may not be formally pledged or participate in bid night until this signing occurs.
4. COB is not binding on a PNM until this procedure is completed.
5. At any point, prior to the deadline given to the chapters by the SHSU Panhellenic Advisor, in the academic year if a chapter falls below total then they are eligible to participate in COB; though they will need to inform the SHSU Advisor.

**XI. Social Media**

1. Should a chapter member or recruitment counselor be a resident assistant (RA), orientation leader or Bearkat camp counselor, they are allowed to be in contact with the students they are in charge of if it is required, however, they still may not add those students on social media of any kind until after bid day. Any discussion about recruitment is prohibited other than referring the PNM to Panhellenic representatives for more information.
2. From the Sunday before work week begins until Bid Day at 11:59pm, our purpose is to recruit for “Greek Life” and Panhellenic. With that being said, the following statements will be the only ones applied to the use of social media during this period: Go Greek, XYZ wants you to go Greek, SHSU Greek Life, SHSU Panhellenic, etc. Any word, phrase or hashtag that encourages the PNMs to be more Panhellenic/Greek minded is acceptable. The following phrases will not be permitted during recruitment: Go XYZ, Rush XYZ, join/rush the prettiest/best, Join/rush the best on the hill, etc. These words and phrases discourage the PNMs from keeping an open mind during recruitment and therefore will not be allowed. We will not tolerate anything that states that other chapters are lesser than others.
3. Posts by any individual chapter’s or member’s Facebook/Twitter/Instagram, etc. are allowed to post pictures throughout the summer and promote their own chapter but must also promote Greek life and Panhellenic as a whole.
   a. It is important to show a strong fraternity and sorority community. This allows any potential new members who see a chapter’s post to be informed about each chapter as well as the recruitment process.
4. All members of the Panhellenic community are prohibited from posting anything related to sorority recruitment, including posting pictures of recruitment related events and activities (outfits, food and other related items) on social media outlets until that specific day is completed (i.e. posting after fraternal values day 1 is prohibited until after the completion of fraternal values day 2)
5. If a PNM is friends with a current member of a Panhellenic sorority, there shall be no contact made with these women through social media, ie. Posts on walls, comments, pictures, etc.
6. Any post about recruitment must only speak positively about all Greek-letter organizations on campus groups for recruitment.
XII. Publicity
1. Wearing one’s letters is permissible and encouraged except for disassociated members. 2) Letters may be worn only in the form of manufactured apparel or accessories. 3) Promotional items bearing a chapter’s name or letters shall only be used or worn by members of that chapter.
Finable Infractions

Social Media:
1. Individual member posts pictures with a Recruitment Counselor – ($25 per photo)
2. Chapter page posts picture with a Recruitment Counselor – ($50 per photo)
3. Individual member or chapter page posts with inappropriate caption or hashtag – ($25 per photo)
4. Using not preapproved hashtags that antagonize non-Panhellenic behavior such as “#bestonthehill”, “#rushXXX”, ect. during the spring or fall recruitment seasons - ($10 each time)
5. Individual member posts a picture with a PNM on social media – ($25 per photo)
6. Individual member comments on a PNM’s post on social media – ($25 per photo)
7. Members have inappropriate contact with a PNM - ($25 per instance).
   a. Includes but not limited to: inappropriate social media messages, inviting PNM to a lunch/dinner, or any kind of “date or hangout”, ect.

**Anything not listed should be reported with an infraction report and sent to the Panhellenic Recruitment team through email at shsupanrecruitment@gmail.com and will be addressed by the Recruitment team. An infraction report doesn’t mean there will be an infraction filed, only that it will be investigated by the Panhellenic Recruitment team.

Recruitment Week:
1. PNM leaves house with an item (e.g., Water bottle, Napkin) – ($10)
2. PNM leaves house with a gift (e.g., Letters, Flower, Gift, ect.) – ($25)
3. PNM Group leaves party late – ($10 per minute late)
4. Chapter member in the hallway during transition periods between parties ($25)
5. Chapter’s not having a completed room set up by the designated time ($50)
6. Having unapproved items in the recruitment room will result in one warning per day, and then a $25 fine per instance.
7. PNM reports bid promising ($50)
8. PNM seen with sorority member during silence ($50)
9. Submitting lists late ($3 per minute late, base fine $50)

Unfinable Infractions
- Openly bashing or slandering another sorority/sorority member will result in a Panhellenic Judicial Hearing.
- Breaking “3 B’s” will result in a Panhellenic Judicial Hearing.
- Recruiting outside of the permitted season; giving out snap bids or having COB activities past the due date of submitting roster updates will result in a Panhellenic Judicial Hearing.