Revised April 23, 2024

tStanding Recruitment Rules of Southeast Missouri State University

College Panhellenic Association

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

A. 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. Member organizations are expected to refer to the NPC MOI for all NPC Unanimous Agreements and policies.

Section II. 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 2024: Bid Day on Sunday, August 25th.
   Primary Recruitment Fall 2025: Bid Day on Sunday, August 24th.
   Primary Recruitment Fall 2026: Bid Day on Sunday, August 26th.
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 method is decided by the RFM specialist assigned to Southeast Missouri State University Panhellenic Primary Recruitment.
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 III: Primary Recruitment

A. General Rules
   a. All recruitment deadlines (i.e. videos, financial transparency, etc.) will be documented and sent to chapter recruitment teams by July 1st, per the VP of Recruitment and Retention. The Panhellenic Recruitment Google Calendar will reflect the deadlines and dates for Primary Recruitment.
   b. 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.
   c. Chapters will be responsible for the University guidelines concerning the use and clean-up of University property.
   d. 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.

e. Panhellenic Council will provide name tags for Potential New Members for each night of recruitment.
f. 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.
g. 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.
h. 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.
i. 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.
j. Recruitment at Southeast Missouri State University consists of three rounds: Philanthropy, Sisterhood, and Preference.
k. The event numbers of each night of primary recruitment operates to the discretion of the Vice President of Recruitment and Retention.
l. 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 17, 2024.

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 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. Primary Recruitment Finances
   a. Recruitment budgets consist of funds from each individual chapters' budgets. The Southeast Missouri State University CPC caps out recruitment budgets at $2,000 per chapter to be used at the chapters' discretion throughout Primary Recruitment.
   b. 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.
   c. 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.
   d. Potential new members must sign up through the semo.edu/greeklife website and pay a $20 fee to cover snacks, a T-shirt, and refreshments each night of recruitment.
   e. 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.

D. 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. Costuming/Apparel:
      i. Chapters may not require members to buy specific shirts for recruitment purposes.
      ii. All shirts for the Philanthropy round must be previously worn shirts from another event. Proof must be sent to the VP of Recruitment and Retention by August 20, 2024.
   d. Items permitted in the rooms:
      i. One set of large wooden Greek Letters similar to the size used at Bid Day
      ii. Three foldable/collapsable 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. **OR** If the chapter wishes to have three additional visual items that meet the criteria for the original five visual items listed below then they may replace their trifolds for the specified night with the three items. All items must still be approved by the deadline.
      iii. One large structure no larger than 8ft x 8ft per exact structure measurement. Measurement has no relationship to standing height or other positioning.
   e. 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
   f. Chapters may use latex balloons in the room decor as long as they do not exceed 50 individual balloons. Balloons must be submitted with item submission and the cost of balloons should be included in the recruitment budget submission.

g. 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.
h. A list or pictures of the five items must be presented at the same meeting when Philanthropy and Sisterhood videos are checked.
i. Walkthroughs will be completed by the Peer Accountability Officer 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 Peer Accountability Officer 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.
j. Traditional candles used in ceremonies will be allowed per university and property rules and regulations.
k. 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.
l. 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.
m. Preference Night
    i. Any preference night ritual must follow the SEMO campus guidelines.
    ii. Strict silence will begin at the end of the first preference round and end with the distribution of bids.
n. 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:
            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.

E. 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 philanthropy 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.

F. 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.

G. 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 VPIA 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 Peer Accountability procedures and policies and has the option to be heard through the Panhellenic Peer Accountability Officer.
    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.

Late budgets and receipts	$50 - If late after 24 hour extension an infraction will be issued
Financial transparency forms	$50 - If late after 24 hour extension an infraction will be issued
Invite lists	$2 per minute late no exceptions
Bid promising	Infraction decided at the discretion of the Peer Accountability Board
With a PNM behind closed doors	Infraction decided at the discretion of the Peer Accountability Board
Philanthropy video submission	$50 - If late after 24 hour extension an infraction will be issued
Sisterhood video submission	$50 - If late after 24 hour extension an infraction will be issued
Room decor and 5 items	$50 - If late after 24 hour extension an infraction will be issued
Costuming Infraction	$50 infraction - If submission is late after 24 hours an infraction will be issued. An infraction can also be issued if the chapter did not adhere to the costuming rule.
***Discretion** - This table is not a comprehensive list of all possible infractions. If an issue is raised, the Peer Accountability Board has the right to request a meeting/hearing.	

Section IV: 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 changes 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.

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