



Document # <b>SP-BB-004</b>	Title: <b>DSP-BB Recruitment &amp; Membership Management SOP</b>	Print Date: <b>[Date]</b>
Revision # <b>1.0</b>	Prepared By: <b>Greg Speno</b>	Date Prepared: <b>1/22/15</b>
Effective Date:	Approved By: <b>Dom Faust</b> Active Chapter President	Date Approved:
	Approved By: <b>Brian Brooks</b> ACB Treasurer	Date Approved:
	Approved By: <b>Charlie Maitz</b> Chapter Advisor	Date Approved:
	Approved By: <b>Karl Adrian</b> ACB President	Date Approved:

**Policy:** This Procedure shall be followed to define the compensation of the Recruitment Chairman and to ensure that a standard method of maintaining membership lists is followed.

**Purpose:** This procedure documents lessons learned from previous recruitment periods and in the methods used to track membership.

**Scope:** This procedure shall apply to every fraternity member.

**Ownership:** The Alumni Corporation Board President owns this procedure.

**Responsibilities:**

The Active Chapter President shall be responsible for maintaining a Membership List (ML) of current and past members and providing that list to the President, Treasurer and Chapter Advisor of the Alumni Corporation Board.

The Alumni Corporation Board Treasurer shall be responsible for coordination with the Active Chapter President to ensure accuracy of and approving the ML. The Treasurer shall retain the master version of the ML.

The Alumni Corporation Board President shall be responsible for setting the policy regarding membership management and recruitment compensation, subject to board approval.

The Recruitment Chair(s) shall be responsible for recruiting the quantity and quality of New Members as agreed to by with ACB.



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**Definitions:**

1. ACB means Alumni Corporation Board.
2. Fraternity House means 805 Richmond Avenue, Columbia, MO.
3. Membership List means the standardized format spreadsheet used to track current and past members.
4. New Member (NM) means a person meeting the requirements for membership in Beta Beta chapter who commits to join the fraternity and signs a membership agreement.

**Procedure:****A. RECRUITMENT DIRECTOR(S) COMPENSATION**

1. Payout for each New Member will be determined by several evaluation criteria:
  - a. Date of pledging- 20%
  - b. High school GPA-15%
  - c. ACT or SAT Score-20%
  - d. Number of HS and other “formal” extra curriculars-10%
  - e. Final size of pledge class-25%
  - f. Person first identifying qualified New Member-10%
2. Compensation pool will be set at an amount based on the target number of New Members desired. For example, 40 NMs @ \$200 each for a maximum pool of \$8000.
3. Date of pledging pool will be paid out at a rate of 100% prior to or on the last day of Spring semester and will linearly decrease to 40% on first day of formal recruitment.
4. High school GPA pool will decrease linearly from 100% at 4.0 GPA to 0% at 2.8GPA. All GPAs will be normalized to a 4-point scale. MU core GPA, not high school GPA, will be used in the calculation.

ACT and SAT scores will be paid at the rate in the following table:

SAT	ACT	Percentage of Payout
<26	<1170	0
>=26 &<27	>=1170&<1200	50
>=27&<32	>=1200&<1400	75
>=32&<36	>=1400&<1600	100



5. Extra curricular pool will decrease linearly from 100% at 4 or more activities to 0% at no activities. Extra curricula shall only count if they are associated with a sanctioned HS activity or other recognized charity or community organization. The ACB Treasurer shall have the final determination if an activity qualifies.
6. The final size of pledge class pool shall be split among the recruitment director(s). The Active Chapter President shall determine what the split ratio shall be if multiple recruitment directors are used. If more than the target number NMs are recruited, additional payout over the compensation pool will be made available if agreed to in advance in writing by the ACB.
7. The person first identifying qualified New Member must be an active or New Member in good standing. Payment in the form of housebill credit shall be made to the first qualified person submitting the name of a qualified candidate, in writing to the ACB Treasurer, who pledges Delta Sigma Phi. Payment shall be made shortly after the start of the Fall semester.
8. The recruitment director(s) shall be paid for their reasonable expenses. They shall submit reports, including supporting receipts, at least every two weeks to the Alumni Corporation Board Treasurer identifying the following:
  - a. Name, date, and location of the person(s) contacted.
  - b. Description of the meeting, e.g., where was meeting held, were parents involved, did prospective member seem interested, etc.
  - c. Receipts for actual costs of fuel, meals, etc. reasonably required for recruitment activities.
  - d. Any other expense exceeding \$50 shall be approved by the Alumni Corporation Board Treasurer prior to incurring the expense.
9. Payout will only be made for New Members who are retained in the chapter until formal pin ceremony.

**B. RECRUITMENT DIRECTOR(S) CONTRACT:**

1. Each Recruitment Director shall sign a contract prior to incurring any expenses or expecting any compensation for signing a New Member.

**C. MEMBERSHIP MASTER LIST:**

1. The Active Chapter President shall be responsible for maintaining the Membership List in the spreadsheet format approved by the ACB.
2. The ML shall be updated whenever a member is added or removed from the list of undergraduate members. Typical of the causes for updating the ML are: graduation; initiation of new members; leaving the university for any reason; de-pledging; etc.
3. The Active Chapter President shall update the ML using the process described in Appendix A of this SOP.



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4. The Active Chapter President shall update the ML and provide a copy to the ACB Treasurer within seven (7) days of any action requiring a modification of the ML.
  5. The ACB Treasurer shall keep the master copy of the ML and ensure that all revisions are posted to the fraternities Keep & Share account.
  6. The Active Chapter President shall use the approved spreadsheet format to maintain the ML. The Recruitment Director(s) shall support the Active Chapter President by ensuring that every New Member completes the New Member Information spreadsheet and provides a copy to the Active Chapter President and ACB Treasurer within seven (7) days of a NM joining the fraternity.



**D. AFTER ACTION REPORT:**

1. Within one week of the close of each summer recruitment period, the Alumni Board President and Treasurer, the Chapter Advisor, the Active Chapter President and the Recruitment Director(s) shall engage in a teleconference. The Recruitment Director shall be responsible for scheduling the teleconference. During that teleconference, a written log of lessons learned during the summer shall be created and used to further improve this process.
2. The Recruitment Director(s) shall publish the After Action Report within 30 days of the move-out.

**EFFECTIVENESS CRITERIA:**

- All The Active Chapter President and Recruitment Directors shall have followed this procedure.
- All members' current status shall have been accurately reflected in the ML.
- The Recruitment Directors shall have satisfied the quality and quantity requirement for New Members.

**REVISION HISTORY:**

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	
1.0	9/20/15	Added paragraph A.9	ACB, Brian Brooks

**SCHEDULE: N/A**



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## Appendix A

### ML Modification Directions

#### A. Move members who have left MIZZOU

1. Go through the “Current Members” sheet. Click in cell C on the row number of the first member who is no longer at MIZZOU (for any reason). Scroll to cell AH in the same row & Shift-click in that cell to select all data for that member. Select File/Cut (or command-x). Click on the “Past Members” tab and select the next unused row & click into Column C of that row. Paste the information by selecting File/Paste. Next enter the date the member left in column A and the use the drop-down menu in column B to identify the reason. Go back to the “Current Members” sheet and select the entire row of data for the member you just moved and select File/Delete.
2. Repeat step 1 until all members who have left the university are moved from “Current Members” sheet to “Past Members” sheet.

#### B. Add New Members

3. Open the “New Member Data Form” from the first new member.
4. Click on row 3 on that form and copy using File/Copy (command-c).
5. Click on the next open row in the “New Member” sheet. Paste the information by selecting File/Paste Special. Then select “Values” from the dialog box and click OK.
6. Repeat steps 3-5 until all new members are entered.

#### C. Update Status of Current Members

7. Take the following actions on the “Current Members” sheet:
  - 7.1 Adjust Active\_New and In\_Out status for members in columns E & F using drop-downs.
  - 7.2 Enter room numbers for in-house members using the drop-down in column G.
  - 7.3 Coordinate with M&E and the ACB Treasurer to ascertain correct information is in columns H (Deposit\_Status), K (Contract\_Signed), & L (Financially\_Current) for every member.
8. Send the resulting form to the ACB Treasurer with the filename “YYMMDD DSP IN-HOUSE\_OUT-OF-HOUSE Summary.xls”, where YYMMDD is the two digit year, month and day code for the date of the modification The ACB Treasurer shall be responsible for posting a master copy to Keep & Share.

#### D. Autofilter data as required

9. The Data/Filter/Autofilter Excel command can be used to parse the information as required. For example, all in-house members can be selected by clicking on the dropdown in cell F1 of the spreadsheet and selecting “In”.