

Standing Recruitment Rules of Southeast Missouri State University

College Panhellenic Association

Section I. Statement of Positive Panhellenic Contact

We, the women of Southeast Missouri State University, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the end of all preference events and end with the distribution of bids. No sorority member, including alumnae and new members, may communicate with potential new members 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 or are in an academic course with sorority members, only casual greetings and contact are permitted. This silence shall not affect work within any academic courses.

Section II. Statement of Values-Based Recruitment

All National Panhellenic Conference member organizations represented at Southeast Missouri State University will promote the following practices during membership recruitment:

- Engage in values-based conversations.
- Choose recruitment activities and behaviors that reflect the core values of our organizations.
- Make informed choices, based on shared values, about potential new members.
- Educate potential new members about the values, benefits, and obligations of sorority membership. In accordance with the National Panhellenic Conference policy, Southeast Missouri State University recruitment will follow the no frills policy.

Section III. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Southeast Missouri 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.

Section IV. Statement of Membership Recruitment Acceptance Binding Agreement

The Southeast Missouri State University Panhellenic Association will uphold and use the membership recruitment acceptance binding agreement for each potential new member interested in joining a sorority, whether during primary or informal recruitment. We agree to all policies and steps pertaining to the membership recruitment acceptance binding agreement.

Section V. Recruitment Info

- A. Recruitment Dates: The Primary Recruitment Process will take place the first week of Fall Semester Classes. Preference Round will always occur on Saturday. Bid Day will always occur on Sunday.
Example:
Primary Recruitment Fall 2022: Bid Day on Sunday, August 28th.
Primary Recruitment Fall 2023: Bid Day on Sunday, August 27th.
Primary Recruitment Fall 2024: Bid Day on Sunday, August 25th.
- B. Quota-Total System: The Southeast Missouri State University Quota-Total system as described in "Policies, Rules and Practices" of the National Panhellenic Conference Manual of Information shall be followed.
 - a. Potential New Members must complete a final ranking immediately following their final preference party.
 - b. Quota range will be determined based on the number of women signing MRABAS, and the RFM specialist assigned to Southeast Missouri State University Panhellenic Primary Recruitment will confirm the numbers.
 - c. Sorority Bid Lists must include every woman that attended their Preference Event.
- C. Total will be evaluated each semester per NPC.
 - a. The current total setting is Largest Chapter Size.
- D. Bidding System: The preferential bidding system shall be used.
- E. Continuous Open Bidding: Except for primary Recruitment periods, Continuous Open Bidding (COB) shall be in effect during the school year (Fall through Spring) for all eligible women students. During expansion, following primary recruitment, there is to be a two-week hold for all active chapters desiring to offer a bid.
- F. Chapter Total: Every regularly enrolled new member, initiate, or affiliate shall be included in the chapter total. Inactive member GPAs will be on chapter grade reports. Any de-pledging, termination, or other change in membership shall be reported to the Office of Greek Life regularly.

Section VI: Primary Recruitment

- A. General Rules
 - a. All members, including alumnae and new members, are responsible for understanding and observing the College Panhellenic membership recruitment rules as well as this Panhellenic Code of ethics
 - b. All recruitment deadlines (i.e. videos, financial transparency, etc.) will be documented and sent to chapter recruitment teams by May 1, per the VP of Recruitment and Retention. The Panhellenic Recruitment Google Calendar will reflect the deadlines and dates for Primary Recruitment.
 - c. Men are prohibited from participation in any pre-recruitment events, primary recruitment, and bid day in all forms. Including any men hired to provide services. Excluding assistance with moving larger items to and from recruitment/ bid day.

- i. Excluding hired photographers for bid day.
 - d. Chapters will be responsible for the University guidelines concerning the use and clean-up of University property.
 - e. All invite lists due to the Panhellenic Council must be turned in at the time designated by Panhellenic. Failure to do so will result in a monetary fine of \$2.00 per minute late, with no exceptions. No changes will be made after the lists have been entered into the computer.
 - f. Panhellenic Council will provide name tags for Potential New Members for each night of recruitment.
 - g. No food or beverages are to be served on any night of recruitment except preference night.
 - i. To ensure Potential New Members' comfort, ice water (served as needed in a plain, undecorated cup) will be permitted. Clear plastic cups will be provided from the Panhellenic Budget.
 - h. During all recruitment events, alumnae members must be clearly identified and easily distinguishable. They must wear name tags denoting themselves as alumni and may not wear clothing that matches that of collegiate members. All alumni must follow the National Panhellenic Conference unanimous agreements.
 - i. Nationally recognized representatives may be permitted entrance into their own organization's recruiting room and their own organization's clerical room during recruitment. Chapters may seek approval from other chapters to be permitted entrance into other organization's recruiting rooms and clerical rooms.
 - i. When submitting the room items and budgets for each night of recruitment, each chapter must also list whether they will have nationally recognized representatives, advisors, or alumnae, in their rooms during those respective nights.
 - j. Recruitment Counselors should not be pictured anywhere on an active affiliated sorority woman's profile beginning 30 days before the start of primary recruitment.
 - i. Posting to social media on any of the nights not excluded in the above date range shall not include a Potential New Member.
 - k. Recruitment at Southeast Missouri State University consists of four rounds: Go Greek (Open House), Philanthropy, Sisterhood, and Preference.
 - l. The event numbers of each night of primary recruitment operates to the discretion of the Vice President of Recruitment and Retention.
 - m. Pre-Recruitment Greek House Tours and Meet the Greeks event schedules, rules, and regulations will be documented and presented to the chapter recruitment teams by the VP of Recruitment and Retention no later than June 15.
- B. Panhellenic Recruitment Councilors (Pi Chi's) and/or Panhellenic Executive Board
 - a. Potential Recruitment Counselors must be enrolled on the Cape Girardeau or River Campus and an active member of their sorority at Southeast Missouri State University in the spring semester prior to primary Recruitment and continuing into that Fall semester.

- b. Potential Recruitment Counselors must be active sorority members who have participated in primary recruitment as an active member of a chapter before acting as a recruitment counselor.
 - c. Any woman who holds the position of chapter president, new member educator, or any position involved in planning primary recruitment or bid day will be unable to be a Pi Chi while holding that position.
 - d. Per the VP of Recruitment and Retention's discretion, the VP of Chapter Development, VP of Community Relations, and VP of Administrative Affairs will all serve as door Pi Chi's during Primary Recruitment.
 - e. Applications may be submitted by all active members, excluding those listed above. Once the application period has closed, each applicant must be confirmed as being in good standing by their individual chapter. Applicants not in good standing will not receive an interview.
 - f. Training sessions for Recruitment Counselors will be determined by the VP of Membership before Recruitment Counselor applications are posted.
 - g. Panhellenic Recruitment Counselors and/or Panhellenic Council officers will escort Potential New Members to recruitment events during Go Greek, Philanthropy, Sisterhood, and Preference nights.
 - h. Panhellenic Recruitment Counselors will be allowed to take their groups off and on campus for bonding and coaching while they are disaffiliated. This includes eating together, showing them around campus etc.
 - i. Recruitment Counselors are encouraged to not wear or display sorority letters from 30 days prior to Bid Day until Bid Day. This includes but is not limited to jewelry, key chains, stickers, car decals, etc.
 - j. Recruitment Counselors that are deemed unfit to fulfill their duties by the Vice President of Recruitment and Retention and the Vice President of Membership Development are subject to termination.
- C. Potential New Members
- a. Each Potential New Member is expected to attend all recruitment events to which she has accepted invitations. In case of illness or other emergencies, the woman will notify her Recruitment Counselor.
 - b. A woman will complete the Membership Recruitment Acceptance Binding Agreement (MRABA) after the last event she attends. It is a binding contract and once it has been signed, no changes may be made
 - c. If a Potential New Member wishes to withdraw from recruitment, she must speak with a member of the Panhellenic Council.
 - d. Potential New Members may not leave with anything she received from a party except for the handout provided detailing chapter financial information.
 - e. No sorority member shall buy anything for a Potential New Member prior to bid day. This includes the use of a meal plan swipe or redbucks.
 - f. No Potential New Member may live in a chapter house during, or prior to, recruitment.
 - g. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:

- i. Not be simultaneously enrolled in high school and attending college.
 - ii. Be an undergraduate, full-time enrolled student at Southeast Missouri State University, attending either Main Campus/River or Regional affiliated campuses.
 - h. If through the primary membership recruitment process, a potential new member signs the MRABA, receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on this campus until the beginning of the next year's primary membership recruitment period.
 - i. Exceptions to an individual's ineligibility to be pledged may be granted by the NPC Board of Directors in the following cases:
 - i. documented illegal conduct by the chapter offering the bid, or
 - ii. documented errors in the communication of or violation of Panhellenic procedures.
 - i. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority, and therefore is not considered a PNM
 - j. Women are no longer considered a PNM if they have not signed up for primary recruitment by the deadline to do so.
- D. Primary Recruitment Finances
 - a. The recruitment budget will be set at \$2,000 to be used at the chapters' discretion throughout Primary Recruitment.
 - b. Buses and any other bus costs, such as damage to a bus, late paperwork fines, etc. assessed through the Panhellenic Council will be separate from this budget.
 - c. All donations used during recruitment during the year of receipt should be included in the budget. Previously owned items do not need to be counted in the budget.
 - d. A final copy of all money spent, including documentation such as receipt copies and an itemized list, will be required from all chapters at the video approval meeting.
 - e. Potential new members must sign up through the semo.edu/greeklife website and pay a \$40 fee to cover bus travel, snacks, a T-shirt, and refreshments each night of recruitment.
 - f. If receipts are not received by the date given by the Panhellenic executive board in the correct format, a fee of \$50 will be given, along with a 24 hour extension. If the receipts are not given to a member of the Panhellenic executive board by the extension date and time, a recruitment infraction will be filed.
- E. Event Guidelines
 - a. All event decorations and videos must be presented to and approved by VPRR at a set deadline. Items turned in late will not be approved.
 - i. All chapters must follow university guidelines.
 - b. Each sorority is allowed to have one sign no larger than 22" by 28" and one easel stand outside of their room in the University Center, or other university facilities used for recruitment. There will be no other outside decorations. Music and

chanting kept to a reasonable volume, will be permitted inside each chapter's designated room

- c. Items permitted in the rooms:
 - i. One set of large wooden Greek Letters similar to the size used at Bid Day
 - ii. Three foldable/collapsible trifolds (of any material) each night displaying the theme of the specific night (i.e. Philanthropy night trifolds would display pictures of philanthropic events.) One fully extended trifold must be no larger than 3ft by 4ft.
 - iii. One large structure no larger than 8ft x 8ft per exact structure measurement. Measurement has no relationship to standing height or other positioning.
- d. Five items for visual purposes including, but not limited to these items, must be shown to VPRR. This rule does not apply to preference night:
 - i. Shirts
 - ii. Trophies
 - iii. Scrapbook or Photo Albums
- e. No glitter or similar items will be permitted. If cleaning is required, the University will charge the chapter for all costs related to clean up from glitter usage.
- f. A list or pictures of the five items must be presented at the same meeting when Philanthropy and Sisterhood videos are checked.
- g. Walkthroughs will be completed by the Judicial Board one hour prior to the first party starting. The Panhellenic President or VPRR is permitted to attend these walkthroughs at their own discretion.
 - i. If there is something that has not been submitted and approved by the VPRR a warning will be issued, and the chapter will be told to remove/adjust to the item(s).
 - ii. After all of the room checks are complete, the Judicial Board will return to do a second check. If the second check still does not meet the event guidelines a recruitment infraction will be issued.
- h. Traditional candles used in ceremonies will be allowed per university and property rules and regulations.
- i. Philanthropy Night
 - i. Each chapter is expected to provide meaningful information and interaction regarding their philanthropy on Philanthropy Night.
 - ii. Every chapter must have its Philanthropy Night video previewed by the Panhellenic Council at a designated time. Philanthropy videos may not exceed 10 minutes; including a video supplied by your chapter's headquarters. Once they have been reviewed, there shall be no changes made in any way unless advised to do so by the Vice President of Recruitment & Retention.
 - iii. One Philanthropy project or craft is allowed. Items pertaining to this activity may be permitted on the tables or consolidated to one location. This must be approved by VPRR.
- j. Sisterhood Night

- i. No skits are permitted.
 - ii. Every chapter must have their Sisterhood Night video previewed by the Panhellenic Council at the time designated. Sisterhood videos may not exceed 10 minutes. Once they have been reviewed, there shall be no changes made unless advised to alter the material by the Vice President of Recruitment and Retention.
 - iii. Videos must solely represent the activities that your chapter participates in to build sisterhood and it should clearly convey a sisterly demeanor.
 - iv. There is to be no mention or reference to nicknames of any other chapter during your video for Sisterhood Night.
 - v. No Fraternities or fraternity activities, with the exception of philanthropic events, will be permitted for display during videos during Sisterhood Night.
 - k. Preference Night
 - i. Any preference night ritual must follow the SEMO campus guidelines.
 - l. Bid Day
 - i. Bid Day themes will be chosen in the spring semester before Bid Day. This process will be facilitated by the Vice President of Recruitment and Retention
 - 1. The order of selecting bid day themes will be used in rotation based on the Fall 2021 semester's GPA's:
 - 1. Alpha Chi Omega
 - 2. Delta Delta Delta
 - 3. Gamma Phi Beta
 - 4. Alpha Xi Delta
 - 5. Alpha Delta Pi
 - 6. Sigma Sigma Sigma
 - 7. Alpha Phi

The first selection from the previous Fall semester will rotate to the seventh selection the following year, the second selection will move to the first selection, and so forth. (e.g. For Fall 2023 bid day theme selection, Alpha Chi Omega will rotate to the seventh selection and Delta Delta Delta will have first selection, and so forth.)
 - ii. A Bid Day function is any event held between 12am and 11:59pm on Bid-Day.
 - iii. No men, including male family members, or fraternity members are permitted at any sorority Bid Day function. Excluding set up assistant. After set up assistant, any male family, or fraternity member must leave.
 - iv. No alcohol will be allowed at any sorority on or off campus Bid Day functions.
 - v. Snap Bidding and Continuous Open Bidding
 - i. All procedures will follow guidelines in the National Panhellenic Council Manual of Information.
- F. Financial Transparency

- a. SEMO Panhellenic will follow financial transparency guidelines.
- b. Each chapter is required to hand out one sheet of paper with their financial information on it to each Potential New Member on sisterhood night. This information will be handed out per the guidelines in National Panhellenic Council's Financial Transparency Program. Chapter members are encouraged to go over this information in detail with each Potential New Member and not simply give them the paper.
 - i. Potential New Members will be allowed to leave the room with this paper.
 - ii. These will be turned in to Vice President of Internal Affairs and the Vice President of Recruitment and Retention 2 weeks before the first day of primary recruitment
 - iii. If the financial transparency forms have not been turned into the executive board members listed above by 2 weeks before the first day of primary recruitment, a \$50 fee will be given, along with a 24 hour extension. If this is not met after 24 hours, a recruitment infraction will be filed.

G. Potential New Member Contact

- a. All conversation between active sorority women/alumnae and a Potential New Member will follow Positive Panhellenic Contact Guidelines Specific questions about recruitment should be directed towards a Recruitment Counselor, CPC Executive officer, an Office Greek Life staff member, or the Panhellenic Website.
- b. There will be no assurance or promising of invitations or bids either directly or indirectly by a sorority member, affiliate, or alumnae to a potential new member.
- c. No active sorority member or alumnae may buy a Potential New Member anything (i.e. meal, soft drink, etc.)
- d. No active sorority member is allowed to be behind closed doors or off-campus with a Potential New Member at any time beginning the day of greek move-in and ending on bid day. Chapter based conversations will be allowed starting August 1st. In-person conversations between actives and PNMs will be allowed starting the first day of move-in through the start of Go Greek night.
 - i. Exemptions to this rule include university-sponsored events that happen to be off-campus, and interactions between Potential New Members and sorority members who are related.
- e. No contact may be made from an active sorority member/alumnae to a potential New Member by computer, cellular phone or other electronic devices starting immediately after preference night until Bid Day. Prior to this time, all positive Panhellenic contact is encouraged.

H. Informal Recruitment

- a. During an Informal Recruitment semester (spring semester), Continuous Open Bidding may take place between the first day of classes through the last day of classes of that semester, with the exception that bids are not to be extended during a period when school is not in session.

I. Recruitment Infractions

- a. If a sorority believes there has been a violation of the Code of Ethics or National Panhellenic Conference Unanimous Agreement, recruitment rules, or the Panhellenic bylaws chapters are encouraged to have an informal discussion. If requested the VPJA will help to facilitate the discussion.
- b. If an informal discussion has taken place with no agreement from all involved chapters, a written Infraction report, specifying a time, place, and witness(s) to the alleged infraction, must be submitted to the Panhellenic Council President, the Vice President of Membership Recruitment, or the Vice President for Internal Affairs within 30 days of the infraction.
- c. Infraction reports may be filed by the Chapter President, Chapter Recruitment Officer, Panhellenic Executive Officer, Potential New Member, or Recruitment Counselor. An individual member wishing to file an infraction should do so through her President or through the Panhellenic President.
- d. Evidence in the form of computer printouts, telephone records, or numerous witnesses (as many details as possible) is strongly encouraged.
- e. Recruitment Infractions will follow all National Panhellenic Conference Judicial procedures and policies and has the option to be heard through the Panhellenic Judicial Board.
- f. Infraction forms can be found online at www.semo.edu/greeklife.
- g. No sorority member shall attend any fraternity recruitment event, with the exception of viewing, but not participating in Fraternity Bid Day. This excludes any sweetheart, dreamgirl, etc.

Section VII: Standing Recruitment Rules Revision Procedure

- A. Changes to the Standing Recruitment Rules of College Panhellenic Association of Southeast Missouri State University require a majority vote. Any proposed change must be submitted to the Panhellenic Executive Board and will be presented at the next regular or special meeting. Chapters will have at least one (1) week to review proposed change and shall be voted on at the next regular or special meeting. Through a majority vote, any proposed change to a standing rule can be delayed until the next regular or special meeting.

**CODE OF ETHICS OF SOUTHEAST MISSOURI STATE UNIVERSITY
COLLEGE PANHELLENIC ASSOCIATION**

We, the members of sororities at Southeast Missouri 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 Southeast Missouri 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 preference of all sorority chapters.

We, as College Panhellenic members of Southeast Missouri 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 Southeast Missouri State University these are the tenets by which we strive to live.

Date adopted: April 18, 2023