# STANDING RULES

*Updated 5/26/2021*

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

## RECRUITMENT RULES OF SAINT LEO UNIVERSITY PANHELLENIC ASSOCIATION

### Statement of Positive Panhellenic Contact

We, the women of Saint Leo University will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the time of MRABA signing and last until bid distribution, Therefore, will end at the start time of bid day. No sorority members, 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 with sorority members, only casual greetings and contact are permitted.

### Statement of Values-Based Recruitment

*NOTE: The purpose of values-based recruitment is to focus on meaningful conversations with potential new members and recruiting/pledging women who will have a positive impact on chapters and the Panhellenic community. NPC has a policy on values-based recruitment and encourages Panhellenic to incorporate this concept into all recruitment styles. Nonessential features should be removed from the process, and the focus of membership recruitment should be on the values, benefits, and obligations of membership for each organization.*

All NPC member organizations represented at Saint Leo University will promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the values, benefits and obligations of sorority membership.
5. Room decorations and color schemes will reflect the organization itself
6. Decorations per recruitment room will be kept to a minimum and only inside the room. No outside decorations will be allowed
7. No favors, gifts, or letters may be given to women by the sorority and or individual members.
8. No sand paper, duck tape, nails or anything that could damaged the walls may be used
9. The use of open flamed candles are strictly prohibited
10. Attire during membership recruitment may not be elaborate and all outfits should be something that a majority of your organization already have.

In accordance with NPC policy, Saint Leo University recruitment events do not include skits, elaborate decorations and costumes.

*NOTE: A theme bid day is allowed, the picking of this theme will be done by the chapter and must be submitted to the vice president of recruitment 30 days prior to bid day. Bid day themes are first come first serve.*

### Formal Recruitment Budget

The formal recruitment budget is $800.00 for each sorority:

* 1. Every item used for formal recruitment must be deducted from your budget. This can include but not limited to anything used during the week of formal recruitment and during bid day. All purchases and donations must be included within this $800, excluding t-shirts.
	2. Chapters will turn in proof of purchase for each Formal Recruitment expense, and photocopies of receipts will be turned into the Vice President of Recruitment.
	3. Any amount a sorority spends over the budget will be deducted from the chapter’s Formal Recruitment Budget for the following primary recruitment.

### Statement of Membership Recruitment Acceptance Binding Agreement (MRABA)

*NOTE: NPC member organizations want every potential new member to be informed about her options for joining a sorority. To be certain that each woman has this information, Panhellenic must use the MRABA script immediately prior to a potential new member’s signing the MRABA.*

The Saint Leo University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a sorority, whether during primary recruitment or continuous open bidding. We agree to all policies and steps pertaining to the MRABA

### Statement of Automatic Resent of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that formal recruitment is held and within one week (no more than seven days) from the start of the academic term in which primary recruitment is not held. Total will be determined by median chapter size (MCS).

### New Member Obligations and Expectations

1. The Saint Leo University Panhellenic will provide each potential new member a new member bill of rights. To inform the new member with the rights that they have as a new member.
2. A potential new member will register for formal membership recruitment and pay a registration fee set forth by the Panhellenic vice president of recruitment.
3. A potential new member must attend a minimum of one recruitment orientation event prior to the start formal membership recruitment if they wish to participate in recruitment week activities. In the event of illness or emergency, she will notify the Panhellenic President or Vice President of Recruitment if she cannot attend.
4. A potential new member must follow the eligible requirements set forth by Saint Leo University in the Greek Handbook.
5. A potential new member will attend all formal membership recruitment week events to which she has accepted invitations to. In the event of illness or emergency, she will notify the Panhellenic President or Vice President of Recruitment if she cannot attend.

### Chapter Obligations and Expectations

1. All sorority members and/or representatives will be forbidden from pre-recruiting any unaffiliated women.
2. All Panhellenic members are expected to understand and uphold the Saint Leo University Panhellenic Recruitment Guidelines, the Unanimous Agreements, No Frills Resolution, and the Panhellenic Code of Ethics.
3. Each sorority is responsible for the actions of its members, alumnae, and disaffiliated women.
4. There shall be no recruiting through a third person of any kind.
5. There will be no promising of bids directly or indirectly by any member, new member, alumna, or disaffiliated woman of an organization.
6. All sorority executive members are required to keep personal information about potential new members confidential.
7. All Panhellenic members are expected to remain substance free (i.e. alcohol or illegal use of drugs) during any recruitment event.
8. All Panhellenic events are to remain substance free (i.e. alcohol or illegal use of drugs).
9. Chapter members are expected to follow any policies set forth by Saint Leo University.
10. All Fire and Safety Codes must be followed and will be checked during Recruitment Week.
11. Chapters understand that any ambiguity in the Recruitment Guidelines is up to the discretion of the Panhellenic Executive Board and Greek advisor.

### Attendance

1. During mandatory Panhellenic recruitment events and meetings the minimum attendance policy stated in the Saint Leo University Greek Handbook must be met, unless stated otherwise.
2. Requirements for University Presence are by the following:
	1. 1-5 members: 80%
	2. 6-15 members: 70%
	3. 16-25 members: 60%
	4. 26+ members: 50%

### Social Media

1. All Panhellenic members are required to remove or privatize pictures of any disaffiliated women.
2. All Panhellenic members are expected to not post any pictures or video with disaffiliated women
3. All Panhellenic members are expected to not post any pictures or videos of consuming alcohol during recruitment week.
4. All members may not interact with PNMs on social media sites:
	1. Members may not request or accept a friend request from any Potential New Member.
	2. Members may not interact (i.e. message, write on walls, tag, etc.) with any disaffiliated member
	3. Members may not interact (i.e. message, write on walls, tag, etc.) with any Potential New Member

### Recruitment Counselors

An active member of an organization may apply to be a recruitment counselor after going through a minimum of one membership recruitment as an active member.

1. A recruitment counselor may not be disaffiliated for no more than 30 days
2. No sorority member may have contact with a disaffiliated member until the reveal at bid day. All questions regarding recruitment must be directed to the Panhellenic president, vice president of recruitment, or campus professional.

### Sweethearts

The participation of men and women during their membership recruitment through bid day reveal activities is prohibited. Sweethearts, big bros, little sis and any men or women affiliated with the organization will need to stop affiliating with the organization a week prior to the start of their recruitment and end directly after bid day reveal activities.

### Recruitment Infractions

1. Handling Infractions of the Recruitment Rules
2. Recruitment infractions may only be reported and signed by one of the following:
	1. The president of a chapter on behalf of her chapter
	2. College Panhellenic officer in charge of recruitment or a recruitment counselor
	3. Potential New Member
	4. Fraternity/Sorority Advisor
3. Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed
4. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in the following manner on the College Panhellenic Violation Report available from the Panhellenic Council
5. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Council, but not more than 30 calendar days from the date of the alleged infraction.
6. The College Panhellenic Council president has the responsibility of notifying the accused sorority President within seven days of receiving the College Panhellenic Violation Report
7. The accused fraternity shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing
8. If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The Judiciary Committee will be chaired by the Panhellenic President and the committee will contain the Vice President of Operations and Vice President of Recruitment.

### Fines and Consequences

 If any recruitment rule(s) is broken the correct judicial procedures will be put into place. Additionally, a possible fine can be put into place by Panhellenic and must be paid within 7 days from the originally day that it was assigned. All the money collected will go to the Panhellenic council of Saint Leo University

*Notes: For fine(s) amount please refer to a separate document*

## Recruitment Rules of Saint Leo University Panhellenic Association Fine Amount

1. Statement of Values-Based Recruitment

Fines for breaking Section III: 1. $25 2. $50 3. $75

1. Social Media

Fines for breaking Section IX: 1. $10 2. $20 3.$45

1. Attendance

Fines for breaking Section VIII: 1. $15 2. $30 $45

1. Breaking University room policy
	1. This can be defined as anything that a reasonable person can not pick up with their hands.
	2. Sand, duck tape, nails or anything that can damage the walls
	3. Using open flames in a room

Fines for breaking university room policy: 1. $10 2. $15 3.$20

1. Bid Promising / Dirty recruiting .
	1. Telling a PNM that they will receive a bid from your or any organization

Fines for Bid Promising: 1. $150 2. $225 3. $400

1. Drinking
	1. This is not limited to but:
		1. Anyone that is found consuming alcoholic beverages during the designated recruitment period and can be proven
		2. Anyone who has an alcoholic beverage in their hand during the designated recruitment period and can be proven

Fine for drinking per girl: 1. 50 2. $100 3. $150

1. Recruitment Counselor Contact

Fines for breach in recruitment counselor contract: 1.$25 2.$50 plus no longer a recruitment counselor

*Note: breach in the recruitment counselor contract the fine will be paid by the recruitment counselor not the chapter that the recruitment counselor belongs to*