

**Bylaws and
Standing Rules
of the
Southeastern
Louisiana University
Collegiate
Panhellenic Council**

Bylaws of the Southeastern Louisiana University

Collegiate Panhellenic Council

Article I. Name

The name of this organization shall be the Southeastern Louisiana University Collegiate Panhellenic Council.

Article II. Object

The object of the Southeastern Louisiana University Collegiate Panhellenic Council shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the administration of Southeastern Louisiana University in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
5. Act in accordance with such rules established by the Collegiate Panhellenic Council as to not violate the sovereignty, rights, and privileges of member women's fraternities.

Article III. Membership

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. Regular membership: The regular membership of the Southeastern Louisiana University Collegiate Panhellenic Council shall be composed of all University recognized chapters of NPC fraternities at Southeastern Louisiana University. Regular members of the Collegiate Panhellenic Council shall pay dues as determined by the Collegiate Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership: The provisional membership of the Southeastern Louisiana University Collegiate Panhellenic Council shall be composed of all University recognized colonies of NPC fraternities at Southeastern Louisiana University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

- C. Associate membership: Recognized chapters of inter/national non-NPC member groups may apply for associate membership of the Southeastern Louisiana University Collegiate Panhellenic Council. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Collegiate Panhellenic Council and the Office for Student Engagement. Associate members shall pay dues as determined by the Collegiate Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the Primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

- A. Duty of compliance: All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Southeastern Louisiana University Collegiate Panhellenic Council bylaws, code of ethics, and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Collegiate Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Southeastern Louisiana University Collegiate Panhellenic Council shall be President, Vice President of Administration, Vice President of Recruitment, Vice President of Recruitment Counselors, and Vice President of Public Relations and Events.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership: Members from women's fraternities holding regular membership in the Southeastern Louisiana University Collegiate Panhellenic Council shall be eligible to serve as any officer.
- B. Provisional membership: Members from women's fraternities holding provisional membership in the Southeastern Louisiana University Collegiate Panhellenic Council shall not be eligible to serve as an officer.

- C. Associate membership: Members from women's fraternities holding associate membership in the Southeastern Louisiana University Collegiate Panhellenic Council shall be eligible to serve as any officer except President, Vice President of Recruitment, and Vice President of Recruitment Counselors.

Section 3. Officer Requirements

- A. The offices of President, Vice President of Administration, Vice President of Recruitment, Vice President of Recruitment Counselors, and Vice President of Public Relations and Events of the Southeastern Louisiana University Collegiate Panhellenic Council shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected. The election shall occur during the last regular meeting of the Southeastern Louisiana University Collegiate Panhellenic Council in October. Induction of the new officers shall occur at the last regular meeting of the Fall semester.
- B. The candidates for the office of President must have prior experience serving in an Executive Board or delegate position. Candidates for Vice President of Recruitment Counselors must have prior experience serving as a recruitment counselor. Candidates for Vice President of Recruitment must have prior Primary Recruitment experience as an active member of her respective chapter.
- C. Candidates for all positions must be in good standing with their respective member fraternity.

Section 4. Office-Holding Limitations

No more than two members from the same women's fraternity shall hold office during the same term. The exception to the two member rule is if any chapter is unable or unwilling to offer a candidate. No chapter may hold the office of President for more than two consecutive years.

Section 5. Nomination Procedure

- A. Nominations for all positions shall occur at the regular meeting prior to the election date as given in Section 3 of Article IV.
- B. Each chapter is allowed to nominate one member for each position in accordance with the limitations listed in Section 2 and requirements listed in Section 3 of Article IV.

Section 6. Election Procedures

- A. Each eligible chapter will receive one vote per eligible officer election with the limitations listed in Section 2 of Article IV.
- B. The candidate that receives a simple majority of the votes shall be the officer-elect.
- C. In the event that a simple majority is not reached the candidate with the lowest number of votes will be eliminated and another election held until a simple majority is achieved.

- D. Elections shall occur in the following order: President, Vice President of Administration, Vice President of Recruitment, Vice President of Recruitment Counselors, and Vice President of Public Relations and Events.
- E. The candidate that is elected President will then have her respective member fraternity eliminated from running for the remaining positions provided the exception listed in Section 4 of Article IV is not required.
 - a. This process will continue through the election of all the remaining positions except for Vice President of Public Relations and Events.
 - b. An election will be held for the Vice President of Public Relations and Events between candidates of member fraternities that do not have representation on the newly elected Executive Board.
 - c. Any member fraternity that is unable or unwilling to offer a candidate will be required to sign a waiver relinquishing their rights to have a representative and/or candidate on the Executive board.

Section 7. Term

The term of the Southeastern Louisiana University Panhellenic Council shall be from the end of the fall semester to the following year, inclusive.

Section 8. Removal

Any officer may be removed for cause by a vote of two-thirds of the Collegiate Panhellenic Council.

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection at the next regular meeting of the Southeastern Louisiana University Collegiate Panhellenic Council as provided in Section 3 of Article IV.

Section 10. Duties of Officers

- A. The President shall:
 - a. Have overall responsibility for the operation of the Panhellenic Council.
 - b. Preside at all meetings of the Collegiate Panhellenic Council
 - c. Preside at all meetings of the Executive Board
 - d. Serve as member ex-officio of all Panhellenic Council committees
 - e. Communicate regularly with the NPC Area Advisor.
 - f. Maintain a complete and up-to-date President's file which will include a copy of the current Southeastern Louisiana University Collegiate Panhellenic Council Constitution, Bylaws, and Standing Rules; the current Panhellenic Council Budget; the current NPC Manual of Information and materials received from her

- NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor; and other pertinent materials
- g. Perform all other duties as assigned
- B. The Vice President of Administration shall:
- a. Perform the duties of the President in her absence, inability to serve, or at her call.
 - b. Keep an up-to-date roll of the chapters of the Panhellenic Council and call it at all Council meetings
 - c. Create and maintain minutes of all meetings of the Collegiate Panhellenic Council
 - d. Be responsible for the official correspondence of the Collegiate Panhellenic Council unless provided for otherwise
 - e. Perform all other duties usually pertaining to this office.
 - f. Be responsible for the general supervision of the finances of the Collegiate Panhellenic Council.
 - g. Be responsible for the preparation and distribution of the annual budget following its approval by the Collegiate Panhellenic Council
 - h. Receive and process all payments due to the Collegiate Panhellenic Council
 - i. Be responsible for the prompt payment of all bills of the Collegiate Panhellenic Council.
 - j. Maintain financial records and provide a financial report at each regular meeting of the Collegiate Panhellenic Council
- C. The Vice President of Recruitment shall:
- a. Serve as chairman of the Judiciary Board.
 - b. Be in charge of all Recruitment activities and operations of the NPC groups.
 - c. Perform all duties usually pertaining to this office.
- D. The Vice President of Recruitment Counselors shall:
- a. Serve as chairman of the Junior Panhellenic
 - b. Perform all other duties usually pertaining to this office.
 - c. Be responsible for all duties concerning the Recruitment Counselor program.
- E. The Vice President of Public Relations and Events shall:
- a. Be responsible for supervising the Community Service/Philanthropy Committee
 - b. Be responsible for publicizing all Collegiate Panhellenic Council events to local newspapers, campus newspaper, Southeastern website, and other media forms.
 - c. Be responsible for all public relations materials including stake signs, flyers, brochures, business cards, and other recruiting tools for the Collegiate Panhellenic Council.
 - d. Send out information to area high schools pertaining to Primary Recruitment.
 - e. Be responsible for organizing and planning all Collegiate Panhellenic Council events that do not fall under the jurisdiction of the other Standing Committees each semester.
 - f. Perform all other duties usually pertaining to this office.

Article V. The Collegiate Panhellenic Council

Section 1. Authority

The governing body of the Southeastern Louisiana University Collegiate Panhellenic Council shall be the Collegiate Panhellenic Council. It shall be the duty of the Collegiate Panhellenic Council to conduct all business related to the overall welfare of the Southeastern Louisiana University Collegiate Panhellenic Council including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Collegiate Panhellenic Council shall also have the authority to adopt rules governing the Southeastern Louisiana University Collegiate Panhellenic Council that do not violate the sovereignty, rights, and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Southeastern Louisiana University Collegiate Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at Southeastern Louisiana University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Council president prior to the start of a regular meeting.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing from the end of the fall semester to the following year, inclusive.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Collegiate Panhellenic Council Vice President of Administration of her name and contact information.

Section 5. Regular Meetings

Regular meetings of the Collegiate Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. Special Meetings

Special meetings of the Collegiate Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of the Southeastern Louisiana University Collegiate Panhellenic Council. Notice of each special meeting of the Collegiate Panhellenic Council shall be sent to each member of the Collegiate Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum

A simple majority of the delegates from the member fraternities of the Southeastern Louisiana University Collegiate Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Collegiate Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Administration, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Public Relations and Events, and Collegiate Panhellenic Council Advisor.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Collegiate Panhellenic Council and such other business as has been approved for action by Collegiate Panhellenic Council vote. At the next regular meeting of the Collegiate Panhellenic Council through the Vice President of Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Southeastern Louisiana University Collegiate Panhellenic Council shall be appointed by the Office for Student Engagement.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Southeastern Louisiana University Collegiate Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Collegiate Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees

- A. The standing committees of the Southeastern Louisiana University Collegiate Panhellenic Council shall be the Judicial Board, Community Service/Philanthropy Committee, and Junior Panhellenic.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The Collegiate Panhellenic Council Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Recruitment as chairman and one member from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged

organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Southeastern Louisiana University Collegiate Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Collegiate Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of the Vice President of Public Relations and Events as chairman and one member from the College Panhellenic member groups. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy. In addition, the Community Service/Philanthropy Committee is required to organize one event pertaining to the Collegiate Panhellenic Council's selected philanthropy each semester.

Section 5. Junior Panhellenic

The Junior Panhellenic shall consist of the Vice President of Recruitment Counselors as chairman and two new or newly initiated members from the College Panhellenic member groups. The Junior Panhellenic shall be responsible for holding a meeting an hour before the regular meeting of the Collegiate Panhellenic Council. The nature of the meetings should focus on the objects of the Collegiate Panhellenic Council as written in Article II. In addition, the Junior Panhellenic is required to organize one event per year to promote friendship and cooperation between member fraternities.

Section 5. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Collegiate Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Southeastern Louisiana University Panhellenic Council shall be from the end of the fall semester to the following year, inclusive.

Section 2. Contracts

Dual signatures of the President, Vice President of Administration, or Panhellenic Advisor shall be required to bind the Southeastern Louisiana University Panhellenic Council on any contract.

Furthermore, any and all binding contracts are subject to prior approval by the Office for Student Engagement.

Section 3. Checks

All checks issued on behalf of the Southeastern Louisiana University Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Administration, or Panhellenic Advisor.

Section 4. Payments

All payments due to the Southeastern Louisiana University Panhellenic Council shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the Southeastern Louisiana University Panhellenic Council.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Southeastern Louisiana University Panhellenic Council membership dues shall be an assessment per member and new member.
 - The amount of such dues for Southeastern Louisiana University Panhellenic Council shall be an assessment per member and new member. The amount of such dues is \$8 per member per semester.
 - The dues of each Collegiate Panhellenic Council member fraternity shall be payable on or before the last regular meeting of the Collegiate Panhellenic Council during each Fall and Spring semesters.

Section 6. Fees and Assessments

The Southeastern Louisiana University Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Southeastern Louisiana University Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic Code of Ethics, Standing Rules and/or membership recruitment regulations of the Southeastern Louisiana University Panhellenic Council shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Southeastern Louisiana University Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

- A. **Mediation.** Mediation is the first step of the judicial process. The Southeastern Louisiana University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Southeastern Louisiana University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing are hereby banned.

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Southeastern Louisiana University Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Southeastern Louisiana University Panhellenic Council may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Southeastern Louisiana University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Southeastern Louisiana University. In the event of the dissolution of this Council none of the assets of the Council shall be distributed to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.



Adopted January 26, 2015

Standing Rules of the Southeastern Louisiana University Collegiate Panhellenic Council

Article I. Code of Ethics

The Southeastern Louisiana University Collegiate Panhellenic Council shall aspire to the highest precepts of ethical actions in all facets of life. To accomplish this charge the members of the Southeastern Louisiana University Collegiate Panhellenic Council shall adopt the following Code of Ethics:

1. There will be a mutual respect, trust, cooperation, and fellowship between all members of the Panhellenic community, as well as respect for all members of the Southeastern Louisiana University Greek system.
2. The Panhellenic community will promote, teach, and honor the values of honesty and integrity, as well as display these values in their everyday words and actions. The lifestyles of the members of the Southeastern Louisiana University Collegiate Panhellenic Council should reflect, as well as exemplify, the standards that they have vowed to uphold in choosing to become a sorority member.
3. All members of the Panhellenic community will strive to promote the positive growth and development of all Greek life at Southeastern Louisiana University, now and in the future. As sorority women, they will represent not only their respective chapter, but also the entire Greek community at Southeastern Louisiana University.
4. Members of the Southeastern Louisiana University Collegiate Panhellenic Council will strive for academic excellence, and also challenge fellow members to seek their intellectual potential in all endeavors. Sorority women will guide their sisters to follow a constant practice of academic integrity.
5. Panhellenic community members will work to better themselves as individuals, by honoring the core values that govern Southeastern Louisiana University: appreciating diversity, caring, commitment to service, ethical behavior, excellence, quality curriculum, and instruction, scholarship and valuing people. As sorority women, they will work toward the advancement of the entire University.
6. All members of the Southeastern Louisiana University Collegiate Panhellenic Council will remain loyal to their sisterhood, as well as the universal values addressed in this Code of Ethics.

Article II. Primary Recruitment

Primary Recruitment for the Southeastern Louisiana University Collegiate Panhellenic Council is defined as the recruitment period designated during or immediately preceding each fall semester. All member fraternities of the Southeastern Louisiana University Collegiate Panhellenic Council

must abide by the following rules and all National Panhellenic Council (NPC) Unanimous Agreements.

A. Introduction and General Rules Regarding Primary Fall Recruitment.

- a. All potential new members must meet the requirements for membership as set by the Office for Student Engagement.
- b. All potential members will pay a \$50.00 processing fee that is due at the time she submits her recruitment application. Applications submitted without the required fee will not be processed until payment is received. The processing fee will be refundable at the discretion of the Office for Student Engagement and the Collegiate Panhellenic Council Executive Board.
- c. The Panhellenic Council will use Interactive Collegiate Solutions (ICS) for all recruitment registration, placement, and matching.
- d. All NPC Unanimous Agreements and Recruitment Resolutions shall be upheld according to the most recent NPC Manual of Information.
- e. There will be no promising of bids, directly or indirectly, by an initiated member, alumnae, advisor, or other guest of the event.
- f. All sorority members, including alumnae, advisors, guests, and new members, are responsible for knowing and observing recruitment rules and all National Panhellenic Conference Unanimous Agreements.
- g. Sorority members, alumnae, advisors, and guests will not be permitted to contact any and all potential members through any social media or others means upon the last day of the spring semester through the completion of Primary Recruitment. Any contact during this time must be positive Panhellenic contact initiated by Recruitment Counselors, the Collegiate Panhellenic Council Executive Board, or the Office for Student Engagement only.
 - i. Any contact initiated by a potential new member with any party listed above must remain Panhellenic and be immediately directed to the Office for Student Engagement or a member of the Panhellenic recruitment team.
 - ii. No sorority member, alumnae, advisor, or guest shall willingly discourage a potential new member from joining another sorority.
- h. Potential members are prohibited from living with chapter members during Primary Recruitment. If there is a conflict the Office for Student Engagement and the Vice President of Recruitment must be notified immediately. It will be the responsibility of the members involved to maintain an atmosphere of positive Panhellenic contact.

B. Summer Orientation Sessions

- a. The Collegiate Panhellenic Council Executive Board and recruitment counselors are the only persons allowed to participate in any aspect of orientation sessions.

- b. The Council will provide interested women with a handout that covers the basic information for all member fraternities.
- c. Only the Collegiate Panhellenic Council may provide any type of advertisement or decorations during Summer Orientation sessions. All signage or advertisements must abide by the policies of the Office for Student Development.

C. Pre-Recruitment

- a. The Collegiate Panhellenic Council shall hold two formal meetings with chapter presidents, recruitment chairs, recruitment advisors, and chapter advisors.
 - i. The first meeting shall occur before the end of the spring semester.
 - i. This meeting should focus on providing information on Panhellenic recruitment rules, the NPC Manual of Information, round selection, and theme selection.
 - ii. The second meeting shall occur during the week prior to the start of Primary Recruitment.
 - i. This meeting should focus on ICS training, recruitment operations, and last minute details.
- b. Round and theme selections shall be determined by alphabetical rotation from year to year. Selections will follow a rotation of chapters. Sigma Sigma Sigma, Theta Phi Alpha, Alpha Omicron Pi, Alpha Sigma Tau, and Phi Mu will be the rotation for the 2019 Primary Recruitment selections.

D. Primary Recruitment

- a. General Information
 - i. The Primary Recruitment period is set by the Office for Student Engagement in consultation with the Collegiate Panhellenic Council Executive Board (See Appendix D).
 - ii. In the event of inclement weather or University closing the Inclement Weather Policy will be implemented (See Appendix C).
 - iii. Potential new members are required to uphold the rules and expectations as outlined in the Potential New Member Code of Conduct (See Appendix A). Failure to do so can result in her removal from the Primary Recruitment process.
 - iv. Potential new members are required to attend all events throughout Primary Recruitment.
 - i. The Office for Student Engagement and the Vice President for Recruitment shall be the only persons allowed to excuse a potential member prior to the missed event.

If a potential member decides to remove herself from the Primary Recruitment process she cannot re-enter the Primary Recruitment Process. In addition, she will be required to fill out the Primary Recruitment Withdrawal Form (See Appendix E).

- v. The Panhellenic Council will provide nametags for the potential new members at Greek 101. Individual sororities are responsible for their member's nametags.
 - vi. Attendance to all events outside of the first round will be held by accepted invitation only.
 - vii. Hospitality areas will be designated for potential members when they are not in an event to provide food and/or snacks. Chapters are not permitted to provide food at any point.
 - viii. Chapters are permitted to serve non-alcoholic beverages during any round.
- b. Recruitment Budget
- i. The recruitment budget cap shall be \$3,000. Chapters are allowed to budget and spend as much as they deem necessary up to this cap.
 - ii. Expenditures for Bid Day are not included in the recruitment budget cap and chapters may budget as they deem necessary.
 - iii. Any and all donated items or services, items paid for by chapter funds or individual members, advisors, alumnae, parents, etc. shall be assessed and included in the total up to the recruitment budget cap.
 - iv. Chapters are required to fill out and turn in a Primary Recruitment Expense Report to the Vice President of Recruitment by the last business day of the week following the conclusion of Primary Recruitment (See Appendix F). Chapters shall include any and all copies of receipts in this report.
 - v. The reporting period shall be from May through August.
 - vi. Failure to complete a Primary Recruitment Expense Report shall constitute a recruitment infraction and shall be handled through the NPC Judicial Process
 - vii. Failure to stay below the required budget cap shall constitute a recruitment infraction and shall be handled through the NPC Judicial Process.
- c. Chapter Information
- i. Each sorority will have four events during Primary Recruitment. They will include Coffee Talk, Fun with Philanthropy, Fraternal Values, and Preference in that order.
 - ii. Panhellenic will set the time of events for Primary Recruitment and all events must be held in the sorority houses in the Greek Village (See Appendix D).

- iii. Alumnae, advisors, and other specially invited guests of chapters may assist with food preparation and clean up. Chapters are responsible of ensuring their guests uphold all of the Panhellenic Recruitment rules.
- iv. All clothing worn during Primary Recruitment by a chapter member must be in good taste.
- v. Potential new members may only enter through the front door facing the parking lot and leading into the parlor for every event except when the Inclement Weather Policy is in place.
- vi. It is up to the chapter members and Recruitment Counselors to make sure that no favors are given or taken at any Recruitment event (excluding financial/housing information sheets at Coffee Talk).
- vii. Release numbers shall be 5,4,3,2 for potential new members.
- viii. The Recruitment Counselors will provide a list of women, who are in attendance at each event, to the Recruitment Chairperson or Chapter/Recruitment Advisor of each chapter.
- ix. Each night chapters must follow the NPC Recruitment Release Figure Method (RFM) and work with and abide by numbers provided by the NPC RFM Specialist.
- x. Invitation and flex lists are to be completed on ICS by 10:00PM each night with a grace period of two hours. Failure to do so will result in a \$100 fine for the offending chapter.
- d. Greek 101
 - i. Greek 101 will take place the day before Coffee Talk.
 - ii. No alumnae, advisors, or chapter members will be in attendance at Greek 101.
 - iii. The Potential New Member Contract will be explained and signed by all potential members during this session.
- e. Coffee Talk
 - i. Attire for Chapter Members and Potential Members for Coffee Talk is “semi-dressy/casual”. This includes casual dresses, semi casual top, wedges, casual heels, nice flats.
 - ii. Coffee Talk will consist of a designated number of parties each lasting 40 minutes. The Office for Student Engagement and the Collegiate Panhellenic Council shall designate the number of rounds. Upon agreement from all chapters and the Office for Student Engagement, rounds may be added or eliminated to better accommodate the number of potential new members.
 - iii. Any two individuals may speak at Coffee Talk (Alumnae or Collegiate). Each speaker should give a presentation of no more than two minutes.

Information should include experiences and benefits of sorority life.

- iv. The following information should be explained by the speakers for each potential member to understand:
 - i. Factual information pertaining to the history of the fraternity and current events
 - ii. Financial expenses
 - iii. Philanthropic events
 - iv. Scholarship regulations
 - v. A chapter dues/scholarship/housing information sheet may be used during this event including:
 - i. New Member Dues (1st Semester)
 - ii. Member Dues
 - iii. Fees
 - iv. Chapter's Housing Policy
 - v. Most current parlor fee as listed by University Housing for new members and active members
 - vi. A designated break will take place at a time as decided by the Office for Student Engagement and the Collegiate Panhellenic Council Executive Board.
 - vii. In the spirit of "no frills recruitment," decorations should remain at minimum.
 - viii. An audio/visual aid is allowed. The presentation should not exceed 6 minutes. Each chapter is required to submit a script with their audio visual aid by the date determined by the Collegiate Panhellenic Council Executive Board. To be consistent, if a voice is recorded to accompany a presentation, then it should be included. The narration of live or recorded should be limited to 6 minutes.
 - ix. The visual aid can include the following information but not limited to:
 - i. National and local chapter history
 - ii. National and local philanthropies
 - iii. Sisterhood
 - iv. University and chapter activities
 - v. Academic requirements
 - vi. Financial requirements
 - x. Recruitment Counselors must not be shown in any part of the visual aid.
 - xi. Large wooden letters cannot be displayed inside the house, but may be displayed outside the house.
- f. Fun with Philanthropy
- i. Attire for Chapter Members and Potential Members for Fun with

Philanthropy is “casual”.

- ii. Large wooden letters cannot be displayed inside the house, but may be displayed outside the house.
 - iii. Each chapter has the option of utilizing philanthropic displays. These displays should include a brief description of the National Philanthropy, local charities, community service, the sorority’s foundations, the chapter’s scholarship program, and scholarship opportunities. Anything pertaining to individual sororities may be displayed as long as the displays do not follow a theme, and there are no decorations (such things that do not display the sorority name or mascot) or costumes. Tablecloths are not considered decorations as long as they do not display a theme.
 - iv. A slideshow, video, or any type of craft is allowed during Fun with Philanthropy, as well as, instrument/background music. Any media that is shown must focus only on philanthropy.
 - v. There will be designated number of rounds of Fun with Philanthropy parties each lasting 45 minutes. The Office for Student Engagement and the Collegiate Panhellenic Council shall designate the number of rounds. Upon agreement from all chapters and the Office for Student Engagement, rounds may be added or eliminated to better accommodate the number of potential new members.
- g. Fraternal Values
- i. Attire for chapter members and potential new members at Fraternal Values is “dressy casual”. (Badge Attire)
 - ii. Large wooden letters cannot be displayed inside the house, but may be displayed outside the house.
 - iii. No slideshow, video, or any type of entertainment is allowed during Fraternal Values, however instrument/background music is allowed.
 - iv. There will be a designated number of rounds of Coffee Talk parties each lasting 45 minutes. The Office for Student Engagement and the Collegiate Panhellenic Council shall designate the number of rounds. Upon agreement from all chapters and the Office for Student Engagement, rounds may be added or eliminated to better accommodate the number of potential new members.
- h. Preference
- i. Potential Members will complete the official NPC MRABA (Membership Recruitment Acceptance Binding Agreement) immediately following the last event she attends. Once this has been signed and turned in, no changes can be made to her selection.
 - ii. Attire for Chapter Members is up to the chapter’s discretion. Attire for

potential new members is “dressy/Sunday attire”.

- iii. There will be designated number of rounds of Preference parties each lasting 60 minutes with 15 minutes between each round. The Office for Student Engagement and the Collegiate Panhellenic Council shall designate the number of rounds. Upon agreement from all chapters and the Office for Student Engagement, rounds may be added or eliminated to better accommodate the number of potential new members.
- iv. Chapters may elect to have the warning knock and/or final knock eliminated. Chapters will be responsible for notifying Recruitment Counselors prior to the start of a Preference party.
- v. All potential new members who attend a chapter’s Preference event must be placed on a chapter’s bid list.
- vi. Alumnae may speak to all potential new members as a group at a chapter’s Preference event. Conversation with an individual or group of potential new members is prohibited.
- vii. The Collegiate Panhellenic Council Advisor and/or other designated Office for Student Engagement staff members shall be the only persons allowed to assist new members with ICS Preference selection.
- viii. Strict silence will be in place following the potential new member’s last preference event until she reports to the fraternity from which she accepts a bid. Strict silence is the period in which there will be no conversation or contact with potential new members by chapter members, new members, alumnae, or advisors.
- i. Bid Day
 - i. Attire for Bid Day is casual for everyone.
 - ii. Bid Day will follow the close of bid matching.
 - iii. Bids shall be extended on invitations that are provided by the Collegiate Panhellenic Council. Each potential new member will receive her bid individually from the Collegiate Panhellenic Council advisor and/or other designated Office for Student Engagement staff.
 - iv. Bid matching will be conducted under the supervision of a NPC RFM Specialist in conjunction with the Collegiate Panhellenic Council advisor.
 - v. Bid Matching will be done using the ICS computer program.
 - vi. Quota will be set by the NPC RFM specialist in conjunction with the Office for Student Engagement.
 - vii. Each chapter will be provided with a list of all PNMs who have been matched to their chapter at a time set by the Collegiate Panhellenic Council advisor. Additionally, chapters will be provided with a list of all the potential new members who are eligible for continuous open bidding.

- i. Snap bid lists are due at the same time as preference bid lists.
- viii. The Bid Day Ceremony will take place at a designated location to be determined by the Collegiate Panhellenic Council advisor and Executive Board.
- ix. One set of wooden letters, one sheet sign, one tent, and props are the only outside decorations permitted. All props must be approved by the Collegiate Panhellenic Council advisor by the date set by the Collegiate Panhellenic Council Executive Board.

E. Total

- a. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Southeastern Louisiana University Collegiate Panhellenic Council shall automatically reset total within 72 hours after the completion of the primary recruitment period. Total will be determined by the median chapter size.
- b. To allow groups to achieve parity as quickly as possible during Secondary recruitment, the Southeastern Louisiana University Collegiate Panhellenic Council shall automatically reset total within seven days after the start of the spring academic semester. Total will be determined by the median chapter size.

Article III. Secondary Recruitment

Secondary Recruitment for the Southeastern Louisiana University Collegiate Panhellenic Council is defined as the recruitment period designated during each spring semester during which chapters not at total can engage in continuous open bidding. All member fraternities of the Southeastern Louisiana University Collegiate Panhellenic Council must abide by the following rules and all National Panhellenic Council Unanimous Agreements.

A. General Rules Regarding Secondary Spring Recruitment.

- a. All potential new members must meet the requirements for membership as set by the Office for Student Engagement.
- b. All NPC Unanimous Agreements and Recruitment Resolutions shall be upheld according to the most recent NPC Manual of Information.
- c. All sorority members, including alumnae, guests, and new members, are responsible for knowing and observing recruitment rules.
- d. Alcohol and men may not be used for the purpose of recruitment.
- e. The Council shall market recruitment on behalf of chapters engaged in continuous open bidding during Secondary Recruitment.
 - i. ICS shall be utilized at no cost to potential new members interested in continuous open bidding.

Article IV. Recruitment Counselors

A. Responsibilities of Recruitment Counselors

- a. The Recruitment Counselor team consists of the Collegiate Panhellenic Council Executive Board, as well as members that are chosen to disassociate from their particular sororities. Recruitment successful Counselors are selected based on criteria established by the Panhellenic Council without regards to a designated number from each chapter.
- b. Recruitment Counselors must attend designated training sessions and other necessary activities related to their position.
- c. The Recruitment Counselor team is responsible for attending all summer orientation events, retreats, meetings, and recruitment week events.
- d. Each woman is required to pay a \$75 fee to cover necessary expenses.
- e. The attendance of Recruitment Counselors and Panhellenic Executive members at chapter recruitment practices and recruitment activities will not be allowed after the last day of the spring semester because it will interfere with the disassociation process.
- f. Recruitment Counselors shall be allowed to talk to all potential members during Primary Recruitment. They are only allowed to engage in positive Panhellenic contact.
- g. Recruitment Counselors must completely disassociate from their respective chapter at the start of the Meet the Greeks until the conclusion of Primary Recruitment. Disassociation includes contact with actives, advisors, and alumnae for no longer than 30 days from the first day of Primary Recruitment.
- h. Recruitment Counselors will escort groups of potential members from one event to another.
- i. Each Recruitment Counselor must change to private setting all personal social media accounts by the last day of school during the spring semester. Recruitment Counselors will be required to create a new Facebook account specifically for Primary Recruitment purposes (ex. Jane Doe-Recruitment Counselor). These pages should only be utilized for recruitment related purposes.

B. Recruitment Counselor Selection

- a. Each respective chapter president and advisor shall nominate members in good standing to serve as a recruitment counselor. Chapters must nominate a minimum of five potential recruitment counselors who will then complete the application to serve as a recruitment counselor.
- b. The Vice President of Recruitment Counselors will make applications available no later than the last regular Council meeting of the Fall semester.
- c. Potential Recruitment Counselors must meet all of the requirements provided on

the application in order to be eligible to apply.

- d. Once the application process is complete the Southeastern Louisiana University Collegiate Panhellenic Council Executive Board and Office for Student Engagement will interview each candidate during the Spring semester.
- e. The Executive Board will select and announce the list of new Recruitment Counselors no later than a week after the conclusion of interviews.
- f. If a Recruitment Counselor resigns or is removed the Vice President of Recruitment Counselors may appoint a replacement as she deems necessary with advice from the respective chapter president and advisor.

C. Recruitment Counselor Removal

- a. The Collegiate Panhellenic Council will utilize the judicial procedure as outlined in the most recent version of the National Panhellenic Conference Manual of Information.
- b. If a Recruitment Counselor is not fulfilling her duties or is violating recruitment rules the Collegiate Panhellenic Council Executive Board with the approval of the Panhellenic advisor may remove her from her position.
- c. Upon removal the Recruitment Counselor's respective chapter will be notified of her dismissal.
- d. If a Recruitment Counselor is removed on or after the first regular Summer Orientation Session she may not participate in any aspect of Primary Recruitment to avoid a conflict of interest.

D. Chapter Involvement During Disassociation

- a. Recruitment Counselors are allowed to remain involved in their respective organizations for the following events:
 - i. Executive board meetings
 - ii. Chapter meetings
 - iii. Other events designated mandatory by their respective chapter or national office
- b. All events listed above must not include the subject of recruitment in any aspect.
- c. If the presence of a recruitment counselor is necessary at a certain event the chapter advisor must provide the Council President and Panhellenic Advisor advance notice of the time, location, and recruitment counselors in attendance of the event.
- d. Failure to do so could result in a recruitment infraction for the offending chapter and disciplinary actions for the recruitment counselors in question.

Article V. Traditions and Social Events

A. International Badge Day

- a. In honor of the spirit of Panhellenic sisterhood the Southeastern Louisiana University Collegiate Panhellenic Council will annually participate in the National Panhellenic Council International Badge Day.
- b. The day of celebration will fall on the official date set by the National Panhellenic Conference unless the date falls on or during a school break.
 - i. If the date falls on or during a school break then the Executive Board will set an alternate date that will fall during March.

B. Circle of Sisterhood

- a. The Southeastern Louisiana University Collegiate Panhellenic Council will dedicate itself to the service of others.
- b. The Circle of Sisterhood will be the Council's philanthropy of choice until otherwise changed by the Southeastern Louisiana University Collegiate Panhellenic Council.
- c. The Southeastern Louisiana University Collegiate Panhellenic Council will conduct one event during each semester to raise funds for the benefit of the Circle of Sisterhood.

C. Advisor Appreciation Month

- a. In accordance with the National Panhellenic Conference the Southeastern Louisiana University Collegiate Panhellenic Council will annually celebrate Advisor Appreciation Month during the month of April.
- b. During this time member chapters are encouraged to recognize the efforts of alumnae advisors, volunteers, University officials, and other designated stakeholders.

D. Junior Panhellenic

- a. To promote Panhellenic friendship and provide education for effective participation in the sorority community the Southeastern Louisiana University Collegiate Panhellenic Council will establish a Junior Panhellenic.
- b. The Junior Panhellenic will be under the guidance of the Vice President for Recruitment Counselors.
- c. The Junior Panhellenic will be comprised of new members or new initiates in their first year of membership
- d. Each chapter will provide two members to the Junior Panhellenic.
- e. The Junior Panhellenic will meet an hour before the regular Southeastern Louisiana University Collegiate Panhellenic Council meeting.

- f. The topics of discussion for the meeting shall focus on building fundamental knowledge and understanding the purpose, ideals, and goals of Panhellenic.
 - g. The Junior Panhellenic is required to organize one event per year to promote friendship and cooperation between member fraternities.
- E. Mocktails
- a. To encourage and promote a climate responsible personal choices and actions the Southeastern Louisiana University Collegiate Panhellenic Council will encourage chapter members to participate in the annual Mocktails event sponsored by the Office for Student Engagement.
- F. Homecoming
- a. To foster school spirit and Panhellenic unity the Southeastern Louisiana University Collegiate Panhellenic Council will encourage all members to participate in the annual Homecoming events at Southeastern Louisiana University.
- G. Greek Week
- a. To foster school spirit and Greek unity the Southeastern Louisiana University Collegiate Panhellenic Council will encourage all members to participate in the annual Greek Week events at Southeastern Louisiana University.
- H. The Big Event
- a. To promote service to the University and the community the Southeastern Louisiana University Collegiate Panhellenic Council will encourage all members to participate in the annual Big Event at Southeastern Louisiana University.

Article VI. Awards

- A. Division for Student Affairs Convocation
- a. The Southeastern Louisiana University Collegiate Panhellenic Council will annually vote on and pay for the awarding of the “Most Outstanding Chapter” award given to a chapter member of the Southeastern Louisiana University Collegiate Panhellenic Council at the Division for Student Affairs Convocation.
- B. New Member of the Week
- a. The Southeastern Louisiana University Junior Panhellenic will recognize and vote on a “New Member of the Week” at each regular meeting.
 - b. The elected “New Member of the Week” will be recognized at the Southeastern Louisiana University Collegiate Panhellenic Council regular meeting.

C. Member of the Week

- a. The Southeastern Louisiana University Collegiate Panhellenic Council will recognize and vote on a “Member of the Week” at each regular meeting.
- b. The elected “Member of the Week” will be recognized at the Southeastern Louisiana University Collegiate Panhellenic Council regular meeting.

D. Academic Achievement

- a. The Southeastern Louisiana University Collegiate Panhellenic Council will submit the results of the grade report as provided by the Office for Student Engagement to the National Panhellenic Conference as a part of the Academic Achievement Challenge



Adopted February 23, 2015
Modified on May 6, 2019

**SOUTHEASTERN LOUISIANA UNIVERSITY
COLLEGIATE PANHELLENIC COUNCIL**

Potential New Member Contract

Primary Sorority Recruitment at Southeastern Louisiana University is a fantastic process and we are so glad you decided to take part in this week. The sorority experience is not a right but a privilege. The Collegiate Panhellenic Council chapters on campus have been working for over a year preparing for your arrival. As an honored guest in chapter's recruiting facilities, you are to act in accordance to the following expectations.

As a potential Panhellenic Woman, I, _____ am expected to:

- Attend all events for which I receive an invitation including the first day of recruitment.
- Remain respectful towards myself, other potential new members, chapter members, and university staff at all times.
- Refrain from negative discussion of any of the above individuals throughout the duration of Panhellenic Recruitment (including all forms of social media).
- Remain polite and respectful when attending all events.
- Understand that the consumption of alcohol/substances and socializing with men are not permitted during Recruitment and during bid day activities.
- Dress appropriately for each party in accordance with the expectations for that round.
- Refrain from communication with chapter members outside Primary Recruitment parties.
- Recognize that I must have proper time management skills throughout the week (attending all Recruitment Counselors (Gamma Chi) meetings on time, attending all parties on time, etc.).
- Understand that Southeastern Louisiana University, Collegiate Panhellenic, Collegiate Panhellenic Staff, Advisors, and Recruitment Counselors (Gamma Chi) are not liable for the damage of my personal property I chose to bring with me.
- Understand that, upon joining a chapter, I will be responsible for the financial obligations of membership.
- Understand that if I am matched with a chapter and receive an invitation to membership, I am bound to that organization and considered ineligible for an invitation to membership from any other chapter for one calendar year.

Failure to abide by the expectations stated above can result in your automatic removal from the Primary Recruitment Process. By signing this Potential New Member Contract, I understand and agree to the terms listed above. I understand that if I violate this contract, my Potential New Member status will be up for review.

As a potential Panhellenic women, I, _____ also agree on and commit to:

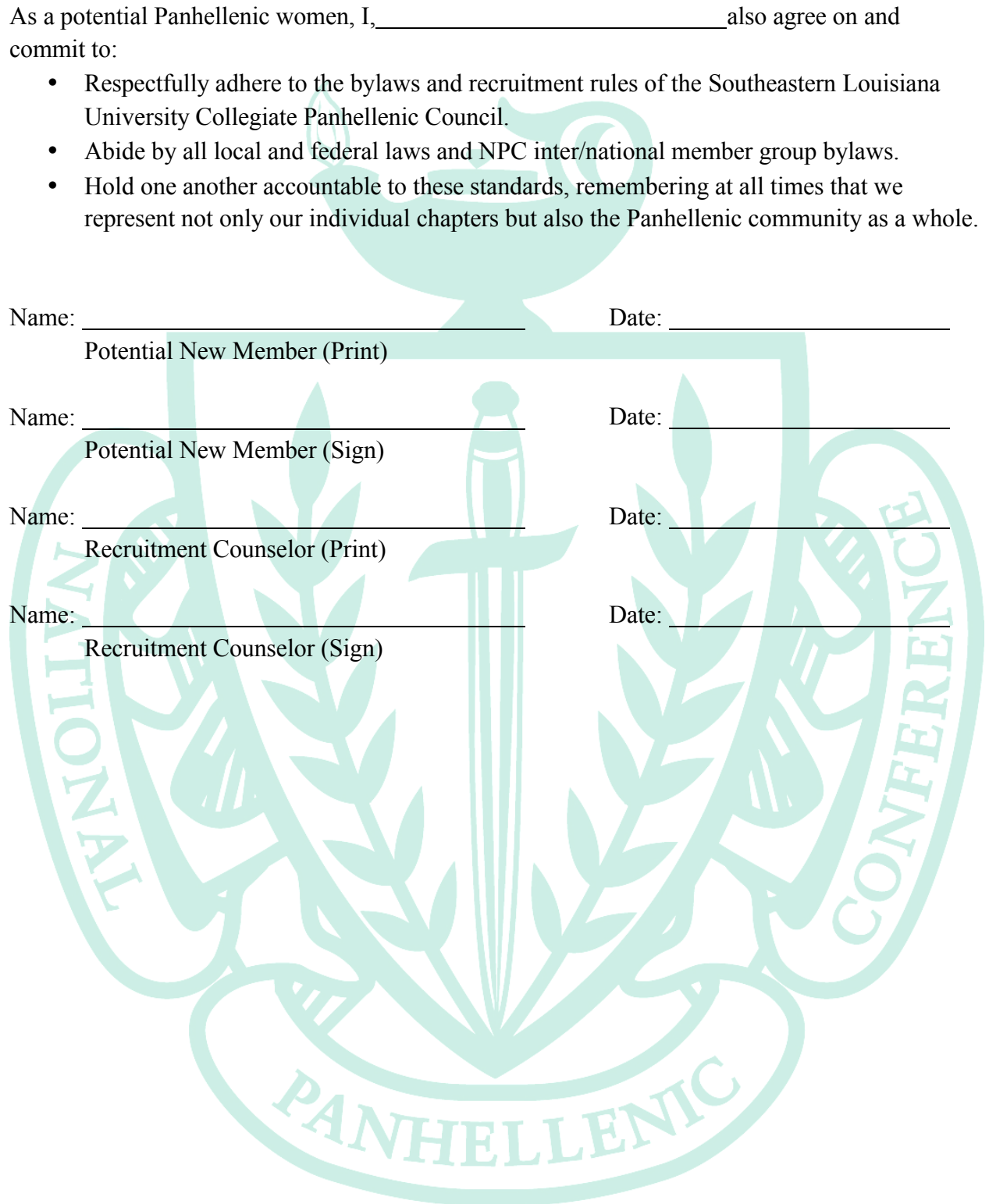
- Respectfully adhere to the bylaws and recruitment rules of the Southeastern Louisiana University Collegiate Panhellenic Council.
- Abide by all local and federal laws and NPC inter/national member group bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

Name: _____ Date: _____
Potential New Member (Print)

Name: _____ Date: _____
Potential New Member (Sign)

Name: _____ Date: _____
Recruitment Counselor (Print)

Name: _____ Date: _____
Recruitment Counselor (Sign)



**SOUTHEASTERN LOUISIANA UNIVERSITY
COLLEGIATE PANHELLENIC COUNCIL
RECRUITMENT COUNSELOR PACKET**

Dear Applicant,

Thank you for your interest in becoming a Recruitment Counselor. Recruitment Counselors serve a vital role prior to and during Primary recruitment. They are an integral part of a successful recruitment program.

To be effective, recruitment counselors must be dependable, responsible, impartial, discreet, ethical, and enthusiastic. All applicants must meet the following criteria.

1. Be an initiated undergraduate member in good standing with your sorority.
2. Have participated in one Primary Fall recruitment as an active.
3. Hold a 2.5 cumulative GPA.
4. Attend all scheduled retreats, training sessions, and pre-recruitment socials.
5. Must disassociate from one's sorority.
6. Must pay dues of \$75.00 by the kick-off retreat (includes t-shirts, lunch during recruitment, etc.)

Applications are due to the Vice President of Recruitment Counselors by _____ at the Council meeting. You will schedule your interview on this date. Interviews will begin on _____.

Please note that late applications will not be accepted.

Also, please look over the attached Recruitment Counselor expectations. During your interview you will be asked what duty or expectation you find hardest to fulfill and explain to us how you plan to deal with it.

For additional information please ask any member of the Collegiate Panhellenic Council Executive Board.

In Greek Bonds!
The Collegiate Panhellenic Council Executive Board

RECRUITMENT COUNSELOR NOMINATION FORM

Presidents, advisors, and Panhellenic Executive Board members,

The Collegiate Panhellenic Council at Southeastern Louisiana University would like to request that you, as the president or a member of the Panhellenic Executive board and the chapter advisor nominate the women you feel are deserving to apply to serve as a Recruitment Counselor for the upcoming Primary Recruitment period. The role of a Recruitment Counselor is crucial to the recruitment process and the development of potential new members at Southeastern Louisiana University.

Recruitment Counselor requirements include the following:

1. Be an initiated undergraduate member in good standing with their respective chapter (as determined by respective chapter)
2. Have participated in one Primary Fall recruitment as an active member
3. Have a minimum 2.5 cumulative GPA or higher
4. Attend all retreats, training sessions, and pre-recruitment events
5. Completely disassociate from one's sorority
6. Pay dues of \$75.00 by the first Recruitment Counselor Retreat (will cover t-shirts, lunch, etc.)

Nominations are due by _____. You are allowed to nominate as many members as you would like but we would like to request a minimum of five nominees. To answer any questions you may contact the Collegiate Council President or Vice President for Recruitment Counselors.

Name	W Number	Fraternity/Sorority Chapter

By signing below I am attesting that the members listed above are in good standing with my organization and are recommended to serve as a Recruitment Counselor.

_____ President or Panhellenic member

_____ Chapter Advisor

Recommendation Letters:

Please submit **TWO** recommendations using the outline below. One recommendation must be from a past Recruitment Counselor from your chapter. The other must be from a woman of another chapter present on campus. Please have them emailed to the Vice President for Recruitment Counselors directly. Letters should include the following:

Applicant's Name
Recommender's Name
Chapter Affiliation
Type of Letter (Past Recruitment Counselor/Other Panhellenic Member)

Instructions for Recommender:

Please answer the following questions honestly and objectively about the applicant. Please email your letter no later than _____.

1. How well and in what context do you know the applicant?
2. What qualifications do the applicant possess that would make her a strong Recruitment Counselor? What are her weaknesses?
3. How would you characterize the applicant's commitment to her collegiate?
4. How would you characterize the applicant's to the Greek community in general?
5. How is this woman a Panhellenic woman? (please give examples)

I _____, have read, understand and agree to abide by the attached requirements (the recruitment counselor job description, duties of the recruitment counselor, and qualifications of the recruitment counselor) for recruitment counselors. If selected I will attend all recruitment counselor training sessions.

Signature _____

RECRUITMENT COUNSELOR QUALIFICATIONS AND DUTIES

Recruitment Counselor Job Description

Recruitment counselor: An **impartial** representative of the College Panhellenic Association who understands and implements the purposes and goals of the College Panhellenic Association in recruitment.

Qualifications of a recruitment counselor

The recruitment counselor is expected to be:

- An impartial representative of the College Panhellenic, who understands and implements the purposes and goals of the College Panhellenic Association in membership recruitment.
- A crucial link in the organization and success of recruitment.
- An enthusiastic person of the fraternal community who is able to convey this enthusiasm to PNMs
- Supportive of the PNM through extensive person-to-person contact during the membership recruitment process.
- One who exhibits objectivity and an inclusive attitude with respect to each member group in the College Panhellenic and has a willingness to share positive information (facts) about each chapter.
- A good listener, sensitive, positive, perceptive, objective and able to maintain confidentiality.
- A responsible, dependable and resourceful person in obtaining information and answers to difficult questions.
- Willing to contribute personal time, complete all training and execute assigned responsibilities with enthusiasm and sincerity during the entire membership recruitment process.
- Familiar with the NPC Unanimous Agreements and resolutions regarding membership recruitment and the College Panhellenic rules and regulations, procedures and recruitment schedules.

Duties of the recruitment counselor

The recruitment counselor:

- Attends all recruitment counselor training sessions and completes responsibilities.
- Explains all procedures and answers questions concerning the mechanics of membership recruitment and membership recruitment activities.
- Plans and facilitates meetings with the assigned recruitment group in a quiet and convenient location. Prepares an agenda prior to each meeting, covers all subjects listed and includes time for questions and answers.
- Stimulates and maintains interest in the recruitment process and in joining a women's fraternity.
- Keeps all information confidential regarding conversations with PNMs
- Monitors the PNMs' progression through the membership recruitment process.
- Is available as much of the time as possible during recruitment for the PNMs to address concerns and offer guidance in one-on-one counseling situations.
- If appropriate for campus membership recruitment style:
 - Manages the distribution and collection and confirms proper completion (execution) of all printed material and records associated with recruitment events and procedures to assigned recruitment group.
 - Establishes designated times and places for the process.
 - Escorts recruitment group to Panhellenic-scheduled functions and recruitment events **but does not attend the individual chapter's recruitment events.**
- Reinforces her position as a neutral representative of the College Panhellenic by refraining from contact with her own fraternity/sorority and the revealing of affiliation through the membership recruitment period.
- Promotes a positive attitude toward the women's fraternities through personal behavior.
- Models the Panhellenic Creed.
- Consults with the College Panhellenic officer responsible for membership recruitment and/or the Panhellenic advisor regarding situations that appear to be serious or uncomfortable to address.
- Understands the procedure for reporting possible recruitment violations and reports such concerns to the Panhellenic president, vice president of recruitment or Panhellenic advisor immediately.
- Understands that the recruitment counselor is authorized to file recruitment violations, though it is not her primary or central responsibility.

Inclement Weather Policy

Follows Southeastern Louisiana University's Policy.



**Southeastern Louisiana University
Collegiate Panhellenic Council**

2019 Primary Recruitment

Wednesday, July 31st: Recruitment Counselor Send Off/ Ice Cream Social
5:00 Greek Commons

Monday, August 5th: Greek 101 and Freshman Success Day

Tuesday, August 6: Coffee Talk

7:00AM Recruitment Counselor Meeting

8:00AM Group Meeting

8:30AM Go to Greek Village: Line Up

9:00AM – 4:20PM Coffee Talk Day

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
9:00-9:40	ΑΟΙΙ	ΑΣΤ	ΦΜ	ΣΣΣ	BREAK	BREAK	BREAK	ΘΦΑ
9:50-10:30	BREAK	ΦΜ	BREAK	ΑΟΙΙ	ΘΦΑ	ΣΣΣ	ΑΣΤ	BREAK
10:40-11:20	ΑΣΤ	BREAK	BREAK	ΦΜ	ΑΟΙΙ	ΘΦΑ	ΣΣΣ	BREAK
11:30-12:10	BREAK	ΣΣΣ	ΑΣΤ	BREAK	ΦΜ	BREAK	ΘΦΑ	ΑΟΙΙ
12:20-1:00	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
1:10-1:50	ΦΜ	BREAK	ΑΟΙΙ	ΘΦΑ	BREAK	ΑΣΤ	BREAK	ΣΣΣ
2:00-2:40	BREAK	ΘΦΑ	ΣΣΣ	BREAK	ΑΣΤ	BREAK	ΑΟΙΙ	ΦΜ
2:50-3:30	ΣΣΣ	ΑΟΙΙ	ΘΦΑ	ΑΣΤ	BREAK	ΦΜ	BREAK	BREAK
3:40-4:20	ΘΦΑ	BREAK	BREAK	BREAK	ΣΣΣ	ΑΟΙΙ	ΦΜ	ΑΣΤ

Wednesday, August 7: Fun with Philanthropy

8:00AM Recruitment Counselor Meeting
 9:00AM Group Meeting and Schedule Pick Up
 9:30AM Go to Greek Village: Line Up
 10:00AM - 3:45PM Fun with Philanthropy

10:00-10:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ
11:00-11:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ
12:00-12:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ
1:00-1:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ
2:00-2:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ
3:00-3:45	ΑΟΠ	ΑΣΤ	ΦΜ	ΣΣΣ	ΘΦΑ

Thursday, August 8: Fraternal Values

8:00AM Recruitment Counselor Meeting
 9:00AM Group Meeting and Schedule Pick Up
 9:30AM Go to Greek Village: Line Up
 10:00AM - 2:45PM Fraternal Values

10:00-10:45	ΣΣΣ	ΦΜ	ΘΦΑ	ΑΟΠ
11:00-11:45	ΑΣΤ	ΣΣΣ	ΦΜ	ΘΦΑ
12:00-12:45	ΑΟΠ	ΑΣΤ	ΣΣΣ	ΦΜ
1:00-1:45	ΘΦΑ	ΑΟΠ	ΑΣΤ	ΣΣΣ
2:00-2:45	ΦΜ	ΘΦΑ	ΑΟΠ	ΑΣΤ

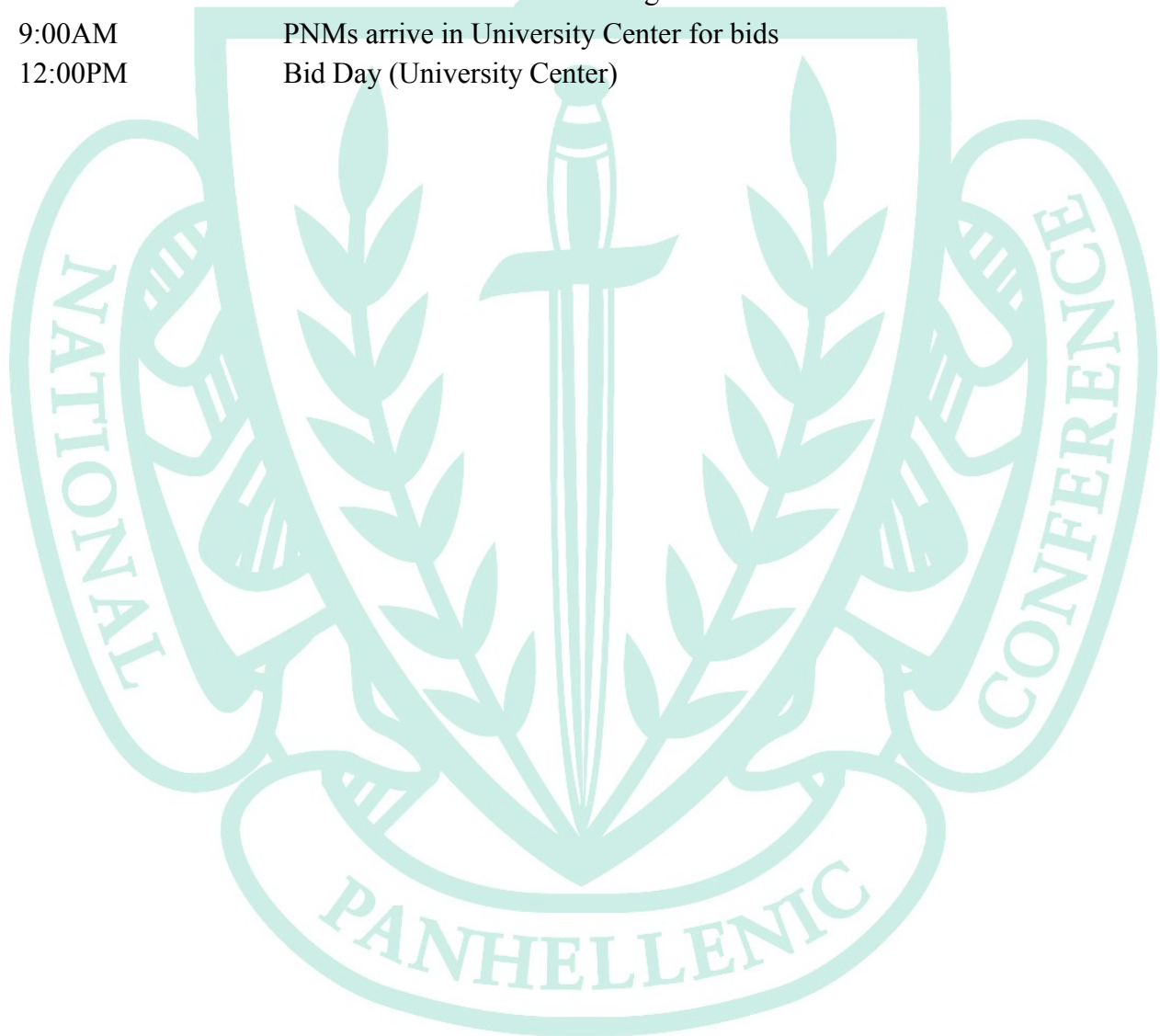
Friday, August 9: Preference Day

8:00AM Recruitment Counselor Meeting
 9:00AM Group Meeting and Schedule Pick-Up
 9:30AM Go to Greek Village: Line Up
 10:00AM - 4:45PM Preference

10:00-11:00	ΘΦΑ	ΑΣΤ	ΦΜ	ΑΟΠ
11:15-12:15	ΣΣΣ	ΘΦΑ	ΑΣΤ	ΦΜ
12:30-1:30	ΑΟΠ	ΣΣΣ	ΘΦΑ	ΑΣΤ
1:45-2:45	ΦΜ	ΑΟΠ	ΣΣΣ	

Saturday, August 10: Bid Day

- 8:00AM Chapter Advisors pick up Bid List
8:00AM Recruitment Counselor Meeting
9:00AM PNMs arrive in University Center for bids
12:00PM Bid Day (University Center)



**SOUTHEASTERN LOUISIANA UNIVERSITY
COLLEGIATE PANHELLENIC COUNCIL
PRIMARY RECRUITMENT WITHDRAWAL
FORM**

Name: _____ W Number: _____

Phone Number: _____ Email: _____

Please circle how important each statement was in your decision to withdraw from membership recruitment, according to the following scale:

1 No factor 2 Slightly important 3 Important 4 Very important 5 Extremely important

- 1 2 3 4 5 Did not intend to join — just wanted to see what it was about
- 1 2 3 4 5 Concerned about financial obligations of membership
- 1 2 3 4 5 Felt pressure from non-sorority friends
- 1 2 3 4 5 Felt pressure from male friends
- 1 2 3 4 5 Influenced by family
- 1 2 3 4 5 Was not asked back to chapter of choice
- 1 2 3 4 5 Felt lost in the shuffle
- 1 2 3 4 5 Decided sorority membership would take too much time
- 1 2 3 4 5 Did not understand what recruitment was all about
- 1 2 3 4 5 Needed more time to make decision
- 1 2 3 4 5 Did not care for the actual recruitment process
- 1 2 3 4 5 Did not understand the selection process
- 1 2 3 4 5 Felt too much tension and strain in recruitment schedule
- 1 2 3 4 5 Do not care for the sorority image

Other Reason(s): _____

Are you interested in open recruitment at a later date? Yes No

I realize that by signing this document I understand that I am withdrawing from Primary Recruitment and I will not be able to re-enter the Primary Recruitment Process this year.

Recruitment Counselor Signature: _____

DONATIONS/IN-KIND

Donation	Purpose	Description	Est. Amount
		SUBTOTAL	

TOTAL AMOUNT: _____

Please copy and attach any and all corresponding receipts to the back of this form when turning in.

By signing the Primary Recruitment Expense Report I certify that all expenses and donations accounted for are accurately reported to the best of my ability. I understand that a failure to report any type of expense or donation will constitute a recruitment for my respective chapter.

Signature

Date







i.



