

**STANDING RULES OF THE COLLEGE PANHELLENIC ASSOCIATION OF
SOUTHEAST MISSOURI STATE UNIVERSITY**

Section I: Alcohol and Drugs

- A. While on chapter premises, during a sorority event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with the chapter, all activities must be in compliance with any and all applicable laws of the state, province, county, city, and Southeast Missouri State University, and must also comply with the individual chapter's Risk Management Policy.
- B. College Panhellenic Support of Alcohol-Free Fraternities (1997, 2009) – Best Practice recommends that College Panhellenic support men's fraternity chapters that choose to have alcohol-free facilities.
- C. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the chapter.
- D. No chapter may co-sponsor or co-finance an event with an alcohol distributor, charitable organization or establishment generating more than half of their annual gross sales from alcohol and where alcohol is given away, sold, or otherwise provided to those present.
- E. Council funds shall not be used to purchase alcohol.
- F. Presence or use of alcohol at council-sponsored events is prohibited.

Section II: Appearance

Items will not be displayed that can be considered as racial, sexist, or insensitive by any ethnic group. All images, marketing, and communication must be consistent with Panhellenic values and portray an overall positive image. These items include but are not limited to, banners, t-shirts, billboards, signs, house party themes, website material, etc. Items deemed insensitive or inappropriate will be determined by the Vice President of Internal Affairs and the Judicial Board, as needed.

Section III: National Panhellenic Conference Position Statement Against Sexual Assault

The National Panhellenic Conference, one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. National Panhellenic Conference deplores the act of sexual assault. We support the rights of not only our members but all women who are survivors of sexual assault. A woman's right to report and seek a fair, supportive and timely due process will remain a priority for National Panhellenic Conference. We support the collective efforts of our sorority organizations and those men, women, colleges and university officials who seek substantive change to prevent such conduct and eradicate violence against women.

Section IV: Hazing

- A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team shall be defined as:

- a. Any intentional, knowing or reckless act, whether on or off-campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
- b. Hazing includes, but is not limited to:
 - i. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
 - ii. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
 - iii. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
 - iv. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above;
 - v. Any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.
- B. Hazing is inconsistent with Missouri laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. The College Panhellenic Association of Southeast Missouri State University and its members agree to abide by the anti-hazing policy required of all student organizations at Southeast Missouri State University.

Section V: Enforcement

Chapters who violate these policies will be subject to sanctions set by the respective Panhellenic Judicial Board and/or the Southeast Missouri State University.

Section VI: Code of ethics

We, as the undergraduate members of women's fraternities at Southeast Missouri State University, strive to exemplify scholarship, leadership, service, and sisterhood by abiding by all Unanimous agreements of the National Panhellenic Conference. We will work to promote the best interests of Southeast Missouri State University and to ensure that the Panhellenic community is an asset to our institution. We intend to foster a great relationship with other Greek councils, the Southeast Missouri State University administration/ student body, and the Cape Girardeau community.

All members are to be held to high moral and academic standards and serve as a positive representation of the community. All Panhellenic members are joined together as Panhellenic sisters and are expected to embrace the unique differences of organizations. We recognize that every member sorority is an integral part of our community, and we will refrain from making

disparaging remarks about any member sorority. We vow to uplift all member organizations and join as a community to support one another. The standards that we have set forth shall guide our everyday actions and ensure the success of our community.

Section VII: Participation in Fraternity Recruitment

No sorority woman shall attend any fraternity recruitment event, with the exception of viewing, but not participating in Fraternity Bid Day.

Section VIII: Standards

Chapters and Panhellenic women shall not participate in any skits, games, songs, etc. that require fraternity men or their new members to recover personal or chapter property (ex: canes, paddles, pins, etc.).

Section IX: Finances and Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. The dues for the next academic year shall be determined by the College Panhellenic Association of Southeast Missouri State University no later than the end of February of that year.
- C. The dues of each College Panhellenic Association member sorority shall be paid on or before the fifth Panhellenic meeting of the semester.
- D. The semester dues of each Collegiate Panhellenic Council member fraternity shall be payable on a semester basis at \$10 per active and new members.
 - a. Affiliate member sororities will not be financially responsible for the expenses of Formal Recruitment and will be assessed dues based on the total Panhellenic expenses without formal recruitment.
- E. NPC College Panhellenic dues shall be paid by the date set by the Administrative Affairs executive member. If an NPC Chapter or Affiliate member is late paying, a 5% upcharge will be applied for every day it is late.
- F. New members of each Collegiate Panhellenic Council member fraternity will be financially responsible for registration or their cost of participation in formal recruitment.

Section X: Delegate Meeting absences

- A. Missing representatives will have a \$10 fee per missing person. Two delegates are required at every delegate meeting.

Section XI: Election procedure

All candidates seeking office will submit a written application to the Panhellenic Council and participate in the interview process conducted by the slating committee.

- A. Slating Process Procedure
 - a. Applications and job descriptions will be made available at a predetermined date by the Collegiate Panhellenic Executive Council and sent out to all Panhellenic chapters.
 - b. Applications will be due on a date communicated by the Executive Council.

- B. Defining the slate
 - a. The slate will consist of a formal recommendation of the candidate(s) from the Slating Committee for the upcoming Executive Council elections. The Slating Committee shall consist of:
 - i. The current Panhellenic Executive Board
 - ii. Panhellenic delegates who are not represented on the Panhellenic Executive Board
 - iii. If at any point a current member of the Panhellenic Executive Board applies for another executive position or a second term in their position, that member will be ineligible to be a representative on the slating committee.
 - iv. If possible, the Panhellenic adviser of the designee may attend the slating committee meeting.
- B. The slate can consist of any number of candidates for a position, including zero, and this number is at the discretion of the Slating Committee. The Slating Committee will interview all candidates and vote whether or not to include each candidate for the slate based on a majority vote.
 - a. The slating committee shall consider each candidate for the position(s) they applied for, however, the Slating Committee can nominate any candidate for a position on the Executive Board.
 - b. In the event that no one applies for a specific position, the slating committee shall nominate someone from the candidates that submitted applications for other positions.
 - c. Should there be too few candidates to fill all the positions on the Executive Board the Panhellenic Executive Council shall reopen the application process and set the appropriate deadlines for applications.
- D. The slate will be announced a week before the elections at the delegate meeting after all candidates have been interviewed.
- E. A majority vote of the quorum from the Panhellenic chapters is needed for approval of the slate from the election meeting.
 - a. If a majority vote is not attained for the complete slate, the slating committee will allow discussion on each slated position at the next Panhellenic Delegate Meeting. A vote on each individual position will take place a week after the Panhellenic Delegate meeting where each position was discussed.
 - b. The Panhellenic chapters do not have to approve the slate candidates presented by the Slating Committee.

Section XII: Order of Business:

- A. The Southeast Missouri State University Panhellenic Council shall be governed by Robert's Rules of Order-Newly Revised, except in matters that are specifically provided for in the Constitution, Bylaws, and Standing Rules.
- B. The Order of Business of the Southeast Missouri State University Panhellenic Council shall be as follows:
 - a. Speakers

- b. Creed
- c. Roll Call
- d. Minutes and Approval
- e. Reports
 - i. President
 - ii. Vice President of Internal Affairs
 - iii. Vice President of Chapter Development
 - iv. Vice President of Community Relations
 - v. Vice President of Programming and Scholarship
 - vi. Vice President of Recruitment and Retention
 - vii. Vice President of Membership Development
 - viii. Vice President of Administrative Affairs
 - ix. Office Representative, Panhellenic Advisor
- f. Old Business
- g. New Business
- h. Announcements
- i. Adjournment

Section XIII: Standing Rule revision procedure

Changes to the Standing 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 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.

**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 Sunday before the first official Panhellenic recruitment event at 11:59 pm until Bid Day. 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 events do not include skits, elaborate decorations, or costumes.

II. 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 III. 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 formal or informal recruitment. We agree to all policies and steps pertaining to the membership recruitment acceptance binding agreement.

Section IV. Recruitment Info

- A. **Recruitment Dates:** The formal recruitment process will take place early fall semester. Recruitment dates will be proposed by the Panhellenic Executive Council and presented to the Panhellenic Council for approval. If the dates are not passed, a second option is then proposed. If after the second vote, the recruitment dates are not approved, the Panhellenic Executive Council decides amongst the two.

- 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 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, 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 determined by average or median chapter size (whichever is larger). At the start of the new Spring semester, Panhellenic sororities will have seven days to send new rosters to the Office of Greek Life. If a chapter does not send a new roster within the seven days of the beginning of the semester, the roster from the fall semester will be used
- D. Bidding System: The preferential bidding system shall be used.
- E. Continuous Open Bidding: Except for Formal 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 formal 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 V. Formal 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. Men are prohibited from participation in any pre-recruitment events, formal recruitment, and bid day in all forms.
 - i. Excluding assistance with moving larger items to and from recruitment/ 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 Panhellenic Council must be turned in at the specific time. Failure to do so will result in a monetary fine of \$2.00 per minute late, with no exceptions. No last-minute altering of lists will be permitted once the chapters have submitted their lists. Additionally, 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 excluding Preference Night.
- f. No food or beverages are to be served on any night of recruitment except preference night.
 - i. However, 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.
 - ii. No alcoholic beverages will be served during any recruitment events.
- g. If a chapter chooses to utilize alumnae for recruitment, they must exit the chapter's recruiting room no later than the first five minutes of the round, during Go Greek, Philanthropy, and Sisterhood nights and may not reenter until the round has ended, with the exception of having an advisor present for the duration of the round for monitoring purposes.
- h. Alumnae are prohibited from recruiting for their chapter (i.e. speaking directly with Potential New Members, being included in bump rotations, etc). Alumnae must abide by all recruitment policies if they are assisting with formal recruitment. All alumnae 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. Active women may not reach out to PNMs on social media before recruitment to promote their own chapter, only to promote Greek life as a whole.
- k. Recruitment Counselors should not be pictured anywhere on an active affiliated sorority woman's profile beginning on the first Saturday following the University final exam week. All active women should hide/archive/delete any photos with Recruitment Counselors in them. It will be the responsibility of the recruitment counselor to check their tagged photos. No infractions will be filed for pictures containing recruitment counselors on active women's social media pages. Each sorority must remove any photos of recruitment counselors from their official social media pages, including, but not limited to, Facebook, Instagram, and the chapter website. If any sorority does not pass a check, a recruitment infraction may follow.
 - i. The first check, which will occur on the first Saturday following the University final exams week, will be conducted by a chapter member of the Panhellenic Executive Council. If a sorority is not represented on the board, then a chapter who has a duplicate will conduct the first check. The second check that is conducted will be done by a member serving on the Judicial Board that will result in a warning. The third check that will be

conducted is by the Vice President of Internal Affairs. After the third check, if a chapter is found in violation of the social media policy, a recruitment infraction will follow.

- ii. All active sorority women are prohibited from posting on any and all forms of social media from Sisterhood night to Bid Day.
 - iii. Posting to social media on any of the nights not excluded in the above date range shall not include a Potential New Member, if found in violation of the social media posting violation, a rush infraction will follow.
 - l. Recruitment at Southeast Missouri State University consists of four rounds: Go Greek (Open House), Philanthropy, Sisterhood, and Preference.
 - m. The party numbers of each night of formal recruitment operates on a 7-6-4-2 breakdown.
- 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 Formal Recruitment and continuing into that Fall semester.
 - b. Potential Recruitment Counselors must be active sorority members who have participated in formal 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 formal recruitment or bid day will be unable to be a pi chi while holding that position.
 - d. Four spring trainings for Recruitment Counselors are mandatory. There will be an additional make-up day the same week as training for those who missed attending, with an approved excuse.
 - e. Panhellenic Recruitment Counselors and/or Panhellenic Council officers will escort Potential New Members to recruitment events during Go Greek, Philanthropy, and Sisterhood nights.
 - f. No contact is to be made between Recruitment Counselors and chapter members for 30 days prior to Bid Day unless otherwise specified by the Vice President of Recruitment & Retention or the Vice President of Membership Development.
 - g. Recruitment Counselors must 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.
 - h. 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.
 - i. Pre-screening for the Recruitment Counselor position is discouraged.
- 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 Potential New Member shall buy anything for a sorority woman prior to Bid Day.
 - 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:
 - a. Not be simultaneously enrolled in high school and attending college.
 - b. 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 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.
 - a. 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 formal recruitment by the deadline to do so.
- D. Formal Recruitment Finances
- a. The current recruitment budget is set at \$900 for preference night (not including venue rental) and \$200 for each of the other nights. Videos will be included in the corresponding budget for the night they are shown.
 - b. Buses and any other bus costs, such as damage to a bus, late paperwork fines, etc., assessed through Panhellenic Council will be separate from this budget. 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.

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.

- c. 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.
 - a. Potential New Members will be allowed to leave the room with this paper.
 - d. Recruitment Counselors will provide each Potential New Member with accurate information on each chapter as well as recruitment fees.
 - 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.
- E. No Frills Policy
- a. 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, on Go Greek, Philanthropy and Sisterhood nights of recruitment. Other than this one sign with its stand, there will be no other outside decorations or music. Music and chanting kept to a reasonable volume, will be permitted inside each chapter's designated room
 - b. Items permitted in the rooms:
 - i. One tablecloth on each table
 - ii. One set of large wooden Greek Letters similar to the size used at Bid Day
 - iii. Three trifolds 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.
 - iv. One large structure no larger than 6ft x 6ft
 - c. Five items for visual purposes including, but not limited to:
 - i. Shirts
 - ii. Trophies
 - iii. Scrapbook or Photo Albums
 - d. Example of items not permitted in the rooms:
 - a. Centerpieces
 - b. Banners
 - c. Balloons
 - d. No glitter. If cleaning is required, the University will charge the chapter for all costs related to clean up from glitter usage.
 - e. Philanthropy Night Specific
 - a. One Philanthropy project or craft is allowed. Items pertaining to this activity may be permitted on the tables or consolidated to one location

- f. The five items specified above for visual purposes may only be substituted for items sent from headquarters for display. Any items sent from headquarters will count into the total items. This must be pre-approved by the Vice President of Recruitment and Retention during the same meeting when Philanthropy and Sisterhood videos are checked. The Philanthropy Craft will need to be preapproved at this meeting as well.
 - g. Receipts for all of chapter recruitment purchases will be due at the same meeting when Philanthropy and Sisterhood videos are checked.
 - 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 No Frills Committee (comprised of the Judicial Board) one hour prior to the first party starting. If there is something that does not meet the No Frills Policy a warning will be issued, and the chapter will be told to remove/adjust to the item(s). After all of the room checks are complete, the No Frills Committee will return to do a second check. If the second check still does not meet the No Frills Policy a recruitment infraction will be issued.
 - j. There will be no handing out “promotional”/“non-promotional” items during the weeks leading up to recruitment or during recruitment week. Items may include, but not limited to: pens, candy, and donuts. A table for two days the week before recruitment will be sponsored by The Panhellenic Council will be set up to hand out items. During the two days, the Internal Affairs executive member will split up the chapters and have volunteers from the chapters present to promote Panhellenic unity. Furthermore, the Internal Affairs executive will be present to make sure the guidelines are followed. If found in violation, a rush infraction will be filed.
- F. Philanthropy Night
- a. Each chapter is expected to provide meaningful information and interaction regarding their philanthropy on Philanthropy Night.
 - b. 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.
- G. Sisterhood Night
- a. No skits are permitted.
 - b. 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.
 - c. Videos must solely represent the activities that your chapter participates in to build sisterhood and it should clearly convey a sisterly demeanor.

- d. There is to be no mention or reference to nicknames of any other chapter during your video for Sisterhood Night.
- e. No Fraternities or fraternity activities, with the exception of philanthropic events, will be permitted for display during videos during Sisterhood Night.

H. Preference Night

- a. All chapters will be responsible for following any guidelines concerning the use and clean-up of the contracted buses.
- b. No active members are permitted on the Preference Night buses. However, two alumnae members are required to assist the bus driver and Recruitment Counselors.
- c. Travel time for Preference Night may not exceed 20 minutes each way. Preference night location with MapQuest or Google Maps directions from the University Center must be turned into the Vice President of Recruitment and Retention on or before the date that videos are proofed.
- d. Any chapter wishing to hold Preference Parties off-campus is responsible for any accident that occurs once the Potential New Member steps off the bus at the designated off-campus location.
- e. Potential New Members must complete a final ranking immediately following their final preference party.
- f. Quota range will be determined based on the number of women signing MRABAS, and the RFM specialist assigned to Southeast Missouri State University Panhellenic Formal Recruitment will confirm the numbers.
- g. Sorority Bid Lists must include every woman that attended their Preference Event.

I. Bid Day

- a. 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
- b. A Bid-Day function is any event held between 12am and 11:59pm on Bid-Day.
- c. No men, including male family members, or fraternity members are permitted at any sorority Bid Day function. A chapter's man of the year or other honorary titled male are not permitted to be at any sorority Bid Day function.
- d. No alcohol will be allowed at any sorority Bid Day functions.
- e. Under House Total/Snap-Bidding/ Continual Open Recruitment.
 - i. All procedures will follow guidelines in the National Panhellenic Council Manual of Information.
 - ii. Only chapters failing to achieve quota in the formal recruitment process will be allowed to Snap-Bid members during the morning of Bid Day until noon when the event begins. The Office of Greek Life or Panhellenic reserves the right to change the Snap-Bid timelines in the event of an unforeseeable obstacle.

- iii. Chapters under house total or chapters not achieving quota will be eligible to begin Continuous Open Bidding (COB) Monday following Bid Day. COB can continue until the last day of classes before finals week with the exception that bids are not to be extended during a period when school is not in session, i.e. Thanksgiving or Winter break.

J. Potential New Member Contact

- a. All conversation between active sorority women/alumnae and a Potential New Member will be in reference to personal experience, academics, and Greek life at Southeast Missouri State University.
- b. Conversation, including rumor or innuendo, invitations, or Bids are strictly prohibited.
- c. Specific questions about recruitment should be directed towards a Recruitment Counselor, National Panhellenic Conference Executive officer, an Office Greek Life staff member, or the Panhellenic Website.
- d. Contact in private residential areas (on-campus rooms and off-campus houses) between Potential New Members and sorority affiliated members shall be prohibited starting the Sunday before the first official Panhellenic recruitment event at 11:59 P.M. until Bid Day. No active sorority woman shall take a Potential New Member off-campus at any time.
- e. 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.
- f. No active sorority woman or alumnae may buy a Potential New Member anything (i.e. meal, soft drink, etc.)
- g. No active sorority woman 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.
 - a. 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.
 - i. In order for family members to be exempt both women must fill out the relationship disclosure form.
- h. No pre-recruitment "dates"(lunch, coffee, etc.) between actives and PNMs will be allowed between Greek move-In and bid-day.
 - a. Those who are related and have filled out the relationship disclosure form are also exempt from this rule between Greek move in day and the beginning of recruitment.
- i. No contact may be made from an active sorority woman/alumnae to a Potential New Member by computer, cellular phone, or other electronic devices starting the Sunday before the first official Panhellenic recruitment event at 11:59 pm until Bid Day. Prior to formal recruitment normal social contact through the web is acceptable.

- j. There shall be no contact between active affiliated sorority women and Potential New Members when alcohol is present.
 - k. Contact violations are at the discretion of the Panhellenic Judicial Board.
- K. Informal Recruitment: 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.
- L. 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, 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.
 - b. 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.
 - c. Evidence in the form of computer printouts, telephone records, or numerous witnesses (as many details as possible) is strongly encouraged.
 - d. Recruitment Infractions will follow all National Panhellenic Conference Judicial procedures and policies and has the option to be heard through the Panhellenic Judicial Board.
 - e. Infraction forms can be found online at www.semo.edu/greeklife.
 - f. No sorority woman shall attend any fraternity recruitment event, with the exception of viewing, but not participating in Fraternity Bid Day.

Section VI: Standing Recruitment Rules revision procedure

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 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.