



## RECRUITMENT RULES OF TEXAS TECH UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

Revised November 15<sup>th</sup>, 2023

### Code of Ethics

We, the members of College Panhellenic sororities at Texas Tech 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 Texas Tech University, agree on and commit to:

- A) Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- B) Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution. C) Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC).
- D) Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers.
- E) Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships. F) 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 the chapters.
- G) Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- H) Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- I) Be respectful of the rights of every potential new member to make a personal choice, including the right not to join the women's-only sorority community.
- J) Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging the potential new member to make an intentional single preference.

We, as College Panhellenic members of Texas Tech University, also agree on and commit to:

- A) Respectfully adhere to the bylaws and recruitment rules of the Texas Tech College Panhellenic Association.
- B) Abide by all local and federal laws and NPC inter/national member organization bylaws. C) Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole. D) In upholding positive Panhellenic spirit it is understood that we represent the FSL community in our demeanor and manners, whether at Texas Tech or away.

E) As Panhellenic women of Texas Tech University these are the tenets by which we strive to live.

### **Article I – Potential New Members**

- A) A Potential New Member (Hereinafter Referred to as PNM) shall be defined as any female second semester high school senior and any woman not currently affiliated with a College Panhellenic chapter.
- B) A woman wishing to participate in Primary membership recruitment must be a regularly matriculated student at Texas Tech University.
- 1) First year will be defined as students who have graduated high school in May or June prior to Fall Primary Recruitment, regardless of completed college credit hours.
  - 2) Second year will be defined as students who have completed twenty four (24) hours, or have completed one (1) year of college.
  - 3) Third years will be defined as students who have completed fifty-eight (58) hours, or have completed two (2) years of college.
  - 4) Fourth years will be defined as being in their last year or semester of college.
- C) PNM's must complete the registration process with Texas Tech University College Panhellenic on or before the specified deadline prior to the start of primary membership recruitment events with the option of making an extenuating circumstance, special request to register after the deadline.
- D) Mandatory transportation will be provided for all PNM's to and from the individual events. Members, alumnae, patronesses, or new members are not permitted to transport PNM's. If an emergency arises, the Panhellenic Executive Board must be notified.
- E) PNM nametags are distributed by the Panhellenic Executive Board during Recruitment Kick Off and are to be worn at all times during the week.
- F) PNM's unable to attend all of the scheduled events during Recruitment (due to participation in a University sponsored activity or due to a personal emergency) will be allowed to rank the sororities they are invited to attend. The Panhellenic Executive Board will then attempt to allow them to attend the events of the sororities they most want to attend. However, if a PNM purposely decides to not attend an event for reasons other than illness, a personal emergency, or another conflicting University activity, then she will be removed from Primary Recruitment and not be permitted to accept a bid during Primary Recruitment.
- G) PNM's will abide by the Texas Tech Code of Student Conduct at all times during Primary Recruitment week.
- H) If a PNM is found in violation of the Texas Tech Code of Student Conduct or recruitment rules at any point during recruitment, she may be removed from the Primary Recruitment process.



#### I) Bill of Rights

- 1) The right to be treated as an individual.
- 2) The right to be fully informed about the recruitment process.
- 3) The right to ask questions and receive true and objective answers from recruitment counselors and members.
- 4) The right to be treated with respect.
- 5) The right to be treated as a capable and mature person without being patronized.
- 6) The right to ask how and why and receive straight answers.
- 7) The right to have and express opinions to recruitment counselors.
- 8) The right to have inviolable confidentiality when sharing information with recruitment counselors.
- 9) The right to make informed choices without undue pressure from others. 10) The right to be fully informed about the binding agreements implicit in the membership acceptance signing.
- 11) The right to make one's own choice and decision and accept full responsibility for the results of that decision.
- 12) The right to have a positive, safe, and enriching recruitment and new member experience.

#### Article II – Chapters

- A) Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment
  - 1) All NPC member organizations represented at Texas Tech University adhere to NPC Unanimous Agreements and policies. All organizations will follow these valued and non negotiable policies during the recruitment process.
- B) Chapter Education: Chapters are responsible for educating their members on the membership recruitment rules. If desired, a member of the Panhellenic Executive Board and/or advisor can be asked to assist in this education.
- C) Positive Panhellenic Contact
  - 1) All College Panhellenics and Alumnae Panhellenics will promote personal and informative Panhellenic-spirited contact with potential new members at all times, year round.
- D) Strict silence
  - 1) will begin at the time of MRABA signing and last until bid distribution. No sorority member, including alumnae and new members, may communicate with potential new members during this period. Strict silence is defined as oral, nonverbal, written, printed, text message and electronic communication or communicating through a thirdparty about the recruitment process. If potential new members lives or interacts with

#### E) Communication with PNMs

- 1) Chapters and Members must promote and encourage personal and informative Panhellenic-spirited contact with potential new members at all times, year-round.
- 2) Members and alumnae should refer to the Panhellenic Code Ethics and the PNM Bill of Rights and NPC Manual of Information for guidance on the nature of all communication.
  - a) Normal, social contacts should not be disrupted in the case of long-standing friendships by prohibiting contact between sorority women and potential new members. Normal contact implies relatives, long standing friendships (i.e. someone you would vacation with, remain close to after she is no longer a PNM), neighbors, co-workers. This contact should still be Panhellenic Recruitment focused, not focused on a particular sorority. However, each sorority is charged with the responsibility of seeing that an unfair advantage is not taken of such contacts and reporting if there is a concern.
    - b) All gifts, favors, preference letters or notes for potential new members are prohibited until they have accepted bids.
- 3) From the start of the primary recruitment Kick-off through the strict silence the only communication outside of a recruitment event shall come from the Panhellenic Recruitment Executive Board and Rho Gammas. There shall be no written, verbal or electronic communication with PNMs from active members, advisors, or alumni volunteers outside of a scheduled recruitment event.
- 4) Strict silence will be observed only between the end of preference events and bid distribution, as stated in the NPC Manual of Information.

#### F) Promotion of the Sorority Experience

- 1) All sorority women including collegians, alumnae, College Panhellenics, Alumnae Panhellenics, inter/national organizations and the National Panhellenic Conference should actively promote the overall sorority experience and membership opportunities in organizations. This should be done through all forms of communication (e.g., print, digital, in person) in the spirit of Panhellenic unity and desire to reach out to all women to share the opportunity for sorority membership. College and Alumnae Panhellenic rules should not infringe on the rights of individuals, chapters and/or organizations in the content or forms of communication to promote the sorority experience.
- 2) Members of the Panhellenic Executive Board will be responsible for all recruitment marketing efforts throughout the year and will provide consistent information for each sorority as agreed upon by the chapters and College Panhellenic Executive Board.

### **III – Primary Recruitment**

#### A) Statement of Values Based Recruitment

- 1) All NPC member organizations represented at Texas Tech University will engage in the following practices that align with the Values-Based Recruitment (1989, 1991, 1997, 2003, 2015, 2019) – POLICY during membership recruitment:
- 2) Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- 3) Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- 4) Keep decorations to a minimum and confined to the interior space used for recruitment

rounds.

- 5) Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.

5

- 6) No gifts, food, favors, preference letters or notes, etc. may be given to PNMs until they have accepted bids.
- 7) Eliminate all forms of bid promising, oral or written, to join a certain sorority before bids are distributed by Panhellenic.
- 8) Eliminate recruitment skits.
- 9) Eliminate door stacks.
  - a) No stacking/tiering into levels is permitted.
- 10) No synchronized movement or dancing other than clapping is permitted.
- 11) Welcoming and exiting songs/chants are permitted inside the lodge.
- 12) Singing, clapping, or other entertainment will not be permitted outside.

- B) Budgets: All chapters are highly encouraged to limit the amount budgeted for their Recruitment events both in the fall and spring.

- 1) This budget cap for Primary Recruitment will be \$20,000 per organization. This budget includes money spent on items that directly affect the PNMs including but not limited to: decorations, beverages for preference events, rentals&rentalfees video/slideshow costs, event supplies, the value of all donated goods and services, etc. This budget does not include: Bid Day, Spirit Week, bulk ordered t-shirts for period I or II or meals provided to members.
- 2) Two weeks following Bid Day, each chapter will submit an itemized budget to the Panhellenic Recruitment Team detailing all expenses and donations associated with Primary Recruitment to be included in the Budget Cap. Penalties for budgets that are to be reviewed that are not submitted by the deadline will be \$50.
- 3) Each chapter will submit a video walking through the facility of all decorated areas to the Panhellenic Recruitment Team each round of recruitment. Penalties for videos that are to be reviewed after recruitment that are not submitted by the midnight of the first day of each period will be \$10 each day up to \$100 for each period.

### C) Format

- 1) Recruitment week format will be (university calendar allowing):
  - a) Day 1 – Recruitment Kick-Off
  - b) Day 2 – Period I (Part 1)
  - c) Day 3 – Period I (Part 2)
  - d) Day 4 – Period II
  - e) Day 5 – Period III
  - f) Day 6 – Preference
  - g) Day 7 – Bid Day
- 2) The arrival of members and PNMs, events and dismissals shall begin and end as outlined in the final recruitment schedule unless the Panhellenic Advisor, President or Vice President Recruitment has rescheduled times.
- 3) All chapter members may be present at each event in accordance with individual chapter guidelines.
- 4) All events must take place on Greek Circle, unless the chapter's facility is deemed unfit.
- 5) Groups arranging offsite events must make every effort to have events as close to Greek Circle as possible
- 6) The chapter will be responsible for all expenses associated with the transportation of PNMs to an offsite location
- 7) All rules associated with attire, decorations and presentations will still apply. 8) Plans for an alternate location must be presented to Panhellenic Executive Board by July 15<sup>th</sup>.

### D) Event Length

- 1) Period I: Each event will be twenty-five (25) minutes in length with a fifteen (15) minute break in between events.
- 2) Period II: Each event will be thirty (30) minutes in length with a fifteen (15) minute break in between events.
- 3) Period III: Each event will be forty-five (45) minutes in length with a fifteen (15) minute break in between events.  
Preference: Each event will be Seventy (70) minutes in length with a forty (40) minute break in between events, with no penalty for early release

#### E) Attire

- 1) In agreement with NPC, chapters are prohibited from purchasing special membership recruitment outfits or requiring members individually to buy the same outfit. It is suggested that certain colors or types of outfits be worn rather than using specially made or purchased outfits. (Ex. A member wears her own black dress instead of each member wearing identical black dresses).
- 2) Chapters may not require any of their members to order specific brands in regards to any of their attire.
- 3) Chapters may not bulk order any items that are to be worn, with the exception being the matching shirts that may be worn on Period I & II.
- 4) Costumes or characterizations will not be permitted as attire during any period of recruitment.
- 5) Period I: Matching screen printed or stitch letter t-shirts are allowed (See Section 5). All chapter members will wear collarless t-shirts with their national sorority affiliation with either greek letters or the full name of the organization spelled out on the front of the shirts and the name of the organization must be the focal point of the design and appropriate bottoms. (Ex. Shorts, jeans, or similar appropriate casual attire) Dresses are prohibited.
- 6) Period II: Matching screen printed or stitch letter shirts are allowed (See Section 5)

7

#### F) Decorations & Refreshments

- 1) All chapters will abide by the baseline set for décor which includes decorating only at the screen or presentation area where PNMs are seated, and one additional area for Periods I, II and III.
- 2) All decorations may only be seen from inside the sorority lodge during Periods I, II III.
- 3) Draping should be used only for functionality (i.e. to hide stored furniture, entrance/exit areas for members, etc.)
- 4) Preference
  - a) Minimal, additional outside front-yard lighting is permitted only along the sidewalk. The purpose of this lighting must be to improve lighting so the PNMs are better able to see. Enclosed tents and backyards used for this night will be allowed to have additional lighting.
  - b) Only beverages are permitted to be served during Preference Events.
- 5) Car decorations are prohibited the week before and during the week of Primary Recruitment.

#### G) Presentations/ Conversation

- 1) Presentations are allowed during Period II and Period III
- 2) Presentations & conversations must be conducted by the collegiate members.
- 3) Conversations are allowed outside of the lodge
- 4) Members should not be in costumes or use characterizations during any presentation
- 5) Chapter members are not allowed to bang on their windows, shutters, etc. at the beginning or end of an event.
- 6) Presentations, videos and testimonies and accompanying introductions should last no more than 8-10 minutes total for each round.
- 7) All videos are to be submitted to Panhellenic Recruitment Staff by August 1, for the

purpose of ensuring the majority of content is fitting for the round and all recruitment Executive Board is removed. Videos will be approved within 72 hours on submission. 8)  
Period I

a) Should be light and casual in nature. The focus should be on conversation.

9) Period II

a) Should be slightly more serious in nature.

b) Must have a philanthropy and/or community service focus/theme.

c) Presentations will be limited to a video, slideshow or testimony highlighting the chapter's philanthropy and community service.

d) Videos Presentations & Testimonies:

(i) should be developed around the importance of the cause and the positive impact the chapter has made in the areas of fundraising, service to the community and awareness.

(ii) Every effort should be made to use candid event footage, member/community interviews and every day campus interactions

(iii) To be reviewed by Panhellenic August 1, for the purpose of ensuring the majority of content is fitting for the round and all recruitment Executive Board is removed.

(iv) Should focus primarily on values and benefits, should avoid the use of any comparative language (Code of Ethics) and limit focus on glorification of

individual members.

(v) Use of PowerPoint or visual aids is permitted







- (vi) Live testimonies can focus on one or many members and their personal experiences as it relates to the topic of the day.

Should be developed around experiences and benefits enjoyed as a part of the chapter, not around the reasoning or decision to join the group.

#### 10) Period III

Should be more serious in nature.

Must have a Values-based focus/theme.

a) Presentations will be limited to a video, testimony, presentation or group song

b) Video Presentations & Testimonies:

- (i) Should be developed around the core values of the Panhellenic community (academics, leadership, sisterhood, involvement).

- (ii) Every effort should be made to use candid event footage, member interviews and every day campus interactions

c) Should focus primarily on values and benefits, should avoid the use of any comparative language (Code of Ethics) and limit focus on glorification of individual members.

- (i) Use of PowerPoint or visual aids is permitted

- (ii) Live testimonies can focus on one or many members and their personal experiences as it relates to the topic of the day.

- (iii) Should be developed around experiences and benefits enjoyed as a part of the chapter, not around the reasoning or decision to join the group.

- (iv) Group Song

- (a) No choreographed movements

- (b) No special lighting or video accompaniment

- (c) Limited to 3 minutes

#### 12) Preference

a) Preference events should be more serious in nature.

b) Ceremonies should last no more than 25 minutes.

#### I) Volunteer Involvement

1) Alumnae and Mother's Club members may not participate in the recruiting of PNMs throughout the entire week of recruitment. They are permitted to assist with any functional needs of the chapter (i.e. meals for active members, re-filling snacks, checking lines, decorations, etc).

2) If a chapter falls below 100 members, alumnae may be permitted to assist with the recruitment of PNMs.

a) This will be determined using the Chapter Roster Update forms submitted prior to Primary Recruitment.

b) The total number of alumnae allowed to assist will equal the average chapter size at the time of Primary Recruitment.

c) Chapters utilizing alumnae to recruit are responsible for educating their alumnae on the current year's Recruitment Rules and must designate their alumnae status to PNMs.

d) No 3<sup>rd</sup> parties may be present at or promote any Recruitment events or chapters. e) A chapter member or alumna member is permitted to check the line of PNMs before



the event begins to ensure they are in the correct order.

- f) Initiated collegiate members, new members, and national sorority representatives may assist the chapter with membership recruitment activities.

#### **Section IV – Bid Day**

- A) Each chapter will be provided with a list of all PNMs who have been matched to their chapter at a time agreed to with Panhellenic Executive Board. Additionally, chapters will be provided with a list of the PNMs who are eligible for COB/COR.
- B) All new members will need to sign the New Member Verification Form supplied the Fraternity & Sorority Life office before attending Bid Day activities. If a PNM decides to accept the bid at a later date, the chapter is responsible for turning in the appropriate documentation to the Fraternity and Sorority Life office within 24 hours.
- C) Chapters must inform the Panhellenic Executive Board as to where Bid Day events will be held. The address and phone number of this location must also be provided prior to Recruitment week.
- D) In accordance with the NPC Unanimous Agreements, Section VI, 2, C-D, alcoholic beverages and the participation of men in recruitment and bid day activities is prohibited. Recruitment is defined as beginning the first day of period I and ending at the time bids are distributed on Bid Day. Bid Day is defined as the twenty-four (24) hour period following the distribution of bids.

#### **Article V – Deadlines & Violations**

##### **A) Deadlines**

- 1) Timeline of when lists are due from sororities will be presented on the final recruitment schedule.
- 2) The final list of eligible PNMs will be available to all chapters no later than two weeks before the start of Primary Recruitment

##### **B) Fines**

- 1) Penalties for invitations and bid lists include: \$50.00 for the first fifteen (15) minutes and \$10.00 for every five (5) minutes thereafter.
- 2) \$150.00 for bid lists turned in late on preference night.
- 3) Events must begin and end at the scheduled event times. Individual chapter event timers will start and stop when doors open and close. Penalties for beginning 30 seconds early/late of the scheduled event time will be a fine of \$50 and \$5 for every additional 30 seconds.
- 4) Penalties for videos that are to be reviewed by the Panhellenic Executive Board that are not submitted by August 1<sup>st</sup> will be \$150 and \$25.00 for every day and every video thereafter. Up to \$500 The last day for a video to be submitted for approval will be August 10<sup>th</sup> after that date videos will not be shown in recruitment events.

##### **C) Violations**

- 1) All NPC UNANIMOUS AGREEMENTS and policies shall be upheld.
- 2) All recruitment infractions must follow the procedures as outlined in the most recent edition

Bylaws.

- a) All rules and regulations must be upheld by all chapter members, regardless of if they are actively recruiting.
- b) TTU Panhellenic will notify chapter leadership of deviations from this policy when informed and will expect immediate action from the national organization, local organization, and/or TTU Panhellenic judicial action.
- c) Sanctions will be determined through the mediation or judicial board hearing process. Possible sanctions include social probation, required training from the NPC Area Advisor Panhellenic Advisor or chapter's district team at the expense of the chapter, apology letter to community, documented workshops, etc. Sanctions will be determined on a case-by-case basis.

#### D) Positive Panhellenic Spirit

- 1) It is in the best interest of Texas Tech Panhellenic to foster a primary recruitment process that promotes positive Panhellenic relationships.
- 2) "Panhellenic Spirit" is defined as being friendly, kind, and considerate of all Texas Tech Panhellenic chapters and their members. Just as Panhellenic members are expected to be kind and respectful to each other and PNMS, PNMs are also expected to be kind and respectful to chapter members and other PNMS.
- 3) Panhellenic Executive Board will train Rho Gammas in a manner that ensures they are prepared to handle situations in which negative Panhellenic spirit occurs.
- 4) Notification of Violation to Panhellenic Executive Board:
  - a) If a PNM is disrespectful to a chapter, the chapter's recruitment officer, or main Panhellenic contact, will communicate their experience with the PNM with Panhellenic Executive Board.
  - b) If a PNM is being disrespectful as reported by another PNM or a Rho Gamma, the Rho Gamma and/or the PNM shall notify Panhellenic Executive Board of the violation.
  - c) Disrespect is defined as any instance of name calling, privacy invasion, slurs, insults, teasing, homophobic or racist remarks, verbal abuse, humiliating remarks, sexual harassment, mimicking unkindly, encouraging exclusion of a chapter to others involved in the recruitment process, making false claims about a chapter or PNM, or any instance of intentional and/or repeated harm inflicted that causes physical or emotional distress.
  - d) Chapter recruitment contacts, PNMS, and Rho Gammas reporting a violation must provide the Panhellenic Executive Board with justifiable and substantial proof when notifying the Panhellenic Executive Board of an alleged violation.
  - e) The Panhellenic Executive Board reserves the right to dismiss an alleged violation if the a) evidence provided by the accuser is disrespectful to the accused as defined by the rules. f) Chapter recruitment officers, PNMS and Rho Gammas reporting violations must provide specific details of the incident to the Panhellenic Executive Board within 4 hours following the alleged violation for the violation to be confirmed and communicated back to chapters.
- 5) Violation Procedures:
  - a. First Violation: The PNM will receive a verbal warning from Panhellenic Executive Board and chapters will be notified of the violation.
  - b. Panhellenic Executive Board shall report to all chapters that "PNM ### has violated Article 5(D) of the Panhellenic Primary Recruitment Rules" with a brief description of the violation.
  - c. Second Violation: The PNM will be dismissed from primary recruitment and will not be

allowed to join a Panhellenic chapter for one calendar year, and chapters will be notified of the violation.

d. Panhellenic Executive Board shall report to all chapters that “PNM ### has violated

12

Article 5(D) of the Panhellenic Primary Recruitment Rules and has been dismissed from primary recruitment and is ineligible to join for one calendar year” with a brief description of incident.

e. A PNM may be released from recruitment at any time if disrespectful behavior is deemed severe by the Panhellenic Executive Board and or Panhellenic Advisor or if they violate agreements made in their registration or student code of conduct. All PNMs released from the process due to violations will not be allowed to join a panhellenic chapter for one calendar year.

f. Panhellenic Executive Board shall report to all chapters that “PNM ### has violated Student Code of Conduct/registration agreement/ Section 5(D) of the Panhellenic Primary Recruitment Rules and has been dismissed from primary recruitment and is ineligible to join for one calendar year” with a brief description of incident.

## **Article VI – Executive Board & Rho Gammas**

### **A) Officer Requirements & Stipends**

- 1) Elected Vice President of Recruitment and Associate Vice President of Recruitment must live in Lubbock for both summers of their term. The Vice President of Recruitment and Associate Vice President of Recruitment must be available for the entire work week and recruitment week.
- 2) The Vice President of Recruitment must work at the Fraternity & Sorority Life office during normal business hours for a minimum of 20 hours a week.
- 3) The Associate Vice President of Recruitment must work at the Fraternity & Sorority Life office during normal business hours for a minimum of 10 hours a week. 4) The Panhellenic Vice President of Recruitment shall receive a stipend in the amount of \$2500 and the Associate Vice President of Recruitment and/or proxy shall receive a stipend in the amount of \$1500. Both stipends shall be distributed either at the conclusion of recruitment or in two payments at the end of each month. If either student chooses to forego the summer position, it may be offered to the rest of the recruitment team.

### **B) Recruitment Exec Selection**

1) All Executive Board members will serve on recruitment executive team. 2) Selection of Gamma Chis will be in the fall after panhellenic executive board interviews. C) Rho Gamma Selection

- 1) Selection of Rho Gammas will be in the spring semester.
- 2) Each chapter will be allowed a minimum of two Rho Gammas per Primary Recruitment period. A chapter may choose to have less than the minimum.

### **D) Responsibilities and Expectations of Recruitment Team**

- 1) Recruitment team members shall not work during Primary Recruitment week.
- 2) A Recruitment team member must have been through at least one Fall Primary Recruitment as an active member.
- 3) Recruitment team members shall attend pre-Recruitment workshops as scheduled by the Panhellenic Executive Board. Excuses for absences must be approved prior to workshops by the Panhellenic Vice President of Recruitment, Associate Vice President of Recruitment, or Panhellenic Advisor.
- 4) Recruitment team members will be required to move into the official Panhellenic

Recruitment hotelbeginning at the specified time and will not be in contact with their chapter members at any point during Recruitment.

5) Recruitment team members (Excluding panhellenic Executive Board) will be required to have a minimum of a 2.80 cumulative grade pointaverage prior to selections.

13

6) Disassociation from their respective chapters will begin on August 1<sup>st</sup>, prior to Primary Recruitment.

7) It is the duty of recruitment team members to promote and protect positive Panhellenic spiritthroughout primary recruitment.

8) Recruitment team members will be trained on how to positively interact with PNMs and encouragethem to go Greek.

9) Recruitment team members will be released if they are found to have encouraged or failed to correctnegative Panhellenic spirit during primary recruitment and have failed to uphold the Recruitment Counselor contract.

10) Recruitment team members will be required to pay a fee of \$100 if they are released for any reason toassist in the costs of lodging for the week as well as t-shirts worn.

### **Article VII - Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)**

The Texas Tech University College Panhellenic Association 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.

### **Article VIII– Release Figure Method (RFM)**

A) During Recruitment, chapters are strongly encouraged to follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.

B) Every junior or senior who signs a MRABA will be hand matched and offered a bid. Every attempt to distribute the juniors equally among the sororities, while taking the preferences of the juniors into account, will be made. In order to hand match juniors and seniors, chapters will email their preferences in rank order to [ttucphrecruitment@gmail.com](mailto:ttucphrecruitment@gmail.com) by the time lists are due.

### **Article IX – Snap Bidding**

A) If any chapter does not take quota during primary Recruitment, the Snap Bidding Procedures outlined in the most recent edition of the NPC Manual of Information will be utilized. B) Eligibility

1) Snap bidding is allowed only for those chapters that did not match to quota in the bid matching process.

2) Women who participated in at least the first round of recruitment are eligible for snap bidding.

3) Women listing intentional single preferences on their membership recruitment acceptance binding agreement (MRABA) are eligible for snap bidding.

C) Procedure

1) The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor. 2) The fraternity/sorority advisor works with the chapters not matching to quota, and either



the fraternity/sorority advisor or a Panhellenic officer contacts the potential new members to extend snap bid invitations unless only one chapter is eligible to snap bid then the chapter will contact the PNMs.

- 3) A potential new member may be offered more than one snap bid. For this reason it is advisable for the fraternity/ sorority advisor or a Panhellenic officer to contact the potential new member, and it is important for the potential new member to understand that she is receiving more than one opportunity to pledge if that should be the case.
- 4) Snap bids should be extended prior to the distribution of bids and the start of Bid Day activities.
- 5) The procedure is used only to fill quota spaces.
- 6) Snap bidding ends when bids are distributed. Continuous open bidding (COB) begins as soon as Bid Day begins (see Section 10).

#### **Article X – Statement of Automatic Reset of Chapter Total**

- A) Total is the allowable chapter size as determined by the College Panhellenic. A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted prior to bid distribution.
- B) 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.
- C) Total will be automatically adjusted by the total setting specialist each semester.

#### **Article XI- Roster Updates**

- A) Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
- B) Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.
- C) Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total.
- D) Vacancies in Total Chapter Size
  - 1) Vacancies in the chapter membership roll can be filled only if the chapter is below total. A chapter may exceed total as a result of its participation in a Panhellenic recruitment

when quota-total and a preferential bidding system are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to COB to reach total again.

- 2) Vacancies may be reported to the Fraternity & Sorority Life office at any time during the year, but must be provided once every quarter
  - a) August – Tuesday of Work Week

15



- b) November – Final day of classes during the fall term
    - c) January – 48 hours prior to the first day of classes for the spring semester.
      - (i) May – Final day of classes during the spring term

### **Article XII– Continuous Open Bidding**

- A) Each NPC sorority chapter has the right to COB to reach quota or its total allowable chaptersize during the regular school year as defined by the school calendar.
- B) COB procedures outlined in the most recent NPC Manual of Information 1) COB is open to all unaffiliated female students on campus without any requirement of prior participation in a primary recruitment period.

#### 2) Vacancies in Quota

- a) Following the distribution of bids, a vacancy in quota occurs in the followingsituations:
  - (i) When a woman refuses to accept her matched bid at the conclusion ofmembership recruitment
  - (ii) When a woman does not participate in a ribbon or primary new member pledgingceremony and/or does not sign documentation or agreements with the member organization indicating her intent to pledge the group
- b) chapter may immediately bid and pledge another woman, in these situations, even ifthe chapter is over total. However, if a chapter has received quota additions, the chapter may only pledge additional women to the established quota. They cannot offer bids to or pledge additional women to fill vacancies in quota additions.

#### 3) Vacancies in Total

- a) Following the distribution of bids (thirty minutes after the report time for PNMs forBid Day), if a chapter did not pledge to chapter total, they are permitted to conductContinuous Open Bidding/Recruitment once Primary Recruitment bids have been distributed to PNMs on Bid Day.

- 4) Any women offered a bid through COB/COR will be required to sign a Continuous OpenBidding Acceptance Binding Agreement and a New Member Verification Form. These forms are due to the Panhellenic Advisor within 24 hours of signing.

### **Article XIII: Recruitment Rule Proposals**

- A. All recruitment rule proposals will be voted upon by the recruitment chair (or proxy) of that chapter. Once a vote has passed by two-thirds vote with Recruitment chairs, the finalvote will be taken by the Panhellenic Council.
- B. Proposals for changes to recruitment rules will be presented at a meeting previous to the



vote for approval in order for recruitment chairmen to consult their chapter, advisor, and possibly Inter/national organization before a vote may be taken.

16

- C. Any proposal that directly alters the recruitment rules will require a two-thirds vote of the Panhellenic Council to pass.

