



# MANUAL OF INFORMATION

—24th Edition 2019—

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# INTRODUCTION

Above any other document or manual, the National Panhellenic Conference Manual of Information is the primary resource for a College and Alumnae Panhellenic.

This section offers an introduction to the National Panhellenic Conference, its philosophy and spirit, and the member organizations that comprise it. The section concludes with an overview of agreements, policies and practices that govern NPC activities.

Note: NPC member organizations are formally named as fraternities, sororities or societies. Except when referring to a specific member organization's formal name, NPC typically refers to all member organizations as sororities.

# INTRODUCTION

## THE NATIONAL PANHELLENIC CONFERENCE

The National Panhellenic Conference is an organization composed of 26 inter/national Greek-letter women's sororities. Each member organization is an autonomous social group consisting of women who are college and university undergraduates and alumnae.

### Purpose of NPC

The National Panhellenic Conference was established to assist collegiate and alumnae chapters of the NPC member organizations to cooperate with colleges and universities and foster interfraternal relationships.

### Mission statement of NPC

(2011) The National Panhellenic Conference is the premier advocacy and support organization for the advancement of the sorority experience.

### Vision statement of NPC

(2011) Advancing the Sorority Experience Together.

### Values of NPC

(2011) We are committed to relationships built on trust through transparency, accountability and mutual respect. Innovation and our core values of friendship, leadership, service, knowledge, integrity and community guide us in fulfilling our mission.

### Functions of NPC

In 1988, the 26 member organizations affirmed the concept that the National Panhellenic Conference continue to operate as a conference.

Each NPC member organization is equally represented by a delegate and up to three alternate delegates. Each member organization is allowed one vote, and the delegate casts this vote. The delegate, who serves as a member of the NPC Board of Directors, acts as liaison between her sorority and the other NPC organizations. This delegate body meets biannually in person to conduct business. The delegates function year-round as members of NPC committees.

The officers of NPC (chairman and vice chairman) are members of the delegate body. They serve in an established order of sorority rotation — first as vice chairman then as chairman. Each position is a two-year term. The Advocacy chairman, Panhellenics chairman and Finance chairman are appointed by the NPC chairman and approved by the board of directors. These five officers serve as members of the Executive Committee with voting privileges.

### Committees of NPC

The National Panhellenic Conference has committees responsible for administering NPC matters assigned to them. These committees, in addition to specific duties, issue bulletins and other informative materials. Committee types include standing committees, board committees and special committees. Subcommittees and task forces also may be formed.

## Powers of NPC

The National Panhellenic Conference is a conference body that adopts policies to govern its own internal operation. Through such policies have come the **Unanimous Agreements**. For a policy to become a Unanimous Agreement, each delegate must vote in the affirmative followed by the ratification by each inter/national president.

Because the Unanimous Agreements have been ratified, all NPC member organizations must follow them until they are amended or rescinded. Alumnae and College Panhellenics are also required to follow the Unanimous Agreements. NPC cannot breach in any way the rights and powers of the member organizations except as provided in the Unanimous Agreements.

NPC formulates policies on matters of mutual interest and concern and studies changing educational outlooks. Through discussions, panels and special programs at annual meetings, NPC contributes to interfraternal understanding and friendship.

NPC collects annual dues from its member organizations, College Panhellenics and Alumnae Panhellenics. NPC also assesses an undergraduate per capita fee that is to be collected by each member organization on behalf of its initiated members and paid to NPC.

## History of NPC

The National Panhellenic Conference evolved gradually through a cooperative spirit among women's fraternities (sororities). As early as 1891, Kappa Kappa Gamma invited all Greek-letter women's collegiate fraternities (sororities) — there were seven at the time — to a meeting in Boston on April 16 and 17. The groups discussed interfraternity courtesy, fraternity (sorority) jewelry and stationery and fraternity/sorority journalism. A second meeting was planned for 1893 at the Chicago World's Fair, and although some representatives were there, no records exist of the session.

Early histories of women's fraternities (sororities) contain accounts of "rushing and pledging agreements" or "compacts" among fraternities (sororities) on various campuses and many stories of cooperation and mutual assistance. However, no actual Panhellenic organization existed and no uniform practices were observed. By 1902, it was obvious some standards were needed; therefore, Alpha Phi invited Pi Beta Phi, Kappa Alpha Theta, Kappa Kappa Gamma, Delta Gamma, Gamma Phi Beta, Delta Delta Delta, Alpha Chi Omega and Chi Omega to a conference in Chicago on May 24. Although Alpha Chi Omega and Chi Omega were not able to send delegates to this meeting, the session resulted in the organization of the first interfraternity association and the first intergroup organization on college campuses. (The North-American Interfraternity Conference for men's fraternities was organized in 1909.)

This meeting and the next few resulted in several mutual agreements, especially regarding pledging. Up to this time no guidelines had been set. Women could be pledged to organizations before enrolling in college and even belong to more than one organization.

First called the Interfraternity Conference, the organization has been variously named and renamed the Inter-Sorority Conference (until 1908), the National Panhellenic Conference (until 1911), the National Panhellenic Congress (until 1917), the National Panhellenic Conference (until 1921), the National Panhellenic Congress (until 1945) and finally the National Panhellenic Conference.



The name change is significant to the NPC philosophy because the organization is a conference, not a congress. Other than the basic Unanimous Agreements that all organizations have voted to observe, NPC confines itself to policies and best practices and acts as a court of final appeal in any College Panhellenic difficulty. One of its greatest services is providing area advisors for College Panhellenics and area coordinators for Alumnae Panhellenics.

NPC met annually until 1914, when it voted to hold biennial sessions beginning in 1915. While some interim sessions had been held prior to 1971, a provision in the constitution was made at that time for the necessary sessions. NPC voted in 1993 to have an interim session in even-numbered years. In 2008, NPC voted to change the terminology of biennial and interim sessions to annual meetings.

The chairmanship is held in rotation according to each member organization's entrance into NPC.

### Requirements for membership

A women's sorority must have been established in its national character for a minimum of 13 years. All of its collegiate chapters must be established in senior colleges and universities authorized to confer bachelor degrees and recognized by the appropriate regional association of colleges and universities; and it must have at least 14 chapters, of which the latest established is at least two years old.

### AES merger with NPC

In 1947, the six member organizations of the Association of Education Sororities, organized in 1915, affiliated with the National Panhellenic Conference, thus merging two national Panhellenics serving women's fraternities/sororities. Prior to that time, the AES had served teacher-education colleges exclusively. The growing trend toward general liberal arts institutions resulted in extensive overlapping and led to the merger.

Other women's sororities have been admitted to NPC as they met the requirements for membership. Through the years, additional women's sororities, now merged with other organizations, have been members of NPC.

## Order of rotation

Chairmanship rotation order and NPC entrance date:

Pi Beta Phi	1902	Alpha Gamma Delta	1909
Kappa Alpha Theta	1902	Alpha Delta Pi	1909
Kappa Kappa Gamma	1902	Delta Zeta	1910
Alpha Phi	1902	Phi Mu	1911
Delta Gamma	1902	Kappa Delta	1912
Gamma Phi Beta	1902	Sigma Sigma Sigma	1951
Alpha Chi Omega	1903	Alpha Sigma Tau	1951
Delta Delta Delta	1902	Alpha Sigma Alpha	1951
Alpha Xi Delta	1904	Alpha Epsilon Phi	1951
Chi Omega	1903	Theta Phi Alpha	1951
Sigma Kappa	1905	Phi Sigma Sigma	1951
Alpha Omicron Pi	1905	Delta Phi Epsilon	1951
Zeta Tau Alpha	1909	Sigma Delta Tau	1951

## THE PANHELLENIC CREED

***We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.***

***We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.***

## THIS WE BELIEVE

### Sorority

Sorority is a social experience based on the fundamental right of a free people to form voluntary associations. It enriches university/college life.

### Mutual choice

The young woman who wants a sorority experience will find it possible to belong on most campuses today. Sorority membership is a social experience arrived at by mutual choice, selection and ultimately invitation.

### Sororities exist because they:

- Offer a good, democratic social experience.
- Provide lifelong value.
- Create, through their ideals, an ever-widening circle of service beyond membership.
- Develop an individual's potential through leadership opportunities and group effort.
- Fill the need of belonging.

### Sororities continue because:

- Young women feel a continuing need to belong.
- Parents appreciate sorority values and standards and cooperate to make membership possible.
- College administrations, recognizing the values of sororities, continue to welcome them on their campuses and to invite them to establish new chapters.

## NPC INSIGNIA

In the NPC insignia (i.e., the coat of arms):

The shield is a protective influence for our entire membership.

A lamp denotes leadership, scholarship and enlightenment.

The laurel wreath signifies victory, or achievement of ideals.

While the sword piercing the wreath indicates willingness to fight for ideals, it symbolizes, too, penalty of obligation, also bravery, achievement and discipline.

The mantling surrounding the shield is the protecting cloak that education gives us and is the protective influence of organization.

Thus there in the mantle is inscribed the name of the National Panhellenic Conference.

(Adopted at the 1957 Biennial Session)



## REGISTERED TRADEMARKS

The National Panhellenic Conference is the exclusive owner of its trademarks. To safeguard the appropriate use of our federally registered trademarks and guarantee quality products, NPC is one of many organizations that has a trademark licensing agreement with Affinity Consultants. All commercial use of NPC's trademarks must be administered through a license agreement with NPC.

We encourage members of NPC to support our organization and buy exclusively from officially licensed NPC vendors. All official vendors are screened for high-quality products and good customer service.

- To shop for official NPC products, visit the NPC store ([npcstore.org](http://npcstore.org)) or view our entire list of licensed vendors at [greeklicensing.com](http://greeklicensing.com). Here you can access a national network of vendors and request multiple quotes for your custom order needs.
- If you are shopping for products look for the “Affinity Licensed Product” logo (pictured right).
- If you are a dues-paid College Panhellenic and would like to use the coat of arms on your website, letterhead or other printed materials, please contact the NPC office.



## NPC LOGOS

The visual identity for the National Panhellenic Conference is more than just a logo. While it's the most easily identifiable thing about our brand, a visual identity requires a more holistic approach. It's an entire graphic experience that resonates with NPC. When done well, our visual identity helps convey our mission, vision and values to everyone involved.

The current NPC logo and brand elements, introduced at the 2017 NPC annual meeting, showcase a new, fresh design that pays homage to the past.

The NPC logo consists of two elements, the wordmark and the logomark. The logo incorporates NPC's Greek-influenced laurel leaf and familiar Kelly green and adds in new colors: plum, rose and pumpkin. Its design symbolizes unity, as the lively colors represent member organizations working together.

To complement the NPC logo, graphics for both Alumnae and College Panhellenics were created. These graphics provide distinctions for these organizations while creating a consistency within the NPC brand. The Alumnae and College Panhellenics logos can be customized for the groups using them.

Alumnae and College Panhellenics may download their customized logo files from the NPC website under "Resources."

For more information on NPC branding and logos, please contact the NPC office.



## GREEK ALPHABET

Greek letters have both a Greek and an English pronunciation. Today's fraternities and sororities do not adhere strictly to the pure Greek or the accepted English but often combine the two forms in the same name for the final sound effect rather than phonetic correctness.

Α

Alpha  
al-fah

Β

Beta  
bay-tah

Γ

Gamma  
gam-mah

Δ

Delta  
del-tah

Ε

Epsilon  
ep-si-lon

Ζ

Zeta  
zay-tah

Η

Eta  
ay-tah

Θ

Theta  
thay-ta

Ι

Iota  
eye-o-tah

Κ

Kappa  
cap-ah

Λ

Lambda  
lamb-da

Μ

Mu  
mew

Ν

Nu  
new

Ξ

Xi  
zie or zee

Ο

Omicron  
ohm-e-cron

Π

Pi  
pie

Ρ

Rho  
roe

Σ

Sigma  
sig-mah

Τ

Tau  
taw

Υ

Upsilon  
oop-si-lon

Φ

Phi  
fie or fee

Χ

Chi  
kie

Ψ

Psi  
sigh

Ω

Omega  
o-may-gah

## ALPHABETICAL LISTING OF MEMBER ORGANIZATIONS

Alpha Chi Omega Fraternity	ΑΧΩ
Alpha Delta Pi Sorority	ΑΔΠ
Alpha Epsilon Phi Sorority	ΑΕΦ
Alpha Gamma Delta Fraternity	ΑΓΔ
Alpha Omicron Pi Fraternity	ΑΟΠ
Alpha Phi Fraternity	ΑΦ
Alpha Sigma Alpha Sorority	ΑΣΑ
Alpha Sigma Tau Sorority	ΑΣΤ
Alpha Xi Delta Fraternity	ΑΞΔ
Chi Omega Fraternity	ΧΩ
Delta Delta Delta Fraternity	ΔΔΔ
Delta Gamma Fraternity	ΔΓ
Delta Phi Epsilon Sorority	ΔΦΕ
Delta Zeta Sorority	ΔΖ
Gamma Phi Beta Sorority	ΓΦΒ
Kappa Alpha Theta Fraternity	ΚΑΘ
Kappa Delta Sorority	ΚΔ
Kappa Kappa Gamma Fraternity	ΚΚΓ
Phi Mu Fraternity	ΦΜ
Phi Sigma Sigma Fraternity	ΦΣΣ
Pi Beta Phi Fraternity	ΠΒΦ
Sigma Delta Tau Sorority	ΣΔΤ
Sigma Kappa Sorority	ΣΚ
Sigma Sigma Sigma Sorority	ΣΣΣ
Theta Phi Alpha Fraternity	ΘΦΑ
Zeta Tau Alpha Fraternity	ΖΤΑ

## NPC MEMBER ORGANIZATIONS

### ALPHA CHI OMEGA FRATERNITY



#### BADGE

Gold lyre set with pearls or diamonds

#### FOUNDED

DePauw University,  
Greencastle, Indiana  
Oct. 15, 1885

#### COLORS

Scarlet and olive green

#### FLOWER

Red carnation

#### MAGAZINE

*The Lyre*



#### NEW MEMBER PIN

Diamond shaped, half scarlet and half olive-green enamel bearing a center inlaid golden lyre

#### PHILANTHROPIES

The mission of Alpha Chi Omega's primary philanthropy, the Alpha Chi Omega Foundation, is to support the educational and philanthropic purposes of Alpha Chi Omega through effective fundraising and stewardship of financial resources. Through generous contributions, the Foundation works to ensure Alpha Chi Omega can meet the needs of women today and tomorrow. In addition, Alpha Chi Omega adopted domestic violence awareness as its national philanthropy in 1992. Members serve individuals and families impacted by domestic violence through fundraising and sharing gifts of time and talent with service-providing organizations. Alpha Chi Omega also works to educate its own members, giving them tools to build their own healthy relationships, and to raise awareness of domestic violence by educating others on its impact and work being done to end it.

### ALPHA DELTA PI SORORITY



#### BADGE

Diamond of black enamel with clasped hands, two stars, and letters "ΑΔΠ"

#### FOUNDED

Wesleyan Female College,  
Macon, Georgia  
May 15, 1851

#### COLORS

Azure blue and white

#### FLOWER

Woodland violet

#### MAGAZINE

*The Adelphean of Alpha Delta Pi*



#### NEW MEMBER PIN

Gold bar with Greek letters "BYA" surmounted by lion's head

#### PHILANTHROPIES

In 1979, Alpha Delta Pi officially adopted Ronald McDonald House Charities as its philanthropy. Since then, sisters have volunteered countless hours at Ronald McDonald Houses internationally and have contributed millions of dollars to this worthwhile charity. Today, more than 300 Ronald McDonald Houses around the world help keep families with seriously ill children together when they need it most by offering them a comfortable, temporary residence close to a medical facility. Alpha Delta Pi's signature philanthropy events carry the brand Lion's Share, and the Alpha Delta Pi Foundation administers the sorority's philanthropic activities. In addition, the foundation awards academic scholarships, provides grants for collegiate and alumnae members in need, supports educational and leadership programming for members internationally and financially supports the preservation of historical items important to Alpha Delta Pi's history as the first secret society for women.



## ALPHA EPSILON PHI SORORITY



### BADGE

Three sorority letters jeweled in pearls, placed in sequence on narrow gold bar

### FOUNDED

Barnard College,  
New York City  
Oct. 24, 1909

### COLORS

Green and white

### FLOWER

Lily of the valley

### MAGAZINE

*Columns*



### NEW MEMBER PIN

Greek temple façade in gold

### PHILANTHROPIES

Alpha Epsilon Phi supports two national philanthropies, the Elizabeth Glaser Pediatric AIDS Foundation and Sharsheret, an organization that supports young Jewish women in their fight against breast cancer. Additionally, collegians and alumnae alike provide fundraising and volunteer service hours to local organizations of their choice. The Alpha Epsilon Phi Foundation awards scholarships to undergraduate and graduate students and for members' participation in leadership training programs. The foundation also provides grants to the sorority for educational programming in the areas of leadership development, risk management and health and wellness.

## ALPHA GAMMA DELTA FRATERNITY



### BADGE

Monogram of three Greek letters in gold; "A" may be pearled or plain

### FOUNDED

Syracuse University,  
Syracuse, New York  
May 30, 1904

### COLORS

Red, buff and green

### FLOWER

A red and buff rose with green asparagus plumosa fern

### MAGAZINE

*Alpha Gamma Delta Quarterly*



### NEW MEMBER PIN

Shield executed in red, buff and green enamel

### PHILANTHROPIES

Alpha Gamma Delta's philanthropic focus is fighting hunger. The Fraternity proudly supports international philanthropic partners Feeding America and Meals on Wheels. Members of all generations connect with local community partners to volunteer their time and efforts, as well as raise funds and awareness, to battle food insecurity in North America. Additionally, the Alpha Gamma Delta Foundation impacts and enriches communities by providing essential support for education, leadership and philanthropy through grants, scholarships and enrichment opportunities. Together, members of Alpha Gamma Delta and the Alpha Gam Foundation, transform lives, empower women and impact the world.

## ALPHA OMICRON PI FRATERNITY



### BADGE

Three sorority letters jeweled in pearls or plain, placed in sequence on narrow gold bar

### FOUNDED

Barnard College,  
Columbia University,  
New York City  
Jan. 2, 1897

(Celebrated between  
December 8 and January 2)

### COLORS

Cardinal

### FLOWER

Jacqueminot rose

### MAGAZINE

*To Dagma*

### PHILANTHROPIES

Alpha Omicron Pi's international philanthropy supports arthritis research and programs primarily through our partnership with the Arthritis Foundation. Signature "Strike Out Arthritis!" events have enabled AOII chapters to raise millions of dollars for arthritis research, juvenile arthritis camps and conferences and other worthy causes. Additionally, the Alpha Omicron Pi Foundation's leadership grants to the fraternity underwrite training academies, sponsor conference and convention speakers and fund a variety of personal development programs for members. Its academic scholarships benefit undergraduate and graduate members and the foundation's Ruby Fund helps sisters in dire need.



### NEW MEMBER PIN

Gold sheaf of wheat bearing  
letters of name

## ALPHA PHI FRATERNITY



### BADGE

Gold monogram of Greek "ΑΦ"  
with letters "a o e" in black

### FOUNDED

Syracuse University,  
Syracuse, New York  
Sept. 18, 1872

(Celebrated on October 10)

### COLORS

Silver and bordeaux

### FLOWER

Lily of the valley and  
forget-me-nots

### MAGAZINE

*The Alpha Phi Quarterly*

### PHILANTHROPIES

Established in 1956, Alpha Phi Foundation is the official philanthropic and educational partner of Alpha Phi International Fraternity. The Foundation's mission is to advance women's lives through the power of philanthropy. Through contributions from chapters and individuals, Alpha Phi Foundation funds programming focused on five vital areas: scholarship, leadership, heritage, assistance grants to support sisters and collegiate chapters facing crisis situations and women's heart health.



### NEW MEMBER PIN

Ivy leaf of silver or gold  
bearing letters of name

## ALPHA SIGMA ALPHA SORORITY



### BADGE

Concave square of black enamel displaying gold letters of name, crown and star, bordered with pearls and rubies

### FOUNDED

Longwood University,  
Farmville, Virginia  
Nov. 15, 1901

### COLORS

Pearl white and crimson

### FLOWER

Narcissus and aster

### MAGAZINE

*Phoenix*



### NEW MEMBER PIN

Concave square of silver bearing letters of name, raised against design of rising sun

### PHILANTHROPIES

Alpha Sigma Alpha encourages members to support the Alpha Sigma Alpha Foundation and to participate in national service and charitable giving efforts as well as supporting those in their local communities. The ritual states, "Life is not taking in only; it is giving out too. It is giving ourselves — freely — to other people, giving ourselves in comradeship, in understanding, in joy, in love." This belief is demonstrated in the many ways Alpha Sigma Alpha women express their care and concern for others through support of the sorority's service and charitable giving endeavors. Alpha Sigma Alpha's philanthropic partnerships are the Alpha Sigma Alpha Foundation (since 1986), Girls on the Run International (since 2012), S. June Smith Center (since 1990) and Special Olympics (since 1976).

## ALPHA SIGMA TAU SORORITY



### BADGE

Six-pointed shield of black enamel and gold, bordered with pearls and displaying sorority letters in center

### FOUNDED

Eastern Michigan University,  
Ypsilanti, Michigan  
Nov. 4, 1899

### COLORS

Emerald green and gold

### FLOWER

Yellow rose

### MAGAZINE

*The Anchor*



### NEW MEMBER PIN

Monogram of gold

### PHILANTHROPIES

Alpha Sigma Tau's national philanthropy is the Women's Wellness Initiative. The Initiative seeks to empower Alpha Sigma Tau members to improve women's wellness through service activities and projects. Through the Initiative, the sorority has an established relationship with the national nonprofit Dress for Success®, which members can engage to impact women's wellness in their communities. Alpha Sigma Tau is also building similar relationships with other networked nonprofits committed to this purpose. Additionally, the Alpha Sigma Tau National Foundation endows scholarships and offers critical financial support for many of the sorority's educational programs.

## ALPHA XI DELTA FRATERNITY



### BADGE

Gold quill

### FOUNDED

Lombard College,  
Galesburg, Illinois  
April 17, 1893

### COLORS

Light blue, dark blue and gold

### FLOWER

Pink rose

### MAGAZINE

*The Quill of Alpha Xi Delta*



### NEW MEMBER PIN

Oval shape with Greek letters  
“AΞΔ” on enamel background

### PHILANTHROPIES

Alpha Xi Delta is a proud philanthropic partner with Autism Speaks, the largest autism advocacy and research organization in the world. Alpha Xi Delta’s college chapters and alumnae associations promote understanding and acceptance of autism and raise funds by participating in Autism Speaks Walk events and holding AmaXing Challenges at our host institutions. Alpha Xi Delta is proud to be the National Walk Partner for all Autism Speaks Walk events in the United States. In addition, Alpha Xi Deltas also participate in Letters of Love, a national letter writing campaign; participate in Light It Up Blue on April 2, World Autism Awareness Day; and host fundraisers to promote understanding and acceptance of autism during April, which is World Autism Month.

## CHI OMEGA FRATERNITY



### BADGE

Stacked Greek letters “XΩ”  
with 14 pearls or diamonds  
set onto the Chi

### FOUNDED

University of Arkansas,  
Fayetteville, Arkansas  
April 5, 1895

### COLORS

Cardinal and straw

### FLOWER

White carnation

### MAGAZINE

*The Eleusis*



### NEW MEMBER PIN

Greek letters “XΩ” in gold on  
oval black background

### PHILANTHROPIES

Service to others is a founding purpose of Chi Omega Fraternity, and each collegiate and alumnae chapter participates in philanthropic activities in their local communities. Chi Omega has had a national community service alliance with Make-A-Wish®, since 2001. Chi Omega has raised more than \$22 million dollars and has given more than one million volunteer hours to Make-A-Wish® — thus enabling Chi Omegas to grant wishes to children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

## DELTA DELTA DELTA FRATERNITY



### BADGE

Three golden stars, a crown set with pearls within a crescent of three hundred degrees bearing three deltas in black enamel

### FOUNDED

Boston University,  
Boston  
Nov. 28, 1888  
(Celebrated Thanksgiving Eve)

### COLORS

Silver, gold and blue

### FLOWER

Pansy

### MAGAZINE

*The Trident*



### NEW MEMBER PIN

Three deltas surrounding an inverted delta in green and silver enamel

### PHILANTHROPIES

There are three aspects of philanthropy in Tri Delta: sisters helping sisters through the Tri Delta Foundation; support of children's cancer charities at the local and regional level; and a national partnership with St. Jude Children's Research Hospital. The Tri Delta Foundation assists our members as they live—by providing emergency financial assistance to sisters facing unforeseen financial crises, as they learn—by providing academic scholarships to deserving undergraduate and graduate members and as they lead—by providing grants to the Fraternity for leadership and educational programs. In 1974, Tri Delta adopted children's cancer charities as their philanthropic focus, and today, collegiate and alumnae chapters support local and regional children's hospitals and pediatric cancer initiatives across North America. In 1999, Tri Delta established a national partnership with St. Jude. Since then, Tri Delta has raised more than \$60 million for St. Jude—helping increase the overall survival rate of childhood cancer from 20 percent in 1962 to more than 80 percent today.

## DELTA GAMMA FRATERNITY



### BADGE

Gold anchor, white shield with Greek letters “ΔΓ” raised gold cable

### FOUNDED

Lewis School,  
Oxford, Mississippi  
Dec. 25 1873  
(Celebrated March 15)

### COLORS

Bronze, pink and blue

### FLOWER

“Delta Gamma,” a cream-colored rose

### MAGAZINE

*ANCHORA*



### NEW MEMBER PIN

White enamel shield with Greek letters “ΠΑ” in gold

### PHILANTHROPIES

The Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of the Delta Gamma sisterhood. Since 1936, Service for Sight has been at the core of Delta Gamma when a member who was blind petitioned to adopt it as our official philanthropy. The Delta Gamma Foundation was formed in 1951 as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility reference in Article II of the Fraternity Constitution. Today, the Delta Gamma Foundation proudly awards grants to sight-related organizations across North America, including the five schools started by Delta Gammas in Los Angeles, Kansas City, St. Louis, Denver and Phoenix. The Foundation also awards merit-based scholarships, graduate fellowships, Sisters Helping Sisters: Need-Based Scholarships and Anchor Grants for members in need. Lastly, the Foundation ensures Delta Gamma collegians experience leadership and educational programming through grants to the Fraternity.

## DELTA PHI EPSILON SORORITY



### BADGE

Equilateral gold triangle with the letters “ΔΦΕ” in black onyx bordered with 21 pearls and a ribbon beneath with sorority’s motto, *Esse Quam Videri*

### FOUNDED

New York University,  
New York City  
March 17, 1917

### COLORS

Royal purple and pure gold

### FLOWER

Purple iris

### MAGAZINE

*TRIAD*



### NEW MEMBER PIN

Equilateral triangle of purple enamel with name in gold Greek letters

### PHILANTHROPIES

Delta Phi Epsilon chapters have donated more than \$1.5 million to the Cystic Fibrosis Foundation to support research to find a cure for cystic fibrosis and improve the quality of life for the 30,000 children and young adults with the disease. Delta Phi Epsilon is the first international organization to pledge regular support to the National Association of Anorexia Nervosa and Associated Disorders, an organization dedicated to alleviating the problems of anorexia and other eating disorders. The Delta Phi Epsilon Educational Foundation provides scholarships to members and their children to complete their studies or continue graduate study, and it provides funding for educational and leadership programs.

## DELTA ZETA SORORITY



### BADGE

A Roman lamp bearing the Greek letters “ΔΖ” in black enamel, resting upon an Ionic column with three wings of Mercury on each side

### FOUNDED

Miami University,  
Oxford, Ohio  
Oct. 24, 1902

### COLORS

Rose and green

### FLOWER

Killarney rose

### MAGAZINE

*The LAMP of Delta Zeta*



### NEW MEMBER PIN

Black enamel diamond bearing Roman lamp in gold

### PHILANTHROPIES

Delta Zeta Sorority’s national philanthropy is speech and hearing. We partner with the Starkey Hearing Foundation, raising funds toward a \$5 million pledge to advance our philanthropy to a global level and change lives for the better. Our national philanthropic program, Heart for Hearing, provides a variety of ways in which our chapters and members raise money and volunteer for speech and hearing. We participate in Starkey hearing missions around the world, where Starkey fits and gives more than 100,000 hearing aids annually. The Painted Turtle camp, our national service project, is an innovative medical specialty camp for children who have chronic and life-threatening illnesses. We have volunteered more than 25,000 hours of service, and have donated over \$1.2 million to this cause. The Delta Zeta Foundation provides support for the Sorority’s leadership and service programs, awards scholarships to members and maintains the Delta Zeta Historical Museum in Oxford, Ohio.



## GAMMA PHI BETA SORORITY



### BADGE

Monogram of Greek letters  
“ΓΦΒ” set on a black-enamel  
crescent

### FOUNDED

Syracuse University,  
Syracuse, New York  
Nov. 11, 1874

### COLORS

Light and dark brown

### FLOWER

Pink carnation

### MAGAZINE

*The Crescent*



### NEW MEMBER PIN

Dark-brown enamel  
triangular shield with gold  
crescent moon

### PHILANTHROPIES

Gamma Phi Beta’s philanthropic focus is Building Strong Girls, which is the embodiment of its philanthropic mission, to provide experiences and resources that build spiritual, mental and social resiliency in girls. Gamma Phi Beta is the exclusive National Panhellenic Conference National Sponsor of Girls on the Run (GOTR), a nonprofit organization that inspires girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Together, Gamma Phi Beta and GOTR envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. Gamma Phi Betas in every community provide girls the support they need to bolster their ability to believe in themselves and understand their value and potential. Moonball, Gamma Phi Beta’s signature philanthropy event, is hosted annually by each collegiate chapter in North America as a volleyball, basketball or kickball tournament to raise funds for GOTR. The Gamma Phi Beta Foundation is dedicated to the lifelong development of women by providing financial aid to members and the sorority’s leadership development programs.

## KAPPA ALPHA THETA FRATERNITY



### BADGE

Kite-shaped, gold border,  
black-enamel shield set with  
diamond stars and white  
chevron displaying the  
Greek letters “ΚΑΘ”

### FOUNDED

DePauw University,  
Greencastle, Indiana  
Jan. 27, 1870

### COLORS

Black and gold

### FLOWER

Black and gold pansy

### MAGAZINE

*The Kappa Alpha Theta  
Magazine*



### NEW MEMBER PIN

Square of black and gold

### PHILANTHROPIES

A former Kappa Alpha Theta Fraternity president once said, “The world should be a better place because Kappa Alpha Theta exists.” Theta has built its culture of philanthropy around this idea, teaching members how to be philanthropists through fundraising, service and advocacy in support of its philanthropic priorities: Court Appointed Special Advocates (CASA) and Kappa Alpha Theta Foundation. The CASA network includes nearly 1,000 local programs across North America advocating on behalf of youth in foster care. Theta members share CASA’s belief that every abused or neglected child should be safe, with a permanent home and the opportunity to thrive. In June 2016, Theta Foundation announced a \$1 million commitment to help CASA become an evidence-based practice and secure its position as one of the most influential and effective child welfare leaders. Including its grants to the National CASA Association, Theta Foundation awards more than \$1 million annually in support of Theta members and chapters, Kappa Alpha Theta Fraternity and other community organizations.

## KAPPA DELTA SORORITY



### BADGE

Diamond shaped displaying gold dagger and Greek letters “KA” and “AOT” in gold and on a black background

### FOUNDED

Longwood University,  
Farmville, Virginia  
Oct. 23, 1897

### COLORS

Olive green and pearl white

### FLOWER

White rose

### MAGAZINE

*The Angelos*



### NEW MEMBER PIN

White enamel Norman Shield divided into three sections by a green triangle that bears three gold stars.

### PHILANTHROPIES

Children always have been at the core of Kappa Delta’s philanthropic efforts. Members volunteer more than 125,000 hours each year to build confidence in girls through the sorority’s national partnership with Girl Scouts of the USA. Additionally, chapters host Shamrock events, raising awareness and more than \$2.6 million annually for Prevent Child Abuse America and child-abuse prevention agencies in their communities. To further impact families and children, the Kappa Delta Foundation awards KiDs grants to alumnae chapters to provide financial support to local agencies for programs and services that have a positive effect on their communities. The foundation continues to support Kappa Delta’s historical philanthropies: Children’s Hospital of Richmond at Virginia Commonwealth University and the Kappa Delta Orthopaedic Research Awards through the American Academy of Orthopaedic Surgeons.

## KAPPA KAPPA GAMMA FRATERNITY



### BADGE

Golden key

### FOUNDED

Monmouth College,  
Monmouth, Illinois  
Oct. 13, 1870

### COLORS

Dark and light blue

### FLOWER

Fleur-de-lis

### MAGAZINE

*The Key*



### NEW MEMBER PIN

Greek “Δ” in dark blue, enclosing a “Σ”

### PHILANTHROPIES

Kappa Kappa Gamma encourages our members to take meaningful action through a threefold philanthropic approach. First, we partner with Reading Is Fundamental, the nation’s largest children’s literacy nonprofit, to inspire a love of reading by giving children access to books and literacy resources. Our members also give to the Kappa Kappa Gamma Foundation, which helps members pursue their bold dreams. Our Foundation provides financial support for educational programming, academic scholarships and need-based assistance for those impacted by natural disasters and medical issues. Third, our chapters and alumnae associations are encouraged to give back to their local communities by collaborating with organizations and efforts close to their hearts. Over the years, our members have volunteered at homeless shelters and animal shelters, raised funds to support medical research and collected donations for a variety of causes. Our members’ commitment to service and philanthropy fulfills our mission to inspire positive change.



## PHI MU FRATERNITY



### BADGE

Unique barbed quatrefoil-shaped shield of gold overlaid with a black shield bearing two bonds, three stars and a hand clasping a heart and the Greek letters "ΦΜ"

### FOUNDED

Wesleyan Female College,  
Macon, Georgia  
Jan. 4, 1852  
(Celebrated March 4)

### COLORS

Rose and white

### FLOWER

Rose-colored carnation

### MAGAZINE

*The Aglaia*



### NEW MEMBER PIN

Black and gold barbed quatrefoil-shaped shield with the Greek letter "Φ"

### PHILANTHROPIES

"To lend to those less fortunate a helping hand." The opening line of the Phi Mu Creed serves as a reminder to all Phi Mus that the Fraternity is committed to serving others. Each year, alumnae and collegiate chapters devote numerous hours to charitable causes. Since 1986, Children's Miracle Network Hospitals, a nonprofit organization that raises funds for more than 170 children's hospitals, has been the primary beneficiary of Phi Mu's fundraising efforts. Collegiate chapters host a variety of events including BonnaMu music festivals, dance marathons, meal-related fundraisers and sports tournaments. Phi Mu Fraternity also has a strategic alliance with the National Women's History Museum to build a museum dedicated to women's history in Washington, D.C.

## PHI SIGMA SIGMA FRATERNITY



### BADGE

Sphinx head with sapphire eyes

### FOUNDED

Hunter College,  
New York City  
Nov. 26, 1913

### COLORS

King blue and gold

### FLOWER

American Beauty rose

### MAGAZINE

*The Sphinx*



### NEW MEMBER PIN

Blue pyramid bordered in gold, bearing open motto

### PHILANTHROPIES

The Phi Sigma Sigma Foundation announced its new philanthropic cause, school and college readiness, during Phi Sigma Sigma's Centennial Convention in 2013. Phi Sigma Sigma members expressed a desire for more opportunities to volunteer locally and to make a difference in the lives of others. In addition, members wanted to become invested in a cause that had both international reach and local appeal. School and college readiness offers Phi Sigma Sigma members the opportunity to make a difference in their local community. Phi Sigma Sigma's efforts in supporting this cause include a holistic approach comprised of the social, emotional, physical and intellectual facets of the individual. Three environmental layers, known as the ready family, the ready school and the ready community, influence these individual facets. In addition to other worthy causes, the Phi Sigma Sigma Foundation funds scholarships and grants for sisters and supports women's leadership training via Phi Sigma Sigma's annual leadership conference.

## PI BETA PHI FRATERNITY



### BADGE

Golden arrow with Greek letters “ΠΒΦ” on the wings and a chain loop hanging from the shaft

### FOUNDED

Monmouth College,  
Monmouth, Illinois  
April 28, 1867

### COLORS

Wine and silver blue

### FLOWER

Wine carnation

### MAGAZINE

*The Arrow*



### NEW MEMBER PIN

Golden arrowhead with Greek letter “Β” in polished gold

### PHILANTHROPIES

Read > Lead > Achieve® is Pi Beta Phi’s philanthropic effort, which inspires a lifelong love of reading that can unlock true potential and create a more literate and productive society. All of Pi Beta Phi’s reading initiatives fall under the Read > Lead > Achieve umbrella, such as Champions are Readers®, Pi Beta Phi Fraternity Day of Service, Read > Lead > Achieve month and Arrow in the Arctic. “At Pi Beta Phi, we believe in the power of reading. We believe reading always has been — and always will be — a powerful step toward a life of enduring impact. We believe when one out of four children cannot read, that is one too many. We believe in inspiring readers, sparking imaginations and igniting the desire to learn. We believe that readers become leaders. And, we believe reading is the foundation of all we can achieve in life. For more than a century, we’ve committed ourselves to creating a more literate and productive society. We’ve changed with the times, but never shifted our vision. So at Pi Beta Phi, we honor the past while we build for the future ... *one child ... one moment at a time ... one life changed forever.*”

## SIGMA DELTA TAU SORORITY



### BADGE

Jeweled torch with five pearls on crossbar and one in the handle; above the pearls are the Greek letters “ΣΔΤ” and diamond-brightened torch flame

### FOUNDED

Cornell University,  
Ithaca, New York  
March 25, 1917

### COLORS

Café au lait and old blue

### FLOWER

Golden tea rose

### MAGAZINE

*The Torch*



### NEW MEMBER PIN

Gold torch on round, enamel pin of blue and gold

### PHILANTHROPIES

Members of Sigma Delta Tau raise funds, sponsor educational awareness programs and organize community service projects in support of Prevent Child Abuse America (PCAA). PCAA has been SDT’s philanthropic partner since 1982 and developed Empower YOUth, an anti-bullying program that SDT members bring to middle school young women. Members participate in Jewish Women International’s Safe Smart Dating program, Life\$avings® financial literacy program, Girls Achieve GrΣΔTness nail polish campaign, the National Library Initiative and the Mother’s Day Flower Project. The Sigma Delta Tau Foundation empowers SDT sisters to grow personally and professionally through annual scholarship opportunities, essential funding of Sigma Delta Tau educational programs and influential charitable giving from alumnae, collegians and friends of Sigma Delta Tau.

## SIGMA KAPPA SORORITY



### BADGE

Gold triangle bearing the Greek letters "ΣΚ"

### FOUNDED

Colby College,  
Waterville, Maine  
Nov. 9, 1874

### COLORS

Maroon and lavender

### FLOWER

Wild purple violet

### MAGAZINE

*The Sigma Kappa Triangle*



### NEW MEMBER PIN

Gold Greek letter "K" with serpent entwined to form letter "Σ"

### PHILANTHROPIES

In 1954, Sigma Kappa selected gerontology as a philanthropy. Thirty years later, an emphasis on Alzheimer's disease research was added. In support of those living with Alzheimer's and other dementias, alumnae and collegiate chapters provide service to senior living and Alzheimer's care facilities in addition to participating in the Walk to End Alzheimer's where they raise more than \$1 million annually. Since shifting the focus to Alzheimer's, Sigma Kappa has committed more than \$8.2 million to finding a cure and supporting those touched by this dreadful disease. The Maine Seacoast Mission, Sigma Kappa Sorority's first national philanthropy, was selected in 1918 in honor of Sigma Kappa's founding in Maine. Members annually send contributions of books, clothing and other necessities to support the mission's urgent needs. Nationally, chapters participate in an Ultra Violet Campaign, a fundraising event concept, that provides Sigma Kappa's collegiate and alumnae chapters with effective, engaging opportunities to raise funds and awareness for Sigma Kappa's philanthropic priorities.

## SIGMA SIGMA SIGMA SORORITY



### BADGE

An equilateral, indented triangle with pearls on its border and a Greek Sigma on each point of the raised inner triangle, in the center of which is a skull and crossed bones.

### FOUNDED

Longwood University,  
Farmville, Virginia  
April 20, 1898

### COLORS

Royal purple and white

### FLOWER

Purple violet

### MAGAZINE

*The Triangle of ΣΣΣ*



### NEW MEMBER PIN

Silver triangle with sigma in each angle, superimposed on three arcs

### PHILANTHROPIES

Since 1951, Tri Sigma has dedicated itself to serving children's health initiatives. Tri Sigma's first national philanthropy, the Robbie Page Memorial Fund, began by funding the research and vaccine trials to combat polio. After the trials for the Salk vaccine proved successful and polio was cured, Tri Sigma supported another cutting-edge treatment for hospitalized children, called play therapy. Play therapy supports seriously ill children in understanding and coping with their illnesses and treatments they must undergo. The Tri Sigma Foundation awards Robbie Page Memorial Grants annually to local programs throughout the country to support therapeutic play efforts. In 2016, Tri Sigma welcomed March of Dimes as an additional philanthropic partner. With a shared history in the fight against polio, Sigmas join the fight against premature birth by fundraising, volunteering and raising awareness for the health of all moms and babies. Whether Tri Sigma donates therapeutic toys to children's hospitals or volunteers for March of Dimes, the passion remains "Sigma Serves Children."

## THETA PHI ALPHA FRATERNITY



### BADGE

Gold Greek letter “Θ” set with pearls, superimposed on plain gold Greek letters “ΦΑ”

### FOUNDED

University of Michigan,  
Ann Arbor, Michigan  
Aug. 30, 1912  
(Celebrated April 30)

### COLORS

Silver, blue and gold

### FLOWER

White rose

### MAGAZINE

*The Compass of ΘΦΑ*



### NEW MEMBER PIN

Rounded-corner square of black enamel with compass in center

### PHILANTHROPIES

Theta Phi Alpha focuses its philanthropic efforts on Camp Friendship, The House That Theta Phi Alpha Built and Glenmary Home Missioners. Camp Friendship is a two-week summer camp hosted in northeast Mississippi for children from disadvantaged and low-income homes. Sisters of Theta Phi Alpha assist Camp Friendship with financial donations, supplies and as volunteers at the camp. The House That Theta Phi Alpha Built has the goal of improving the plight of the homeless and allows Theta Phi Alphas flexibility to select suitable organizations within their own communities to support, such as those providing aid to the homeless through shelters, home building or neighborhood revitalization projects. Glenmary Home Missioners serves the spiritual and material needs of those living in rural Appalachia, where they distribute food, clothing and books to needy persons and assist in providing medical care, job training and tutoring.

## ZETA TAU ALPHA FRATERNITY



### BADGE

Small black shield superimposed on shield of gold bearing a five-point crown; Greek letters “ZTA” and Greek “Themis”

### FOUNDED

Longwood University,  
Farmville, Virginia  
Oct. 15, 1898

### COLORS

Steel gray and turquoise blue

### FLOWER

White violet

### MAGAZINE

*Themis*



### NEW MEMBER PIN

Carpenter's square in silver and turquoise blue

### PHILANTHROPIES

Think Pink® is a registered trademark of ZTA and is the theme for its philanthropic efforts devoted to breast cancer education and awareness. The ZTA Foundation has three national partnerships. As the National Survivor Ambassador for Making Strides Against Breast Cancer® walks with the American Cancer Society®, collegians and alumnae volunteer at more than 150 walks every year. ZTA partners with Bright Pink®, a national nonprofit organization focused on prevention and early detection of breast and ovarian cancer, to educate our ZTA and campus communities including the Access Your Risk® tool. ZTA is also the official fan outreach partner for the NFL's “A Crucial Catch” campaign to raise awareness at stadiums across the country every October. In addition to our national partnerships, collegiate and alumnae chapters nationwide host more than 500 Think Pink events in their local communities to raise awareness and distribute over two million Think Pink ribbons each year.

## OVERVIEW OF UNANIMOUS AGREEMENTS, POLICIES AND BEST PRACTICES

The NPC Manual of Information includes NPC's Unanimous Agreements, policies and best practices. This section briefly explains each one.

### Unanimous Agreements

Unanimous Agreements (UAs) are the principles, procedures and behavioral expectations considered so fundamental to ethical and harmonious intersorority life that they are binding on every NPC member organization. College and Alumnae Panhellenic Associations are required to operate according to these agreements, and all individual members must abide by them.

Also included in the Unanimous Agreements are statements setting forth the rights of women's sororities as private, voluntary social organizations.

The Unanimous Agreements are adopted by a unanimous vote of the NPC Board of Directors and ratified by all 26 inter/national presidents. They can be amended by a five-sixth vote.

Note: In later sections of the NPC Manual of Information, when UAs are referenced, they are noted with the words “**Unanimous Agreements**” in bold italic and a plum-colored font.

### Policies

Policies are standards and procedures created by NPC vote, usually to address recurrent problems or operating issues that local Panhellenics face. The expectation is they be followed because they reflect the combined knowledge and experience of the 26 autonomous member organizations.

Policies are adopted by a majority vote of the NPC Board of Directors and amended by majority vote.

### Best practices

Best practices are procedures formulated to help College and Alumnae Panhellenics and their member chapters achieve the greatest success. Adherence to these practices is not required but is strongly recommended.

Best practices are recommended by an NPC (standing, sub- or special) committee and approved by the Executive Committee and/or NPC Board of Directors, as appropriate.



## UNANIMOUS AGREEMENTS

Since 1902, the National Panhellenic Conference member organizations have unanimously agreed to pursue certain procedures and ethics that lead to the orderly and equitable conduct of their mutual functions.

Unanimous Agreements are the principles, procedures and behavioral expectations considered so fundamental to ethical and harmonious intersorority life that they are binding on every NPC member organization. College and Alumnae Panhellenic Associations are required to operate according to these agreements, and all individual members must abide by them. Also included in the Unanimous Agreements are statements setting forth the rights of sororities as private, voluntary social organizations.

The Unanimous Agreements are adopted by a unanimous vote of the NPC voting body (the NPC Board of Directors). As a further assurance that all 26 member organizations are truly unified in their decisions, the Unanimous Agreements are ratified by the inter/national president of each member organization. Her signature is her sorority's pledge that every collegiate and alumna member will abide by and honor the NPC Unanimous Agreements. They can be amended by a five-sixth vote of the NPC Board of Directors.

Each College Panhellenic (or Inter-Sorority Council or equivalent organization) and Alumnae Panhellenic must incorporate the NPC Unanimous Agreements into its procedures and operating methods (bylaws, standing rules, membership recruitment rules and other governing documents). Language that contradicts a Unanimous Agreement must be removed immediately; no vote is necessary.

NPC member organizations are formally named as fraternities, sororities or societies. For the purpose of the Unanimous Agreements, policies and best practices, NPC refers to all member organizations as sororities.



# UNANIMOUS AGREEMENTS

## I. THE PANHELLENIC CREED

We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

## II. JURISDICTION OF PANHELLENIC ASSOCIATIONS

Panhellenic associations are based on democratic principles and organized to afford cooperation among the women's sororities. All chapters involved in the Panhellenic association, regardless of their membership class, must be women's-only organizations. Panhellenic members must respect and obey the letter and spirit of all National Panhellenic Conference Unanimous Agreements. Panhellenic associations' governing documents must conform to all Unanimous Agreements.

### 1. College Panhellenic Associations

- A. The administrative body of a College Panhellenic Association is a College Panhellenic Council.
- B. A College Panhellenic Council shall be composed of delegates selected by individual chapters from the NPC sororities.
- C. A College Panhellenic Council shall take no action that infringes on the sovereignty, rights or privileges of the individual NPC sororities. Infringements include the following:
  - i. Requiring sorority chapters to maintain a specific scholastic grade point average
  - ii. Requiring a scholastic grade point average as a condition for a chapter's participation in membership recruitment
  - iii. Requiring a scholastic grade point average as a condition for a woman's participation in the membership recruitment process\*
  - iv. Requiring a scholastic grade point average as a qualification for pledging or initiation
  - v. Requiring sorority chapters to maintain a minimum number of members
  - vi. Surveying to collect data that reflects a chapter's internal information or requiring documents that are considered confidential material regarding the chapter's internal operations
  - vii. Lowering a chapter's quota as a sanction
  - viii. Requiring a chapter's Panhellenic delegate to be a specific chapter officer
  - ix. Enacting a College Panhellenic governing document provision or sanction that infringes on the sovereignty, rights or privileges of the individual NPC sororities
  - x. Voting to contradict an NPC Unanimous Agreement
- D. Language that infringes on the sovereignty, rights or privileges of the individual NPC sororities or that contradicts an NPC Unanimous Agreement must be removed immediately; no vote is necessary.
- E. Except in routine matters, a College Panhellenic Council and its officers shall act only upon a vote of the delegate body after referral to the member sorority chapters.

\* College Panhellenics that wish to highlight the importance of academics by communicating GPA standards for women participating in recruitment shall do so through educating potential new members, not through setting a minimum GPA. See the College Panhellenic Membership Recruitment section of the NPC Manual of Information for specific suggestions.

2. Alumnae Panhellenic Associations
  - A. The administrative body of an Alumnae Panhellenic Association is an Alumnae Panhellenic Council.
  - B. Alumnae Panhellenic Councils shall be composed of delegates selected by their organized alumnae groups; an individual may represent her sorority where there is no alumnae group.
  - C. One vote shall be granted to each NPC member sorority represented in the Alumnae Panhellenic Association.
  - D. Alumnae Panhellenic Associations shall not expel a member organization of any NPC sorority from its membership in the Alumnae Panhellenic Association.
  - E. A re-established alumnae group shall take its place in rotation in the Alumnae Panhellenic Association according to the date of its re-establishment.

### III. THE PANHELLENIC COMPACT

1. A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
2. To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
  - A. Not be simultaneously enrolled in high school and attending college.
  - B. Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
3. An undergraduate woman may pledge an NPC sorority only during a regular academic term and not during any school recess or summer academic term except during a primary membership recruitment period and the ensuing continuous open bidding (COB) process when held immediately before an academic term.
4. Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.
5. If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
6. At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid and has quota or total spaces to fill.
7. If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.
8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
9. A continuous open bidding membership recruitment acceptance binding agreement is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period.



10. A woman who has accepted a bid either through primary or COB membership recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.
11. When a woman who has been pledged but not yet initiated transfers to another campus, her pledge is broken, and she is eligible to pledge an NPC sorority on that campus at the earliest opportunity.
12. Women who have been pledged but not yet initiated into a chapter whose charter has been rescinded or relinquished or women of a colony that has been dissolved shall be eligible to pledge another NPC sorority immediately following the official release by the NPC sorority.

#### **IV. STANDARDS OF ETHICAL CONDUCT**

1. NPC sororities shall impress upon their undergraduate and alumnae members that they shall respect and obey the letter and the spirit of all NPC Unanimous Agreements.
2. In case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and to prevent publicity, both on the campus and in the community.
3. NPC denounces the arbitrary priority rating of women's sororities.
4. NPC denounces the ranking or categorization of chapters determined by administrative personnel, according to a chapter's compliance with college/university standards or guidelines.
5. NPC sorority members shall not suggest to any potential new member that she refuse a bid from one organization in order to wait for a bid from another organization or suggest that a potential member list only one choice on her membership recruitment acceptance binding agreement (MRABA).
6. It is in accord with the dignity and good manners of sorority women to:
  - A. Avoid disparaging remarks about any sorority or college/university woman.
  - B. Create friendly relations between sorority and nonsorority women.
  - C. Avoid negative publicity on Panhellenic matters.
7. NPC discourages the use of Greek-letter sorority names and insignia in inappropriate or distasteful commercial advertising.
8. NPC has no affiliation or connection with any high school sorority.
9. NPC supports all efforts to eliminate hazing.

#### **V. AGREEMENT ON EXTENSION**

1. NPC believes that it is unethical for an NPC sorority to contact an institution and/or its students concerning the establishment of a chapter where the institution fails to meet the NPC requirements for a host institution. The institution must be a senior college or university that is authorized to confer a bachelor's degree and that has received a satisfactory rating by the pertinent recognized regional association of colleges and secondary schools or other recognized agency and/or entity that confers accreditation in the relevant jurisdiction.
2. The proper authority shall be defined as follows:
  - A. Where there are two or more NPC sororities present on campus, then a vote of those NPC sororities as evidenced in written minutes of the College Panhellenic Council (if organized) shall constitute the proper authority. If there is no College Panhellenic Council, then a separate vote of the NPC chapters present on campus shall constitute the proper authority.

- B. On campuses where there is one or no NPC sorority and where the administration is willing to recognize women's sororities, a letter from a senior-level student affairs administrator shall constitute the proper authority.
- C. The NPC Extension Committee is the proper authority on campuses where there is one or no NPC sorority and the college/university administration does not grant recognition to women's sororities but does not discipline students for joining.
- 3. Contact regarding extension by NPC sororities, volunteers, staff, collegiate and alumnae members shall include the following:
  - A. NPC sororities may contact the administration of any college or university that meets the criteria listed in Unanimous Agreement V, No. 1 and serves as the proper authority.
  - B. When a campus has two or more NPC sororities and is open for extension, NPC sororities can communicate with a student(s), an interest group or a local sorority only with prior permission of the proper authority.
  - C. NPC sororities that are contacted by a student, local sorority or interest group from campuses with two or more NPC sororities must refer the student, local sorority or interest group to the proper authority.
  - D. NPC sororities should not be in contact with students of any college or university concerning membership where the administration disciplines students for joining women's sororities.
  - E. When a local sorority or interest group is in discussions with an NPC sorority regarding affiliation after approval by the proper authority, no other group shall be in communication with that local sorority or interest group.
- 4. Any colony of an NPC sorority shall become a provisional member of the College Panhellenic Association and shall conform to the association's established rules, regulations and policies.
- 5. When an NPC sorority has installed a chapter, that chapter shall become a regular member of the College Panhellenic Association.

## VI. COLLEGE PANHELLENIC ASSOCIATION AGREEMENT

- 1. Establishment and Regulation of a College Panhellenic Association
  - A. A College Panhellenic Association shall be established where two or more NPC sororities have installed undergraduate chapters.
  - B. The NPC sorority chapter first installed on that campus shall take the initiative in organizing the College Panhellenic Association with the participation and involvement of other existing NPC sorority chapters on that campus.
  - C. When an NPC member sorority has followed the NPC Agreement on Extension (UA V), and a chapter has been installed, that chapter shall become a regular member of the College Panhellenic Association.
  - D. Each installed NPC sorority chapter shall have one vote.
  - E. A College Panhellenic Association shall conduct business — as defined by holding a College Panhellenic council meeting or taking action by vote — only during the regular academic year and primary recruitment if held outside of the regular academic term.
  - F. A College Panhellenic Association shall not expel a chapter of any NPC sorority from its membership, nor shall it have the authority to recommend such action.
  - G. An NPC sorority chapter shall not have the right to withdraw from its College Panhellenic Association.
  - H. A re-established NPC sorority chapter shall take its place in the College Panhellenic Association according to the date of its most recent installation.
- 2. Establishment and Regulation of Membership Recruitment
  - A. Each College Panhellenic Council shall establish rules governing membership recruitment activities.

- B. Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.
  - C. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
  - D. Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
  - E. All members, including alumnae and new members, shall be bound by College Panhellenic Association rules governing membership recruitment.
  - F. Regardless of recruitment style, a potential new member shall sign the membership recruitment acceptance binding agreement (MRABA).
3. Preferential Bidding
- When a preferential bidding system is used, the College Panhellenic Association shall observe the following:
- A. When a woman receives a bid under the preferential system, her signing the membership recruitment acceptance binding agreement is binding to the extent that she shall be considered ineligible until the next primary recruitment to accept a bid from any other sorority on the same campus. However, she may be repledged by the same sorority chapter at any time prior to the next primary recruitment.
  - B. The person in charge of preferential bidding shall be required to safeguard all records and keep them for one year from the date of signing.
4. Continuous Open Bidding (COB)
- A. During COB, the proof of a woman's membership acceptance shall be a dated continuous open bidding membership recruitment acceptance binding agreement signed by the woman and witnessed by a member of the sorority chapter.
  - B. The person in charge of record keeping shall be required to safeguard all COB records and keep them for one year from the date of signing.

## **VII. COLLEGE PANHELLENIC ASSOCIATION JUDICIAL PROCEDURE**

### **1. Judicial Board**

Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member organization infractions of:

- NPC Unanimous Agreements
  - College Panhellenic bylaws and/or other governing documents
  - College Panhellenic membership recruitment rules/guidelines
  - College Panhellenic recruitment code of ethics
  - College Panhellenic standing rules
- A. The composition and duties of the judicial board must be defined in the College Panhellenic bylaws. All members of the judicial board must be collegians from the College Panhellenics' member organizations.
  - B. NPC recognizes only a judicial board that is composed solely of members of the College Panhellenic.
  - C. A College Panhellenic, through its officers, shall select and train a workable judicial board based on campus needs.

- D. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
  - E. All NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Judicial forms are available on the NPC website.
  - F. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years.
2. Judicial Process Overview
- A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report form is filed.
  - B. 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 individuals. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the College Panhellenic.
  - C. Timing
    - The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
    - If the College Panhellenic president is unavailable or the violation is against her sorority, the report shall be presented to the fraternity/sorority advisor.
    - The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
  - D. Proper Reporting Authority
    - i. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
      - Chapter president on behalf of her chapter
      - Chapter executive officer/board member on behalf of her chapter
      - College Panhellenic officer
      - Fraternity/sorority advisor
    - ii. Recruitment infractions may only be reported and signed by one of these people:
      - Chapter president on behalf of her chapter
      - College Panhellenic officer in charge of recruitment or a recruitment counselor
      - Potential new member
      - Fraternity/sorority advisor
  - E. Receipt of Infraction
    - The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
      - » The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/sorority advisor and is available upon request by the accused sorority.
      - » The College Panhellenic president or fraternity/sorority advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.

F. Notification of Chapter

- The College Panhellenic president shall notify the accused sorority in writing by delivering the College Panhellenic Infraction Notice to that chapter president within seven days of receiving the College Panhellenic Violation Report.
- If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report.
- A copy of the College Panhellenic Infraction Notice shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.

G. Response to Receipt of Infraction

- Upon receipt of the College Panhellenic Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation.
- Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing. Either mediation or the judicial hearing must be held within 21 days of the receipt of the College Panhellenic Infraction Notice.
- If an agreement is not reached during the mediation process, a judicial board hearing shall be held within 14 days of the failed mediation.
- If there is a college/university class break during the timeframes specified for the mediation/judicial hearing, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available. If held after classes resume, the timeframe may be extended by the number of days of the class break.

3. Mediation

The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:

- NPC Unanimous Agreements
- College Panhellenic bylaws
- College Panhellenic membership recruitment rules/guidelines
- College Panhellenic recruitment code of ethics
- College Panhellenic standing rules

The following elements of mediation shall be followed:

- Mediation shall be closed to the public.
- All participants in the mediation shall keep strict confidentiality.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

Mediator Guidelines:

- The College Panhellenic president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator.
- Though it is preferable that the fraternity/sorority advisor for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
- The mediator shall not be an undergraduate student.

- All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The form is available on the NPC website. A copy of the report shall be retained by the fraternity/sorority advisor for a period of three years.
- Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.

#### 4. Judicial Board Hearing

- **The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.**
- Hearings shall be closed to the public.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
- All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. The form is available on the NPC website. A copy of the report should be retained by the fraternity/sorority advisor for three years.
- Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

#### 5. Sanctions

##### A. Appropriate Sanctions

Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.

- Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules.
- The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.
- Examples of reasons for monetary fines may be limited to:
  - » Late recruitment event invitation lists
  - » Recruitment events that exceed designated event times
  - » Prohibited postings on social media outlets
  - » Lack of required chapter attendance at Panhellenic-sponsored events

Sanctions shall not:

- Forbid primary recruitment or continuous open bidding activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
- Affect a sorority chapter's quota or total.
- Affect the time of new member acceptance and/or initiation.
- Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
- Include removal from the College Panhellenic.



B. Duration of Sanctions

The duration of any sanction imposed shall not exceed one calendar year from the time the decision is final.

C. NPC Notification of Sanctions

Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Mediation Summary Report or College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

6. Appeals

A. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

- An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial procedure section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
- The NPC College Panhellenics Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC College Panhellenics Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
- Any sanction shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

B. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the NPC College Panhellenics Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- Inter/national presidents of the sorority(s) involved
- NPC Executive Committee
- NPC Board of Directors; the decision of the board shall be final

## VIII. AGREEMENT ON QUESTIONNAIRES

Questionnaires, oral and written, shall not be answered until they have been reviewed by the NPC office staff and research subject matter experts. The necessary information will then be released to the member organizations to provide a coordinated response that protects individual and group freedom of association and the right to privacy.

## IX. NPC DECLARATION OF FREEDOM

Knowledge is essential to preserving the freedoms provided in the first 10 amendments of the U.S. Constitution, known as the Bill of Rights, and as provided by the Canadian Charter of Rights and Freedoms (Part 1, Constitution Act, 1982), known as the Guarantee of Rights and Freedoms.

Citizens of both the United States and Canada are guaranteed the rights of peaceful assembly and freedom of association. NPC is dedicated to preserving the freedom of citizens to choose their associates.

We, the members of the National Panhellenic Conference, agree that we have a responsibility to contribute to accurate and thorough knowledge of the freedoms guaranteed by the U.S. Constitution and the Canadian Charter of Rights and Freedoms, and of any forces, organizations and ideologies that are potentially destructive to these freedoms.

## **X. PROTECTING THE RIGHT OF NPC MEMBERS TO REMAIN WOMEN-ONLY ORGANIZATIONS**

NPC member organizations exist as women-only private social organizations. We believe that the right to enforce such membership restrictions is rooted in the freedom of association protected by the First Amendment of the U.S. Constitution. The U.S. Congress has recognized that right by providing in Title IX of the Education Amendments of 1972 that the membership practices of social fraternities and sororities are excepted from the prohibition contained in Title IX against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting “bona fide private membership clubs” from the general prohibition against sex discrimination in employment practice (26 USC 501(c)). To further protect the right to maintain our membership policies, NPC reaffirms its long-held beliefs and policies in the form of a Unanimous Agreement.

1. The women’s sororities of the National Panhellenic Conference have the right to confine their membership to women and shall defend their right to exist as single-sex organizations.
2. Auxiliaries.  
Each College Panhellenic shall denounce the participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities.
3. Men’s recruitment.  
Each College Panhellenic shall denounce the participation of Panhellenic women in men’s fraternity events when or where the primary purpose is recruitment.

***Please note certain Unanimous Agreements that pertain to College Panhellenics are further outlined and explained in the Resolved to Educate resource documents provided on the NPC website in the “Resources” section.***





## **POLICIES AND BEST PRACTICES**

The National Panhellenic Conference policies and best practices are the result of years of cumulative experience and study of many campus situations.

Policies are standards and procedures created by NPC vote, usually to address recurrent problems or operating issues College and Alumnae Panhellenics face. The policies must be followed because they reflect the combined knowledge and experience of the 26 autonomous member organizations. Policies are adopted by a majority vote of the NPC Board of Directors and amended by a majority vote.

Best practices are procedures formulated to help local Panhellenics and their member chapters achieve the greatest success. Adherence to these practices is not required but is strongly recommended. Best practices are recommended by an NPC (standing, sub- or special) committee and approved by the Executive Committee and/or the NPC Board of Directors, as appropriate.

The following pages contain brief statements of NPC policies and best practices pertaining to Alumnae and College Panhellenics.

An efficient, effective Alumnae or College Panhellenic should adopt and implement NPC policies and best practices.

NPC member organizations are formally named as fraternities, sororities or societies. For the purpose of the Unanimous Agreements, policies and best practices, NPC refers to all member organizations as sororities.

# POLICIES AND BEST PRACTICES

## ALUMNAE PANTHELLENICS

### General

#### Delegates – POLICY

Delegate appointments are made according to the individual sorority's regulations and are a basic right on which the Alumnae Panhellenic may not infringe.

#### Dissolution (2014) – POLICY

When the active members of an Alumnae Panhellenic Association have reached a decision to no longer maintain the association's active status with the National Panhellenic Conference, they shall send a notification and motion to dissolve the association by either email, letter or fax to all Alumnae Panhellenic members remaining on record and the assigned Alumnae Panhellenics area coordinator.

- a. The notification shall include the time, date, location and/or method for how the Alumnae Panhellenic Association members will vote on dissolution. The recommended notification time should be at least two weeks prior to the date of the vote. If a meeting is not held, members may vote by email, letter or fax.
- b. The motion of dissolution shall include but not be limited to the name of the association, the dissolution date and that all remaining assets shall be distributed to the National Panhellenic Conference Foundation.
- c. Copies of all records of the dissolution shall be sent to the NPC office, the assigned Alumnae Panhellenics area coordinator and the Alumnae Panhellenics Committee chairman.

#### Extension (1975) – POLICY

Alumnae Panhellenics should avoid participation in the extension process of selecting a new chapter on a college/university campus.

#### IRS Employee Identification Number (EIN) – POLICY

An Alumnae Panhellenic must obtain an EIN from the IRS and file a form 990-N e-postcard as required by the IRS.

#### Positive Panhellenic Contact (2003) – POLICY

All College Panhellenics and Alumnae Panhellenics will promote personal and informative Panhellenic-spirited contact with potential new members at all times, year-round.

#### Scholarship Requirements (2018) – POLICY

Alumnae Panhellenics must not ask scholarship applicants for personal/family financial information.

#### Scholarships (1989) – POLICY

A condition of awarding scholarship monies to graduating high school women cannot be that they participate in recruitment, pledging and subsequent initiation into an NPC member sorority.

#### Summer Recruitment (1995) – POLICY

Alumnae Panhellenics must follow the NPC and College Panhellenic rules regarding cooperative summer recruitment events. All joint sorority education programs or informational events for potential new members must promote the sorority experience.

#### Tax Exempt Status – POLICY

Alumnae Panhellenics must apply to the state in which it is located for its own tax-exempt number if they choose to seek an exemption in that state.

#### Unanimous Agreements (1965, 1995) – POLICY

The 26 member sororities of NPC reaffirm their responsibility of upholding and honoring the Unanimous Agreements and reaffirm their commitment to working together in a spirit of harmony and cooperation.

#### Assistance – BEST PRACTICE

NPC encourages Alumnae Panhellenics to provide assistance with workshops and other activities at the request of the College Panhellenic.

#### Fundraising – BEST PRACTICE

NPC encourages fundraising for scholarship awards annually.

#### Letters of Recommendation (1992, 2009) – BEST PRACTICE

The responsibility for providing letters of recommendation for potential new members rests with the members of NPC sororities, and recruitment information distributed through College and Alumnae Panhellenics shall contain nothing that infers that letters of recommendation must be secured by the potential new member.

- Individual NPC member organizations will clarify this responsibility with their membership.
- NPC area advisors and area coordinators will clarify this responsibility with College and Alumnae Panhellenics.
- Remuneration from the potential new member or her family for any such letter is inappropriate.

#### Need-Based Scholarships (2018) – BEST PRACTICE

Alumnae Panhellenics offering need-based scholarships should use the Expected Family Contribution (EFC) calculated by the U.S. Department of Education's Office of Federal Student Aid when determining student need for need-based scholarships. Alumnae Panhellenics should ask scholarship applicants to submit a copy of the current year's Student Aid Report from the Department of Education.

#### Potential New Member Contact (1988) – BEST PRACTICE

Sorority women representing their own sorority must not contact potential new members or their parents for information unless they know them personally.

#### Recruitment Information Events (1993, 2018) – BEST PRACTICE

When there is an Alumnae Panhellenic in the area, the Alumnae Panhellenic is responsible for organizing membership recruitment information events. When there is no Alumnae Panhellenic in an area, membership recruitment information events may be organized by representatives from a minimum of two NPC organizations, with all efforts being made to include as many NPC organizations as possible.

- These events **must** represent all 26 NPC member organizations.
- Alumnae Panhellenics **must not** charge a fee, encourage providing gifts or require submitting information forms in order for participants to attend an event.

- It is **not necessary** to attend a sorority recruitment information event or register with an Alumnae Panhellenic to participate in membership recruitment on a campus.
- These events are to promote the benefits of joining a sorority and messaging should be **values-based**.

#### Recruitment Information Form (1993) – BEST PRACTICE

The membership recruitment information form may include only the following:

- Name
- Home and school addresses
- High school and college attended
- GPA (high school and college)
- Date of birth
- Parents' names
- Interests, activities and honors
- Signed and dated permission to release the information

#### Scholarship Awards (2018) – BEST PRACTICE

Alumnae Panhellenics awarding scholarships should supply the funds directly to the institution of higher education and not to the student.

#### Scholarship Awards Attendance (2018) – BEST PRACTICE

A condition of awarding scholarship monies to women should not be attendance at an Alumnae Panhellenic function.

## Membership

#### Alumnae Chapters in Alumnae Panhellenics – POLICY

If an organization of NPC sorority alumnae chapter or club exists, membership in the Alumnae Panhellenic is usually to a set number of representatives.

#### Alumnae Panhellenic Representatives (1953, 1983, 1985) – POLICY

Alumnae Panhellenics shall only be composed of representatives of NPC member sororities' alumnae chapters, clubs and/or individual alumnae members. These Alumnae Panhellenics receive educational and informational services of NPC through payment of annual dues. Only Alumnae Panhellenics paying annual dues may use the word "Panhellenic" to designate the name of their organizations.

#### Individual Members (1971) – POLICY

Representatives of NPC member sororities, not having organized alumnae chapters or clubs in their area may not be excluded from membership in the Alumnae Panhellenic. She may retain individual membership status only until her sorority forms an alumnae chapter or club in the area. The Alumnae Panhellenic should not place unreasonable financial responsibility on any individual member.

#### Membership Representatives (1963) – POLICY

Any member of an NPC sorority is eligible to represent her sorority to an Alumnae Panhellenic.

### Participation (1993) – POLICY

The delegate to an Alumnae Panhellenic may be either a representative of an alumnae group or an individual member if no alumnae group exists. In either case, the delegate has one vote and the right to hold office.

### Right to Membership (1961) – POLICY

Alumnae Panhellenics do not have the right to deny membership in the Alumnae Panhellenic to any sorority as a penalty for infraction of any of the rules of Alumnae Panhellenics.

## COLLEGE PANHELLENICS

### Academic excellence

#### Academic Excellence (1989, 1995) – BEST PRACTICE

Reaffirmation that College Panhellenics be dedicated to academic excellence, strive to achieve the highest possible GPA and present a yearly program on promotion of study skills.

#### Education (8th Ed.) – BEST PRACTICE

Emphasis should be on sorority education during the new member period, and there should be a reduction of pressure toward over participation in campus activities and attendance at social affairs to ensure the best possible adjustment on the part of the new member.

#### Scholarship (8th Ed.) – BEST PRACTICE

Assistance should be given to new members in their academic adjustment, and all members are encouraged to strive for high scholastic achievement. NPC sororities accept the responsibility to aid individual members in attaining high scholarly achievement.

### Alcohol

#### Alcohol Accountability (2009) – BEST PRACTICE

NPC member organizations continue to enforce their respective risk management policies and hold members and chapters accountable in accordance with the individual member organization's policies and procedures.

#### Alcohol Acknowledgment of Chapter Rights (2009) – BEST PRACTICE

College Panhellenics acknowledge the right of member sororities to educate their members and enforce their respective risk management policies.

#### Alcohol Awareness (2009) – BEST PRACTICE

NPC recommends that the College Panhellenics provide to local chapters, on an annual basis, relevant resource and programming information such as local speakers, campus seminar information, media resources and health center and counseling center contacts.

#### Alcohol Dialogue (2009) – BEST PRACTICE

NPC recommends that College Panhellenics work in conjunction with other campus organizations to share and encourage dialogue about the respective risk management policies of the individual member organizations.

#### Alcohol Education (2009) – BEST PRACTICE

NPC member organizations continue to educate their members on the risks associated with alcohol use, risk management policies of the individual organization as well as established NPC policies and Unanimous Agreements.

#### Alcohol Review of Risk Management Policies (2009) – BEST PRACTICE

NPC member organizations continue to review risk management policies to encourage the hosting of chapter events that are consistent with the values of the respective organization.

#### Alcohol Funding (1991, 2009) – BEST PRACTICE

NPC affirms that College Panhellenics shall not spend Panhellenic funds to purchase alcoholic beverages for any purpose.

#### Alcohol Initiatives (2009) – BEST PRACTICE

NPC recommends that College Panhellenics notify NPC member organizations when discussing risk management initiatives for the campus fraternity and sorority community.

#### Alcohol-Free College Panhellenic Events (2003, 2009) – BEST PRACTICE

NPC affirms that College Panhellenic planned or sponsored events shall be alcohol free.

#### College Panhellenic Support of Alcohol-Free Chapter Events (2001, 2009) – BEST PRACTICE

NPC recommends that College Panhellenics support and encourage chapters to have alcohol-free events with student organizations as well as men's fraternity chapters.

#### College Panhellenic Support of Alcohol-Free Fraternities (1997, 2009) – BEST PRACTICE

NPC recommends that College Panhellenics support men's fraternity chapters that choose to have alcohol-free facilities.

#### Product Identification (1991, 2009) – BEST PRACTICE

NPC affirms that College Panhellenics omit logos of companies involved in the sale, distribution and promotion of alcoholic beverages from T-shirts, cups, programs and all materials pertaining to fraternity/sorority activities.

### College Panhellenic programming

#### Advisor Appreciation Month (2008) – BEST PRACTICE

The National Panhellenic Conference declares the month of April as Advisor Appreciation Month.

#### Greek Weekend (1967) – BEST PRACTICE

It is recommended to limit Greek Week to a "Greek weekend" celebration, avoiding overemphasis of the social and activity phases of programs and promoting the constructive, inspirational aspects of fraternity and sorority life in accordance with the objectives of NPC and the North-American Interfraternity Conference (NIC).

#### Month of the Scholar (2000, 2010) – BEST PRACTICE

This important NPC initiative promotes academic excellence and achievement in February.

### “Something of Value” (1996) – BEST PRACTICE

This important NPC program addresses risk management issues.

### Workshops (1969) – BEST PRACTICE

Area advisors are encouraged to develop and deliver educational workshops and programs for College Panhellenics.

## Extension

### Administrative Authority (1991) – POLICY

On campuses where the administration assumes sole authority for extension decisions, thereby denying the College Panhellenic a vote on extension, the College Panhellenic, in consultation with the NPC Extension Committee, shall initiate dialogue with the administration to promote better understanding of the need for mutual effort in the extension process.

### Campus Presentations (2012) – POLICY

Inter/national and regional officers/volunteers, current NPC delegation members and headquarters staff members (including traveling staff members/consultants) from other NPC member organizations shall not be invited to nor attend another member organizations’ presentation. Electronic videotaping, recording and sharing of presentations should not be allowed.

### Contact With Local Sororities/Interest Groups Regarding Extension Education (2003) – POLICY

NPC member organizations must inform interest groups, local groups or individuals that formal permission to pursue extension must be obtained from the proper authority as defined in Unanimous Agreement V. Agreement on Extension, and that until such permission has been granted, members of NPC sororities may have no further contact with the interest groups, local groups or individuals.

### Exploratory Visits (2003) – POLICY

Once the NPC Extension Committee has established that the proper authority has opened the campus for extension, the committee will verify whether NPC organizations not represented on the campus may conduct exploratory visits before presentations are made.

NPC member organizations receiving an independent notice of extension directly from a campus will contact the NPC Extension Committee, which will verify whether exploratory visits are authorized.

The NPC Extension Committee will inform the NPC member organizations whether exploratory visits will be permitted and will encourage the proper authority to include that information in any correspondence announcing the extension opportunity.

Any exploratory visits conducted by NPC member organizations will involve only campus administrators with no student contact.

### Implementing RFM on Campuses Opening for Extension (2013) – POLICY

Any campus with two or more chapters that is opening for extension must either be using the Release Figure Methodology (RFM) with priority recruitment or have voted affirmatively to implement RFM with priority recruitment as part of the primary recruitment process before voting to open for extension.



#### Interested Sororities (1993) – POLICY

Only sorority informational material will be presented during the extension process to the College Panhellenic Association or to the local/interest group. All gifts and favors shall be eliminated until an NPC member organization has been invited to colonize. There shall be no promising of future gifts, grants or scholarships as part of the presentations made during the extension process.

#### Local Sororities or Interest Groups (1994) – POLICY

No NPC member organization or individual member of an NPC member organization may initiate contact with the members of a local sorority or interest group involved in the affiliation process without documentation from the proper authority that the campus is open for extension.

#### Proper Authority (2003) – POLICY

An NPC member organization pursuing an extension opportunity on a campus where there are no NPC organizations or there is only one organization, shall obtain written documentation from the proper authority that the campus is open for extension; and a copy of this approval should be sent to the NPC Extension Committee for record keeping purposes only.

#### Proper Authority (2007) – POLICY

When issuing an invitation to an NPC member organization to colonize on a campus for the purpose of allowing NPC affiliation for a local sorority or interest group, the proper authority shall make the final determination as to which NPC member organization is invited to colonize, giving due consideration to the preference of the local sorority or interest group.

#### Recolonization (1992, 2017) – POLICY

Recolonization is the process by which an NPC member organization returns to a host institution where it previously had an installed chapter. The invitation to recolonize comes from the College Panhellenic Council or the host institution.

The approval of the College Panhellenic Council or host institution is required for the recolonization of a chapter, regardless of the length of time a charter has been dormant.

#### Recolonization Notification (2003, 2017) – POLICY

NPC member organizations will notify the NPC Extension Committee promptly when a defined plan for recolonization is submitted to and approved by the College Panhellenic or host institution.

#### Stacking (2012, 2014, 2015, 2017) – POLICY

NPC member organizations will not enter into stacking agreements with College Panhellenic Councils or host institutions. Stacking agreements have been used to invite two or more NPC member organizations to colonize on a campus over a defined time period during a single extension process.

#### Use of Social Media (2014) – POLICY

NPC member organizations, collegiate and alumnae members of NPC sororities, and friends and supporters of NPC member organizations are prohibited from campaigning on behalf of an NPC organization(s) during exploratory visits, the extension application and the on-campus presentation process. Campaigning would include, but is not limited to, use of social media outlets. Therefore, asking members to lobby/leverage their alumnae or friends and/or flood the campus with social media communication supporting the selection of a specific sorority is inappropriate. It is appropriate to thank a campus/College Panhellenic but not further your own organization's interest.



Once an NPC organization is selected to colonize, the inter/national organization, collegiate and alumnae members of NPC organizations, and friends and supporters of NPC member organizations are encouraged to support the colonization of the new NPC member organization on social media in a tasteful manner.

## General College Panhellenic policies and procedures

### Events with Recognized Fraternities (2013) – POLICY

NPC member organizations agree to advise their collegiate chapters to plan or participate in events with men's fraternities only when those men's fraternities are not suspended for reasons of organizational misconduct and are:

1. Chapters or colonies recognized and in good standing with both their inter/national organization and the college/university; or
2. Chapters or colonies recognized and in good standing with their inter/national organization, but have been denied recognition or have had recognition rescinded by the college/university for reasons other than organizational conduct; or
3. Chapters or colonies recognized and in good standing with their inter/national organization, but where the entire Interfraternity Council community lacks recognition from the college/university; or
4. Local fraternities recognized and in good standing with the college/university.

### Officer Qualifications (2001) – POLICY

The Panhellenic president and recruitment officer should have a minimum of one year of College Panhellenic experience prior to serving.

### Officer Selection (2001) – POLICY

The College Panhellenic officer selection process may include rotation, election or an election-rotation combination to provide successful leadership and equitable and fair representation of the NPC member organizations.

### Officers and Delegates (1993, 2018) – POLICY

All College Panhellenic delegates, officers and committee members shall be initiated members in good standing with their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.

### Relationship Between a College Panhellenic and a Fraternity/Sorority Council (1994, 1996) – POLICY

A College Panhellenic Association shall be established where two or more NPC sororities have installed undergraduate chapters. NPC supports a separate College Panhellenic Council with its own recruitment process, extension procedure and judicial system; NPC supports the concept of an all-Fraternity/Sorority Council only when it is a forum for discussion, education, programming and communication among all fraternities and sororities.

### Unanimous Agreements (1965, 1995) – POLICY

The 26 member sororities of NPC reaffirm their responsibility of upholding and honoring the Unanimous Agreements and reaffirm their commitment to working together in a spirit of harmony and cooperation.

#### Alumna Representative for Panhellenic (1985) – BEST PRACTICE

A College Panhellenic shall not have the authority to exclude any alumna member whom a chapter selects to represent it, nor indicate which alumna member will be acceptable.

#### Call for Values Congruence (2003) – BEST PRACTICE

NPC and its member organizations are committed to working with all the stakeholders to contribute to the success and well-being of their collegiate members.

#### College Panhellenic Membership Statuses (2003) – BEST PRACTICE

There can be three types of membership within College Panhellenics: regular, provisional and associate. The College Panhellenic determines the criteria for the associate member status.

#### Discussion of Panhellenic Matters with Nonmembers (8th Ed.) – BEST PRACTICE

Discussion of Panhellenic matters should be in the presence of the delegate body and advisors only because they are not properly the concern of nonmembers.

#### Harassment (1985), Human Dignity (1989) – BEST PRACTICE

By reaffirmation of the policies on sexual harassment, the values expressed in the Panhellenic Creed and NPC's responsibility to further those values, College Panhellenics are encouraged to carefully analyze interfraternal activities in light of human dignity considerations and endeavor to accomplish any changes needed to ensure the activities' compatibility with fraternal values and the highest standards of human dignity.

#### Insignia of NPC (1987) – BEST PRACTICE

The insignia of NPC may be used by member organizations in any approved manner that is in accord with good taste and the dignity of NPC.

#### Newly Recognized College Panhellenic (8th Ed.) – BEST PRACTICE

Recognition of a College Panhellenic is to be determined by NPC on the basis of operational procedures approved and adopted by the majority of the local NPC chapters, provided such procedures are in accordance with the rules, regulations and Unanimous Agreements of NPC.

#### Nondiscrimination Statement (2003, 2018) – BEST PRACTICE

NPC sororities do not discriminate in membership selection practices on any basis prohibited by law, except for the exception on the basis of sex granted under Title IX of the Education Amendment Act of 1972 for social fraternities/sororities.

#### Officer Vacancy (1978) – BEST PRACTICE

If a College Panhellenic officer is unable to fulfill her term and her sorority is unable to provide a qualified replacement, the sorority next in rotation shall assume the responsibility for the office; a sorority filling any unexpired term shall not relinquish its regular order.

#### Over Programming (1994) – BEST PRACTICE

College Panhellenics and fraternity/sorority advisors are encouraged to have balanced calendars and to establish reasonable award criteria. NPC member organizations shall express concern to campus administrators about time commitments required for compliance with relationship statements and annual audit requirements.

#### Overnight Parties (1979) – BEST PRACTICE

NPC encourages its member sororities to hold parties in the college/university community area, where overnight accommodations would not be involved.

#### Positive Interaction (1988) – BEST PRACTICE

NPC is dedicated to the promotion of programming and activities that support human dignity, fraternal values and constructive interaction and the elimination of all activities that are destructive, demeaning, abusive and/or promote divisiveness among organizations and/or promote negative images of the fraternity/sorority community.

#### Publicity (1967) – BEST PRACTICE

Panhellenics are encouraged to have positive publicity concerning Panhellenic events during the year.

#### Recognition (1965) – BEST PRACTICE

Recognition of an NPC College Panhellenic Association is vested in the National Panhellenic Conference by virtue of the membership of individual students in NPC member sororities.

#### Respect for Diversity of Religious and Cultural Holidays (2007) – BEST PRACTICE

All College Panhellenics should make an effort to schedule recruitment or other major Panhellenic events so they do not conflict with religious or cultural holidays.

#### Response to Institutions (1997) – BEST PRACTICE

NPC member organizations are encouraged to acknowledge information from institutions, to conduct a timely investigation, to take prompt action if the situation warrants and to respond accordingly.

#### Social Conduct (8th Ed.) – BEST PRACTICE

NPC sororities and their members maintain high ethical, social and cultural values through recommended programs, daily example of adherence to high standards of conduct and living the Panhellenic Creed. Where campus regulations are inadequate, it is recommended that College Panhellenic chapters, by mutual agreement, establish rules relating to residence and social conduct of their members to illustrate the continuing value of sororities in a complex college/university community.

#### Social Event/Peer Monitoring System (1996) – BEST PRACTICE

NPC member organizations are encouraged to advise their members to refrain from serving as Panhellenic or fraternity/sorority enforcement officials at social events.

#### Student Government (8th Ed.) – BEST PRACTICE

Representation in student government shall be on the basis of one's campus citizenship and not on the basis of one's social affiliation; thus, NPC opposes the use of College Panhellenics as branches of student government.

#### Support of Fraternal Councils (1972, 1973) – BEST PRACTICE

NPC recognizes and commends the cooperation of the College Panhellenic Associations and other campus Greek-letter organization councils, including but not limited to IFC, NPHC, NALFO, NAPA and MGC, in areas of common concern, including community service projects, campus activities and programs of scholarship, but stresses that College Panhellenic Associations and other Greek-letter

organization councils limit their combined activities to these areas, retaining private identities as College Panhellenic Associations and individual councils.

#### Voluntary Association (8th Ed., 9th Ed.) – BEST PRACTICE

Affirmation of the rights and freedoms basic to the formation and continuation of voluntary associations as guaranteed in the First Amendment to the U.S. Constitution, “... the right of the people peaceably to assemble” and the inherent right to free choice in their association with others.

#### Voluntary Association (1969) – BEST PRACTICE

Presentation of a united front of solid support for any College Panhellenic member chapter that is being attacked for attempting to exercise its freedom of association.

### Membership recruitment

#### Bid Matching (2003) – POLICY

Preferential bid matching is not always applicable for use in minimally structured recruitment and continuous recruitment.

#### Chapter Recruitment Events (1989) – POLICY

NPC disapproves of the presence of membership recruitment counselors and other designated Panhellenic personnel at chapter membership recruitment events, with the exception of fraternity/sorority advisors and official NPC recruitment observers.

#### Continuous Open Bidding (1964, 2016) – POLICY

Campuses should implement the NPC recommendations for continuous open bidding to afford the greatest number of women the privilege of sorority membership.

#### Continuous Open Bidding (COB) and Snap Bidding Eligibility (1995) – POLICY

A potential new member who withdraws from the primary recruitment process before the signing of her membership recruitment acceptance binding agreement (MRABA) shall be eligible for snap bidding and COB.

#### Counselors (1993) – POLICY

Because collegiate membership recruitment counselors function as a committee of the local College Panhellenic during membership recruitment, they shall be in good standing in their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.

#### Counselors (2010) – POLICY

Recruitment counselors shall not be involved with any potential new members (PNMs) in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).

#### Financial Transparency (1963, 2017, 2018) – POLICY

The College Panhellenic will require chapters share detailed financial information (member dues, chapter fees and assessments, etc.) with potential new members during a specified round of recruitment. Each chapter will share the financial information in a brief group presentation and individual conversations. A potential new member may leave each chapter's event with a single sheet of paper containing the chapter's dues and fees information using the approved Panhellenic template. See the NPC website for implementation guidelines.

#### Intentional Single Preference (1989) – POLICY

The term “suicide” should be eliminated from the Panhellenic vocabulary as it applies to collegiate membership recruitment, and the term “intentional single preference” should be used in its place.

#### Invitations for Membership (2005) – POLICY

NPC reaffirms that a sorority should be willing to issue an invitation to membership to any woman who is invited and attends its preference event. NPC reaffirms that the name of every woman whom a sorority invites to attend and who attends that sorority’s preference event should appear on the sorority’s bid list.

#### Panhellenic Code of Ethics (1995) – POLICY

Each College Panhellenic will adopt a code of ethics for the recruitment process for the academic year based on the principles of ethics submitted by each organization. The code of ethics should be displayed in the Panhellenic office and distributed to each chapter.

#### Panhellenic Officer Disassociation During Recruitment (2003, 2016) - POLICY

Panhellenic officers should be “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Recruitment counselors should be disassociated for the same period of time as Panhellenic officers, unless the College Panhellenic votes to allow recruitment counselors to remain associated with their respective chapters based on NPC recommended best practices.

#### Positive Panhellenic Contact (2003) – POLICY

All College Panhellenics and Alumnae Panhellenics will promote personal and informative panhellenic-spirited contact with potential new members at all times, year-round.

#### Quota Addition Procedures (2007, 2017) – POLICY

Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the community and the potential new members (PNMs).

In placing quota additions, the RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing PNMs with chapters with lower relative recruiting strength, for PNMs’ first choice, for even distribution of PNMs and for PNM position on a chapter’s bid list. College Panhellenics that do not use RFM should consult with the area advisor when placing quota additions.

The quota addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a fully structured or partially structured recruitment), or has failed to list on her membership recruitment acceptance binding agreement (MRABA) all sorority chapters appearing on her preference schedule.

#### Recruitment Style Assessment (2003) – POLICY

If the results of the recruitment style assessment for a College Panhellenic indicate that a change in recruitment style is warranted, the College Panhellenic may, in consultation with the fraternity/sorority advisor and the approval of the NPC area advisor, vote to adopt the appropriate recruitment style for its campus.

### Strict Silence (1995) – POLICY

Strict silence is observed only between the end of preference events and bid distribution. Positive Panhellenic contact shall be advocated at all other times.

### Values-Based Recruitment (1989, 1991, 1997, 2003, 2015) – POLICY

All College Panhellenics and their member chapters shall incorporate the following policies into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate recruitment skits.

### Badges and Insignia (1971, 1995) – BEST PRACTICE

The wearing of badges and insignia shall be encouraged at all times, except for membership recruitment counselors and Panhellenic officers during the recruitment process.

### Chapter Code of Ethics (1995) – BEST PRACTICE

Prior to recruitment each member chapter of a College Panhellenic shall be encouraged to develop a code of ethics for the recruitment process for the academic year.

### Continuous Opening Bidding (2017) – BEST PRACTICE

COB is not intended to precede or take the place of the primary membership recruitment period, nor should there be a COB process prior to the start of fall primary membership recruitment. Likewise, no COB process should occur during the period at the start of the term in which primary recruitment does not take place while rosters are confirmed for the reset of total (not to exceed seven days).

The purpose of COB is to enable those chapters that did not pledge to quota or pledged quota but did not reach total, to pledge additional new members immediately following the primary membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.

On campuses with deferred (second term) membership recruitment, any COB prior to the scheduled membership recruitment period should be limited to upperclass and transfer women. Freshman women should not attend these recruitment functions. COB would not be open to freshmen until after the primary membership recruitment period, as provided for in Unanimous Agreement III. The Panhellenic Compact.

### Fall Recruitment (1983) – BEST PRACTICE

NPC reaffirms the recommendation for a fall primary membership recruitment period.

### Fees (1967) – BEST PRACTICE

NPC recommends the limitation of membership recruitment registration fees to a minimum clerical fee.

## Individual Chapter Membership Growth Plan (1999, 2018) – BEST PRACTICE

In an effort for a College Panhellenic and inter/national organization to support and stabilize a chapter, a membership growth plan may be established by the Panhellenic. There are three types of membership growth plans: reorganization, re-establishment and recolonization.

Reorganization is an inter/national membership management technique by which the inter/national organization develops a recruitment plan for a chapter and:

- Provides special assistance for the chapter recruitment process.
- May solicit Panhellenic support, cooperation and possible involvement.

A vote of the College Panhellenic Council is not required for a chapter to reorganize.

Re-establishment is a procedure by which an inter/national organization rebuilds a chapter within a specific time frame and:

- Provides a development strategy and plan for a chapter.
- Shares the development strategy with the College Panhellenic.
- May solicit Panhellenic support, cooperation and possible involvement.
- Establishes a definite timeline for implementing the strategy of the plan.
- Reviews progress of the plan, which, if not met, allows the College Panhellenic to consider extension.
- Completes the plan within 12 months.
- Meets the institution's membership requirements for a recognized student organization.
- Determines the status of chapter members.

A vote of the College Panhellenic Council is not required for a chapter to develop and implement a re-establishment strategy and plan.

Recolonization is the process by which an NPC member organization returns to a host institution where it previously had an installed chapter. The invitation to recolonize comes from the College Panhellenic Council or the host institution.

If a chapter is closed by an NPC member organization:

- The NPC member organization's recolonization proposal, timeline and conditions for return must be mutually agreed on by the NPC member organization and the College Panhellenic Council.
- The recolonization proposal and timeline should be formulated no more than six weeks after the chapter closes. If the deadline for the agreement falls outside of the academic year, it must be completed no later than two weeks after classes begin.
- The chapter must be closed for at least 12 months before recolonization is implemented.
- The NPC member organization shall send a copy of the recolonization proposal and timeline to the NPC Extension Committee.
- The recolonization proposal must be approved by a majority vote of the College Panhellenic Council. The College Panhellenic Council must send a copy of the Council minutes, documenting the approval of the recolonization proposal, to the NPC Extension Committee. (See Sample Resolution to Approve Proposal for Recolonization on the NPC website.)
- The NPC member organization and the College Panhellenic Council must have an annual discussion about the status of the recolonization agreement. The discussion should result in a mutual agreement to renew (continue under existing terms and timeline), edit (alter the terms and timeline), terminate (end the agreement) or implement (start the process of the NPC member organization's return to campus according to the recolonization proposal and timeline) the



recolonization agreement. The College Panhellenic Council will determine whether the annual discussion will take place in person or by electronic means.

- The College Panhellenic Council must document the outcome of the annual discussion in the College Panhellenic Council meeting minutes and the Council must send a copy of the minutes to the NPC Extension Committee.
- The College Panhellenic Council should keep the timing of the proposed recolonization in mind when extension is being discussed.
- One academic term prior to the proposed return date, the NPC member organization may provide an update to the College Panhellenic Council on their recolonization plan. This may be done in person at the invitation of the College Panhellenic Council.

If the host institution closes a chapter:

- The host institution and the NPC member organization will mutually agree to the sanctions and terms outlined by the host institution required for the NPC member organization to return as well as the timeline for the NPC member organization to return. The terms of the recolonization agreement be documented in writing and signed by both parties.
- The recolonization agreement must be submitted by the NPC member organization to the NPC Extension Committee no later than six weeks after the chapter is closed. If the deadline for the agreement falls outside of the academic year, it must be completed no later than two weeks after classes begin. A copy of the agreement must be provided to the College Panhellenic Council if there is a College Panhellenic Association.
- The chapter must be closed for at least 12 months before recolonization is implemented.
- NPC recommends the NPC member organization maintain regular contact with the host institution to discuss the status of the recolonization agreement.
- The host institution administration should keep the timing of the proposed recolonization in mind when extension is being discussed.
- One academic term prior to the proposed return date, the NPC member organization may provide an update to the host institution on their recolonization plan at the invitation of the host institution. This may be done in person at the invitation of the host institution. If there is a College Panhellenic Council on the campus, the NPC member organization must inform the College Panhellenic Council about their recolonization plan and return date.
- It is recommended the host institution issue an invitation in writing to the NPC member organization when it is time to implement the recolonization.
- The NPC member organization shall send documentation of the host institution's approval to return to campus to the NPC Extension Committee. If there is a College Panhellenic Council, the NPC member organization must also confirm with the NPC Extension Committee that the member organization has coordinated with the College Panhellenic Council and informed the Council of the recolonization plan and return date.

The College Panhellenic Council and the host institution will allow for a reasonable period of time, a minimum of two primary recruitment periods, to establish stability for an NPC member organization that has reorganized, re-established or recolonized its chapter before extension is considered.

#### Letters of Recommendation (1992, 2009) – BEST PRACTICE

The responsibility for providing letters of recommendation for potential new members (PNMs) rests with the members of NPC sororities, and recruitment information distributed through College and Alumnae Panhellenics shall contain nothing that infers that letters of recommendation must be secured by the PNM.

- Individual NPC member organizations will clarify this responsibility with their membership.
- NPC area advisors and area coordinators will clarify this responsibility with College and Alumnae Panhellenics.
- Remuneration from the potential new member or her family for any such letter is inappropriate.

#### Potential New Member's Bill of Rights (1989) – BEST PRACTICE

Sorority is a social experience based on the fundamental right of a free people to form voluntary associations, and sorority membership is a social experience arrived at by mutual choice and selection. The mutual selection choice is only as effective as is factual information available; therefore, all College Panhellenics shall be encouraged to adopt the Potential New Member's Bill of Rights.

#### Potential New Member's Bill of Rights

- The right to be treated as an individual
- The right to be fully informed about the recruitment process
- The right to ask questions and receive true and objective answers from recruitment counselors and members
- The right to be treated with respect
- The right to be treated as a capable and mature person without being patronized
- The right to ask how and why and receive straight answers
- The right to have and express opinions to recruitment counselors
- The right to have inviolable confidentiality when sharing information with recruitment counselors
- The right to make informed choices without undue pressure from others
- The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
- The right to make one's own choice and decision and accept full responsibility for the results of that decision
- The right to have a positive, safe and enriching recruitment and new member experience

#### Rules (1963) – BEST PRACTICE

NPC recommends the evaluation and simplification of membership recruitment rules, eliminating those impossible to enforce or that may bring criticism and misunderstanding of the sorority community.

#### Total

#### Automatically Adjusting Total (2013, 2015, 2016) – POLICY

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 primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative method according to the NPC Manual of Information. For campuses on a trimester or quarter system, the College Panhellenic will automatically reset total during the primary recruitment term and in one additional term as approved by a vote of the College Panhellenic and placed in its governing documents.

### Calculating Total (1955, 2009, 2015) – POLICY

The procedure for determining total states: Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

### Chapter Membership Roll (1955, 2018) – POLICY

For all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.

### Graduating Seniors in Chapter Total (2002) – POLICY

Vacancies in chapter total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other compelling reason or personal circumstance/emergency for granting a change in status.

### New Member (1981) – POLICY

A woman who has fulfilled the requirements for initiation before the expiration of her one-year pledge or new member term, and who has not yet been initiated, is not counted in the primary recruitment's new quota, but she is included in the chapter's total.

### Options in Determining Total (2009, 2015) – POLICY

College Panhellenics can use one of the following methods to determine total:

1. Median chapter size
2. Average chapter size
3. Largest chapter size (recommended for College Panhellenics with three or fewer chapters)

### Quota-Total (9th Ed.) – POLICY

NPC recommends implementation of the quota-total system.

### Transfer Member (1977) – POLICY

If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

### Vacancies (1978) – POLICY

Vacancies in chapter total are not created by granting alumnae status to undergraduate members except when a member organization is recolonizing.

***Please note certain College Panhellenic policies and best practices are further outlined and explained in the Resolved to Educate resource documents provided on the NPC website in the "Resources" section.***



# POSITION STATEMENTS

The National Panhellenic Conference position statements reflect the collective stance of the 26 NPC member organizations on certain critical topics. Approved by a vote of the NPC Board of Directors, they ensure accurate and consistent dissemination of information to media, industry partners, member organizations and members.

## POSITION STATEMENTS

### AGAINST DISCRIMINATION

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. Federal law recognizes the right of college fraternities and sororities to maintain their single-sex membership policies. Consistent with that right, the 26 NPC sororities are organizations of women. NPC member organizations do not discriminate in membership selection on any basis prohibited by law.

### AGAINST HAZING

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC supports efforts to eliminate hazing. NPC has adopted Unanimous Agreement IV, which condemns hazing and hazing-related behaviors. Hazing and hazing-related activities contradict all expectations of the proper behavior expected of the undergraduate and alumnae members of NPC member organizations as set forth in Unanimous Agreement IV, Standards of Ethical Conduct.

Each NPC member organization has its own set of bylaws, policies and rules condemning hazing and governing the investigation and discipline involving hazing allegations, as is the case with each individual college or university — whether public or private.

A strong majority of states have adopted legislation that makes hazing a crime which can be punished by fines and/or imprisonment as a misdemeanor or felony. Any allegation of sorority hazing is taken seriously. NPC offers its members education about risk-based behaviors through its "Something of Value" programming and supports nationally recognized HazingPrevention.org. Several of its 26 member sororities also support a national anti-hazing hotline: 1-888-NOT-HAZE or 1-888-668-4293.

### AGAINST SEXUAL ASSAULT

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

### ALL-GREEK COUNCILS

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. Through its governance documents known as Unanimous Agreements, NPC supports the creation of a College Panhellenic Association in Unanimous Agreement VI, which states that a College Panhellenic Association must be established

where two or more NPC sororities have installed undergraduate chapters on campus. These female student-led governing bodies should be a distinct and defined operating unit with their own governing documents (bylaws/standing rules/ethics) that also adhere to NPC Unanimous Agreements adopted by the member organizations. Student leaders are selected by either election or rotation to serve as association officers.

In addition, NPC promotes self-governance through Unanimous Agreement VII, which establishes judicial boards to review member organization infractions of NPC Unanimous Agreements, the College Panhellenic bylaws, membership recruitment rules and guidelines, the College Panhellenic Association code of ethics and College Panhellenic standing rules. This extensive judicial process outlined in Unanimous Agreement VII establishes notice and record-keeping requirements, provides for mediation, assesses sanctions and sets up an appeals process.

The only recognized official campus organization representing NPC and its member sororities is the College Panhellenic Association registered with NPC. All-Greek councils, which can include a variety of groups on campus that represent both men and women's groups — many of which do not have inter/national supporting organizations or established standards — may not adhere to the same expectations or requirements as those set forth by NPC member organizations. All-Greek councils are not recognized by NPC or its member organizations as official campus groups, particularly as it pertains to maintaining NPC's single-sex status as a women's-only organization.

## MEMBERSHIP SELECTION

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC supports the individual rights of its 26 member organizations to select their own members.

NPC does not dictate nor determine prospective membership policies. NPC member sororities are women's-only organizations. We believe the right to enforce such membership restrictions is rooted in the freedom of association protected by the First Amendment of the U.S. Constitution. The U.S. Congress has recognized that right by providing in Title IX of the Education Amendments of 1972 that the membership practices of social fraternities and sororities are excepted from the prohibition contained in Title IX against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting "bona fide private membership clubs" from the general prohibition against sex discrimination in employment practice (26 USC 501(c)).

Each member organization must follow its own membership selection policies, procedures and all applicable state and federal laws that pertain to single-sex organizations.

## OPPOSING REPORTING REQUIREMENT FOR VOLUNTEERS

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. Each member organization provides alumnae volunteer advisors and headquarters staff, including traveling consultants for each chapter operating on a college campus. We know that the success of a collegiate chapter is influenced heavily by the strength of the advisory support extended to the sorority chapters. The relationships built between students and volunteer advisors is one of the hallmarks of the collegiate experience for many sorority members. Those relationships extend past discussions of chapter meetings and

finances and develop into opportunities for personal and professional mentoring that may not be found elsewhere in the member's life.

The Department of Education regulates two provisions that are obligations historically applied only to Institutions of Higher Education (IHE): 1) Title IX of the Education Amendments of 1972 requires certain categories of individuals (employees and others) to be "mandatory reporters" of sexual assaults, and 2) the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires certain individuals with significant responsibilities for students, determined by the IHE, to be "campus security authorities" (CSAs) with an obligation to report acts of criminal activity on a college campus. Although there is no federal mandate to apply these requirements to volunteers working with college students, a growing number of IHEs are naming volunteers as mandatory reporters and/or CSAs.

NPC supports and applauds the efforts of colleges and universities to provide educational opportunities to students, sorority alumnae volunteers, and employees to help our chapter members and all students stem the tide of sexual assault on campus.

However, the NPC member organizations oppose the designation of sorority alumnae volunteers and sorority employees as CSAs and/or mandatory reporters. The only exception to this position is where an alumnae sorority volunteer also is employed by the IHE. We agree that their employment position and its subsequent responsibilities will determine their status, regardless of their sorority volunteer role.

Classifying chapter alumnae advisors or sorority employees as CSAs/mandatory reporters significantly changes the dynamics of the relationship between the chapter advisor and the collegiate members. It reduces the likelihood that a collegian might confide in the chapter advisor and may thereby prevent the collegian from getting the help she needs. NPC applauds the recent decision of the University of Oregon to allow "student-directed employees" to provide care and support to students while also allowing the student to make the decision on when/where/how to report. This designation applies to most faculty, student-employees and officers of the administration.

NPC member organizations support volunteer alumnae advisors, collegiate chapter members, headquarters staff and staff consultants referring individuals that self-report occurrences of sexual harassment or assault to either private or confidential resources, campus counseling centers, sexual assault/victims of crime advocates or campus or city law enforcement, depending on the collegiate member's sense of support needed.

The strength of the sorority community depends on the inter-generational friendships and the voluntary advising provided to our collegiate chapters. Requiring mandatory reporting under any type of regulation, be it Clery Act or Title IX, may affect our member organizations' ability to recruit and retain these critical alumnae volunteers and sorority employees, and may very well impede the ultimate goal of the regulations.

NPC sororities are united in our obligation to sorority advisors and sorority employees and cannot support any attempts to designate them as CSAs under the Clery Act or mandatory reporters under Title IX.



## PHILANTHROPIC EVENTS

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. Philanthropic, fundraising or community service events/activities hosted by NPC member organizations and/or other organizations that include participation by sorority women must be devoid of destructive, divisive or abusive actions. All NPC member organizations are expected to follow their alcohol and risk management policies and college/university policies prior to and while participating in these events.

NPC considers it unacceptable to promote:

- Negative images of women and the sorority community.
- Demeaning actions toward others, including incivilities and sexual harassment.
- Any actions that negatively affect public perception of the sorority community.

Such activities directly violate our time-honored organizational values, risk management policies and the highest standards of human dignity. These are the foundation of the sorority experience, and anything to the contrary must not be part of our culture.

## PRIMARY RECRUITMENT

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC endorses primary recruitment occurring in the fall academic term, because it best accomplishes the following:

- Retention: Engages women quickly as first-year students so they continue in college.
- Acclimation: Provides women an early opportunity to adapt to the demands of campus life, including academic, social, cultural and service components, by quickly affiliating with a supportive subset of female students.
- Academic success: Encourages women to engage in chapter academic study and scholarship groups immediately.
- Mentoring: Provides female mentoring for women via chapter members and alumnae.
- Objectivity: Allows all participants the best opportunity to be considered objectively and to make their choices clearly without the subjective influences of detractors.
- Time management: Provides optimum experience without distractions from recruitment activities throughout the fall academic term.
- Scheduling: Offers fewer disruptions caused by inclement weather conditions.
- Fairness: Enables NPC member organizations to recruit during the same time period that other campus organizations are allowed to recruit new members. Deferred recruitment is an inequitable application of student policy because other student organizations — such as intercollegiate athletics, school-sanctioned clubs and others — are free to recruit, select and enroll new members at any time.

Sorority programming and expectations follow the missions of higher education institutions by fostering a spirit of sisterhood, which serves as a safety net for young women as they acclimate to a college/university environment.

Studies indicate that student retention is enhanced by membership in a sorority, where mutually supportive members sharing common interests and values leads to greater collegiate satisfaction. NPC believes that there is no substitute for the enrichment that sororities offer young women as part of the college/university experience, and this enrichment is most beneficial early in the academic year. With the aim of providing first-year women a sound base for educational success throughout college, NPC asserts that deferred recruitment, or second academic term recruitment, is not in the best interests for the health and welfare of a sound sorority community and its members.

## RIGHT TO ASSEMBLE

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC affirms the rights of students to associate with an organization on such terms and conditions as the student and the organization exclusively agree as granted by the U.S. Constitution.

NPC acknowledges that colleges and universities have the right to establish fair and reasonable rules and regulations applicable to all student organizations seeking to receive and maintain institutional recognition as listed in their college/university student handbooks. However, in the absence of due process, colleges and universities do not have the right to restrict and interrupt regular chapter operations, nor infringe on a private organization's right to:

- Assemble.
- Recruit members.
- Educate or initiate members.

No infringement shall occur without due process and notice provided to the inter/national organizations. NPC supports the right of association through its governance documents known as Unanimous Agreements. Unanimous Agreement IX reinforces the right to assemble.

## RIGHT OF ASSOCIATION AS WOMEN'S-ONLY ORGANIZATIONS

The National Panhellenic Conference (NPC), one of the world's largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC supports the right of association through its governance documents known as Unanimous Agreements. Unanimous Agreement IX reinforces the right to associate.

NPC's 26 member sororities exist, and have existed throughout their history, as women's-only private social organizations.

NPC values its ability to remain an independent voice for women. Through recruiting, educating and initiating sorority members, women are supported as they uphold both the ideals stated in the NPC Panhellenic Creed and the ideals of their individual member organizations.

The U.S. Congress recognized in Title IX of the Education Act Amendments of 1972 that the membership practices of social fraternities and sororities are excepted from the prohibition contained in Title IX against gender discrimination in education programs or related activities.

The U.S. Supreme Court also has affirmed that the “right to freedom of association is a right enjoyed by religious and secular groups alike.”

In addition, according to Unanimous Agreement X, each College Panhellenic Association shall denounce participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities and in men’s primary recruitment activities.

## STANDARDS OF CONDUCT

The National Panhellenic Conference (NPC), one of the world’s largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. NPC encourages its members to engage in positive discourse about members and member organizations. Through its governing documents known as Unanimous Agreements, Unanimous Agreement IV, Standards of Ethical Conduct, states that members should avoid disparaging remarks about any sorority or college/university woman.

NPC reminds all Panhellenic women to follow our standards of ethical conduct in their daily lives and as they increasingly engage in online chats, forums and social media networks. The NPC Panhellenic Creed also emphasizes mutual respect:

“We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.”



# COLLEGE PANHELLENIC ORGANIZATION

A successful College Panhellenic must be clear in its purpose and be well-organized to achieve its mission and goals.

This section reviews a variety of critical information for College Panhellenics including how to establish and operate a College Panhellenic.

# COLLEGE PANHellenic ORGANIZATION

## OVERVIEW

### **Unanimous Agreements: Jurisdiction of Panhellenic Associations**

Panhellenic associations are based on democratic principles and organized to afford cooperation among the women's sororities. All chapters involved in the Panhellenic association, regardless of their membership class, must be women's-only organizations. Panhellenic members must respect and obey the letter and spirit of all National Panhellenic Conference Unanimous Agreements. Panhellenic associations' governing documents must conform to all Unanimous Agreements.

### **Purpose**

- Conduct the business of the College Panhellenic only during the campus academic year
- Promote the growth of individual chapters and the sorority community
- Organize and sponsor a women's-only membership recruitment program
- Encourage the highest possible academic, social and moral standards
- Coordinate activities, establish orderly procedures and provide for programming in addition to recruitment
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules
- Actively support the mission of its host institution
- Promote good public relations
- Give service to the community and campus
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups

### **Objectives**

NPC women have a responsibility to promote Panhellenic ideals on campus. As expressed in The Panhellenic Creed, sorority women are dedicated to upholding good scholarship and high standards of ethical conduct and to working in harmony and understanding with one another to further sorority ideals. High moral and ethical principles are basic to all NPC member organizations.

### **Membership**

"Panhellenic" is sometimes mistakenly thought to be the officers of the organization or even the administrators who work with fraternity/sorority life. In fact, a College Panhellenic Association is a democratic entity composed of all members of the NPC sororities on a campus.

A College Panhellenic Council is the associations' governing body and is composed of one delegate and one alternate from each regular, provisional and associate member chapter at the institution. The College Panhellenic Council is responsible for local Panhellenic operations in accordance with NPC Unanimous Agreements, policies, best practices and procedures.

*Officers and Delegates Policy (1993, 2018):* All College Panhellenic delegates, officers and committee members shall be initiated members in good standing with their member organizations, be active participants in their collegiate chapter and shall be enrolled in the institution where the chapter is located.

## Membership statuses

*College Panhellenic Membership Statuses Policy (2003):* There can be three types of membership within College Panhellenics: regular, provisional and associate. The College Panhellenic determines the criteria for the associate member status.

The membership statuses are defined as:

- The **regular** membership of the [name of institution] College Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference sororities at [name of institution].
- The **provisional** membership of the [name of institution] College Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and NPC sororities at [name of institution].
- The **associate** membership of the [name of institution] College Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups, or national or regional non-National Panhellenic Conference member organizations that have met the requirements for membership in the [name of institution] College Panhellenic Association.

Each College Panhellenic will determine the criteria required to be met in determining associate member status at its campus and incorporate those criteria into its College Panhellenic Association bylaws, taking into account each of the following:

- All chapters involved in the College Panhellenic association, regardless of their membership class, must be women's-only organizations.
- The minimum membership size requirements of the prospective associate member organization, with a stated requirement that women in the prospective associate member organization must not be members of any other organizations currently in the College Panhellenic Association.
- How long a group must be in existence before applying for associate member status.
- The internal governance policies the applying group must have before being granted associate member status, with a stated requirement that the applying group's risk management policies and practices (including policies on alcohol, social functions and hazing) comply with the requirements of the College Panhellenic Association's and host institution's policies and with applicable laws.
- The vote necessary for the College Panhellenic to approve applications for associate member status (e.g., simple majority, two-thirds vote, etc.).
- The process by which applications for associate membership will be received and considered.
- Any other matter deemed pertinent to associate member status by the College Panhellenic.

Each College Panhellenic also will determine the privileges and responsibilities of associate members once admitted to the College Panhellenic Association, taking into account each of the following:

1. The level and type of participation required and/or permitted in College Panhellenic Association affairs, with a stated requirement that all associate members must abide by all NPC Unanimous Agreements and be subject to the [name of institution] College Panhellenic Association bylaws and governing documents (excluding recruitment rules unless they participate in the primary recruitment process) and risk management policies.
2. Members of sororities holding associate membership in the Panhellenic will be eligible to serve as officers, but should not serve as president or the officer in charge of recruitment.
3. Whether associate members will:
  - A. Have voice and one vote in all matters except those that are extension related. If not participating in the primary recruitment process, they will not have a vote on recruitment rules and establishment or modification of Panhellenic total.

- B. Pay full or partial dues.
  - C. Be allowed or required to participate in any or all Panhellenic and fraternity/sorority programming such as Greek Weekend, honoraries, awards programs, etc.
  - D. Be subject to judiciary proceedings.
  - E. Be allowed or required to participate in organized recruitment and, if not, any restrictions on the timing and/or manner of associate member recruitment.
  - F. 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.
4. That associate membership in a College Panhellenic Association cannot and does not confer or imply any guarantee that an associate member will be permitted to affiliate with an NPC organization, such authorization being conveyed only on a separate extension vote of the regular members of the College Panhellenic when campus numbers warrant a vote to open for extension.
  5. How the College Panhellenic will monitor associate members' adherence to the requirements for their continued status.
  6. Any other matter deemed pertinent to associate member status by the College Panhellenic.

## Organization

Each College Panhellenic establishes its own bylaws, code of ethics and recruitment regulations within the framework provided by the NPC Manual of Information. The Unanimous Agreements must be honored as part of these governing documents. An effective College Panhellenic also adopts regulations that carry out NPC policies and procedures. Annual dues-paying College Panhellenics receive services and resources from NPC.

A College Panhellenic is a forum and voting body. It conducts business only during its host institution's academic year. Its effectiveness depends on the respect it earns from its member organizations and the rest of the campus community. To be influential, it must operate with professionalism and integrity. A College Panhellenic Council functions most effectively when the delegates of its member organizations know proper Panhellenic procedures and are dedicated to working together in harmony and cooperation.

## Representatives

Individual chapters and the Panhellenic community as a whole benefit when each chapter selects its best-qualified members as delegate and alternate delegate to the College Panhellenic. To represent the chapter effectively, these representatives must be informed, knowledgeable about proper Panhellenic procedures and willing to act on chapter opinion rather than individual conviction.

## Rights of sorority chapters

The College Panhellenic Council and its advisors must bear in mind the member chapters give the Panhellenic its authority. The council and advisors guide; they do not decide. A College Panhellenic Council cannot deny a member chapter the right to operate according to its own policies and procedures, including rights such as initiating a woman when she has met the requirements of her sorority.

## Ethics

Sorority women working together serve as role models. They encourage their members to be law-abiding citizens, mindful of others' rights and dedicated to representing and upholding the principles espoused by every member organization.



## ESTABLISHING A RECOGNIZED COLLEGE PANHELLENIC

When the first chapter of an NPC member organization is installed on a campus, its inter/national organization notifies the NPC office. The NPC office then contacts the new chapter to inform it of available help.

When a second chapter of an NPC member organization is installed, the first NPC chapter notifies the NPC office, so preparations can begin for establishing a College Panhellenic Association.

With assistance from the NPC office and the New College Panhellenics Committee chairman, the first chapter is responsible for initiating the organization of the Panhellenic. If multiple chapters are established at approximately the same time, the first NPC member organization installed as a chapter is responsible for taking the lead.

The New College Panhellenics Committee chairman works with the local campus committees and the fraternity/sorority advisor or administrative contact to organize the Panhellenic. Here are the steps:

1. The first installed chapter calls and chairs an organizational meeting of the two or more organizations. The purpose of the meeting is to select an Organizational Committee, which works with the NPC office and the New College Panhellenics Committee chairman, and to choose committees as needed to operate the Panhellenic.
2. Each sorority selects as representatives to this College Panhellenic Organizational Committee one delegate and at least two alternates from its own membership. If possible, the chapter president and recruitment chairman serve as the two alternates. If no institutional administrative personnel are available, an advisor may be selected from among qualified local alumnae.
3. This committee reviews the NPC Manual of Information, which it obtains from the NPC office or from each delegate's sorority. The Organizational Committee drafts the College Panhellenic bylaws, based on the template provided by NPC, and establishes a recruitment program and recruitment rules that are compatible with the campus needs and that align with the NPC Unanimous Agreements and policies.
4. The Organizational Committee chairman sends the first draft of this material to the New College Panhellenics Committee chairman for review and evaluation. The New College Panhellenics Committee chairman corresponds with the Organizational Committee and the fraternity/sorority advisor or administrative contact, offering suggestions and providing information to help establish the Panhellenic. The New College Panhellenics Committee chairman sends copies of this correspondence to the NPC delegates of the sororities involved and the College Panhellenics Committee chairman.
5. When the NPC office receives all documents and the initial dues payment, then the New College Panhellenics Committee chairman recommends the Panhellenic be established. The NPC office then sends a letter of recognition to the Panhellenic and an official charter.
6. A ceremony may be held to commemorate the Panhellenic's chartering.

## ORGANIZATION AND MANAGEMENT

### Panhellenic delegate responsibilities

- Must attend all Panhellenic meetings
- Must support NPC Unanimous Agreements, policies and procedures
- Must understand local Panhellenic policies and procedures

- Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns
- Should present regular Panhellenic reports at chapter meetings

### Panhellenic office

If space is available, the College Panhellenic should establish an office. Permanent records are to be kept in a central location accessible to Panhellenic officers.

### Panhellenic files

Careful record-keeping is important. NPC recommends the retiring Panhellenic president check the files (both current and historical, both printed and electronic) with her successor during officer transition to ensure they are complete. The following materials are valuable for reference:

- College Panhellenic bylaws: Keep up-to-date copy in current file.
- NPC Manual of Information: Keep up-to-date copy in current file.
- Meeting minutes: Keep in current file for four years and then transfer to historical files.
- Financial records, reports and budgets: Keep in current file for seven years.
- Membership recruitment statistics: Keep in current file for five years and then transfer to historical files.
- Membership recruitment materials — recruitment rules, pamphlets, programs, bulletins, evaluations, event schedules, etc.: Keep in current file for five years.
- Name, address and contact information of current NPC area advisor: Keep in current file.
- Reports and project evaluations: Keep in current file for five years.
- Correspondence of permanent interest.
- Records of Judicial Board action: Keep in locked file for three years.
- Procedure notebooks: Refer to Panhellenic Council officer notebook information in this section.
- Historical files: NPC recommends backing up electronic files and storing them safely in a location protected from fire.

## OFFICER SELECTION

*Officer Selection Policy (2001):* The College Panhellenic officer selection process may include rotation, election or an election-rotation combination to provide successful leadership and equitable and fair representation of the NPC member organizations.

NPC encourages the practice of rotation of Panhellenic offices, especially for campuses with four or fewer member organizations. Rotation provides each sorority the opportunity and responsibility for Panhellenic service. Chapters need to be aware of the terms their representatives are expected to serve and are responsible for selecting the best-qualified members to be Panhellenic leaders.

1. The rotation order is based on the date the chapter was installed on campus (oldest first), and the order should be noted in the Panhellenic bylaws.
2. If a representative from the sorority in turn for rotation is not prepared to serve as an officer, the Panhellenic Council determines how the office is filled.
3. If an officer is unable to complete her term and her sorority is unable to provide a qualified replacement, the sorority next in rotation order assumes the office. A sorority filling an unexpired term does not relinquish its regular order. Example: Alpha's officer leaves office midterm. Alpha has no qualified replacement, so Beta fills the remainder of the unexpired term. Beta then serves its regular term in that office.
4. If the College Panhellenic wishes, it may allow members of associate-member organizations to hold office, **but they should not serve as the president or the officer in charge of recruitment.**

On campuses with numerous NPC chapters, Panhellenics select officers by a combined rotation-election plan or a straight election plan.

When using a rotation-election plan a certain number of chapters (depending on the number of chapters and the number of Panhellenic offices) rotate into eligibility for the designated offices each year. Officers are selected from those eligible representatives. The remaining officer positions are filled by election.

Panhellenic bylaws would state one of the following options:

- The offices of president, vice president, secretary and treasurer [list specific additional officers, if applicable] of the [name of institution] College Panhellenic Association shall be held in rotation by each eligible woman's sorority chapter in order of its installation at [name of institution]. If a member from the women's sorority, in order of rotation, is not prepared to serve as a designated officer, the College Panhellenic Council shall determine how the office shall be filled.
- The offices of [list specific officers] of the [name of institution] College Panhellenic Association shall be held in rotation by each eligible woman's sorority chapter in order of its installation at [name of institution]. If a member from the women's sorority, in order of rotation, is not prepared to serve as a designated officer, the College Panhellenic Council shall determine how the office shall be filled.
- The offices of [list specific officers] of the [name of institution] College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office, that nominee shall be declared elected.
- The offices of president, vice president, secretary and treasurer [list specific additional officers, if applicable] of the [name of institution] College Panhellenic Association shall be elected by ballot, unless there is only one nominee for an office, then that nominee shall be declared elected.

For more information, see the College Panhellenic Officer Election Resources on the NPC website.

## DELEGATE AND OFFICER ORIENTATION

Hold a meeting or retreat for incoming and outgoing officers and delegates, allowing time for both general education and one-on-one training. Before the retreat or workshop, the current Panhellenic Council could prepare a resource list for attendees. The resource list should include the NPC Manual of Information, Panhellenic bylaws and other governing documents.

During this time, individual officers should explain their responsibilities and share procedural notebooks, reference material, evaluations and suggestions. Delegates should share their information-gathering and presentation techniques to their chapter, and parliamentary procedures for discussion, motion-making and voting (refer to Panhellenic files).

New officers and delegates should be presented with available resources such as:

- Publications and websites: NPC Manual of Information, College Panhellenic Newsletter and npcwomen.org.
- Human resources: NPC area advisor, member organization delegate information, fraternity/sorority advisor and NPC office staff.

The officers should set council and individual goals and priorities for their term of office. These goals should be shared and discussed with the Panhellenic Council as a whole.

## Panhellenic Council officer notebook: suggested contents

- I. Resources and rosters
  1. NPC area advisor information
  2. Campus fraternity/sorority advisor
  3. Panhellenic executive board directory
  4. Panhellenic Council directory
  5. Chapter presidents directory
  6. Junior Panhellenic Council directory (if applicable)
  7. Contact information for other peer governing councils (e.g., IFC, NPHC, etc.)
  8. Local Alumnae Panhellenic president information
- II. Meeting minutes, agendas and committee reports
- III. Calendars
  1. Panhellenic calendar
  2. College/university calendar
  3. Community activity calendar
- IV. Position descriptions
- V. Panhellenic governing documents
  1. Panhellenic bylaws and standing rules
  2. Membership recruitment rules
  3. Panhellenic code of ethics
  4. Other Panhellenic policies: risk management, philanthropy, etc.
- VI. Panhellenic budget and financial reports
- VII. NPC resources
  1. NPC Manual of Information; the current edition is available online at [npcwomen.org](http://npcwomen.org)
  2. NPC store information; prices and ordering, including custom orders, are available online at [npcstore.org](http://npcstore.org)
- VIII. Correspondence
- IX. Statistical information
- X. Pertinent college/university information and policies

## FRATERNITY/SORORITY ADVISOR

A fraternity/sorority advisor counsels a College Panhellenic Association as to its goals, programs and regulations. The fraternity/sorority advisor usually is a college or university administrator but may be an alumna of an NPC sorority hired by the College Panhellenic or serving as a volunteer.

Qualifications for a fraternity/sorority advisor should include:

- Knowledge and an understanding of NPC policies, Unanimous Agreements and procedures.
- An interest in and understanding of the ideals and goals of sororities.
- An understanding of the relationship among NPC, its member sororities and their collegiate chapters.
- A desire to assist the College Panhellenic in its efforts to maintain orderly and harmonious relationships within its membership and to promote constructive programs and projects on the campus and in the community.
- Membership in an NPC sorority, if possible.

## Relationship of advisor to a College Panhellenic

The role of an advisor is to provide guidance, counsel and support, helping the College Panhellenic function effectively in accordance with NPC and college/university policy.

### Fraternity/sorority advisor files

In addition to the materials already listed for College Panhellenic files, the fraternity/sorority advisor should keep these records:

- Chapter membership statistics: lists of new members and initiates, and recorded changes in membership status.
- Lists of Panhellenic officers, chapter officers, alumnae advisors and inter/national officers.
- Signed copies of the membership recruitment acceptance binding agreement, bid lists and continuous open bidding acceptance binding agreements in a confidential file for three calendar years.
- Proceedings from Panhellenic judicial board hearings in a confidential file for three years.

## PANHELLENIC ALUMNAE ADVISORY COUNCIL

College Panhellenics may be assisted by a Panhellenic Alumnae Advisory Council. These advisory groups are composed of alumnae members of NPC sororities. They are organized to provide support for the activities and programs of the College Panhellenic and to serve as a liaison between the college/university and sorority alumnae in the community. The Panhellenic Alumnae Advisory Council should not be confused with the local Alumnae Panhellenic Association.

## NPC AREA ADVISOR

As one of its services, NPC provides every College Panhellenic with an area advisor. She is well-versed in Panhellenic policies and practices. She provides assistance if needed and advice backed by practical experience. Because the area advisor is a volunteer who has career and family responsibilities, she must plan her campus visits and workshops well in advance. Do not wait until the last minute to request her help.

### Area advisor responsibilities

The area advisor:

- Interprets NPC policies.
- Serves as a liaison among NPC, the fraternity/sorority advisor and the College Panhellenic officers.
- Keeps the Panhellenic advised of the latest NPC policies and procedures.
- Reviews the Panhellenic's working documents (bylaws, standing rules, recruitment guidelines, code of ethics, etc.) and suggests changes when needed.
- Offers new ideas for membership recruitment schedules, procedures and workshops and for Panhellenic programming and officer training.
- Is available to assist the Panhellenic with problem solving.
- Guides in planning and executing area and campus Panhellenic workshops.
- Makes individual campus visits to help resolve special issues.
- Welcomes the opportunity to observe, learn and work with a College Panhellenic.

### College Panhellenic responsibilities to area advisor

- Keeps her informed when changes in bylaws, membership recruitment rules and procedures are being considered and during discussions of total and extension.
- Submits Panhellenic governing documents annually or when changes have been approved by the Panhellenic Council.
- Tells her about problems before they become critical.

- Sends new ideas for officer training, programs and projects for her to share with others.
- Keeps communication open.
- Submits Panhellenic meeting minutes for both the council and Executive Board (if applicable).

## PANHELLENIC SUPPORT SPECIALIST

Panhellenic support specialists are full-time, paid NPC staff members. Currently, two specialists serve NPC College Panhellenics, providing ongoing, consistent support to College Panhellenics and their volunteers. The Panhellenic support specialists can answer questions, assist with completing reports and share the variety of resources available to all College Panhellenics.

## JUNIOR PANHELLENIC

A Junior Panhellenic is an educational and service program sponsored by and modeled on the College Panhellenic. It is composed of representatives who are new members and newly initiated members from all College Panhellenic member chapters on campus. It encourages the special responsibilities and good campus citizenship that sorority membership entails, and it fosters intersorority relationships. Refer to the section on College Panhellenic Programs in this manual.

## ALL-GREEK COUNCIL

An All-Greek council can provide a forum for discussion and communication among all Greek-letter groups. Such a council may be practical, especially on a large campus with many sororities and fraternities. It can coordinate joint activities such as educational programming, Greek Weekend, a philanthropic or service project or fraternity/sorority newspapers, newsletters and electronic communications that promote fraternity and sorority life.

An All-Greek council should be a separate organization, and NPC has a position statement explaining this expectation. Separate College Panhellenic Associations and Interfraternity Councils are recommended by both the National Panhellenic Conference and the North-American Interfraternity Conference. The organization and procedures differ enough to make a College Panhellenic and an Interfraternity Council function more efficiently when operated independently.

- Purpose: An All-Greek council should foster cooperation of sorority women and fraternity men in carrying out a specific project or reaching a particular goal. All activities should reflect the ideals, values and standards of all fraternal organizations.
- Organization: It should include representatives from the College Panhellenic, the National Pan-Hellenic Council, Multicultural Greek Council (MGC), the Interfraternity Council (IFC) or other fraternity/sorority councils on your campus. Selection and size of the representation depends on the size of the campus' fraternity/sorority community. However, each organization represented should have one vote.
- Authority: Responsibilities should be restricted to those necessary to accomplish the All-Greek council's goals and function. Membership recruitment programming and judicial committees are **not** proper functions of an All-Greek council. Working with the college/university administration to give fraternities and sororities a place in summer orientation of new students **is** a proper function.
- Meetings: Should be held when needed to achieve the purpose of the council. Rotation of meeting places among chapters is suggested if there is no convenient central meeting place.



# COLLEGE PANHELLENIC JUDICIAL PROCEDURE

College Panhellenic Associations are based on democratic principles and organized to promote cooperation among sororities on college/university campuses. College Panhellenic Associations embody self-governance to maintain high standards and ethical conduct.

College Panhellenic Associations are expected to effectively and efficiently adjudicate matters over which they have jurisdiction, which includes all provisions of the NPC Unanimous Agreements and the College Panhellenic governing documents.

This section outlines College Panhellenic judicial procedures.



# COLLEGE PANHELLENIC JUDICIAL PROCEDURE

## PROLOGUE

On April 16, 1891, representatives of the then seven existing women's fraternities (sororities) met in Boston "to discuss methods for the betterment of fraternity conditions in the different colleges." The committee on Interchapter Courtesy recommended "greater moderation in rushing, that chapters be more watchful that they may pursue no method that could be considered questionable or underhanded," that a committee be selected at each college to "decide upon regulations for the control of pledging" and for the exchange of information. When the "meetings" became official, the National Panhellenic Conference (NPC) was formed in 1902, and the guidelines adopted earlier were continued.

As sorority women, we continue these traditions today. We reaffirm principles of yesterday that remain current in recruitment, being watchful to see that we "pursue no method that could be considered questionable or underhanded." We have a committee in each College Panhellenic to decide upon regulations "for the control of pledging." However, our world has changed. There are thousands of chapters and hundreds of Panhellenics. Some campuses have few chapters; many have a large number. But we still adhere to the admonition of our early leaders to pursue "interchapter courtesy" — by advocating "greater moderation" in recruitment.

Sometimes mistakes are made. Sometimes a chapter fails to educate its members on Panhellenic policies and recruitment rules. Sometimes members do not pay attention to the concept of "interchapter courtesy," and a violation of rules occurs. It is therefore necessary to provide a method for a College Panhellenic to ensure all chapters and all members adhere to NPC Unanimous Agreements as well as the College Panhellenic's bylaws, membership recruitment rules, the code of ethics, the standing rules and any other governing documents.

College Panhellenics are based on democratic principles and organized to afford cooperation among the sororities on a campus. College Panhellenic Associations embody self-governance to maintain fine standards and ethical conduct. The College Panhellenic Association is expected to effectively and efficiently adjudicate all matters over which it has jurisdiction. In addition, NPC promotes self-governance through Unanimous Agreement VII, which establishes judicial boards to review member organization infractions of NPC Unanimous Agreements and the College Panhellenic's bylaws, membership recruitment rules/guidelines, code of ethics, standing rules and any other governing documents.

## UNANIMOUS AGREEMENT VII. COLLEGE PANHELLENIC ASSOCIATION JUDICIAL PROCEDURE

### 1. Judicial Board

Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member organization infractions of:

- NPC Unanimous Agreements
  - College Panhellenic bylaws and/or other governing documents
  - College Panhellenic membership recruitment rules/guidelines
  - College Panhellenic code of ethics
  - College Panhellenic standing rules
- A. The composition and duties of the judicial board must be defined in the College Panhellenic bylaws. All members of the judicial board must be collegians from the College Panhellenics' member organizations.
- B. NPC recognizes only a judicial board that is composed solely of members of the College Panhellenic.
- C. A College Panhellenic, through its officers, shall select and train a workable judicial board based on campus needs.
- D. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
- E. All NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Judicial forms are available on the NPC website.
- F. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years.

### 2. Judicial Process Overview

- A. Sororities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report form is filed.
- B. 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 individuals. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the NPC website or from the College Panhellenic.
- C. Timing
- The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including college/university breaks).
  - If the College Panhellenic president is unavailable or the violation is against her sorority, the report shall be presented to the fraternity/sorority advisor.
  - The College Panhellenic president and fraternity/sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
- D. Proper Reporting Authority
- i. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
- Chapter president on behalf of her chapter
  - Chapter executive officer/board member on behalf of her chapter
  - College Panhellenic officer
  - Fraternity/sorority advisor

- ii. Recruitment infractions may only be reported and signed by one of these people:
  - Chapter president on behalf of her chapter
  - College Panhellenic officer in charge of recruitment or a recruitment counselor
  - Potential new member
  - Fraternity/sorority advisor

E. Receipt of Infraction

- The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
  - » The College Panhellenic Violation Report is retained by the College Panhellenic president or fraternity/sorority advisor and is available upon request by the accused sorority.
  - » The College Panhellenic president or fraternity/sorority advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor within seven days.

F. Notification of Chapter

- The College Panhellenic president shall notify the accused sorority in writing by delivering the College Panhellenic Infraction Notice to that chapter president within seven days of receiving the College Panhellenic Violation Report.
- If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of delivery shall be documented on the report.
- A copy of the College Panhellenic Infraction Notice shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.

G. Response to Receipt of Infraction

- Upon receipt of the College Panhellenic Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation.
- Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing. Either mediation or the judicial hearing must be held within 21 days of the receipt of the College Panhellenic Infraction Notice.
- If an agreement is not reached during the mediation process, a judicial board hearing shall be held within 14 days of the failed mediation.
- If there is a college/university class break during the timeframes specified for the mediation/judicial hearing, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available. If held after classes resume, the timeframe may be extended by the number of days of the class break.

3. Mediation

The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:

- NPC Unanimous Agreements
- College Panhellenic bylaws
- College Panhellenic membership recruitment rules/guidelines
- College Panhellenic code of ethics
- College Panhellenic standing rules

The following elements of mediation shall be followed:

- Mediation shall be closed to the public.
- All participants in the mediation shall keep strict confidentiality.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.

- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

#### Mediator Guidelines:

- The College Panhellenic president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator.
- Though it is preferable that the fraternity/sorority advisor for Panhellenic not serve as the mediator, the advisor can serve if he or she did not file the infraction or has not been involved with the reported incident.
- The mediator shall not be an undergraduate student.
- All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the fraternity/sorority advisor for a period of three years.
- Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.

#### 4. Judicial Board Hearing

- **The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association bylaws.**
- Hearings shall be closed to the public.
- No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
- All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. A copy of the report should be retained by the fraternity/sorority advisor for three years.
- Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

#### 5. Sanctions

##### A. Appropriate Sanctions

Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.

- Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated membership recruitment rules.
- The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic standing rules and/or membership recruitment rules prior to the beginning of recruitment.

- Examples of reasons for monetary fines may be limited to:
  - » Late recruitment event invitation lists
  - » Recruitment events that exceed designated event times
  - » Prohibited postings on social media outlets
  - » Lack of required chapter attendance at Panhellenic-sponsored events

Sanctions shall not:

- Forbid primary recruitment or continuous open bidding activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony or historical celebration.
- Affect a sorority chapter's quota or total.
- Affect the time of new member acceptance and/or initiation.
- Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
- Include removal from the College Panhellenic.

#### B. Duration of Sanctions

The duration of any sanction imposed shall not exceed one calendar year from the time the decision is final.

#### C. NPC Notification of Sanctions

Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Mediation Summary Report or College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

### 6. Appeals

#### A. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

- An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
- The NPC College Panhellenics Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC College Panhellenics Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
- Any sanction shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

#### B. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the NPC College Panhellenics Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- Inter/national presidents of the sorority(s) involved
- NPC Executive Committee
- NPC Board of Directors; the decision of the board shall be final

## INFORMAL DISCUSSION

All member organizations are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before filing an infraction. If the accusing chapter representative is comfortable confronting the representatives of the accused chapter, NPC encourages informal discussion between the disputing chapters. Often the two parties can reach a mutual understanding and resolve the situation without further action needed.

## HOW TO FILE AN INFRACTION

If the informal discussion is unsuccessful, the judicial process will be set in motion when one of the designated individuals allowed to file infractions files a College Panhellenic Violation Report for the alleged infraction. Complete and present the College Panhellenic Violation Report in a timely manner but not more than 30 days from the date of the alleged infraction. Notify the accused chapter in writing within seven days of receiving the violation report form by using the College Panhellenic Infraction Notice.

There are six forms involved in this process:

- College Panhellenic Violation Report
- College Panhellenic Infraction Notice
- College Panhellenic Mediation Summary Report
- College Panhellenic Judicial Board Hearing Summary Report
- College Panhellenic Judicial Board Hearing Minutes
- College Panhellenic Appeal Notice

These forms are available to download from [npcwomen.org](http://npcwomen.org) and in the Resource Information section of this manual.

The proper reporting authority to file any infraction, other than a recruitment infraction, is:

- The chapter president on behalf of her chapter.
- A chapter executive officer/board member on behalf of her chapter.
- A College Panhellenic officer.
- The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

- The chapter president on behalf of her chapter.
- The College Panhellenic officer in charge of recruitment or a recruitment counselor.
- A potential new member.
- The fraternity/sorority advisor.

Upon receiving the College Panhellenic Infraction Notice, the accused sorority contacts the College Panhellenic president within seven days to schedule mediation. Hold a mediation unless the accused chapter chooses to proceed directly to a judicial hearing.

## PANHELLENIC MEDIATION PROCESS

The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused sorority. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes. Sign and complete the proper documentation and forms (available on the NPC website) indicating the outcomes of the mediation session, and distribute as indicated on the forms.

## Mediator

The mediator is a neutral person with a clear understanding of the mediation process. It should not be an undergraduate student. Although it is preferable the fraternity/sorority advisor not serve as the mediator, the advisor can serve if he/she did not file the infraction or has not been involved with the reported incident. Suggested mediators include other campus-based professionals, such as staff members from residence life, counseling center staff, professionals trained in conflict resolution or graduate assistants.

The mediator is not a decision maker but must control the process. The parties need to agree to this prior to starting mediation. The mediator sets the tone: somewhat informal but structured. The mediator can assist the parties in understanding the issues and in reaching a satisfactory resolution — or in deciding the matter cannot be resolved without further action. The mediator must not have a vested interest in the outcome of the case.

## Parties involved

Both the accused and the accuser must be willing to be open and candid. All records pertaining to the action should be available for both parties to review. The parties must be willing to work toward an agreement.

## Who may attend

The persons attending representing each chapter must be able to make decisions for their organization. Likely attendees are the chapter president and in the case of a recruitment infraction, the recruitment chairman. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority at a mediation. The chapter advisor has the benefit of knowledge and experience beyond the undergraduate members and could be a benefit to both parties.

There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties can choose no more than three people to represent all accusing parties filing infractions (including a chapter advisor).

In cases of infractions for which a College Panhellenic officer or another individual has information and did not file the infraction, then the person attends the mediation only for the purpose of presenting the information, after which he/she shall be excused from the mediation.

Mediation is most effective if the parties involved tell their versions of the event, and the chapter advisor acts as an advisor. In other words, the college women representing their respective chapters need to do the talking but should have the benefit of conferring with their chapter advisor when they believe it is necessary.

## Setting

Most importantly, both parties should believe the mediation is held in a neutral place. An oval or rectangular table with the parties facing one another and the mediator at the head of the table gives reassurance this is a serious forum.

## Process

Mediation outcomes should not be determined in advance by the Panhellenic. The mediator begins by setting the ground rules regarding the behavior of all involved in the mediation. Each side should be allowed to tell its version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so if questions arise that need answers, those questions can be asked later after each



side has had the opportunity to give information. The parties should be advised it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the individual meetings, also called caucuses, the parties may give the mediator information that she/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with each side.

### Mediation conclusion

At the mediation's conclusion, the mediator meets with the parties and their chapter advisors to complete the College Panhellenic Mediation Summary Report indicating the outcome and the acceptance of any agreed-upon follow-up action or sanctions.

Minutes are not taken at the mediation. On the College Panhellenic Mediation Summary Report, the mediator summarizes the conclusion of the mediation, which all parties sign. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the mediation, the College Panhellenic president sends a copy of the College Panhellenic Mediation Summary Report to all parties designated on the form.

### Mediation checklist

Setting:

- Is a neutral place.
- Has an oval or rectangular table with:
  - Mediator at head of table.
  - Each party's participants to their right or left facing one another.

Mediator:

- Is neutral and will maintain confidentiality.
- Has a clear understanding of the mediation process.
- Has no vested interest in an outcome.
- Sets the tone — somewhat informal but structured.
- May meet with each side separately.
- May meet with each side more than once.
- Will complete the College Panhellenic Mediation Summary Report giving copies as indicated on the form.

Each party involved:

- Must be willing to maintain confidentiality.
- Must be willing to be open and candid.
- Must be willing to work toward an agreement.
- Must have a chapter's decision maker present.
- Will have an undergraduate spokeswoman.
- Will have a spokeswoman explain her chapter's version of events — uninterrupted.
- May take notes for a question-and-answer opportunity.
- May have an advisor present for consultation.
- May not have "observers" present.
- Will sign a confidential agreement or a list of issues that remain unresolved.

Main points of mediation:

- Confidentiality is a necessity.
- Mediator is a neutral person.
- Mediator must have no interest in the outcome of the case.
- All parties must be willing to be open and candid.
- All records pertaining to the case must be available for both parties.
- All parties must be willing to work toward an agreement.
- Person attending must be decision maker for the chapter.
- No “observers” should attend.
- Each party may have an advisor present.
- Mediation is held in a neutral place.
- Mediator sets ground rules.
- Each side is allowed to tell her version — uninterrupted.
- Mediator may meet with both sides separately — more than once.
- Both parties sign an agreement if one is reached; otherwise, both parties sign a list of issues.
- The summary report should provide an overview of the proceedings and not divulge any conversations in detail.

## COLLEGE PANHELLENIC JUDICIAL BOARD

### Organization and function

Any judicial board organization and operating plan selected or developed by the College Panhellenic must be used in conjunction with NPC Unanimous Agreement VII, the College Panhellenic bylaws and other governing documents, the code of ethics, membership recruitment rules/guidelines and the standing rules.

The goal is to create a document that fits the needs of the College Panhellenic Association and the campus. Below is a sample that includes several suggestions and options. Choose those that are appropriate for your College Panhellenic, and add other items if needed. However, there are certain items required by the NPC Unanimous Agreements that must be included. Those items are noted.

### Sample document for establishing a College Panhellenic Judicial Board

#### College Panhellenic Judicial Board Membership

In accordance with the College Panhellenic Association bylaws and the NPC Unanimous Agreements, the judicial board is composed of \_\_\_\_\_ collegians from the College Panhellenic member organizations and the fraternity/sorority advisor as a nonvoting ex-officio member.

*NOTE: A judicial board should be representative in size of the College Panhellenic. No less than three members, and no more than nine members. You can rotate participation in judicial board hearings based on your number of trained board members and the number of cases to be heard each year. Judicial board members should recuse themselves or not participate in a hearing if it involves a conflict of interest.*

Members include:

- Chairman (may be elected or appointed); votes
- Vice chairman (may be elected or appointed); votes
- \_\_\_\_\_ members representing sororities holding regular or associate (if provided for in the College Panhellenic bylaws, Article III) membership in the College Panhellenic Association; each votes
- The fraternity/sorority advisor as an ex-officio member; does not vote
- Methods for choosing judicial board members include but are not limited to:
  - o A member from each sorority for smaller Panhellenics.
  - o A number (one-half or one-third) selected each year for larger Panhellenics, rotating the chapter selection for the following year.
  - o A member selected from each sorority, rotating the seating for judicial board hearings.

The Panhellenic executive board, or council if the executive board does not exist, appoints, through an application and interview process, all collegiate members to the Panhellenic judicial board.

A Panhellenic judicial board member must be an initiated, undergraduate member in good standing according to the definition of her chapter at the time of appointment and throughout her term.

Judicial board members participate in training about the purpose of the board, the rules and regulations the judicial board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.

The fraternity/sorority advisor serves as a nonvoting ex-officio member of the judicial board. If the fraternity/sorority advisor can't attend a meeting, he/she will appoint a noncollegiate institution representative to attend in his/her place.

The vice chairman will assume the duties and responsibilities of the chairman in cases where the chairman must be recused because of a conflict of interest. In cases where both the chairman and vice chairman must be recused, the remaining judicial board members will select a member to serve as chairman. A judicial board member serves as secretary and takes minutes of hearings. This responsibility may rotate among the judicial board members.

### College Panhellenic judicial board duties

The Panhellenic judicial board:

- Handles all alleged violations of NPC Unanimous Agreements and the College Panhellenic bylaws, code of ethics, membership recruitment rules/guidelines, standing rules and any other governing documents that are not settled in the mediation process.
- Educates member sororities about the Panhellenic judicial procedure.
- Participates in training designed to educate judicial board members about the purpose of the board, the rules and regulations the judicial board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
- Conducts a fair hearing with impartial judicial board members following Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.
- Maintains confidentiality throughout the judicial process.
- Creates and maintains proper documentation. The fraternity/sorority advisor retains documentation for three years.

## Judicial board chairman duties

The Panhellenic judicial board chairman:

- Coordinates the training of the judicial board members with the fraternity/sorority advisor.
- Implements Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.
- Determines whether any collegiate judicial board members need to be excused or recused from serving because of a conflict of interest.
- Provides involved chapters with a copy of Unanimous Agreement VII. College Panhellenic Judicial Procedure.
- Presides at judicial hearings.

## JUDICIAL BOARD HEARING

The purpose of a judicial board hearing is to resolve an alleged violation of the NPC Unanimous Agreements, the College Panhellenic bylaws, membership recruitment rules/guidelines, code of ethics, standing rules and any other College Panhellenic governing documents. In all cases, the primary goal is to reach a fair and equitable decision based on a peer review.

Follow these guidelines as established in Unanimous Agreement VII:

- Judicial board hearings are closed to the public.
- Participants in the judicial board hearing are representatives from each sorority involved. No more than three people, including a chapter advisor, represent either party and/or each sorority involved at a hearing.
- There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties should choose no more than three people to represent all accusing parties filing infractions, including chapter advisors.
- In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file it, then the person attends the hearing only for the purpose of presenting the information, after which he/she is excused from the hearing.
- Take written minutes during the judicial board hearing.
- Assess penalties/sanctions to fit the nature and degree of the offense.
- Present information on the appeals process at the close of the judicial board hearing.
- All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. The fraternity/sorority advisor retains a copy of the report for three years. Within 24 hours of completing the hearing, the College Panhellenic officer responsible for the judicial process sends a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.
- Use proper notification and reporting forms.
- All documents associated with an investigation or judicial board hearing shall be kept in a confidential location for three years by the fraternity/sorority advisor.
- On campuses where the small size of the College Panhellenic makes a judicial hearing ineffective because of conflicts of interest and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

Additional guidelines may include:

- The judicial board chairman serves as the hearing officer unless she has been recused. In that case, the vice chairman serves as the hearing officer.
- Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.

- Witnesses are called one at a time and may remain in the hearing room only during their testimony.
- After the hearing, the judicial board members hearing the case and the fraternity/sorority advisor go into an executive session for deliberations.
- Deliberations are confidential, and comments are not to be reported outside the room, with the exception of the official written decision recorded on the College Panhellenic Judicial Board Hearing Summary Report and the official oral statement given by the chairman to the parties.

### Judicial board hearing — order of events

1. Call to order by the chairman.
2. Introductions.
3. Charges read by chairman.
4. Opening statement by accuser (may limit time).
5. Opening statement by accused (may limit time; this statement, at the option of the accused, may be deferred until the accuser completes the presentation of witnesses).
6. Accuser calls witnesses one at a time; accused may question any witness.
7. Accused calls witnesses one at a time; accuser may question any witness.
8. Judicial board members may, at any time, ask questions of the witnesses.
9. Closing statement by the accuser (may limit time).
10. Closing statement by the accused (may limit time).
11. Judicial board members enter executive session for deliberation. Only judicial board members hearing the case and the fraternity/sorority advisor remain in the hearing room.
12. Chairman restates charges.
13. Chairman puts the motion before the board members as follows: “The motion before the members is: Is [organization name] responsible of the charge of violating [state the rule that was violated]?” If there is more than one rule alleged to have been violated, handle each violation in a separate motion, and process each motion separately. Read each specification and then the charge, open it to debate, and vote on it separately.
14. Chairman requests motions from the judicial board members. Handle items 12, 13 and 14 one motion at a time if more than one incident is being presented.
15. Discuss motions.
16. Vote on motions. Judicial board members verbally vote “yes” or “no” on each motion.
17. A responsible outcome requires a majority of the judicial board members.
18. If a chapter is found responsible of the charges, the judicial board must then determine the appropriate sanctions following the guidelines established in Unanimous Agreement VII. College Panhellenic Association Judicial Procedure. If the documents or policies do not provide guidance as to sanctions, the judicial board may determine sanctions appropriate to the severity of the violation. A judicial board member makes a motion for a sanction she believes is appropriate. This motion is debatable and amendable. A majority vote is required to adopt the motion concerning sanctions.
19. Reconvene the hearing, and read the judicial board’s decision to the complaining and accused parties. Witnesses are not in attendance at this time.
20. Record the finding and/or sanctions in writing on the College Panhellenic Judicial Board Hearing Summary Report, which is signed by the parties listed on the report.
21. When the decision is read, provide information regarding the appeals process using the College Panhellenic Appeal Notice.

## APPEALS PROCESS

The judicial board decision may be appealed by following the appeals procedure.

- The College Panhellenic president sends the complete record to the attention of the NPC College Panhellenics Judicial Appeals Committee chairman within 14 days of receiving the College Panhellenics Appeal Notice.
- The record is sent to the NPC office via certified mail, return receipt requested or email to [npccentral@npcwomen.org](mailto:npccentral@npcwomen.org).
- A copy of the College Panhellenic bylaws, judicial procedure and applicable rules is included in the record.

The NPC College Panhellenics Judicial Appeals Committee may uphold or reverse the decision of the College Panhellenic Association judicial board. It may also dismiss or modify sanctions as the committee deems appropriate.

## ETHICAL DECISION MAKING

1. Collect accurate information.
2. Ask questions.
3. Identify the issues.
4. Identify the content of the problem to be resolved. Approach a complex problem by dividing it into sections and addressing each section.
5. Prepare and implement a solution, with consideration for:
  - A. Maintaining an impartial view.
  - B. Being consistent in considerations; do not change the rules arbitrarily.
  - C. Use concern for the methods, attitudes and processes as well as the short- and long-term consequences of the decision.
  - D. Respect the viewpoints of others; seek to educate by providing people the means they need to make reasoned decisions.
  - E. Consult your conscience; thoughtful reflection on the solution you are considering generally reveals right from wrong.
6. Evaluate the solution implemented.
  - A. Did the solution achieve the desired result?
  - B. How could the situation have been avoided?

Adapted from “Coming to Grips With Ethics in Business” — Richard A. Wussie



# COLLEGE PANHELLENIC MEMBERSHIP RECRUITMENT

Membership recruitment is one of the most visible, rewarding and important activities coordinated by the College Panhellenic. Successful membership recruitment requires a huge organizational effort. It is helpful for the College Panhellenic to separate the recruitment operation into segments or processes. Careful and collaborative planning of each recruitment process will increase the ultimate success of the College Panhellenic's effort.

This section is designed to address those recruitment processes in sequential order. While determining the best recruitment style for a particular campus is necessary, other processes listed are equally, if not more important, to a successful recruitment.



# COLLEGE PANHELLENIC MEMBERSHIP RECRUITMENT

## VALUES-BASED RECRUITMENT

The National Panhellenic Conference is a values-based organization. The 26 NPC member organizations are bound together through the shared values expressed in the Panhellenic Creed. Since NPC expects member organizations and their members to uphold shared values, those values should be displayed through the activities of College Panhellenics and individual chapters.

College Panhellenics and individual chapters are responsible for ensuring recruitment events are values-based and reflective of the NPC sorority experience. A values-based approach should be used with all recruitment styles.

*Values-Based Recruitment Policy (1989, 1991, 1997, 2003, 2015):* All College Panhellenics and their member chapters shall incorporate the following policies into their membership recruitment programs:

- Focus on conversations between chapter members and potential new members about organizational values and member organizations.
- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services.
- Keep decorations to a minimum and confined to the interior space used for recruitment rounds.
- Determine recruitment event attire for chapter members that reduces individual financial burden and eliminates costuming.
- Eliminate gifts, favors, letters and notes for potential new members.
- Eliminate recruitment skits.

Consider the following when implementing values-based recruitment:

- The purpose of recruitment is for potential new members and chapter members to get to know each other well enough for both to take the first step toward an important lifetime choice.
  - » By eliminating costuming and matching outfits, chapter members display their individuality and authentic selves to potential new members.
  - » By eliminating skits, there is more time for conversation during recruitment events.
- Recruitment events should accurately portray the values, benefits and obligations of sorority membership.
  - » By focusing on conversations, chapter members will have more time to share the benefits they experience from sorority membership.
  - » By eliminating skits, the chance of performances that do not portray the values of the organization, chapter and NPC as a whole is removed.
- Recruitment should not create a financial burden for the College Panhellenic, the chapters, individual chapter members or potential new members.
  - » By keeping decorations to a minimum for recruitment events, the financial burden for chapters is less.
  - » By eliminating costuming and matching outfits, the financial burden for individual members is less.
  - » By setting budgets for chapters, the chapter financial burden is less.
  - » By including donated goods in the budgets, the financial burden to individual members and alumnae is less.

## RECRUITMENT STYLES

All membership recruitment programs are planned to provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of both the individuals and the chapters. Membership recruitment has many processes. Determining and implementing the appropriate recruitment style for a campus requires careful planning.

NPC supports four recruitment styles:

- Continuous recruitment (CR)
- Minimally structured recruitment (MSR)
- Partially structured recruitment (PSR)
- Fully structured recruitment (FSR)

*Recruitment Style Assessment Policy (2003):* If the results of the recruitment style assessment for a College Panhellenic indicate that a change in recruitment style is warranted, the College Panhellenic may, in consultation with the fraternity/sorority advisor and the approval of the NPC area advisor, vote to adopt the appropriate recruitment style for its campus.

The Panhellenic Council, in consultation with the fraternity/sorority advisor and NPC area advisor, assesses its recruitment to determine the style that is best suited for the campus. The Panhellenic completes the assessment following its evaluation of the previous membership recruitment process. (See Membership Recruitment Evaluation and Assessment.) In determining the style, the recruitment assessment and the Panhellenic community characteristics listed on the next pages should be considered.

*Bid Matching Policy (2003):* Preferential bid matching is not always applicable for use in minimally structured recruitment and continuous recruitment.

The College Panhellenic Council, as part of its annual review and in consultation with the fraternity/sorority advisor, chapter advisors and the NPC area advisor, should evaluate:

- Recruitment trends.
- Marketing to potential new members.
- Recruitment statistics for the past three years.
- Changes in past and current enrollment of female students and future projections.
- Interest in sorority life.

These indicators suggest changes are necessary in the recruitment program:

- Panhellenic lost a greater percentage of potential new members between registration and the open house event than in previous years.
- More women dropped out between the open house event and preference events.
- Quota has decreased during the past three years.
- Panhellenic lost chapters on campus, although recruitment numbers are stable or increasing.
- The underperforming chapters matched less than half of quota even with recruitment numbers stable or increasing.

## Assessment for determining recruitment styles

The assessment in this section will help a Panhellenic determine the needs of its recruitment program. The responses will help determine if the Panhellenic should consider a specific recruitment style or change other processes. NPC supports four recruitment styles that the College Panhellenic can use to recruit potential new members. No one style is best, but it is important to select the recruitment style most appropriate for the College Panhellenic community and campus.

The Panhellenic should review the assessment and ask each delegate to review the results with her chapter's NPC delegate.

### *Note: Certain responses encourage consideration of a specific recruitment style.*

- Is there an overall interest in your Panhellenic community?
- What percentage of the undergraduate student body belongs to a sorority?
- Is the number of incoming first-year women increasing?
  - If so, by how much?

If 10 percent or more of the undergraduate student body are sorority members, fully structured recruitment is recommended.

If 9 percent or less of the undergraduate student body are members, partially structured recruitment, minimally structured recruitment or continuous recruitment should be considered.

- How many NPC chapters are on campus?
- How many chapters are new to your campus within the past three years?
- How many chapters have left your campus within the past three years?

If the number of NPC chapters has increased within the past three years, fully structured recruitment is recommended.

If the number of NPC chapters has decreased within the past three years, partially structured recruitment, minimally structured recruitment or continuous recruitment may be recommended.

- Are there local sororities on your campus?
  - Are they part of your College Panhellenic?
  - Do they participate in the College Panhellenic recruitment process?

If several non-NPC sororities participate, partially structured recruitment, minimally structured recruitment or continuous recruitment is recommended.

- Is continuous open bidding (COB) used following your recruitment process?
  - Are almost as many women participating in COB as are participating in structured recruitment?

If almost as many women participate in COB as structured recruitment, either minimally structured recruitment or continuous recruitment is recommended.

- How do you market sorority membership to potential new members?
- Do you have a year-round marketing program?

All recruitment styles should include a year-round marketing plan created by the College Panhellenic.

## Implementing recruitment styles

### Continuous recruitment (CR)

#### Panhellenic characteristics

- NPC chapters on a campus number from one to three.
- Quota is from two to nine (when fully structured recruitment is used).
- Chapters recruit almost as many or more women through COB as during fully structured recruitment.
- Continuous open bidding has been the preferred style of recruitment.

#### Campus characteristics

- Most women exhibit little interest in affiliation or have no plans to affiliate.
- Potential new members are not interested in participating in a centrally planned recruitment process.

#### Implementation of CR style elements

- **Marketing:** Emphasis is on one-on-one marketing, developing relationships and making friends. Panhellenic works together to market sorority membership year-round, especially in summer or fall prior to recruitment.
- **Registration:** There is a simple registration process, but it is not required. A one-on-one process is emphasized. Cards are provided to each chapter to obtain the name, phone number and email address of potential new members.
- **Orientation:** This process is designed to meet needs of potential new members via email, small-group informational events and sessions with recruitment counselors to provide information on the sorority experience. Visits with students in their residence halls, the student union and other areas on campus should be used for contacting the potential new members and meeting with them. (Most registrations, if used by College Panhellenic, will occur as a result of the orientation.)
- **Recruitment counselors:** While recruitment counselors are not required with continuous recruitment, they can be most helpful to assist with marketing the Panhellenic experience and to represent Panhellenic by encouraging women to participate in this experience.
- **Recruitment schedule:** There is no structured schedule. Panhellenic does not set dates for recruitment or offering of bids. Chapters may incorporate recruitment events into their established chapter programs. Those accepting bids sign a COB membership recruitment acceptance binding agreement or an MRABA as determined by Panhellenic.
- **Release figures:** Not used.
- **Quota:** Not used; chapters bid to total.
- **Bid matching:** No bid matching is necessary with this style.
- **Bid Day:** There is no formal Bid Day. However, a Panhellenic social event may be scheduled at an appropriate and convenient time to honor potential new members. This event must be in accordance with NPC Unanimous Agreements. The potential new member signs a COB membership recruitment acceptance binding agreement if she has not already done so.
- **Total:** Total should be set high enough to ensure the maximum growth for each chapter.

## Minimally structured recruitment (MSR)

### Panhellenic characteristics

- NPC chapters number from two to five.
- Quota is no more than 10-12 (when fully structured recruitment is used).
- Chapters need to engage in COB to build their chapters and communities.
- Panhellenic marketing is helpful in stimulating interest.

### Campus characteristics

- The pool of interested potential new members is quite small, but Panhellenic marketing is helpful in stimulating interest.
- A centrally planned process such as partially structured recruitment or fully structured recruitment presents barriers in converting the interested women into members because of time restraints.

### Implementation of MSR style elements

- **Marketing:** Marketing is conducted year-round. The College Panhellenic focuses on how to approach potential new members. It uses one-on-one promotion and relationship building to attract members. Panhellenic works on marketing and promoting events.
- **Registration:** There is a rolling registration, kept simple to promote retention. Registration only requires the potential new member's name, email, address and phone number. This encourages registrants to bring friends and make it easy.
- **Orientation:** Panhellenic may hold multiple orientation events or open houses in appropriate on-campus locations to stimulate interest and provide information to the potential new members. These events should be held prior to a minimally structured recruitment.
- **Recruitment counselors:** Recruitment counselors are instrumental in maintaining contact and providing support and continuity. They may staff a central email contact to provide information and sustain interest.
- **Recruitment schedule:** Chapters collaborate through Panhellenic to ensure there are no schedule conflicts with their planned events. Potential new members are free to explore the available options at their discretion and are not required to visit all chapters.
- **Release figures:** Not used.
- **Quota:** Not used; chapters bid to total.
- **Bid matching:** There is no bid matching, because potential new members are not required to visit all chapters.
- **Total:** Chapters bid to total. Total should be set high enough to ensure the maximum growth for each chapter.
- **Bid Day:** There is no structured Bid Day. Potential new members sign a membership recruitment acceptance binding agreement (MRABA). A short event specific to campus traditions and the situation may be planned by the College Panhellenic to welcome all new members.

### Sample MSR schedule

#### Schedule for campus with three NPC chapters

##### Week 1

- Friday evening and Saturday morning — Orientation meetings (The College Panhellenic may determine that concentration be on a series of orientation events and have only one event per chapter prior to a final or preference event.)
- Only potential new members who are interested attend chapter events.

- Saturday afternoon — 45-minute event (Chapter 1)
- Sunday afternoon — 45-minute event (Chapter 2)
- Sunday evening — 45-minute event (Chapter 3)
- Thursday evening — 45-minute event (Chapter 1)
- Friday evening — 45-minute event (Chapter 2)
- Saturday evening — 45-minute event (Chapter 3)

#### Week 2

- Sunday afternoon — one-hour final event (Chapter 1)
- Sunday evening — one-hour final event (Chapter 2)
- Monday evening — one-hour final event (Chapter 3)
- Monday evening or Tuesday morning — MRABAs are signed. A script is read to potential new members before signing the agreement.
- Tuesday afternoon — Bids are distributed at a time set by Panhellenic. Bids are given by individual chapters or by Panhellenic.

### Partially structured recruitment (PSR)

#### Panhellenic characteristics

- NPC chapters number from three to six.
- Quota is 15-20 (if fully structured recruitment process is used).
- Community may be losing chapters or needs more flexibility in the scheduling and implementation of recruitment events.

#### Campus characteristics

- Pool of potential new members initially interested in sorority membership is large enough for a central planning process.
- Fully structured recruitment presents a barrier in converting the interested women into members (large withdrawal rates).

#### Implementation of PSR style elements

- **Marketing:** A professional approach is extremely important. Complete the marketing assessment to understand why the community is no longer drawing interest as it once did. Panhellenic should seek to attract those who might be interested in joining. “Silence” should be eliminated if it exists in the recruitment rules.
- **Registration:** Simplify registration and keep it open as long as possible beyond the open house round. Encourage registrants to bring friends.
- **Orientation:** Panhellenic implements multiple events in different locations to stimulate interest. Make these events more than providing rules and schedules.
- **Recruitment counselors:** Panhellenic should train recruitment counselors to sustain contact with potential new members, retain their interest in recruitment and improve retention.
- **Recruitment schedule:** The timing of recruitment is determined by Panhellenic. Recruitment events are scheduled with flexibility in mind so potential new members will not withdraw because of the scheduling format. Hold initial events in neutral on-campus locations with representatives from all NPC organizations, if possible. Consider values-based themes that will persuade “maybe joiners” to remain in recruitment and ultimately affiliate. Potential new members are required to attend at least one event for each sorority. Events are scheduled so potential new members can attend several events. Panhellenic sets the date for distribution of bids. (See sample schedule.)

- **Release figures:** If traditional events are used, NPC Release Figure Methodology (RFM) is implemented. If traditional rounds are not used, then a custom approach managed by an RFM specialist is advisable.
- **Quota:** The number of potential new members (determined at the end of recruitment) that each chapter is allowed to pledge regardless of a chapter's total membership number. Every chapter is entitled to bid to quota.
- **Quota additions:** A procedure used to help potential new members who maximized their options during recruitment to receive an invitation to membership.
- **Quota range:** When using RFM, a quota range is given as an indication of where the actual quota number will be determined. During bid matching, each of these numbers is processed on the computer so the RFM specialist and fraternity/sorority advisor may determine the most appropriate number for the Panhellenic.
- **Bid matching:** Bid matching is done with PSR.
- **Total:** Chapters may pledge to quota and/or up to total through COB. Total is automatically reset within 72 hours following primary recruitment.
- **Bid Day:** A short Panhellenic event to welcome new members. Locations and timing are determined by the campus needs and situations.

#### Sample PSR schedule for campus with seven NPC chapters

- Event 1 — Panhellenic Fair. The College Panhellenic hosts an open event or simultaneous events on campus in centrally located areas. Greeters are College Panhellenic officers, recruitment counselors and a selected group from each chapter. Displays, discussions and a schedule of events offered by the chapters are available.
- Event 2 — Open house tours available to all potential new members.
  - Recruitment counselors may escort or greet potential new members at the chapter site.
  - Potential new members sign in at each event so a record of attendance is kept.
- Event 3 — Chapters have events of their choice during the week (two to three events).
  - Events are scheduled for potential new members' convenience (after classes, weekends and evenings).
- Event 4 — Invitational preference events are scheduled.
  - Chapters call or give invitations to their guests.
  - Potential new members may attend a specified number of events determined by Panhellenic.
  - At the conclusion of preference events, all potential new members are given the opportunity to sign a membership recruitment acceptance binding agreement (MRABA) with their choices in order and submit it to the College Panhellenic.
  - Bid matching takes place.
- Event 5 — Bid Day. The College Panhellenic determines the time and place for giving bids.



## Fully structured recruitment (FSR)

### Panhellenic characteristics

- NPC chapters number from four to 26.
- Quota is 20 or more.
- Approximately 10 percent or more of female students usually affiliate.

### Campus characteristics

The number of potential new members is relatively large, and recruitment registration remains high.

### Implementation of FSR style elements

- **Marketing:** With this style, the marketing program should promote the value of Panhellenic friendship and emphasize the opportunity to gain information about all chapters. Recruitment should be formatted and marketed in a way that projects a positive image of NPC membership, with emphasis on marketing to parents.
- **Orientation:** Alumnae or college/university representation provides an example of lifetime membership. Promote the value of Panhellenic friendship in addition to providing information on recruitment logistics, with emphasis on the needs and interests of the potential new members.
- **Recruitment counselors:** Use recruitment counselors. Panhellenics should work to improve and enhance selection criteria, enrich training and minimize duration of the disassociation.
- **Registration:** Detailed registration information is requested, without violating the privacy rights of potential new members.
- **Recruitment schedule:** Use values-based recruitment by minimizing costs, time and investment. Use meaningful values-based themes. College Panhellenic determines the time and number of events and rounds, in accordance with Release Figure Methodology (RFM) recommendations. Potential new members participate in the mutual selection process. College Panhellenic determines the time bids are distributed.
- **Release figures:** RFM is used.
- **Quota:** The number of potential new members (determined at the end of recruitment) each chapter is allowed to pledge regardless of a chapter's total membership number. Every chapter is entitled to bid to quota.
- **Quota additions:** A procedure used to help potential new members who maximized their options during recruitment to receive an invitation to membership.
- **Quota range:** When using RFM, a quota range is given as an indication of where the actual quota number will be determined. During bid matching, each of these numbers is processed on the computer so the RFM specialist and fraternity/sorority advisor may determine the most appropriate number for the College Panhellenic.
- **Bid matching:** Bid matching is always done. The preferential bidding system is used, and a membership recruitment acceptance binding agreement (MRABA) is always signed.
- **Snap bidding:** Used as necessary to assist chapters that did not match to quota.
- **Bid Day:** College Panhellenic issues bids and may provide a short welcome event for new members. Location and timing is determined by local campus needs and situations.
- **Total:** Chapters may pledge to quota and/or up to total through continuous open bidding (COB). Total is automatically reset within 72 hours following primary recruitment.

## Sample schedules for FSR

### Schedule for campus with six NPC chapters

- Event 1 — First day
  - Orientation meeting
  - Women are divided into six groups
  - Six open houses, 30 minutes each
- Event 2 — Second day
  - Five Invitational rounds, 30 minutes each
- Event 3 — Third day
  - Four Invitational rounds, 45 minutes each
- Event 4 — Fourth day
  - Two Preference rounds, one hour each
  - Women sign the MRABA immediately after their last event.

### Schedule for campus with 10 NPC chapters

This schedule can be used when membership recruitment is held after the beginning of classes and is conducted on two consecutive weekends.

#### First weekend

- Event 1 — Friday
  - Orientation meeting
- Event 1 — Saturday
  - 10 open houses, 20 minutes each
- Event 2 — Sunday
  - Eight invitational events, 30 minutes each

#### Second weekend

- Event 3 — Friday
  - Five invitational events, 30 minutes each
- Event 4 — Saturday
  - Two preference rounds, one hour each
  - Women sign the MRABA immediately after their last event.

### Schedule for campus with 16 NPC chapters

- Event 1 — First day
  - Orientation meeting
  - Women are divided into 16 groups
  - Eight open houses, 30 minutes each
- Event 1 — Second day
  - Eight open houses, 30 minutes each
- Event 2 — Third day
  - Six invitational rounds, 30 minutes each
- Event 2 — Fourth day
  - Six or more invitational events, 30 minutes each
- Event 3 — Fifth day
  - Seven invitational rounds, 45 minutes each
- Event 4 — Sixth day
  - Two preference rounds, one hour each
  - Women sign the MRABA immediately after their last event.

## RECRUITMENT POLICIES, RULES AND GUIDELINES

All membership recruitment programs are planned to provide opportunities for the greatest number of women to become part of the sorority community while protecting the rights and privileges of individuals, NPC chapters and member organizations. A membership recruitment schedule of events and activities should complement the institution's orientation programs and/or academic schedule and not conflict with them.

### NPC Policies and Unanimous Agreements

1. **Unanimous Agreements:** A College Panhellenic may not require a scholastic grade point average as a condition for a woman's participation in the membership recruitment process.
2. A membership recruitment period should be held in the fall, as close as possible to the start of the academic year, and be conducted in as short a period of time as possible. NPC recognizes changes have occurred with many academic calendars and summer employment needs of chapter members and collegiate travel abroad schedules must be considered. However, a fall primary recruitment has more advantages than any other recruitment time period.
3. NPC recommends College Panhellenics sponsor no more than one primary recruitment per academic year.
4. College Panhellenics and individual chapters are responsible for ensuring recruitment events are values-based and reflective of the sorority experience. In the spirit of values-based recruitment, all decorations should be kept at a minimum for recruitment events. Use of elaborate costuming, the purchase of special recruitment outfits and skits should be eliminated.
5. The use of the quota-total system along with the Release Figure Methodology (RFM) results in the overall growth of sorority chapters. Success of the quota-total system is dependent on continuous open bidding (COB).
6. If a potential new member maximizes her options throughout recruitment, signs the membership recruitment acceptance binding agreement (MRABA) and is not matched in the regular bid-matching process, she is eligible to be placed as a quota addition.

*Quota Addition Procedures Policy (2007, 2017):* Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the community and the potential new members (PNMs).

In placing quota additions, the RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing PNMs with chapters with lower relative recruiting strength, for PNMs' first choice, for even distribution of PNMs and for PNM position on a chapter's bid list. College Panhellenics that do not use RFM should consult with the area advisor when placing quota additions.

The quota addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a fully structured or partially structured recruitment), or has failed to list on her membership recruitment acceptance binding agreement (MRABA) all sorority chapters appearing on her preference schedule.

7. Chapters receiving quota additions must count those women in total. If a woman declines her bid and/or a chapter does not pledge a woman and received quota additions, they are ineligible to fill any vacancy that occurs unless the chapter has space remaining in quota and/or total.

8. Snap bidding is allowed only for those chapters that did not match to quota in the bid-matching process. Women who participated in at least the first round of recruitment are eligible for snap bidding. Snap bids should be coordinated and extended through the College Panhellenic, prior to the distribution of bids and the start of Bid Day activities.
9. *Continuous Open Bidding (COB) and Snap Bidding Eligibility Policy (1995)*: A potential new member who withdraws from the primary recruitment process before the signing of her membership recruitment acceptance binding agreement (MRABA) shall be eligible for snap bidding and COB.
10. A chapter matching to quota, but with spots left to fill in total, may COB to reach to total, but only after bids are distributed in the primary recruitment process.
11. COB begins immediately after bids are distributed in the designated primary recruitment period, and is open to all unaffiliated female students on campus without any requirement of prior participation in a primary recruitment period. Neither NPC chapters nor potential new members should be required to register for COB.
12. On campuses where there is a significant number of upperclass women interested in participating in recruitment, the College Panhellenic may choose to use a first-year quota and an upperclass quota to maximize placement of interested women. These are two different quotas, and chapters are eligible to pledge to quota in both classifications. Chapters can only fill quota vacancies with a woman from the same quota classification (i.e., upperclass quota must be filled by an upperclass student).
13. Recruitment events should be held in chapter houses, lodges and chapter suites in Panhellenic buildings or in campus facilities whenever possible.
14. A reasonable and agreed upon limitation should be placed on all chapter membership recruitment expenses. This should be stated in the College Panhellenic recruitment rules.
15. A woman may be charged a reasonable membership recruitment registration fee to defray **only** the cost of Panhellenic recruitment expenses. No additional fees to cover social events or philanthropic donations should be part of recruitment registration fees.
16. **Unanimous Agreements**: Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
17. **Unanimous Agreements**: Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.
18. *Panhellenic Officer Disassociation During Recruitment Policy (2003, 2016)*: Panhellenic officers should be “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Recruitment counselors should be disassociated for the same period of time as Panhellenic officers, unless the College Panhellenic votes to allow recruitment counselors to remain associated with their respective chapters based on NPC recommended best practices.
19. *Counselors Policy (2010)*: Recruitment counselors shall not be involved with any potential new members (PNMs) in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).
20. Local alumnae and collegiate members from other chapters may only be involved in recruitment as allowed by the Panhellenic recruitment rules. Their participation/assistance should be reserved as a behind the scenes role to assist and never to actively participate in the recruitment process and have potential new member contact with the exception of designated inter/national member organization staff, volunteers, organizational visitors and traveling leadership consultants.

## Fall membership recruitment

NPC considers early fall to be the optimum time to implement the primary membership recruitment process, especially a fully structured recruitment, for these reasons:

- **Retention:** Engages women quickly as first-year students so they continue in college.
- **Acclimation:** Provides women an early opportunity to adapt to the demands of campus life, including academic, social, cultural and service components, by quickly affiliating with a supportive subset of female students.
- **Academic success:** Encourages women to engage in chapter academic study and scholarship groups immediately.
- **Mentoring:** Provides female mentoring for women via chapter members and alumnae.
- **Objectivity:** Allows all participants the best opportunity to be considered objectively and to make their choices clearly without the subjective influences of detractors.
- **Time management:** Provides optimum experience without distractions from recruitment activities throughout the fall academic term.
- **Scheduling:** Offers fewer disruptions caused by inclement weather conditions.
- **Fairness:** Enables NPC member organizations to recruit during the same time period as other campus organizations are allowed to recruit new members. Deferred recruitment is an inequitable application of student policy because other student organizations – such as intercollegiate athletics, school-sanctioned clubs and others are free to recruit, select and enroll new members at any time.

In some situations, the college/university mandates primary recruitment be held after the first academic term or further delayed in the first academic term for entering students. In these cases, during the fall term, the Panhellenic community should concentrate on marketing the sorority experience to first-year women and provide opportunities for upperclass women and transfer students to join sororities, allowing them the maximum time possible to benefit from membership.

## Recruitment rules for College Panhellenics

Certain rules governing membership recruitment are necessary to ensure orderly procedures. Recruitment rules should be simple, fair and few. Long lists of specific rules are not necessary and sometimes create distrust among chapters and members. The spirit of Panhellenic unity is so important, especially during the membership recruitment process.

Recruitment rules should not be part of the College Panhellenic bylaws. They are to be included in the standing rules.

Rules will vary depending on the recruitment style the Panhellenic chooses. However, the Unanimous Agreements and some rules are applicable to all styles of recruitment. A Panhellenic should develop a code of ethics, so there is less need for a long recruitment rule list.

A recruitment rules template and code of ethics template are available on the NPC website.

## Sample recruitment rules

Please note rules are identified as appropriate for all styles or specific styles [continuous recruitment (CR), minimally structured recruitment (MSR), partially structured recruitment (PSR), or fully structured recruitment (FSR)].

### All styles:

All NPC Unanimous Agreements will be upheld.

#### • **Unanimous Agreements:**

- To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
  - Not be simultaneously enrolled in high school and attending college.
  - Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
- Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- Each College Panhellenic Associations shall prohibit the participation of men in membership recruitment and Bid Day activities.
- All members, including alumnae and new members, are responsible for understanding and observing the College Panhellenic membership recruitment rules as well as the Panhellenic code of ethics.
- No favors, gifts or letters may be given to potential new members by the sorority and/or individual members.
- The continuous open bidding membership recruitment acceptance binding agreement should be signed as soon as a woman accepts a bid.
- There will be no promising of bids directly or indirectly by any member, new member or alumna of a sorority.
- Initiated collegiate members, new members, inter/national sorority representatives and organizational visitors may assist the chapter with membership recruitment activities as indicated in the Panhellenic recruitment rules.
- Alumnae, inter/national representatives and chapter members from other campuses may participate in recruitment events if indicated in the Panhellenic recruitment rules.
- A membership recruitment budget will be established by the College Panhellenic for membership recruitment purposes.

### FSR, PSR, MSR:

- A potential new member will attend orientation and membership recruitment events to which she has accepted invitations. In case of illness or an emergency, the woman will notify the Panhellenic and/or her recruitment counselor. The Panhellenic and/or the recruitment counselor will then notify the chapters involved.
- Sorority members may not buy anything for a potential new member (e.g., a meal, soft drink, etc.).
- No sorority members, including new members and alumnae, may visit a potential new member in her place of residence during membership recruitment.
- Strict silence is the period of time from the end of the woman's last event until bids are distributed. Strict silence is defined as verbal, written, printed, text message or social media communication between the potential new members and sorority members, new members or alumnae.
- A fact sheet including a list of fees to be incurred by members during collegiate membership, grade requirements and housing obligations will be provided to each potential new member during membership recruitment by each chapter. The College Panhellenic may provide a range of fees as general information or specific costs per chapter.
- The MRABA script must be used prior to signing the MRABA to ensure potential new members understand this binding agreement.



### FSR, PSR:

- Membership recruitment events are to be held in sorority houses or facilities specified by the College Panhellenic.
- Each potential new member will sign an MRABA immediately after the last event she attends.

### CR:

The MRABA script must also be used prior to signing the COB membership recruitment acceptance binding agreement, but it should be altered to reflect proper COB wording.

### Sample recruitment guidelines for potential new members

The College Panhellenic should provide guidelines to potential new members so they have a clearer understanding of the recruitment process. The recruitment counselors may use this guide for talking points with their potential new member groups.

### All styles:

#### • **Unanimous Agreements:**

- A woman who is or who has ever been an initiated member of an existing NPC sorority shall not be eligible for membership in another NPC sorority.
- To be eligible to participate in Panhellenic recruitment and pledge an NPC sorority as a collegiate member, a woman must:
  - Not be simultaneously enrolled in high school and attending college.
  - Be an undergraduate regularly matriculated according to the definition of matriculation established by that institution.
- If through the primary membership recruitment process, a potential new member receives bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- Strict silence is the period of time during which there is no conversation or contact between sorority members and potential new members. This includes all references to sororities (verbal, written, typed or printed). Strict silence is the period from the end of a woman's last recruitment event until she reports to the sorority from which she accepts a bid.
- A list of all membership financial responsibilities will be given to each potential new member by each sorority during membership recruitment. Panhellenic may give a range of fees as general information or specific costs per chapter.

### FSR, PSR, MSR:

- A woman shall provide her own transportation or use transportation provided by Panhellenic to and from membership recruitment events.
- A woman must contact her recruitment counselor and/or College Panhellenic if she desires to withdraw from the membership recruitment process; she must complete a withdrawal evaluation.
- From the beginning of orientation through the end of membership recruitment, no potential new member may visit a sorority chapter except to attend invitational or open recruitment events.
- No sorority member may buy anything for a potential new member.
- A woman will not give a promise, either verbal or written, to join a certain sorority before bids are distributed by Panhellenic.
- A woman will complete the membership recruitment acceptance binding agreement (MRABA) after the last event she attends. It is a binding contract and once it has been signed, no changes may be made.



### FSR, PSR:

- A woman will register for membership recruitment and pay a registration fee.
- A woman will attend orientation and all events to which she has accepted invitations. In the event of illness or emergency, she will notify Panhellenic and/or her recruitment counselor if she cannot attend.

**FSR:** Panhellenic names tags will be provided to potential new members.

## PANHELLENIC CODE OF ETHICS

**Please note a code of ethics template is available on the NPC website.**

Trust among chapters and their members in the College Panhellenic is essential to creating a spirit of cooperation and a celebration of the friendship shared by the member organizations on a campus. As early as 1891, representatives of sororities came together for the purpose of discussing intersorority courtesy, developing a broader and kinder interfraternal spirit and addressing issues relevant to that time.

In 1995, the National Panhellenic Conference adopted a policy that encouraged each College Panhellenic to develop a code of ethics for the recruitment process based on the principles of ethics submitted by each women's sorority on the campus.

*Panhellenic Code of Ethics Policy (1995):* Each College Panhellenic will adopt a code of ethics for the recruitment process for the academic year based on the principles of ethics submitted by each organization. The code of ethics should be displayed in the Panhellenic office and distributed to each chapter.

*Chapter Code of Ethics Best Practice (1995):* Prior to recruitment each chapter of a College Panhellenic shall be encouraged to develop a code of ethics for the recruitment process for the academic year.

The Panhellenic code of ethics supports ethical decision making by the College Panhellenic and applies to day-to-day activities as well. It is an expectation of integrity and honesty. A Panhellenic code of ethics represents Panhellenic life at its best.

### Goals of a code of ethics

- List the values and goals of the Panhellenic community.
- Reflect the mission and motto of Panhellenic life.
- Describe the high standards of the Panhellenic community.
- Define membership opportunities for women on the campus.

### Writing a code of ethics

The code of ethics represents every woman in the College Panhellenic, so each member should be involved in its creation.

The individual chapters should understand a College Panhellenic works together to promote and facilitate educational programs, fundraising efforts, philanthropic endeavors and the recruitment process. Working together promotes positive competition and builds healthy relationships within the

Panhellenic community. The code of ethics is to be used year-round to incorporate the Panhellenic ideals, promote whole-hearted cooperation, eliminate negative competition and support the NPC Unanimous Agreements.

### Steps when writing a code of ethics

1. Each chapter composes a list of ideals and statements to be included in the Panhellenic code of ethics.
2. The College Panhellenic meets to compile the suggestions from each chapter to compose the code.
3. The draft of the code is presented to each chapter for a vote.
4. The Panhellenic Council then votes to approve the code of ethics.
5. The code is displayed in the Panhellenic office and is distributed to each chapter.

### TOTAL

Total is the allowable chapter size as determined by the College Panhellenic, and it includes both new members and initiated members. College Panhellenics are required to review total each academic term — within 72 hours of bid distribution for the term during which primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. For campuses on a trimester or quarter system, the College Panhellenic will automatically reset total during the primary recruitment term and in one additional term as approved by a vote of the College Panhellenic. These adjustments ensure total reflects current campus conditions and the Panhellenic goal of growth and parity.

The purpose of total is to provide opportunities for growth of the Panhellenic community and parity among the chapters, and to allow the maximum number of women to participate in the sorority experience.

When total is too low:

- The Panhellenic community is unable to grow because of the lack of sufficient spaces to accommodate women interested in sorority membership.
- The smaller chapters are unable to close the size disparity with the larger chapters in the community.

When total is too high:

- Potential new members have incentives to withdraw from the recruitment process and join chapters during continuous open bidding (COB) when they do not receive an invitation to return to the chapter of their choice.
- Larger chapters participate in COB interfering with the effectiveness of smaller chapters' recruitment.

*Calculating Total Policy* (1955, 2009, 2015): The procedure for determining total states: Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

*Automatically Adjusting Total Policy* (2013, 2015, 2016): 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 primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative method. For campuses on a trimester or quarter system, the College Panhellenic will automatically reset total during the primary recruitment term and in one additional term as approved by a vote of the College Panhellenic and placed in its governing documents.

*Options in Determining Total Policy* (2009, 2015): College Panhellenics can use one of the following methods to determine total:

1. Median chapter size
2. Average chapter size
3. Largest chapter size (recommended for College Panhellenics with three or fewer chapters)

The new or adjusted total number does not need to be voted on by the Panhellenic since the automatic adjustment of total is a policy of NPC. The new total should be calculated, communicated to all chapters and then stated at the next Panhellenic meeting for the minutes.

### **Vacancies in total chapter size**

Vacancies in the chapter membership roll can be filled only if the chapter is below total. A chapter may exceed total as a result of its participation in Panhellenic recruitment when quota-total and a preferential bidding system are used. If at any time during the academic year a chapter falls below total, the chapter is eligible to COB to reach total again.

Members who are not present on campus for one academic term (e.g., participating in a study abroad program, student teaching, internship, etc.) are to be included in chapter total calculations unless inactive member status has been granted for the entire academic year.

*Graduating Senior in Chapter Total Policy* (2002): Vacancies in chapter total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation where there is no other compelling reason or personal circumstance/emergency for granting a change in status.

*Vacancies Policy* (1978): Vacancies in chapter total are not created by granting alumnae status to undergraduate members except when a member organization is recolonizing.

*New Member Policy* (1981): A woman who has fulfilled the requirements for initiation before the expiration of her one-year pledge or new member term, and who has not yet been initiated, is not counted in the primary recruitment's new quota but, she is included in the chapter's total.

*Transfer Member Policy* (1977): If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

## Chapter membership roll

To determine a chapter's official membership roll for College Panhellenic reporting purposes, NPC has passed the following policies pertaining to this subject.

### *Chapter Membership Roll Policy (1955, 2018):*

For all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.

## Inactive status

When the regulations or policies of an individual inter/national sorority provide for granting inactive status for undergraduate members, the following requirements shall be observed:

- The inactive status extends over the period of the entire academic year during which inactivity is granted.
- The inactive members may not participate in membership recruitment.
- The grades of inactive members shall not be counted in comparative scholastic ratings.
- Inactive members shall have limited or no social privileges.
- When any inter/national sorority grants inactive status to any member on a given campus, that chapter shall place a copy of that action on file with the fraternity/sorority advisor.
- The inactive member is not included in chapter total for the academic year.

## QUOTA

Quota is a procedure that maximizes the opportunity for potential new members and chapters to successfully complete recruitment.

The goals of quota-total are to:

- Give each woman the maximum opportunity to pledge.
- Provide the sorority experience to as many women as possible.
- To assist sorority chapters in achieving parity.

Quota is the number of women each sorority may pledge during a primary recruitment process. It is used with fully structured recruitment and may be used with partially structured recruitment.

Chapters are eligible to pledge up to quota either through the primary recruitment period or in COB. Once a chapter has pledged to quota and is at or above campus total, it may not fill spaces until its membership size drops below campus total.

If a campus uses an upperclass quota during primary recruitment, a chapter can only fill quota vacancies with a woman from the same quota classification (i.e., upperclass quota must be filled by an upperclass student).

If a chapter falls below total at any point in the given academic year, even if the chapter pledged to quota, it is eligible to pledge additional women to reach total. A chapter may not participate in COB unless they fall below campus total and/or did not pledge to quota.

**Unanimous Agreements:** Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.

### Setting quota

Quota is not set until the final or preference round has been completed and the bid matching results are factored into the equation. To optimize the number of potential new members matched and to achieve parity, quota is run at different numbers by the fraternity/sorority advisor and RFM specialist within the projected quota range to determine a quota that is in the best interest of the community and maximizes the number of potential new members placed without jeopardizing the overall results.

On campuses where Release Figure Methodology (RFM) is used, a quota range is given to chapters during the recruitment process as a planning tool to estimate a range in which quota may be set. Quota range is communicated to chapters by the fraternity/sorority advisor.

### Upperclass quota

Some campuses find the use of an upperclass quota valuable in situations when there is a significant number of upperclassmen who are interested in recruitment, and/or the campus historically matches a low percentage of upperclass potential new members in the recruitment process. The determination to implement an upperclass quota must be made by the College Panhellenic, before recruitment begins and in consultation with the RFM specialist and the NPC area advisor. Upperclass quota is not the answer for every campus but rather in circumstances that will help place upperclass women who have traditionally not been placed.

Once a Panhellenic votes to establish an upperclass quota, individual chapters may not opt out of accepting those women without consulting their inter/national organization, the fraternity/sorority advisor and the RFM specialist before recruitment begins.

### Setting quota for primary recruitment when hand bid matching

Quota is set after the MRABAs are signed. Chapter bid lists should be entered in rank order only and include the names of all PNMs that attended the chapter's preference round events.

Determining quota

$$\frac{\text{Number of MRABAs signed}}{\text{Number of chapters}} = \mathbf{X \text{ (round down)}}$$

Every attempt should be made by the fraternity/sorority advisor and the area advisor to find a quota number that maximizes PNM placement. Sometimes quota may need to be run using a range that will determine optimal placement.

Low end of range

$$\frac{\text{Number of MRABAs signed}}{\text{Number of chapters}} - 3 \text{ (round down)}$$

High end of range

$$\frac{\text{Number of MRABAs signed}}{\text{Number of chapters}} + 2 \text{ (round down)}$$

Example range: 75 MRABAs signed, four chapters on campus

$$\frac{75}{4} \quad 18.75 - 3 = 15.75 = 15 \qquad \frac{75}{4} \quad 18.75 + 2 = 20.75 = 20 \qquad \text{Quota range is } 15 - 20$$

### Vacancies in quota

A vacancy in quota occurs in the following situations:

- When a woman refuses to accept her matched bid at the conclusion of membership recruitment
- When a woman does not participate in a ribbon or formal new member pledging ceremony and/or does not sign documentation or agreements with the member organization indicating her intent to pledge the group

A chapter may immediately bid and pledge another woman, in these situations, even if the chapter is over total. However, if a chapter has received quota additions, the chapter may only pledge additional women to the established quota. They cannot offer bids to or pledge additional women to fill vacancies in quota additions. For example, if quota was 25 and a chapter matches to quota (25) plus received two quota additions (total of 27 new members), the chapter may not fill any openings from declined bids until they drop below 25 new members.

If a chapter matches to quota and is above total, and all potential new members go through the formal pledging ceremony (quota), the chapter is unable to fill any vacancies until the chapter drops below total should a new member break her pledge.

## CONTINUOUS OPEN BIDDING

**Unanimous Agreements:** Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.

COB is not intended to precede or take the place of the primary membership recruitment period, nor should there be a COB process prior to the start of fall primary membership recruitment. Likewise, no COB process should occur during the period at the start of the term in which primary recruitment does not take place while rosters are confirmed for the reset of total (not to exceed seven days).

The purpose of COB is to enable those chapters that did not pledge to quota or pledged quota but did not reach total, to pledge additional new members immediately following the primary membership recruitment period. The intent of COB is to provide maximum opportunities for membership to the greatest number of chapters possible.

On campuses with deferred (second term) membership recruitment, any COB prior to the scheduled membership recruitment period should be limited to upperclass and transfer women. First-year women should not attend these recruitment functions. COB would not be open to first-year women until after the primary membership recruitment period, as provided for in Unanimous Agreement III. The Panhellenic Compact.

## MARKETING

The purpose of a College Panhellenic marketing program is to promote all aspects of the sorority experience, including scholarship, campus and community service and leadership, with all audiences. Developing a positive image of sorority life on your campus is important to the success of your recruitment program. All recruitment styles should include a year-round marketing plan created by the College Panhellenic.

The best time to develop a marketing plan is immediately after College Panhellenic officers are installed.

### Steps in developing a College Panhellenic marketing plan

- Assess the current image of sorority life on campus.
- Identify the audience and how that market receives messages.
- Develop a message highlighting the positive aspects of membership, including scholarship, service and leadership.
- Use the plan for the entire year.
- Deliver the message to your audience.
- Evaluate the message and its delivery.

### Using a College Panhellenic Marketing Committee

- Establish a Marketing Committee to develop and deliver a positive message.
- Ensure each chapter on campus is represented, as well as the College Panhellenic Executive Board and chapter advisors.
- Conduct an annual College Panhellenic marketing assessment.
- Develop an action plan to address the findings of the annual assessment.

### Sample College Panhellenic marketing assessment

Who are we?

- Define the college/university interfraternal community.
- List the positive benefits of membership.
- What opportunities are provided by membership in a sorority?
- How can the sorority experience appeal to nonmembers?
- What are the strengths and weaknesses of the College Panhellenic community?
- What is the current image of College Panhellenic life on campus?
- What is the message of the College Panhellenic? What do current marketing/public relations materials “say” about sorority membership?
- List the goals of establishing a College Panhellenic marketing plan.



Who are they?

- Who is the target audience? (List all audiences including current members, administration, faculty, community, potential new members, parents, etc.)
- What is each target audience's current image of sorority membership?
- What are the needs of each target audience?
- How does each audience receive messages most effectively? (Types of media, internet, email, websites, orientation, events, etc.)

What is our message?

- What is the ideal message of the College Panhellenic?
- What should public relations/marketing materials "say" about sorority membership?
- What can be done to meet the needs of each target audience?

Get the word out.

- What is the best way to reach each target audience?
- In what ways can the plan be used all year long?

How was the message received?

- Evaluate the effectiveness and delivery of the message to each target audience.
- Gather feedback from each audience. Did the message meet the needs of each audience?
- Adjust this plan to carry out the mission of promoting sorority membership.

### Assessment results

The assessment results will provide information to develop a plan to reach target audiences.

- Include written materials, social media and planned events to deliver the message.
- Create excitement with current College Panhellenic women.
- Plan events and programs to develop and enhance Panhellenic spirit and inform members of the mission and plan to positively promote sorority life.
- Strengthen relationships and understanding among Panhellenic women, administration and faculty, unaffiliated students and incoming students.
- Encourage participation in constructive campus programs as members of the Panhellenic and as individual NPC chapters.
- Increase campus interest and knowledge of sororities by initiating informative and positive coverage in the campus media.
- Appeal to each target audience annually.

### Recruitment marketing plan

Using the findings of the marketing assessment, the College Panhellenic should plan the marketing efforts for membership recruitment. Because each campus environment is different, each College Panhellenic should develop its own marketing plan tailored to its particular campus conditions.

Any College Panhellenic can use the following activities by adapting them to fit its needs:

- Use printed and social media communications directed toward incoming female students. They may include direct mailings, websites, social media posts, postcards, fliers posted on campus and informative brochures. Publications and messages should focus on the benefits of membership and promote participation in sorority life. Individual chapters are not the focus of communications.

- Create a single website for sorority recruitment information. The College Panhellenic recruitment website should include information on sorority membership and recruitment and should highlight scholarship, service and leadership. The website should be coordinated with the printed communications materials and be linked to the college/university's website as well as the College Panhellenic site.
- Use campus media including newspapers, radio and television stations, billboard/mobile billboards, the Panhellenic website and promotional banners placed on chapter houses and/or residence halls.
- Participate in new-student orientation activities as members of Panhellenic and as campus leaders.
- Arrange a College Panhellenic informational event each term to highlight the benefits of membership and to generate interest in the recruitment process.
- Enlist current chapter members to wear recruitment-themed shirts and/or buttons and to promote positive Panhellenic contact at all times.

### Summer information plan

Informational events are encouraged for incoming collegiate women, and they should highlight the benefits of sorority membership, including scholarship, service and leadership. To increase interest in sorority communities, members are to promote general membership in women's sororities and not specifically one chapter or inter/national organization.

Whenever possible, Alumnae Panhellenics and College Panhellenics are encouraged to host joint events that promote interest in Panhellenic membership. In areas where there is no Alumnae Panhellenic, alumnae of two or more NPC organizations may host informational events in conjunction with a College Panhellenic. However, these events should focus on providing information regarding positive aspects of Panhellenic membership rather than promoting individual NPC member organizations.

Positive Panhellenic contact does not mean having summer events in a chapter house or in an individual sorority member's home representing one NPC organization. It does mean being friendly and responding to questions the potential new member might ask of Panhellenic members. It means encouraging women in your home communities to search out and participate in the recruitment process once they reach campus.

Parents are encouraged to attend Panhellenic information sessions when possible, including during campus orientation.

### Membership recruitment guide

A membership recruitment guide created by the College Panhellenic can assist in providing valuable information for those interested in the recruitment process. It can also be a useful tool to encourage women to consider participating.

Consider using the following when creating a guide:

- An easy-to-read format provides basic information and highlights the positive aspects of membership.
- Content highlighting the needs of potential new members.
- Photos highlighting the many aspects of sorority membership, including scholarship, leadership, social events, sisterhood and campus wide/individual chapter philanthropic events.

Suggested content includes:

- The Panhellenic Creed
- The Potential New Member Bill of Rights
- Benefits of sorority membership
- Welcome letters from the Panhellenic president, fraternity/sorority advisor, vice president of student affairs and the college/university president
- Definition of Panhellenic and recruitment terms
- What to expect during membership recruitment
- Guidelines for participants (include fees if applicable)
- Schedule of membership recruitment events and locations
- Tips and reminders
- Financial obligation information showing a range or average of costs
- Scholastic information for joining
- General information about each chapter
- Recruitment counselors and their function
- Appropriate dress
- Information about the membership recruitment acceptance binding agreement (MRABA) and signing
- What every potential new member needs to know about recruitment:
  - o The College Panhellenic has information available that tells you what to expect during recruitment (schedule, what to wear, etc.).
  - o You should ask questions when you do not understand.
  - o Some events will have more potential new members in attendance than others, and this is no reflection on a chapter.
  - o You must attend all events for which you receive an invitation.
  - o Failure to attend an event may jeopardize your ability to receive invitations.
  - o Failure to attend an event(s) that you receive an invitation to may jeopardize your continued participation in recruitment.
  - o Being a legacy of an organization does not ensure membership in that chapter.
  - o Accurate financial information regarding membership is given by Panhellenic as an average or cost range. The individual organizations provide specific chapter information to you.
  - o Panhellenic sororities recognize the importance of scholarship. The Panhellenic Association does not require a specific grade-point average to participate in recruitment as each organization makes its own membership decisions. However, each sorority has a minimum grade requirement to be considered for membership and initiation. The average grade requirement to join is around [fill in appropriate GPA]. Recognize if your GPA is lower than the average chapter requirements, your opportunities for joining decrease.
  - o All NPC organizations have policies against hazing.
  - o No chapter member may promise or imply the promise of a bid.
  - o You are expected to act politely and respectfully when attending recruitment events.
  - o You should expect to be treated politely and with respect.
  - o Every woman attending a preference event must appear on a sorority's bid list, but this does not ensure an invitation to join that particular sorority, because recruitment is a mutual selection process.
  - o You must be certain you understand the membership recruitment acceptance binding agreement (MRABA) that you will be expected to sign immediately after attending the last preference event.
  - o You may choose not to join an organization and therefore not sign the MRABA, but you must notify the fraternity/sorority advisor of this decision in writing.

- o You may choose to limit or list only one choice on your MRABA or may list all the chapters where you attended preference events.
- o You must understand that if you list an organization on your MRABA, are matched to that chapter and receive an invitation to membership, you are bound to that organization until the beginning of the next primary membership recruitment period.
- o Men and alcohol are not permitted during recruitment or Bid Day activities.

### Panhellenic websites

Many College Panhellenic Associations have created websites to share information about Panhellenic programs and activities. A website is an effective vehicle for promoting Panhellenic efforts as well as providing membership recruitment information for potential new members.

The website must present relevant content in a clear and attractive format. Regularly updating the information is one of the most critical components of an effective website.

In addition, the site should contain links to chapter home pages and websites for NPC member organizations represented on the campus, as well as links to the NPC website and The Sorority Life website. Likewise, the Panhellenic website should be listed as a link on the college/university website to encourage students to browse its information.

All content on the website must be tasteful and appropriate for the intended audience (e.g., students, parents, campus community and alumnae).

## POSITIVE PANHELLENIC CONTACT

To help increase the number of potential new members, sorority women must promote general sorority membership. Various publics should understand the benefits of sorority membership, including high scholastic attainment, dynamic leadership opportunities, philanthropic contributions and an immediate campus-based circle of lifelong friendships.

Because of these factors, all College Panhellenics should share in the goal of positive Panhellenic content, which is intended to promote interest in the sorority community and bring more women to the recruitment process. Too often sorority women turn away potential new members. Development of a Panhellenic code of ethics and adherence by all chapters is essential to the success of every College Panhellenic.

Are your silence rules outdated? Strict silence is intended for the short period of time, not more than 24 hours, from the signing of the membership recruitment acceptance binding agreement (MRABA) until bid distribution.

Additional silence rules are not desirable because they can suppress participation in recruitment and stunt growth in Panhellenic communities. Panhellenics are encouraged to eliminate all silence and “no contact” statements from their recruitment rules except for the strict silence required during the short time between preference and bid distribution.

Positive Panhellenic contact does not mean creating an unfair advantage for a particular NPC member organization. It does mean being friendly and responding to questions potential new members might ask of Panhellenic members. It does mean promoting sorority membership in general, not a particular organization.

*Positive Panhellenic Contact Policy* (2003): All College Panhellenics and Alumnae Panhellenics will promote personal and informative Panhellenic-spirited contact with potential new members at all times, year-round.

*Strict Silence Policy* (1995): Strict silence is observed only between the end of preference events and the bid distribution. Positive Panhellenic contact shall be advocated at all other times.

## POTENTIAL NEW MEMBER'S BILL OF RIGHTS

*Potential New Member's Bill of Rights Best Practice* (1989): Sorority is a social experience based on the fundamental right of a free people to form voluntary associations, and sorority membership is a social experience arrived at by mutual choice and selection. The mutual selection choice is only as effective as is factual information available; therefore, all College Panhellenics shall be encouraged to adopt the Potential New Member's Bill of Rights.

### Potential New Member's Bill of Rights

- The right to be treated as an individual
- The right to be fully informed about the recruitment process
- The right to ask questions and receive true and objective answers from recruitment counselors and members
- The right to be treated with respect
- The right to be treated as a capable and mature person without being patronized
- The right to ask how and why and receive straight answers
- The right to have and express opinions to recruitment counselors
- The right to have inviolable confidentiality when sharing information with recruitment counselors
- The right to make informed choices without undue pressure from others
- The right to be fully informed about the NPC Unanimous Agreements implicit in the membership recruitment acceptance binding agreement (MRABA) signing process
- The right to make one's own choice and decision and accept full responsibility for the results of that decision
- The right to have a positive, safe and enriching recruitment and new member experience

## SELECTION OF A SOFTWARE PROGRAM

Recruitment management software should be purchased with much care. The feature set for each product differs, and one option may provide a better fit for a College Panhellenic's needs than another.

When choosing among options available, a College Panhellenic's leaders and/or advisors should develop a list of criteria, in priority order, that are important for their recruitment processes, and then evaluate each option based on how well its features meet the criteria. References from similar campuses can be helpful in the evaluation process.

NPC does not endorse a computer software vendor.

# RECRUITMENT ORIENTATION

## Orientation goals

1. Provide the potential new member with an opportunity to see an appealing and realistic picture of sorority membership.
2. Provide a comfortable environment for the potential new member so she feels at ease with the process.
3. Create various activities that encourage the potential new member to complete the process and join an NPC chapter on that campus.

A successful orientation program includes:

- Sessions that promote sorority membership to the potential new members.
- A setting that provides information that enables potential new members to make informed decisions about choosing a sorority.
- An opportunity to bring more women into the community and to nurture and retain them.
- A forum for sharing and demonstrating the inherent values of membership.

Orientation should emphasize Panhellenic spirit and the similarity of basic values inherent within all sororities.

Panhellenic orientation should continue throughout the recruitment period in a manner appropriate for the recruitment style selected for each campus. Each College Panhellenic should design an ongoing orientation process that serves the needs of its campus and its recruitment style. Orientation is more than one meeting with potential new members.

## Suggested format for orientation meetings

1. Provide a welcome by a college/university official, College Panhellenic officer, faculty member or fraternity/sorority advisor.
2. Provide an informational talk by College Panhellenic officers.
3. Review the potential new member bill of rights.
  - a. Discuss the chapters' responsibilities to potential new members and all members. Include information on alcohol and hazing policies.
  - b. Discuss potential new members' responsibilities in the recruitment process.
  - c. Discuss potential new members' responsibilities if they become members. Include grade and time requirements for membership. If housed, provide those requirements.
4. Describe availability of scholastic assistance and support.
5. Discuss the ethics of recruitment, including the Panhellenic code of ethics.
6. Outline opportunities for development of chapter and campus leadership skills.
7. Outline the average cost of sorority membership.
8. Ask alumnae and collegiate members to talk about their experiences and how they live the values expressed in their founding principles (friendship, sisterhood, development of individual potential, networking as alumnae and organization assistance).
9. Include an informal social event at which the potential new members may interact with College Panhellenic Council members and recruitment counselors.
10. Review membership recruitment guidelines that apply to potential new members.
11. Discuss mutual selection and the culmination of recruitment (i.e., signing the MRABA).
12. Close the meeting with a talk by the College Panhellenic president.

### Preparing Panhellenic officers and recruitment counselors

College Panhellenic officers and recruitment counselors involved in the orientation process will feel more comfortable if they are familiar with talking points that may be used to encourage sorority membership during orientation. These talking points include but are not limited to:

- A good democratic social experience
- Academic support and achievement
- Life-long friendships
- Campus involvement
- Networking
- Accountability
- Participation in programs NPC and individual member organizations offer to educate members on making safe choices
- Value of membership beyond college years
- Development of a woman's potential through leadership opportunities and group support

Each point can be developed to provide informative conversations with potential new members.

### Scheduling orientation activities

The orientation process should be seen as a time to make new friends and learn about the College Panhellenic community. Plan a variety of activities to provide a comfortable, convenient and informative experience for potential new members.

Suggested activities include:

- An opening College Panhellenic event featuring an inviting, relevant picture of College Panhellenic life (regardless of recruitment style).
- An open house event set in a central location to provide an opportunity for each individual organization to present its chapter in a Panhellenic atmosphere.
- Small group sessions facilitated by recruitment counselors that are offered throughout the recruitment process.

Orientation information relating to specific recruitment styles is found under "Recruitment styles" in this section of the manual.

## RECRUITMENT COUNSELORS

NPC provides a Recruitment Counselor Guide that includes all recommendations and administration for a successful recruitment counselor program. NPC also provides Recruitment Counselor Training Online (RCTO). Find the Recruitment Counselor Guide and RCTO information on the NPC website.

### Recruitment counseling program goals

A well-implemented recruitment counselor program is one of the most effective aids to increase sorority membership growth. This positive step can help participants better understand the recruitment process. It is one-on-one guidance by an experienced sorority woman who is committed to offering her talents and service to potential new members.

Enthusiasm and sincere interest in the welfare of potential new members by well-trained, impartial recruitment counselors enhance the Panhellenic community and the entire fraternal community.



The goals of a recruitment counselor program are to:

- Provide support, friendship and individual guidance to women participating in the recruitment process by sorority members who are educated to represent Panhellenic attitudes and ideals.
- Provide objective and impartial guidance to potential new members throughout recruitment.
- Promote an understanding of the mutual selection process.
- Promote an understanding of the benefits of sorority affiliation and emphasize the similarities in ideals and goals of all women's sororities.
- Provide encouragement to potential new members to accept the maximum number of invitations possible during each round of recruitment and complete the recruitment process.
- Promote membership recruitment, retention and pledging by communicating realistic expectations of the recruitment process.

### Recruitment counselor affiliation

*Panhellenic Officer Disassociation During Recruitment Policy* (2003, 2016): Panhellenic officers should be “disassociated” from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community. Recruitment counselors should be disassociated for the same period of time as Panhellenic officers, unless the College Panhellenic votes to allow recruitment counselors to remain associated with their respective chapters based on NPC recommended best practices.

Panhellenics may vote to allow recruitment counselors to maintain their affiliation during the recruitment process. Knowing a recruitment counselor's affiliation is ideal for campuses that have issues with attracting strong candidates to fill the recruitment counselor role, have numerous recruitment infractions filed regarding disassociation, spend too much time and energy hiding or masking recruitment counselor affiliation prior to recruitment, or have deferred or sophomore recruitment.

There are several desired outcomes of a recruitment counselor maintaining affiliation:

- Chapters will take steps to ensure their most qualified members are nominated for consideration as recruitment counselors.
- Recruiting violations or the influence of a recruitment counselor on a PNM is easier to track. It might also reduce the number of judicial infractions filed related to a recruitment counselor's affiliation.
- It can promote and model appropriate Panhellenic behavior and positive Panhellenic contact on a campus.
- It will eliminate the considerable energy and time spent hiding or masking recruitment counselor affiliation on social networking sites as well as on campus and within the chapters.
- It will remove the desire of PNMs to exert significant effort to determine their recruitment counselor's affiliation.

Because affiliation might look different on each campus, the College Panhellenic should establish an agreement outlining the parameters and expectations for its community. The recruitment counselor is responsible for working for the greater good of the College Panhellenic by being impartial and fair in her dealings with PNMs. There should be no special information shared or implication given to a PNM about one's chapter or its membership selection process and decisions. If a recruitment counselor is asked her sorority affiliation, she can acknowledge it; however, her role is to be Panhellenic and

supportive of all chapters on campus, not to encourage or promote her affiliation. Specific questions about a chapter should be directed to the chapter or to a disassociated Panhellenic officer. The recruitment counselor training program should include discussion and role-playing scenarios for how to handle situations and questions that might arise from PNMs.

Suggested items to include in the agreement:

- Statement of what affiliation will look like, such as a list of chapter and campus activities that recruitment counselors can or cannot participate in prior to and during recruitment
- Behavioral expectations of recruitment counselors
- Guidelines on using social media accounts and specified dates when the outlined use is in place
- Recommendations on recruitment counselor contact with their chapter members, including housing, meals, etc.
- Protocols for using and displaying sorority letters and membership identifiers, such as clothing, jewelry and accessories

In all cases, each recruitment counselor is expected to continue to execute her role with a Panhellenic mindset to carry out her duties.

### Qualifications and selection

Recruiting and selecting the best recruitment counselors is one of the most important parts of recruitment preparation. Please refer to the Recruitment Counselor Guide for specific information.

Recruitment counselors are undergraduate chapter members in good standing who:

- Are members from sororities holding regular membership in the College Panhellenic Association.
- Are dependable, responsible and available to potential new members.
- Are enthusiastic and have a positive attitude toward sorority experiences.
- Are objective and impartial.
- Have good listening skills and the ability and willingness to keep confidences.
- Are sensitive and perceptive to other's feelings while remaining objective.
- Are representative of the best qualities of Panhellenic women.
- Are willing to refrain from contacting or having contact with their own chapter members.
- Are willing to refrain from the use of alcohol throughout the recruitment period.

*Counselors Policy (1993):* Because collegiate membership recruitment counselors function as a committee of the local College Panhellenic during membership recruitment, they shall be in good standing in their member organizations, be active participants in the collegiate chapter and shall be enrolled in the institution where the chapter is located.

The Panhellenic recruitment team may handle selection of the recruitment counseling team with assistance from the fraternity/sorority advisor. Personal interviews and applications from interested candidates are part of the selection process. Representation from each NPC chapter is desirable and should be considered along with the qualifications of the candidate.

Selection is completed in the term preceding recruitment so training can be conducted well ahead of the recruitment period. It is important to:

- Develop positive Panhellenic spirit among the team.
- Impart comprehensive knowledge about all of the NPC chapters on campus.
- Have a thorough understanding of the rules, policies and procedures that affect recruitment.

## Recruitment counselor program implementation

There are some common factors that apply to recruitment counselors on any campus.

1. Recruitment counselors maintain principles of Panhellenic ethics; therefore, they:
  - Are entrusted with privileged information to be kept confidential.
  - Must remain objective and impartial at all times.
  - Must be disassociated from their own chapter's recruitment process.
  - Must refrain from the use of alcohol during the recruitment process.
  - May escort women to the events but not attend recruitment events.

*Chapter Recruitment Events Policy (1989):* NPC disapproves of the presence of membership recruitment counselors and other designated Panhellenic personnel at chapter membership recruitment events, with the exception of the fraternity/sorority advisor and official NPC recruitment observers.

*Counselors Policy (2010):* Recruitment counselors shall not be involved with any potential new members (PNMs) in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).

2. Recruitment counselors should be available to PNMs at all times, and therefore, they will:
  - List times available for coaching at the Panhellenic office.
  - List phone numbers where they can be reached.
  - Schedule coaching group meetings.
  - Respond to calls in a timely manner.
  - Use email, texts and social media only to arrange meetings or send other clerical messages.
3. The recruitment counselor should plan for regular meetings with her assigned potential new member group.  
Agendas should cover:
  - Get-acquainted activities.
  - Explanation of the membership recruitment schedule, rules, procedures and the membership recruitment acceptance binding agreement (MRABA).
  - Thorough responses to all questions asked.
  - Scheduling of future meetings.
4. The recruitment counselors and Panhellenic officers are required to abstain from alcohol use prior to and throughout the recruitment process. Exact dates should be part of the College Panhellenic recruitment guidelines.

## Recruitment counselor program evaluation

Panhellenic should create a short evaluation questionnaire through which recruitment counselors, potential new members, Panhellenic officers and chapter recruitment officers can provide feedback on the quality and effectiveness of the recruitment counselor program. Questions on the evaluation should be specific to each of these constituencies.

Evaluate the orientation program as well as all facets of the implementation and mechanics of the counseling program. The results become an important part of the overall Panhellenic recruitment process evaluation held after recruitment is completed. A sample evaluation form is available in the Recruitment Counselor Guide.

## RELEASE FIGURE METHODOLOGY (RFM)

On campuses using fully structured recruitment, as well as on many campuses using partially structured recruitment, College Panhellenics use the Release Figure Methodology (RFM) to manage the number of invitations issued by each participating chapter.

### Background

RFM began in 2003 with 10 pilot campuses. The methodology is based on a mathematical model to determine the number of invitations issued by each participating chapter in the recruitment process.

The purpose behind the use of RFM is threefold:

1. To enable each sorority to invite a sufficient number of potential new members to each event to attain quota at the conclusion of recruitment.
2. To allow each potential new member to methodically investigate realistic options and ultimately match with a sorority for which she has a preference.
3. To maximize the number of potential new members who ultimately affiliate with a sorority through recruitment.

Today, the objectives for RFM are to:

- Optimize the percentage of the open house pool that is matched.
- Provide each chapter with the appropriate number of potential new members needed during the preference round to match to quota.
- Set quota at the optimum level for the Panhellenic community.

Campuses and chapters that use RFM see these benefits:

- A higher percentage of chapters pledge quota.
- Potential new members who complete recruitment in good faith and maximize their options are matched.
- Campuses achieve parity, which equals a stronger Panhellenic community.
- Potential new members can focus on chapters where they have a real opportunity to pledge.
- Chapters can focus on potential new members they are interested in pledging.

Each campus is assigned an RFM specialist who is trained to work with the Panhellenic during recruitment. No Panhellenic should attempt to implement RFM without NPC assistance.

RFM works best when the individual chapters follow the invitational and flex recommendations given to them. However, there may be times when a chapter and its inter/national organization may decide to make intentional membership selection decisions and may choose not to follow the exact carry figures given. These exceptions must be made and communicated in advance to the RFM specialist for her to accommodate in the RFM projections for a campus.

Please note the math modeling behind RFM, as well as the software used to implement it, are proprietary and cannot be reproduced. The software used for RFM modeling does not interact with any of the computer software used by campuses for invitations and bid matching. Campuses using RFM must use a computer software program for bid matching.

## Invitations

It is important for all chapters to follow the recommendations given to invite the maximum number of potential new members allowed for each round for RFM to work properly. Inviting fewer women than the carry figure issued, or “underinviting,” is discouraged. Doing so jeopardizes a chapter’s chances of matching to quota, and pervasive underinviting in the community will jeopardize overall retention. If a chapter underinvites by a significant amount, the RFM specialist will notify that chapter’s inter/national organization. It is, however, within the rights of each chapter to determine its own criteria for membership, and no chapter should be forced to invite women it does not wish to affiliate, nor should the chapter be penalized by the Panhellenic for doing so. As soon as any chapter knows a potential new member will not be offered a bid, the chapter should discontinue inviting her to recruitment events, even if this puts the number invited below the chapter’s carry figure. It’s unfair for any potential new member to be invited to events at a chapter that has already decided to release her.

## Flex lists

Flex lists are used only on campuses that use the priority system. Chapters will be asked to prepare flex lists for each round. A flex list is actually two lists of potential new members — a plus list and a minus list. These lists are used to help optimize the invitations issued by all sororities. Flex lists are powerful tools that enable the RFM specialist to ensure the number of potential new members returning to each chapter’s events most closely approximate the return number being targeted for that chapter, based on the number of potential new members a chapter needs to have for a successful recruitment conclusion.

The RFM specialist draws from a plus list if a chapter does not perform as well as expected. Similarly, the RFM specialist draws from the minus list if a chapter’s performance exceeds projected expectations. Chapters that receive a minus list request from the RFM specialist **are required** to submit a minus list.

Plus lists cannot be mandatory, because in no case can a chapter be required to invite women it does not wish to affiliate. The Panhellenic cannot fine or penalize a chapter for not submitting a positive flex list. Chapters that underinvite and/or do not provide plus flex lists risk not matching to quota.

**Chapters need to be aware that placing legacies on either flex list could present problems for a chapter and its legacy policy if its legacy is either added or released during the flex process.**

## Recruitment format

Campuses should use only the approved recommended RFM formats. Using the proper RFM format — maximum number of events a potential new member can attend each round — is vital to the success of RFM on any campus. In order for the RFM carry figures to work effectively, there should be an even — or close to even — release structure throughout the recruitment process. Format changes do not need to be voted on by the Panhellenic Council. See the NPC website for the list of recommended formats.

The smallest release should happen after the first round. For example, on a campus with six chapters, an event format of 6-4-2 allows for a decrease by two events in each round. If the difference cannot be even, the first release should be the smallest. Using the correct format is especially critical for chapters with mid and high relative recruiting strength factors that need to release many more potential new members in the first invitational round. For example, on a campus with seven chapters, an event format should be 7-5-2. In addition, unnecessary rounds in recruitment are discouraged (such as 4-4-3-2 or 3-3-2).

If a campus has extension or loses a chapter between primary recruitments, a format change is required and should be determined in consultation with the RFM specialist and NPC area advisor.

## **RFM communication and responsibilities**

### **RFM specialist**

- Works with the fraternity/sorority advisor on RFM related matters throughout the RFM process.
- Recommends to the Panhellenic and fraternity/sorority advisor necessary format (event progression) changes as suggested by the RFM model.
- Copies the area advisor on initial RFM correspondence with the campus.
- Follows up with the area advisor at the conclusion of recruitment to give her the overall recruitment results and issues that need to be addressed.
- Prepares and distributes the total summary report to the area advisor.
- Shares any general concerns/issues with the area advisor that may have been discussed with or raised by the fraternity/sorority advisor during the recruitment process.
- Communicates with a member organization's RFM contact and/or NPC delegate if experiencing an issue with a chapter not following suggested invite numbers, flex numbers and/or sudden change or concern in recruitment performance.

### **Area advisor**

- Has regular communication with the Panhellenic and the fraternity/sorority advisor on Panhellenic operations, answers questions and advises on campus situations.
- Responds to action required regarding the results of primary recruitment (e.g., vote for extension, etc.).
- Receives an updated total summary immediately after the completion of the recruitment process and counsels the Panhellenic on the required changes with the automatic reset of total.
- Advises on all judicial-related matters.

### **NPC delegate**

- Communicates with the RFM specialist if her organization's chapter will incorporate any special recruitment strategies that would impact the number of women invited to rounds of recruitment.
- Ensures her organizational contacts respond in a timely fashion to requests/issues raised by the RFM specialist during recruitment.
- Works with the area advisor to make necessary adjustments to total in a timely fashion at the conclusion of primary recruitment.

## **MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT (MRABA)**

NPC member organizations want every potential new member (PNM) to be informed about her options for joining a sorority. At the completion of the primary recruitment period, all women are given the option to sign a membership recruitment acceptance binding agreement (MRABA). In order to receive a bid from a sorority on campus, the MRABA must be signed. The MRABA is used on every campus that has NPC member organizations.

The College Panhellenic should review the MRABA with PNMs during the recruitment process so PNMs are familiar with the MRABA content before the time of signing. MRABA forms can be signed on paper, signed on paper then inputted electronically into a software system or directly submitted electronically. It is critical when a PNM indicates she has completed her selections that she is informed that once the MRABA is submitted, changes cannot be made to her selections listed or the order of her preference.



The College Panhellenic also should provide the MRABA and the continuous open bidding (COB) MRABA forms to PNMs. The MRABA must be used at the conclusion of fully structured recruitment. It should also be used in partially structured recruitment and minimally structured recruitment. A COB MRABA is used for continuous recruitment and continuous open bidding.

All PNMs are given final instruction during the time of signing about the MRABA and what they are agreeing to abide by. The MRABA consists of six sections. The sections include completing contact information, checking off a statement to withdraw or continue, initialing seven statements by the PNM as acknowledgement she has read and understands each point, listing sororities in preferential rank order and signing the binding agreement.

The following is an explanation of the sections of the MRABA:

**Section 1:**

- The PNM lists her contact information. If written, it should be legible.

**Section 2:**

- The PNM has the choice to submit an MRABA, make her sorority ranking selection and receive a bid. She also has the option to not submit an MRABA and remove herself from the recruitment process. She will still be eligible as a snap bid and for continuous open bidding (COB) should she choose not to submit an MRABA.

**Section 3:**

- The PNM only lists the sororities in which she attended preference events.
- She should only list the sororities from which she will accept a bid of membership.
- She has the option to not list a sorority if she is certain she will not accept a bid.
- While maximizing options will increase a chance of a PNM receiving a bid, she should never be forced to write down all her options. Maximizing her options does not increase the likelihood of receiving a bid to her first choice.
- The PNM acknowledges, should she choose to limit her options and not write all the sororities whose preference round she attended, she may not receive a bid at the end of this recruitment process.

**Section 4:**

- Once the MRABA is signed and submitted, a PNM cannot change her selections. This includes adding, subtracting and changing the rank order.
- If a PNM does not receive a bid at the end of this process, the PNM is eligible for COB. Not all sororities may be open or participate in COB, so a PNM will need to be aware of her options.
- If a PNM declines a bid after receiving it, she will be ineligible to join any sorority on this campus until the next primary recruitment period. The PNM did acknowledge she would only list the sororities that she would accept a bid of membership. By declining the bid, she is bound by the agreement to wait until the next primary recruitment on this campus.
- The MRABA states NPC Unanimous Agreement III. The Panhellenic Compact that explains being bound to the MRABA until the next primary recruitment.

**Section 5:**

- The PNM will list in rank order of her preference the sororities from which she is willing to join and accept a bid.



## Section 6:

- By signing and dating the MRABA, the PNM accepts the terms of the agreement. Clicking submit on an electronic version of the MRABA denotes a signature and agreement to the terms listed.

### Persons Assisting with MRABA Signing

A College Panhellenic can utilize campus staff or alumnae volunteers to assist in the MRABA signing on campus since recruitment counselors should not be involved in the MRABA signing process.

*Counselors Policy (2010):* Recruitment counselors shall not be involved with any potential new members (PNMs) in the process of completing and signing the membership recruitment acceptance binding agreement (MRABA).

Below are guidelines for those assisting with the signing of the MRABA:

- Those assisting with MRABA signing should be Panhellenic brand ambassadors. They should only speak Panhellenically, not representing any particular organization and not indicating any affiliation (e.g., displaying or speaking about insignia, badge, colors, etc.).
- There should be minimal conversation (if any) with the PNM when she is making her selections. The PNM should come to the MRABA signing ready to finalize her selection. Those assisting with the MRABA signing should not coach or question the PNM to help her make a decision. Conversation should be reserved to procedural questions/answers regarding the MRABA only.
- If questions should arise or a PNM needs more guidance, the fraternity/sorority advisor should provide the proper support.
- A PNM might complete her MRABA quickly; others will take time to deliberate their decisions.
- Although it is recommended a PNM maximize her options and list all sororities she visited during preference events, it is not required. A PNM should only list those sororities from which she is willing to accept a bid. She should not be forced to list all sororities she visited during preference events.

The MRABA script and forms are available in the Resource Information section of this manual.

### Membership recruitment acceptance binding agreement (MRABA) appeal process

Exceptions to the MRABA are considered in cases of:

- Documented illegal use of alcohol and/or drugs.
- Hazing.
- Documented errors in the communication to or violation of Panhellenic procedures involving a potential new member have substantially prejudiced the potential new member.

Submission of an appeal request is to be sent to the NPC office by the potential new member by email. The MRABA appeal should be completed and presented to the NPC office in a timely manner, not more than 30 calendar days from the date of the alleged infraction or grievance (including college/university breaks).

The NPC office notifies the student of the NPC Executive Committee's decision. A copy is sent to the NPC Executive Committee, area advisor, fraternity/sorority advisor and other parties involved.

## BID MATCHING

To ensure bid matching is a successful procedure, the following factors are necessary:

- A woman must be willing to accept a bid from any sorority that she lists on her membership recruitment acceptance binding agreement (MRABA).
- A sorority should be willing to issue an invitation to membership to any woman who is invited and attends its preference event. The name of every woman who the sorority invites and who attends that sorority's preference event should appear on the sorority's bid list.
- A period of strict silence exists from immediately following the final preference event to the time when bids are distributed. Twenty-four hours of silence should be the maximum time allowed for bid matching and distribution of bids. A shorter time discourages unethical pressures.
- Confidentiality is important for all parties.
- Undergraduate members never participate in the bid-matching process.
- If the bid-matching process is not computerized, each chapter is entitled to and expected to have one or more alumna representatives present for the bid-matching process.
- There are no Panhellenic regulations regarding the placement of legacies. Legacy regulations and placement on the chapter's bid list are specific to each chapter and member organization.
- Panhellenic recruitment regulations apply to all women equally.
- Sorority members remain in their chapter houses or designated rooms to receive their new members if there is no Panhellenic welcome event.
- The day bids are distributed is considered the final day of the primary membership recruitment period, and all membership recruitment rules and NPC Unanimous Agreements prohibiting the use of alcoholic beverages and participation of men in membership recruitment are in effect.

*Bid Matching Policy (2003):* Preferential bid matching is not always applicable for use in minimally structured recruitment and continuous recruitment.

### Bid lists

1. At a specified time, each sorority turns in the list of women it wishes to invite to membership.
  - A. For bid matching by hand, lists are prepared in duplicate; one copy is for use in bid matching, to be retained in a confidential file, and the other is to be returned to the alumna representative of the chapter when bid matching is completed.
  - B. For bid matching by hand the sorority bid lists are typed on paper ruled in three columns:
    - i. Left column: A preferential list of the chapter's first choices numbered up to the set quota.
    - ii. Right column: A list in preferential order of the chapter's additional choices, which may number as many as the chapter wishes.
    - iii. Center column: A blank list numbered to the set quota. This column is where matched bids will be entered.
2. Whether bid matching by hand or computer, each chapter is responsible for checking the submitted bid list for accuracy and to ensure all names included are women who attended the chapter's preference events.
3. Along with its bid list submission, each sorority provides the Panhellenic with enough formal invitations to membership in envelopes for each potential new member expected to be offered bids. These invitations are addressed after the bid-matching process is completed.

*Invitations for Membership Policy (2005):* NPC reaffirms that a sorority should be willing to issue an invitation to membership to any woman who is invited and attends its preference event. NPC reaffirms that the name of every woman whom a sorority invites to attend and who attends that sorority’s preference event should appear on the sorority’s bid list.

**Sample bid list for hand match campuses**

Chapter name  
Recruitment chairman  
Phone  
Email

FIRST BID LIST (Order of preference)	NEW MEMBER LIST (Number set to quota)	SECOND LIST (Order of preference)
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.

**Hand bid-matching process**

1. People attending bid matching include the reader, the tabulator and at least one alumna to handle the bid list for each sorority.
2. Before bid matching begins, names of all women who chose not to sign a membership recruitment acceptance binding agreement (MRABA) are crossed off all preference lists and lists are adjusted to fill the vacancies.
3. After alphabetizing the MRABAs, the reader calls the potential new member’s name and her first choice. If the sorority of the woman’s choice has placed her name on its first bid list, it is a matched bid and all other chapters cross her name from their bid lists. The potential new member’s name is then entered in the center column of the chapter’s list to which she is being matched. If the woman’s name is not on any sorority’s first bid list, her MRABA is placed on hold for the next read-through. The number of read-throughs, always considering the woman’s first choice, can be unlimited.
4. Names of women who list only one preference and are unmatched to the preferred chapter at the first reading are crossed off all other organization’s bid lists and their cards placed on hold for the next read-through.
5. Each time a name is crossed off a sorority’s first bid list, if there are still openings in the sorority’s quota, a name from the sorority’s second bid list is moved up in the listed order to the bottom of the unmatched names remaining on the first list. The number of unmatched names on the adjusted first bid list and the number of those in the new member column must always equal quota (unless a chapter has run out of names to add from its second bid list).
6. A sorority’s listed order of preference will be strictly observed at all times during the bid-matching process. At no time will the sorority’s list be matched with a name that is out of its specified order of sequence for membership selection.
7. The MRABAs placed on hold in Steps 3 and 4 are read according to the first choice of the woman. The process is repeated as long as there is a possibility of the potential new member receiving a bid from the sorority of her first choice.
8. A woman shall never be matched with her second-choice sorority unless her first-choice sorority has filled its quota prior to reaching her name on its bid list. The same principle applies to second, third or subsequent choices.

9. When the bid-matching process is complete, the tabulator reads the results, and all bid lists are reviewed and certified for complete accuracy.

Occasionally during hand bid matching, a blocked or gridlock condition may occur. Gridlock occurs when, after several readings of the preferences listed on MRABAs that have been placed on hold, it is no longer possible to match women's preferences to a sorority's bid list.

The following procedure will break this blocked or gridlock condition, allowing normal bid matching to resume.

1. Using the bid list of the woman's first-choice sorority, determine the number of the sorority's confirmed matches at that point (i.e., the number of names listed in the center column of that sorority's bid list). Add that number to the total number of unmatched names that precede the name of the woman under consideration. Add only the preceding names that also have named this same sorority as their first choice.
2. If the sum equals or is greater than quota, it is apparent that the sorority will be matched to its quota before the name of the woman in question can be read. At this point the reader calls the woman's second choice sorority and bid matching can continue.
3. If the woman's second choice is not matched at this reading, her MRABA is placed again in the hold category, and bid matching is resumed.

### **Bid matching by software program**

NPC does not endorse or ascribe to any specific software bid-matching program. If a software program is contracted for and used by a College Panhellenic, NPC cannot be held responsible for any discrepancies or results of that program.

1. The selection of a system that incorporates the "hold and release" concept is recommended, because this method maximizes the number of women matched to their first preference.
2. Software operators should be fully trained and understand the bid-matching procedure.
3. Enough time must be allotted to double check the information on a woman's computer MRABA with the computer printout by the fraternity/sorority advisor or alumna representative.
4. Chapter computer bid lists are verified for accuracy by each chapter.
5. The master list contains a record of withdrawals and when they occur. It is important to make a distinction between withdrawals, no preference, no options and intentional single preferences on the master list to avoid errors.
6. Error tracking or an audit trail is essential to the success of bid matching via software, and time must be allowed for this process to take place.
7. Hand bid matching alternatives should be available in the event of a software malfunction or gridlock.

### **QUOTA ADDITIONS**

Quota additions occur immediately following bid matching. The unmatched potential new members who completed the primary recruitment process and maximized their options throughout recruitment, are eligible to be matched to chapters that have already matched to quota. The potential new members must be listed on the chapter's bid list.

The goal of quota additions is to achieve as much parity as possible while matching the remaining potential new members who completed the membership recruitment process in good faith. For campuses not using the Release Figure Methodology, careful consideration should be given in placing quota additions.

If a chapter has received quota additions and some of the potential new members do not accept their bids and do not participate in the formal pledging process, **the chapter may only offer bids to and pledge additional women to the established quota.** They cannot pledge additional women to fill open spaces received as quota additions.

*Quota Addition Procedures Policy (2007, 2017):* Quota additions shall be placed by the RFM specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the community and the potential new members (PNMs).

In placing quota additions, the RFM specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing PNMs with chapters with lower relative recruiting strength, for PNMs' first choice, for even distribution of PNMs and for PNM position on a chapter's bid list. College Panhellenics that do not use RFM should consult with the area advisor when placing quota additions.

**The quota addition procedure shall never include a woman who has failed to accept or attend any membership recruitment event for which there was room in her membership recruitment schedule (with a fully structured or partially structured recruitment), or has failed to list on her membership recruitment acceptance binding agreement (MRABA) all sorority chapters appearing on her preference schedule.**

Potential new member eligibility for quota additions

- For College Panhellenics with two preference events: This procedure shall never include a potential new member who lists only one chapter on her MRABA if she attends two preference events.
- For College Panhellenics with three preference events: This procedure shall never include a potential new member who lists only one or two chapters on her MRABA if she attends three preference events.
- The potential new member must have participated in all possible events each round to which she received an invitation and accepted.
- The potential new member must have listed the chapter on her MRABA.

Chapter eligibility for quota additions:

- Chapter must have followed RFM recommendations throughout recruitment.
- Chapter must have already matched to quota.
- Chapter must have the potential new member listed on the chapter's bid list or the snap bid list.

If quota additions are not used, then snap bidding immediately follows bid matching.

## SNAP BIDDING

Snap bidding is an option **only for chapters that did not match to quota**.

- Chapters should have a prepared list of women they would bid should they not be match to quota during bid matching.
- The recruitment chairman or the recruitment advisor of each chapter not matching to quota will be notified to submit their snap bid list to the fraternity/sorority advisor.
- The procedure is used only to fill quota spaces.
- All potential new members who attended at least one event during primary recruitment are eligible for snap bidding.
- Women listing intentional single preferences on their membership recruitment acceptance binding agreement (MRABA) **are eligible** for snap bidding.
- The fraternity/sorority advisor works with the chapters not matching to quota, and either the fraternity/sorority advisor or a Panhellenic officer contacts the potential new members to extend snap bid invitations.
- A potential new member may be offered more than one snap bid. For this reason it is advisable for the fraternity/sorority advisor or a Panhellenic officer to contact the potential new member, and it is important for the potential new member to understand she is receiving more than one opportunity to pledge if that should be the case.
- During this time the Panhellenic monitors who has accepted the snap bids and presents the MRABA for the potential new member to sign.
- Careful attention must be given to ensure there are not more snap bids offered than places available in quota.
- When contacting a potential new member about accepting a snap bid, provide a time limit or deadline for when the potential new member must respond to accept or decline the snap bid offer.

**Snap bidding ends when bids are distributed. Continuous open bidding (COB) begins as soon as Bid Day begins.**

## BID DAY

Bid Day is the culmination of the recruitment process. All College Panhellenics, regardless of the campus recruitment style, should use Bid Day as an opportunity to welcome new members to the fraternity/sorority community.

Although each sorority will plan individual activities for its new members, Bid Day is an opportunity for College Panhellenics to build Panhellenic spirit and unity. The type of Bid Day event should be determined by the individual campus and recruitment style.

### ***Unanimous Agreements:***

- Each College Panhellenic Council shall establish a Bid Day to conclude the primary membership recruitment period. A Bid Day is the scheduled time when invitations to membership are issued.
- Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
- Each College Panhellenic Association shall prohibit the participation of men in membership recruitment and Bid Day activities.

## REPLEDGING

Every eligible woman should be allowed to participate in the primary recruitment period because this is the one time of year all chapters are open to membership.

- ***Unanimous Agreements:***

- If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- At a later date but before the next primary membership recruitment period, if the potential new member who declined her bid expresses interest in being pledged to the chapter with which she originally matched, she may do so only if the chapter extends another bid to her and has quota or total spaces to fill.
- If a potential new member does not receive a bid at the end of the primary membership recruitment period, she is eligible immediately to participate in COB.
- If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.
- A continuous open bidding membership recruitment acceptance binding agreement is a binding agreement. If a potential new member accepts a bid, then signs a COB acceptance or goes through the member organization's official pledging ceremony and has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on that campus until the beginning of the next primary membership recruitment period.
- A woman who has accepted a bid either through primary or COB recruitment and who has had her pledge broken by an NPC sorority or has broken her pledge, may be repledged by the same NPC sorority chapter on the campus at any time before the beginning of the next year's primary membership recruitment period, even if the chapter is over total.

## MEMBERSHIP RECRUITMENT EVALUATION AND ASSESSMENT

The goal of the membership recruitment annual review is to evaluate, assess and determine the needs of the Panhellenic's recruitment program through a step-by-step process. The information is necessary for planning the next recruitment.

The College Panhellenic Council evaluates all aspects of the membership recruitment program immediately after it concludes. Input from chapter officers, advisors and new members from the recently completed recruitment is reviewed and discussed. Determining reasons women withdraw from a fully or partially structured recruitment is also important. An evaluation for those women who withdraw from the recruitment process is also advised. To encourage those women to complete the evaluation, some College Panhellenics have offered a full or partial refund of the recruitment fee.

Sample evaluations may be found on the NPC website under College Panhellenic Resources > Model Governing Documents and Templates.





# COLLEGE PANHELLENIC PROGRAMS

College Panhellenics provide a wealth of programming for their members as well as the campus and community. Proper program planning and a well-balanced, year-round program calendar are two important components of educational efforts.

This section provides planning information and ideas for programs.

# COLLEGE PANHELLENIC PROGRAMS

## OVERVIEW

Varied and thoughtfully planned Panhellenic programming contributes to individual and community-wide excellence. The sorority community has a responsibility to provide its membership with opportunities and education to complement its values and maintain its relevance.

*Over Programming Best Practice (1994):* College Panhellenics and fraternity/sorority advisors are encouraged to have balanced calendars and to establish reasonable award criteria. NPC member organizations shall express concern to campus administrators about time commitments required for compliance with relationship statements and annual audit requirements.

### How to select programs

- Define the goals, purposes and objectives of the College Panhellenic.
- Adopt a philosophy of cooperation, not competition.
- Avoid over programming. Be realistic about members' time constraints.
- Adopt a programming budget.
- Make the Executive Board or programming chairman responsible for planning and the council responsible for program approval and adoption.
- Establish a one-year calendar:
  - Develop plans for membership recruitment follow-up, execution and evaluation.
  - Plan topics to coordinate with chapters' required programming.
- Involve College Panhellenic members:
  - Delegate authority and responsibility.
  - Use a committee structure.
  - Recognize programming contributions by College Panhellenic members annually.

### Program ideas

- Individual chapter program plans
- Interfraternal (e.g., Junior Panhellenic, fraternity/sorority newsletter and Greek Weekend)
- Panhellenic (e.g., academic excellence, values, women's issues, officer transition, delegate transition and officer workshops)
- Educational or informational (e.g., "Something of Value" and College Panhellenic Academy)
- Service and philanthropy
- Campus and community involvement (e.g., hosting university visitors and service projects)
- Public relations (e.g., outreach program)

The following section contains overviews of specific NPC and Panhellenic programs.

## BE BOLD

The Be Bold educational program is an interactive video series from NPC that offers women the opportunity to explore critical topics affecting their lives and empowers them to be their best, most authentic selves. The facilitator guide, participant guide and videos are on the NPC website.

## CHAPTER OFFICER WORKSHOPS

**Time and place:** In general, workshops scheduled early in the chapter officers' terms are best. Availability of resources may also affect timing of workshops. A convenient campus location away from distractions is ideal.

**Participants:** Chapter officers, chapter advisors, Panhellenic officers, delegates and advisors

**Agenda:** Keynote speaker or facilitators, small-group discussion, wrap-up and evaluation

**Potential topics:** New member education, academic excellence, member involvement, leadership, commitment to ideals and values, health, safety and security, public relations, Panhellenic membership recruitment rules, service and philanthropy

It may be necessary to limit a workshop to a single subject because of the size of the sorority community, but there are many advantages to grouping topics. Chapter programs overlap, and much can be gained from sharing ideas and information. For example, scholarship and building commitment are important parts of new member education.

## COLLEGE PANHELLENIC ACADEMY

College Panhellenic Academy is NPC's flagship program that equips College Panhellenic officers and fraternity/sorority advisors with the most up-to-date Panhellenic knowledge, helping ensure success of College Panhellenics throughout the U.S. and Canada. This day-and-a-half-long academy provides the opportunity for hands-on training with NPC representatives, allowing attendees to refocus their commitment to NPC values and in turn, shape their sorority communities. For more information, visit the NPC website.

## CONSULTING TEAM VISIT

NPC is committed to helping College Panhellenics turn the ordinary into the extraordinary. By inviting a consulting team to campus, a College Panhellenic will receive valuable observations and recommendations to help it rise above the average and build on its established traditions.

The purpose of the consulting team varies based on the needs of the College Panhellenic. Visits can include topics from the following areas: developing recruitment marketing plans, restructuring officer duties, building Panhellenic spirit, improving Panhellenic operations and planning for successful extension. For information on how to request a visit, including the process and request form, visit the NPC website.

## GREEK WEEKEND

NPC recommends fraternity/sorority communities hold these celebrations on a single weekend versus staging a time-consuming "Greek Week." The purpose is to emphasize the constructive and inspirational aspects of fraternity and sorority life. A carefully planned program can be the basis for year-long cooperation among Greek-letter organizations, the college/university campus and the community. All members of the campus fraternal community should be encouraged to participate.

Greek Weekend should highlight responsible citizenship and the cooperation of sorority and fraternity members with one another. It may take many different forms, depending on the needs and resources of the campus and community. It should always be a positive program, providing education about the values, purposes and ideals of fraternities and sororities. Competitions and activities that appear frivolous do not further these objectives.

A successful program is two-fold:

1. Within the fraternity/sorority organizations, it:
  - Re-examines values, purposes and ideals.
  - Emphasizes values, purposes and ideals in the public relations program.
  - Seeks solutions to problems within the fraternity/sorority community, between fraternities/sororities and the college or university and between fraternities/sororities and the local community.
  - Plans social activities (e.g., open houses, awards/recognition banquets, receptions).
2. Within the college and the community, it:
  - Plans campus and community service projects.
  - Develops social activities such as receptions and open houses for faculty members and community residents.
  - Produces positive news stories for campus and local newspapers.
  - Establishes recognition awards or dinners for outstanding contributions to fraternity and sorority life by community members, faculty and alumni.

### Planning the program

Greek Weekend needs the approval and coordination of fraternity/sorority councils at least six months in advance.

Decide the purpose and objectives, and develop a program that supports them. Keep expenses moderate to avoid burdening the chapters and giving an impression of extravagance to the campus and community.

Identify a supervising group and then:

- Appoint all committees four to six months in advance.
- Invite any off-campus participants and speakers four to six months in advance. Determine topics early. Send reminders a month ahead of time (this may be in the form of a program).
- Have each committee draft detailed plans and submit them to the supervising group.
- As soon as possible after organizational work is completed, have committees meet with the appropriate campus administrators, community officials and local press to inform them of the plans and to request support and suggestions.
- Reserve all meeting spaces as soon as plans have been approved.
- Send information and the program to guest participants and chapters several weeks in advance.
- Have the supervising committee meet frequently (weekly during the month preceding Greek Weekend) with the fraternity/sorority advisor.
- If community projects are to be conducted, select a realistic number of projects for the resources available. Appoint a liaison to interact with each organization for which work is being done. Obtain needed tools and supplies. Supervise the actual work to see the commitment has been fulfilled.
- Plan discussion sessions or workshops to facilitate a free exchange of ideas. A fraternity/sorority leader might give a short talk preceding the discussion and also serve as a resource person. Leaders should lead rather than direct. Prepare an agenda to guide participants. Discussions and workshops should tie in with the program theme.

- If social functions such as receptions or a banquet are part of the program, they should not be the principal event of Greek Weekend.
- After Greek Weekend, send appreciation letters to administration, faculty, residents and guests who helped plan or participated in the programs.
- Have all committees conduct a careful evaluation of the programs to submit in writing to the supervising committee.

### Suggested discussion topics and activities for Greek Weekend

If possible, the Greek Weekend schedule should allow time for conversations between all fraternity and sorority councils. A new member workshop would be worthwhile. Other suggested discussion topics include:

- Fraternal values, including high scholastic standards
- Importance of ritual
- Relationship among fraternities, sororities and the college or university
- Importance of positive public relations
- Fraternities/sororities role in creating school spirit and exercising leadership

Suggested activities for Greek Weekend (*Note: Please review the College Panhellenic insurance coverage provided by MJ Insurance prior to determining activities for Greek Weekend. For example, bounce houses, eating contests, etc. are not covered.*)

- Open houses
- Academic excellence banquet
- Greek Weekend banquet
- Workshops or panel discussions
- Alumni programs
- All-fraternity/sorority assembly with a guest speaker
- Newspaper articles
- Recognition of outstanding sorority and fraternity members
- Recognition of community members, faculty and alumni for outstanding contributions to fraternity/sorority organizations
- Service projects

## JUNIOR PANHELLENIC

**Purpose:** To promote intersorority friendship and provide education for effective participation in the sorority community

**Composition:** New members and new initiates of sororities during their first year of membership

**Bylaws:** A Junior Panhellenic functions under the guidance of the College Panhellenic

### Structure:

- Delegates: two new members and/or new initiates from each chapter
- Officers: president, vice president, secretary and treasurer, chosen by rotation or alphabetically (not to coincide with the rotation in the College Panhellenic)
- Advisors: A sorority chapter advisor, a representative from an alumnae group and a representative from the College Panhellenic

**Meetings:** Regularly scheduled in a chapter house, room or suite, or campus meeting space. The president may call a special meeting when necessary on the written request of any delegate. Attendance is the responsibility of each chapter. If a representative is unable to attend a meeting, another member should serve as an alternate.

**Program:** Should contribute to fundamental knowledge and understanding of the purpose, ideals and goals of Panhellenic. Programs could be 15-30 minute discussions on specific topics. Coordinate event planning and scheduling with the College Panhellenic.

**Suggested group discussion topics:**

- Panhellenic orientation
- Sorority values such as leadership, standards and scholarship
- NPC Unanimous Agreements, policies and procedures
- Building Panhellenic spirit
- Public relations for alumnae, faculty, campus and community
- Publications that promote Panhellenic and the value of sorority membership
- Panhellenic programs and projects
- Continuous open bidding
- Potential new member orientation
- Campus issues
- Sexual assault awareness
- Diversity and inclusion
- Crisis management
- Risk management

The post-workshop evaluation should ask what subjects participants would like more information on. These additional topics can be covered throughout the year in several ways. Consult your NPC area advisor, fraternity/sorority advisor, chapter advisors and other campus officials as resources.

The College Panhellenic Council decides on the subjects to be discussed based on the recommendations of the Executive Board.

## POTENTIAL NEW MEMBER ORIENTATION

In partnership with LaunchPoint, NPC offers Potential New Member Education (PNMO) to help improve a potential new member's experience with joining a sorority. This online, self-paced educational tool covers many topics, including an overview of fraternity and sorority life, terms and definitions, an explanation of Panhellenic recruitment, benefits of membership and the sorority experience and more. For more information, visit the NPC website.

## RECRUITMENT COUNSELOR TRAINING ONLINE

In partnership with LaunchPoint, Recruitment Counselor Training Online (RCTO) is a self-guided, online training program, with supplemental activities for the recruitment team to facilitate as part of their recruitment counselor training. RCTO topics include exploration of personal values and how those values develop an approach to leadership, recruitment counselor's roles and responsibilities, NPC Unanimous Agreements, procedures and the primary recruitment process, recruitment rules, Release Figure Methodology, coaching skills, MRABA signing and guiding potential new members through a values-based recruitment experience. For more information, visit the NPC website.

## RESOLVED TO EDUCATE

Resolved to Educate is a set of resources from NPC to help fraternity/sorority advisors better understand NPC Unanimous Agreements, policies and best practices and explain these items to students. Resolved to Educate materials can be found under “Resources” on the NPC website.

## “SOMETHING OF VALUE”

“Something of Value” is a full-day interactive community building experience that helps College Panhellenic communities build capacity, relationships and influence in addressing risky situations in their community. The curriculum features a real-life simulated call to action, lessons in peer influence and social change and deep, honest dialogue across chapters about healthy behavior in the community. For more information, visit the NPC website.





# EXTENSION

Adding another NPC women's sorority to a campus is an exciting process. The College Panhellenic, the campus administration, the NPC organizations, interest groups and local sororities interested in NPC affiliation play important roles in ensuring a successful extension occurs. This section describes those roles in detail.

Download supplemental extension resources from the NPC website ([npcwomen.org](http://npcwomen.org)):

- College Panhellenic expectations
- College Panhellenic steps
- College/University administration steps
- Extension best practices
- Extension information for College Panhellenics
- Extension self-analysis tool for College Panhellenics
- Glossary of terms
- Local sorority or interest group information form
- Local sorority or interest group steps
- Presentation evaluation sheet
- Presentations
- Sample resolution to approve proposal for recolonization
- Sample timeline
- Step-by-step outline
- Supportive efforts for colonies
- 

The College Panhellenic should consult with the NPC Extension Committee chairman and their NPC area advisor early in the process.

# EXTENSION

## OVERVIEW

Extension is the addition of National Panhellenic Conference member organization chapters to the Panhellenic community on a college or university campus, or the establishment of a sorority community on a campus where previously none had existed.

### NPC Extension Committee

The NPC Extension Committee serves as a clearinghouse for colleges and universities, Panhellenics and individual sororities in the area of extension. The Extension Committee chairman is available to advise and assist.

## UNANIMOUS AGREEMENT V. AGREEMENT ON EXTENSION

1. NPC believes that it is unethical for an NPC sorority to contact an institution and/or its students concerning the establishment of a chapter where the institution fails to meet the NPC requirements for a host institution. The institution must be a senior college or university that is authorized to confer a bachelor's degree and that has received a satisfactory rating by the pertinent recognized regional association of colleges and secondary schools or other recognized agency and/or entity that confers accreditation in the relevant jurisdiction.
2. The proper authority shall be defined as follows:
  - A. Where there are two or more NPC sororities present on campus, then a vote of those NPC sororities as evidenced in written minutes of the College Panhellenic Council (if organized) shall constitute the proper authority. If there is no College Panhellenic Council, then a separate vote of the NPC chapters present on campus shall constitute the proper authority.
  - B. On campuses where there is one or no NPC sorority and where the administration is willing to recognize women's sororities, a letter from a senior-level student affairs administrator shall constitute the proper authority.
  - C. The NPC Extension Committee is the proper authority on campuses where there is one or no NPC sorority and the college administration does not grant recognition to women's sororities but does not discipline students for joining.
3. Contact regarding extension by NPC sororities, volunteers, staff, collegiate and alumnae members shall include the following:
  - A. NPC sororities may contact the administration of any college or university that meets the criteria listed in Unanimous Agreement V, No. 1 and serves as the proper authority.
  - B. When a campus has two or more NPC sororities and is open for extension, NPC sororities can communicate with a student(s), an interest group or a local sorority only with prior permission of the proper authority.
  - C. NPC sororities that are contacted by student(s), local sororities or interest groups from campuses with two or more NPC sororities must refer the student(s), local sorority or interest group to the proper authority.
  - D. NPC sororities should not be in contact with students of any college or university concerning membership where the administration disciplines students for joining women's sororities.
  - E. When a local sorority or interest group is in discussions with an NPC sorority regarding affiliation after approval by the proper authority, no other group shall be in communication with that local sorority or interest group.

4. Any colony of an NPC sorority shall become a provisional member of the College Panhellenic Association and shall conform to the association's established rules, regulations and policies.
5. When an NPC sorority has installed a chapter, that chapter shall become a regular member of the College Panhellenic Association.

### Proper authority

*Proper Authority Policy (2003):* An NPC member organization pursuing an extension opportunity on a campus where there are no NPC organizations or there is only one organization, shall obtain written documentation from the proper authority that the campus is open for extension; and a copy of this approval should be sent to the NPC Extension Committee for record keeping purposes only.

*Proper Authority Policy (2007):* When issuing an invitation to an NPC member organization to colonize on a campus for the purpose of allowing NPC affiliation for a local sorority or interest group, the proper authority shall make the final determination as to which NPC member organization is invited to colonize, giving due consideration to the preference of the local sorority or interest group.

*Exploratory Visits Policy (2003):* Once the NPC Extension Committee has established that the proper authority has opened the campus for extension, the committee will verify whether NPC organizations not represented on the campus may conduct exploratory visits before presentations are made.

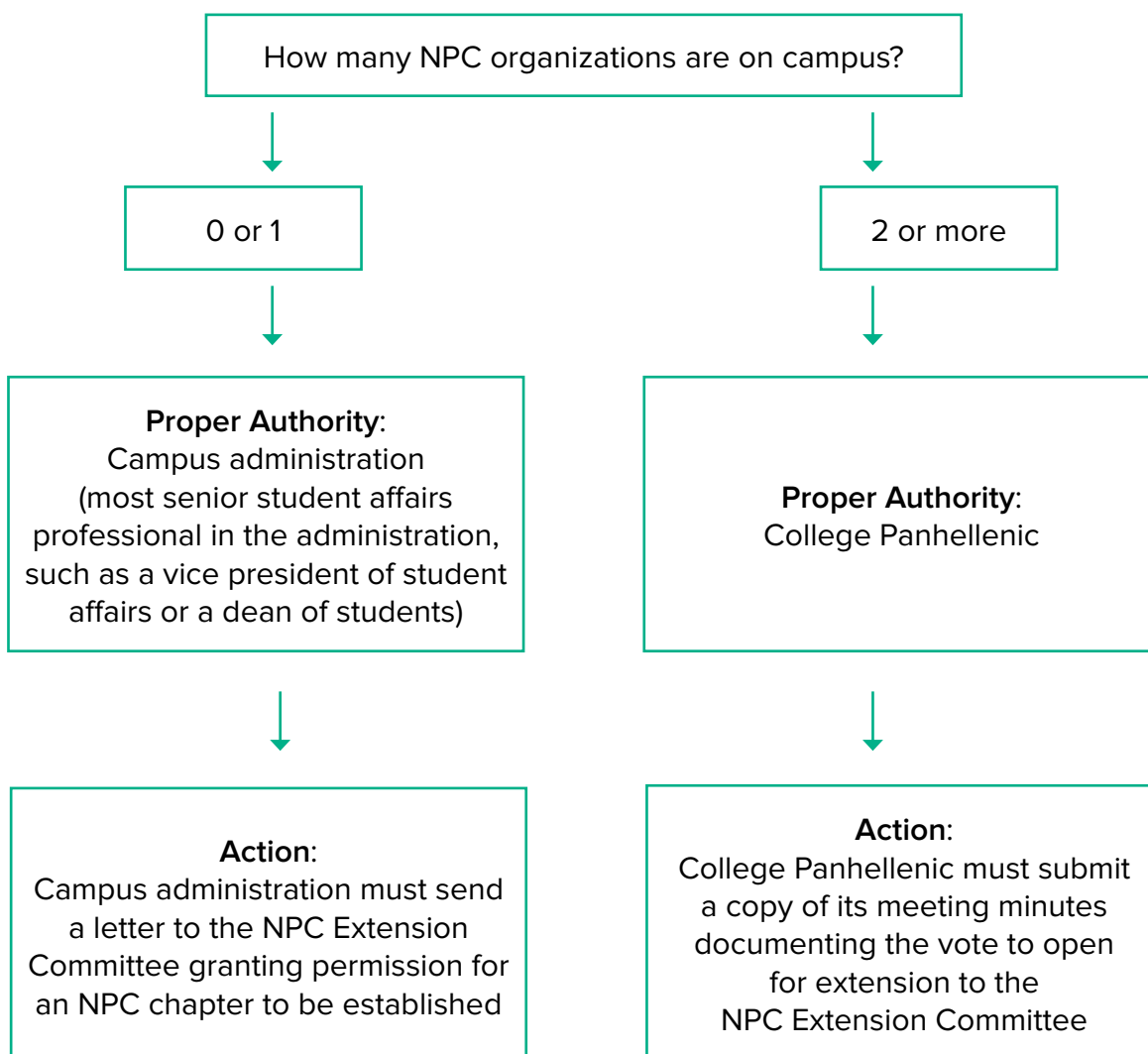
NPC member organizations receiving an independent notice of extension directly from a campus will contact the NPC Extension Committee, which will verify whether exploratory visits are authorized.

The NPC Extension Committee will inform the NPC member organizations whether exploratory visits will be permitted and will encourage the proper authority to include that information in any correspondence announcing the extension opportunity.

Any exploratory visits conducted by NPC member organizations will involve only campus administrators with no student contact.

*Administrative Authority Policy (1991):* On campuses where the administration assumes sole authority for extension decisions, thereby denying the College Panhellenic a vote on extension, the College Panhellenic, in consultation with the National Panhellenic Conference Extension Committee, shall initiate dialogue with the administration to promote better understanding of the need for mutual effort in the extension process.

## Determining the proper authority on a campus to open for extension



## EXTENSION PROCEDURES

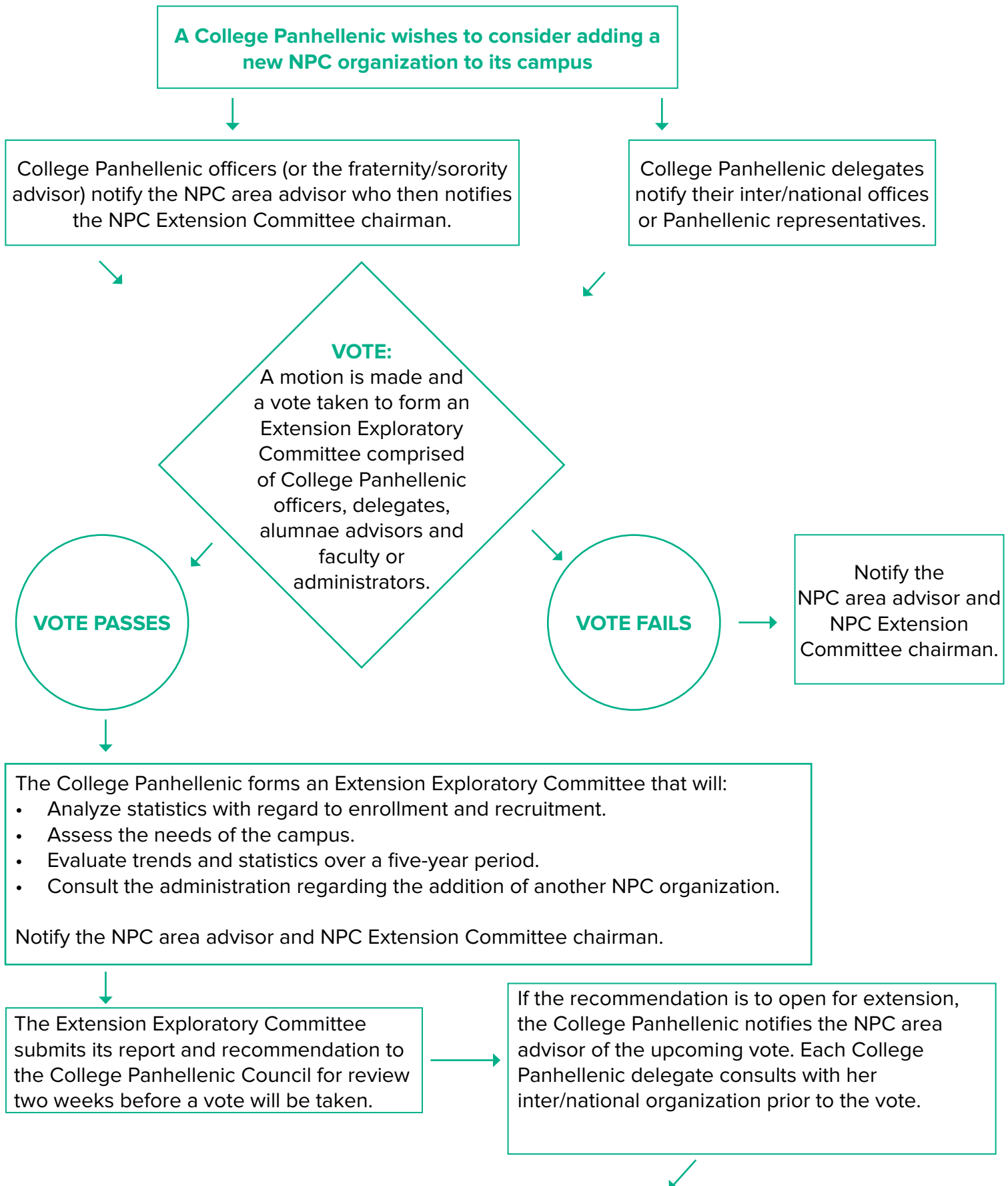
When a number of female students are unable to affiliate with the existing chapters, the College Panhellenic may wish to add another NPC organization. The College Panhellenic should consult with the NPC area advisor and the NPC Extension Committee chairman regarding the options.

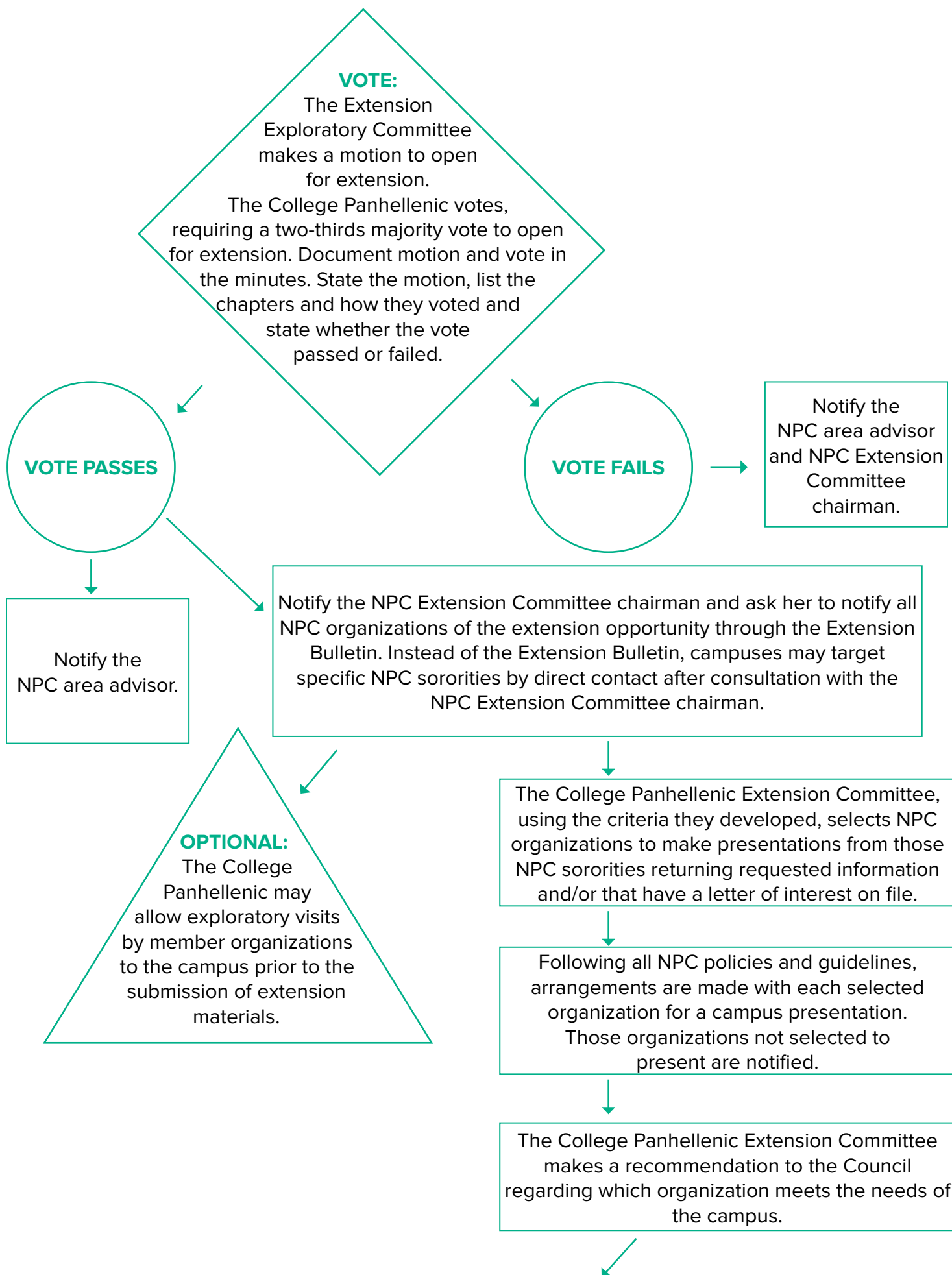
If the College Panhellenic makes the decision to research adding a chapter to the campus, the following steps should be taken:

1. The Panhellenic Council should vote on a motion to form an Extension Exploratory Committee.
2. If the vote passes, form an Extension Exploratory Committee comprised of College Panhellenic officers, chapter delegates, alumnae advisors and faculty or administration.
3. The committee should analyze statistics with regard to enrollment and recruitment, and assess the needs of the Panhellenic community. NPC recommends looking at trends and statistics over a five-year period.
4. The Extension Exploratory Committee consults the administration regarding the addition of another NPC sorority. The committee should compile an official report and include a recommendation as to whether to extend or not at this time. The report should be submitted to the College Panhellenic Council for review two weeks prior to the vote on extension.

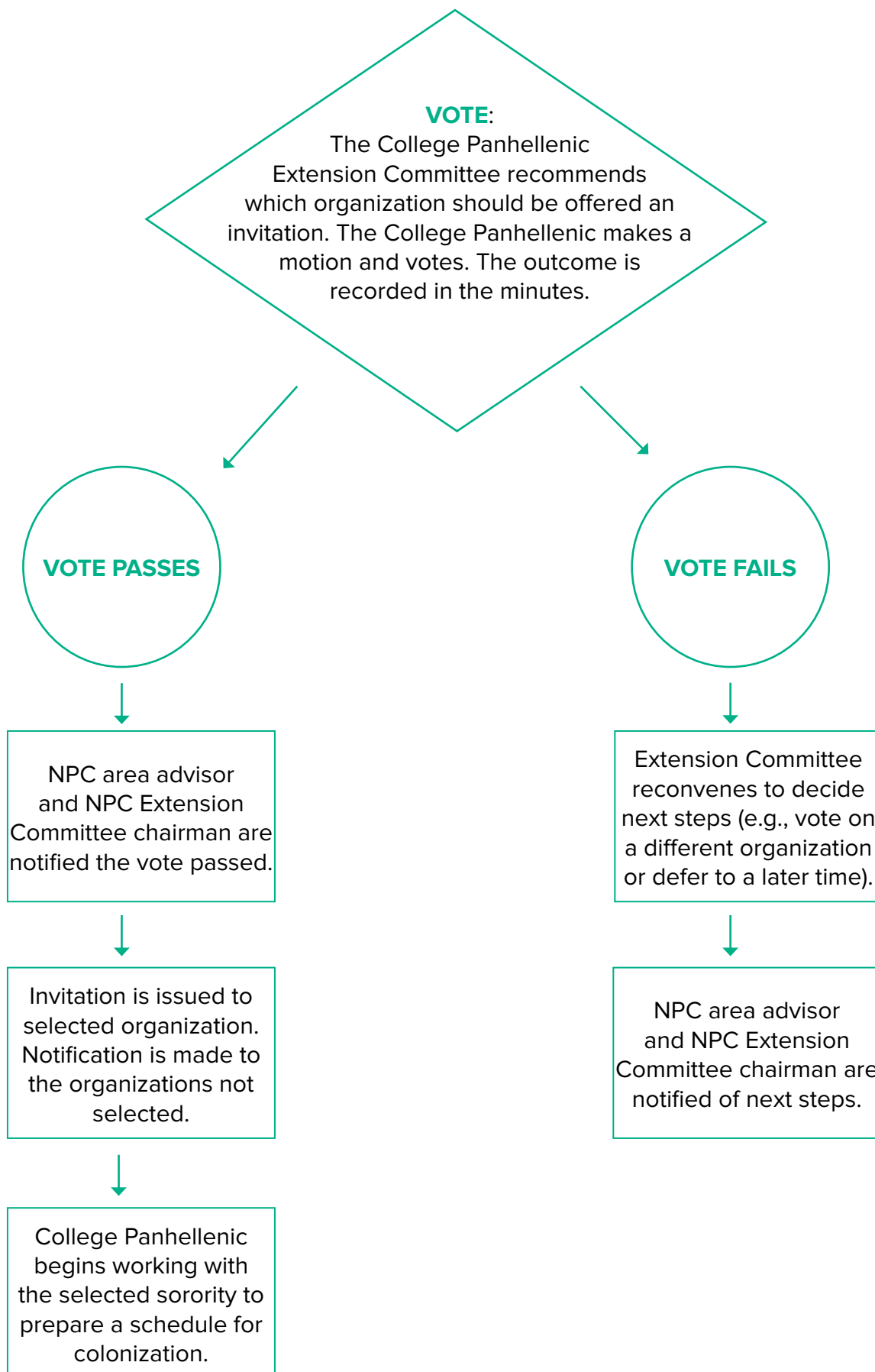
5. The Extension Exploratory Committee makes a motion to the College Panhellenic to open the campus for extension. If approved, the Panhellenic Council appoints a College Panhellenic Extension Committee. The committee should include a representative sample of the Panhellenic community including Panhellenic chapter members, alumnae members/advisors and administrators. Each NPC organization on campus should be represented on the committee, if feasible, by either a collegiate or alumna member.
6. The College Panhellenic contacts the NPC area advisor and the NPC Extension Committee chairman with the decision.
7. Consideration should be given to NPC sororities that:
  - A. Previously have had a chapter on the campus.
  - B. Have letters of interest on file with the administration and/or College Panhellenic.
  - C. Have been suggested by a local sorority if applicable. (Refer to the section Local Sororities.)
8. Panhellenic asks the NPC Extension Committee chairman to notify all NPC sororities of the extension opportunity and/or send a letter of introduction to NPC sororities to solicit interest in extension. The letter should include:
  - A. College/university information
    - i. Campus statistics for the past five years: undergraduate enrollment, number of female students, percentage living on campus, percentage commuting and percentage of in-state and out-of-state students
    - ii. College/university regulations regarding recognition of student groups
  - B. Panhellenic information
    - i. Reasons for desiring additional organization(s)
    - ii. List of chapters on campus, with dates of establishment and current size of each
    - iii. Membership recruitment data: total, quota, dates of membership recruitment, statistics for the past five years, current membership recruitment regulations and if the release figure methodology is used
  - C. Housing information
    - i. Current housing arrangements
      - a. Ownership — college/university, sorority, private
      - b. Capacity of existing chapter facilities
      - c. Current cost estimates for comparable housing
    - ii. Housing required of new organization and time limit for providing it
    - iii. Provision for temporary housing of new sorority
    - iv. Copy of NPC housing agreement, if one exists
  - D. Information requested of the NPC organization
  - E. An extension timeline, including dates for each phase of the extension process
9. The College Panhellenic Extension Committee selects organizations to make presentations from those NPC sororities returning requested information and/or that have a letter of interest on file.
10. Arrangements are made with each selected organization for a campus presentation. Presentations are to be scheduled for separate days.
11. Organizations not selected to present are notified.
12. After all presentations have been made, the College Panhellenic Extension Committee makes a recommendation to the College Panhellenic Council regarding which organization meets the needs of the campus. The council votes on the recommendation and issues an invitation. The College Panhellenic notifies the other organizations that made a presentation of the selection and thanks them for their participation.
13. The College Panhellenic immediately begins work with the selected sorority to prepare a schedule for colonization.

## Extension procedures flow chart









## Implementing RFM

*Implementing RFM on Campuses Opening for Extension Policy (2013):* Any campus with two or more chapters that is opening for extension must either be using the Release Figure Methodology (RFM) with priority recruitment or have voted affirmatively to implement RFM with priority recruitment as part of the primary recruitment process before voting to open for extension.

## Stacking policy

*Stacking Policy (2012, 2014, 2015, 2017):* NPC member organizations will not enter into stacking agreements with College Panhellenic Councils or host institutions. Stacking agreements have been used to invite two or more NPC member organizations to colonize on a campus over a defined time period during a single extension process.

## Exploratory visits

A College Panhellenic may decide to allow optional exploratory visits to campus by member organizations prior to the submission of extension materials. If the College Panhellenic decides to allow these visits, they are optional and for information-gathering purposes only. Exploratory visits will only involve campus administrators and should not include contact with any students, including Panhellenic officers. Participation in an exploratory visit should not be a factor or consideration in determining which member organizations are invited to campus to make an extension presentation; therefore, members of the College Panhellenic Extension Committee should not be informed about which organizations did and did not make an exploratory visit.

*Exploratory Visits Policy (2003):* Once the NPC Extension Committee has established that the proper authority has opened the campus for extension, the committee will verify whether NPC organizations not represented on the campus may conduct exploratory visits before presentations are made.

NPC member organizations receiving an independent notice of extension directly from a campus will contact the NPC Extension Committee, which will verify whether exploratory visits are authorized.

The NPC Extension Committee will inform the NPC member organizations whether exploratory visits will be permitted and will encourage the proper authority to include that information in any correspondence announcing the extension opportunity.

## Campus presentations

An extension presentation is an opportunity for an NPC member organization to showcase its sorority and to further explain organizational philosophy, values, programming, leadership opportunities, policies and colonization practices. A campus may choose to limit the number of organizational presenters or representatives attending the formal extension presentation. Organizational representatives may include inter/national staff members and volunteers, alumnae and collegiate members.

*Interested Sororities Policy (1998):* Only sorority informational material will be presented during the extension process to the College Panhellenic Association or to the local/interest group. All gifts and favors will be eliminated until an NPC member organization has been invited to colonize. There shall also be no promise of future gifts, grants or scholarships as part of the presentations made during the extension process.

*Campus Presentations Policy (2012)*: Inter/national and regional officers/volunteers, current NPC delegation members and headquarters staff members (including traveling staff members/consultants) from other NPC member organizations shall not be invited to nor attend another member organizations' presentation. Electronic videotaping, recording and sharing of presentations should not be allowed.

Participation on a College Panhellenic Extension Committee by an inter/national or regional volunteer or an NPC delegation member is discouraged. If desired, this should be approved in advance by the NPC Extension Committee.

## USE OF SOCIAL MEDIA

*Use of Social Media Policy (2014)*: NPC member organizations, collegiate and alumnae members of NPC sororities, and friends and supporters of NPC member organizations are prohibited from campaigning on behalf of an NPC organization(s) during exploratory visits, the extension application and the on-campus presentation process. Campaigning would include, but is not limited to, use of social media outlets. Therefore, asking members to lobby/leverage their alumnae or friends and/or flood the campus with social media communication supporting the selection of a specific sorority is inappropriate. It is appropriate to thank a campus/College Panhellenic but not further your own organization's interest.

Once an NPC organization is selected to colonize, the inter/national organization, collegiate and alumnae members of NPC organizations, and friends and supporters of NPC member organizations are encouraged to support the colonization of the new NPC member organization on social media in a tasteful manner.

### Examples of inappropriate communication

Example A: [Name of NPC organization] is presenting at [name of college/university] today to hopefully establish a new chapter there. Visit the Fraternity and Sorority Life Facebook page and let them know how wonderful [name of organization] is!

Example B: Had a wonderful presentation at [name of college/university]. Visit the [name of college/university] Facebook page and let them know how much you love [name of NPC organization].

### Examples of appropriate communication

It would be **appropriate use of social media** during exploratory visits, the extension application and the on-campus presentation process to thank the College Panhellenic Council:

Example A: Had a wonderful presentation at [name of college/university].

Example B: Thank you to the [name of college/university] College Panhellenic Council for a wonderful visit/presentation.

## LOCAL SORORITIES

- *Proper Authority Policy (2007)*: When issuing an invitation to an NPC member organization to colonize on a campus for the purpose of allowing NPC affiliation for a local sorority or interest group, the proper authority shall make the final determination as to which NPC member organization is invited to colonize, giving due consideration to the preference of the local sorority or interest group.
- *Contact With Local Sororities/Interest Groups Regarding Extension Education Policy (2003)*: NPC member organizations must inform interest groups, local groups or individuals that formal permission to pursue extension must be obtained from the proper authority as defined in Unanimous Agreement V. Agreement on Extension, and that until such permission has been granted, members of NPC sororities may have no further contact with the interest groups, local groups or individuals.
- Each College Panhellenic should have established criteria to be attained for a local sorority to become a member of Panhellenic and include the criteria in the Panhellenic bylaws.
- At such time as the local sorority has qualified for membership, the Panhellenic may consider opening the campus for extension.
- *Local Sororities or Interest Groups Policy (1994)*: No NPC member organization or individual member of an NPC member organization may initiate contact with the members of a local sorority or interest group involved in the affiliation process without documentation from the proper authority that the campus is open for extension.

## PANHELLENIC ASSISTANCE TO A COLONIZING GROUP

The College Panhellenic will need to supply positive support for the colonization and furnish ongoing assistance to the colony (new chapter) until it is at, or very near, total. In addition to the following, the College Panhellenic may contact the NPC Extension Committee chairman or the NPC area advisor for further suggestions.

### Membership

- Promote campus interest in the new organization's colonization through posters, fliers, distribution of promotional materials furnished by the inter/national sorority, newspaper announcements, websites, social media, discussions in residence halls and notification in the membership recruitment brochure of the pending colonization.
- Give the colonizing group a list of the Panhellenic governing documents and any campus/student organization materials.
- Provide the new organization with a list of names, addresses, telephone numbers and emails of unaffiliated women, particularly those who registered for membership recruitment but did not affiliate.
- Sponsor an open house for interested female students to meet the representatives of the colonizing sorority and to register for the colony membership recruitment.
- Exempt all women registering for colony membership recruitment from paying a membership recruitment fee.
- Provide sign-up tables for colony membership recruitment in strategic campus locations.
- Allow the colonizing group to invite collegiate members from another campus to perform membership recruitment events and activities.
- Provide the colonizing organization with copies of the colonization membership recruitment acceptance binding agreement for all women it invites to membership. See agreement in the Resource Information section of this manual.

## Facilities

- Provide the colonizing sorority with workspace on campus for use during the day and evening, with a desk, phone and Internet access.
- Help secure sites for membership recruitment events and new member ceremonies, such as the student center, fraternity or sorority houses, other campus facilities and private homes.
- Work with the administration to secure a meeting place for the new colony members and to arrange for members of the colony to be housed together in a residence hall or similar facility.
- Help find temporary lodging for collegians from other campuses who are present to help with colony membership recruitment and new member events.
- Provide a colony with any materials/organizational privileges that current chapters have on campus.

## Special courtesies

1. Allow the colonizing organization to recruit to total.
2. **Unanimous Agreements:** Each NPC sorority chapter has the right to use continuous open bidding (COB) to reach quota or its total allowable chapter size during the regular school year as defined by the school calendar. To accommodate a chapter colonization or to allow a chapter to build its membership, the College Panhellenic Council may vote to suspend COB for a period not to exceed three weeks. The start and end dates for the COB moratorium must be set by a vote of the College Panhellenic, preferably during the academic term prior to implementing the moratorium. The College Panhellenic should consider the need for chapters not at quota or total to have up to one week to fill vacant spaces through COB before the moratorium begins.
3. Furnish the colony with a complete dues and fees schedule for existing chapters, copies of recruitment rules and an official school calendar.
4. Consider delaying further extension for a specified period to allow the colony (new chapter) to stabilize.

## Panhellenic membership

Prior to being officially installed as a chapter, a colony is a provisional and nonvoting member of the College Panhellenic. After it has been chartered by its inter/national organization, the new chapter becomes a regular voting member of the College Panhellenic.

*Recolonization Policy* (1992, 2017): Recolonization is the process by which an NPC member organization returns to a host institution where it previously had an installed chapter. The invitation to recolonize comes from the College Panhellenic Council or the host institution.

The approval of the College Panhellenic Council or host institution is required for the recolonization of a chapter, regardless of the length of time a charter has been dormant.

*Recolonization Notification Policy* (2003, 2017): NPC member organizations will notify the NPC Extension Committee promptly when a defined plan for recolonization is submitted to and approved by the College Panhellenic or host institution.

## Establishing a new College Panhellenic

The chapter first installed on a campus shall take the initiative in organizing the College Panhellenic Association with the participation and involvement of other existing NPC sorority chapters on that campus. (Refer to College Panhellenic Organization section of this manual for further information.)



# **ALUMNAE PANHELLENIC ORGANIZATION**

A successful Alumnae Panhellenic must be clear in its purpose and be well-organized to achieve its mission and goals. This section reviews a variety of critical information for Alumnae Panhellenics including how to establish and operate an Alumnae Panhellenic.

# ALUMNAE PANTHELLENIC ORGANIZATION

## OVERVIEW

### 1. *Unanimous Agreements: Jurisdiction of Panhellenic Associations*

Panhellenic associations are based on democratic principles and organized to afford cooperation among the women's sororities. All chapters involved in the Panhellenic association, regardless of their membership class, must be women's-only organizations. Panhellenic members must respect and obey the letter and spirit of all NPC Unanimous Agreements. Panhellenic associations' governing documents must conform to all NPC Unanimous Agreements.

### 2. Alumnae Panhellenic Associations

- A. The administrative body of an Alumnae Panhellenic Association is an Alumnae Panhellenic Council.
- B. Alumnae Panhellenic Councils shall be composed of delegates selected by their organized alumnae groups; an individual may represent her sorority where there is no alumnae group.
- C. One vote shall be granted to each NPC member sorority represented in the Alumnae Panhellenic Association.
- D. Alumnae Panhellenic Associations shall not expel a member organization of any NPC sorority from its membership in the Alumnae Panhellenic Association.
- E. A re-established alumnae group shall take its place in rotation in the Alumnae Panhellenic Association according to the date of its re-establishment.

### Purpose

An Alumnae Panhellenic is a community-based organization, affiliated with the National Panhellenic Conference, whose membership is composed of representative alumnae from NPC member organizations. Alumnae Panhellenics exist to:

- Inform sorority women of current trends.
- Promote the sorority experience.
- Improve the Panhellenic image.
- Stimulate a continuing interest in Panhellenic involvement.

### Objectives

Alumnae Panhellenics have an important function in informing the public about the value of the sorority experience and updating members on matters of interest. This function is best carried out when alumnae of all NPC member organizations are represented in an Alumnae Panhellenic. Any alumna of an NPC sorority is eligible to represent her organization if she meets its qualifications. NPC recognizes the stabilizing force of Alumnae Panhellenics and appreciates their excellent and varied contributions to local communities and the purpose of NPC member organizations.

Alumnae Panhellenics set up their own organizations and carry out programs in line with the needs and interests of their community. Fostered by NPC, well-informed Alumnae Panhellenics enhance the sorority community through scholarship awards, annual educational and informational events for potential new members, philanthropic projects, community service and civic leadership. If located in a college or university community, an Alumnae Panhellenic can give valuable support to a College Panhellenic when asked. Alumnae Panhellenics range from a group of Panhellenic alumnae meeting regularly for social gatherings to fully structured organizations that promote annual scholarships, participate in fundraising and perform community service and philanthropic activities.



## **NPC affiliation**

Affiliation with NPC entitles a local group of NPC sorority alumnae to use the name “Panhellenic” and benefit from NPC recognition and participation.

NPC affiliation provides Alumnae Panhellenics continuing contact with sorority affairs, information on current developments of importance to all sorority members, data on problems and ways for resolving them, suggestions for programs, guidance in sorority education and a means of exchanging ideas on matters of common interest. Based on NPC policies, Alumnae Panhellenics establish their own organizations and carry out programs in line with their special interests or situations. If located near a campus community, an Alumnae Panhellenic can give valuable support to a College Panhellenic if asked and should be willing to do so.

## **Minimum requirements**

NPC recognizes Alumnae Panhellenics vary greatly in size and activity-level. These are the minimum requirements. An Alumnae Panhellenic shall:

- Provide a current copy of its bylaws to the NPC office and NPC area coordinator.
- Submit the NPC Alumnae Panhellenic annual report and officer roster by the due date.\*
- Submit annual dues to the NPC office.
- Comply with all NPC Unanimous Agreements.
- Hold at least two meetings each year for all Alumnae Panhellenic association members, with an Executive Committee conducting necessary business meetings at other times.

\*Note: Alumnae Panhellenic reports, officer rosters and other documents such as meeting minutes can be submitted via the NPC website.

## **Membership**

Alumnae Panhellenic membership varies based on the purpose of the association. Some Alumnae Panhellenics only have members with the executive board and delegates of alumnae from NPC member organizations. Other Alumnae Panhellenics have the governing structure but open membership to any sorority woman for participation in Alumnae Panhellenic functions such as fundraising, luncheons and community service. As such, the number of members in Alumnae Panhellenics is dependent on the membership as outlined in their individual governing documents.

### **Alumnae Chapters in Alumnae Panhellenics – POLICY**

If an organization of NPC sorority alumnae chapter or club exists, membership in the Alumnae Panhellenic is usually to a set number of representatives.

### **Alumnae Panhellenic Representatives (1953, 1983, 1985) – POLICY**

Alumnae Panhellenics shall only be composed of representatives of NPC member sororities' alumnae chapters, clubs and/or individual alumnae members. These Alumnae Panhellenics receive educational and informational services of NPC through payment of annual dues. Only Alumnae Panhellenics paying annual dues may use the word “Panhellenic” to designate the name of their organizations.

### **Individual Members (1971) – POLICY**

Representatives of NPC member sororities, not having organized alumnae chapters or clubs in their area may not be excluded from membership in the Alumnae Panhellenic. She may retain individual membership status only until her sorority forms an alumnae chapter or club in the area. The Alumnae Panhellenic should not place unreasonable financial responsibility on any individual member.

## Membership Representatives (1963) – POLICY

Any member of an NPC sorority is eligible to represent her sorority to an Alumnae Panhellenic.

## Participation (1993) – POLICY

The delegate to an Alumnae Panhellenic may be either a representative of an alumnae group or an individual member if no alumnae group exists. In either case, the delegate has one vote and the right to hold office.

## Right to Membership (1961) – POLICY

Alumnae Panhellenics do not have the right to deny membership in the Alumnae Panhellenic to any sorority as a penalty for infraction of any of the rules of Alumnae Panhellenics.

## Organization

Each Alumnae Panhellenic establishes its own bylaws and standing rules within the framework provided by the NPC Manual of Information. The Unanimous Agreements must be honored as part of these governing documents. An effective Alumnae Panhellenic also adopts regulations that carry out NPC policies and procedures. Annual dues-paying Alumnae Panhellenics receive services and resources from NPC.

An Alumnae Panhellenic is a forum and voting body. To be influential, it must operate with professionalism and integrity. An Alumnae Panhellenic Council functions most effectively when the delegates of its member organizations know proper Panhellenic procedures and are dedicated to working together in harmony and cooperation.

## Representatives

Individual alumnae chapters and the Panhellenic community as a whole benefit when for each chapter selects its best-qualified members as delegate to the Alumnae Panhellenic.

## Ethics

Sorority women working together serve as role models. They encourage their members to be law-abiding citizens, mindful of others' rights and dedicated to representing and upholding the principles espoused by every member organization.

## STARTING AN ALUMNAE PANHELLENIC

To be recognized by NPC as an affiliated Alumnae Panhellenic, these steps are necessary:

- Contact the NPC office who will gather contact information to give to the Alumnae Panhellenics Committee chairman.
- Alumnae Panhellenics Committee will work with the proposed Alumnae Panhellenic to draft governing documents, conduct a search for local alumnae through NPC member organizations in the proposed Alumnae Panhellenic area, and help the Alumnae Panhellenic establish financial procedures like applying for an IRS Employer Identification Number (EIN).
- Upon approval of bylaws and a vote to affiliate with the National Panhellenic Conference, the prospective Alumnae Panhellenic sends the NPC office a copy of the bylaws, a copy of the official application for affiliation and payment for NPC annual dues.
- The NPC office sends the new Alumnae Panhellenic the Alumnae Panhellenic charter and provides a login and password to the NPC website for more resources and information.

## ALUMNAE PANTHELLENIC OFFICERS

NPC recommends Alumnae Panhellenics have four officers: president, vice president, secretary and treasurer. One year is the recommended term of office. However, the number of officers and the term may be decided by each Alumnae Panhellenic and documented in the local bylaws. Officers should be elected or rotated in the spring for more efficient program planning.

NPC strongly recommends an Alumnae Panhellenic rotate officers on a regular basis to avoid control by any one member organization. The rotation order is stated in the bylaws. If an Alumnae Panhellenic decides to elect officers, provisions for a Nominating Committee must be included in the bylaws.

### Officer duties

Officer duties are those usually performed by such officers, plus:

The president shall:

- Preside at all meetings of the Alumnae Panhellenic Association.
- Preside at all meetings of the Executive Board, if one exists.
- Serve as an ex-officio member of all Alumnae Panhellenic Association committees, except for the Nominating Committee, if one exists.
- Appoint all committees subject to the approval of the Executive Board, if one exists, except where otherwise provided in these bylaws.
- NOTE: If the Executive Board does not exist, then replace with “approval of the voting body.”
- Establish a job description for each officer.
- Maintain the official files of the association.
- Review the bylaws.
- Submit all reports, updated bylaws, meeting minutes and officer rosters to the NPC office and the NPC area coordinator.
- Maintain consistent communication with the NPC area coordinator.

The vice president shall:

- Perform the duties of the president in the event of the president’s absence or inability to act.
- Serve as an ex-officio member of all committees except the Nominating Committee, if one exists.
- Perform all other duties as assigned.

The secretary shall:

- Keep an accurate roll of the members of the Alumnae Panhellenic Association.
- Record minutes of all association and Executive Board meetings, if an Executive Board exists.
- Arrange for proper notice of all meetings.
- Prepare a directory, for the succeeding administration and send a copy to the NPC area coordinator.
- Send a copy of any proposed amendment to the bylaws to the NPC area coordinator for her review and comment prior to a vote.
- Send copies of minutes to the NPC area coordinator and upload them to the NPC website.
- Perform all other duties as assigned.

The treasurer shall:

- Supervise the finances of the Alumnae Panhellenic Association.
- Prepare the annual budget.
- Receive all payments due to the Alumnae Panhellenic Association, collect all dues and give receipts.
- Maintain current financial records, and give a financial report at each regular meeting of the association and an annual report at the close of her term of office.
- Submit dues as invoiced by the NPC office.
- Perform all other duties as assigned.

### **Standing and special committees**

The standing committees of the Alumnae Panhellenic Association shall be listed in the bylaws. Standing committees will vary based on need of the association; the number of committees required depends on the size of the Alumnae Panhellenic. Some standing committees helpful to Alumnae Panhellenics are bylaws, membership, programming, scholarship, publicity and philanthropy/community service. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

The president or Executive Board, as defined in the Alumnae Panhellenic bylaws, shall appoint members and chairmen of all standing and special committees, except as provided otherwise in the bylaws, and in making these appointments, recognize fair representation from all member sororities as much as possible. The president and vice president shall be ex-officio members of all committees except the Nominating Committee.

Only delegates of sororities with regular or individual membership in the Alumnae Panhellenic Association may serve as chairmen of standing or special committees. Delegates and alternates of sororities holding regular, associate, provisional or individual membership may serve on committees.

Each appointed officer and/or standing committee chairman should have documents that contain the job description and suggestions for implementing her duties, together with copies of reports and resolutions adopted by NPC relating to her office. Each officer should include suggestions for her successor. Frequent meetings with the executive board will help appointed officers be more knowledgeable and efficient.

### **NPC ALUMNAE PANHELLENICS COMMITTEE**

The NPC Alumnae Panhellenics Committee is a special committee composed of NPC delegation members. It is responsible for directing the organization of Alumnae Panhellenics and providing guidance in programming and sorority education. From the members of this committee, the NPC Executive Committee designates a chairman and area coordinators to guide Alumnae Panhellenics in specified geographical areas.

#### **Area coordinator**

The area coordinator is an NPC delegation member. In most cases, she has had years of experience working with her own organization and with NPC. As a member of the NPC Alumnae Panhellenics Committee, she attends relevant NPC meetings and gathers new ideas to support Alumnae Panhellenics. The area coordinator corresponds with her assigned Alumnae Panhellenics and sends information of special interest regarding campus trends, College Panhellenic activities, changes in College Panhellenic and Alumnae Panhellenic procedures and ideas for programming.

The area coordinator receives the Alumnae Panhellenics' annual reports, officer rosters and any dissolution requests with supporting documentation.

### **Panhellenic support specialist**

Panhellenic support specialists are full-time paid NPC staff members. One of these specialists serves the NPC Alumnae Panhellenics Committee and provides ongoing, consistent support to Alumnae Panhellenics and their volunteers. The Panhellenic support specialist can answer questions, assist with completing reports and share the variety of resources available to all Alumnae Panhellenics.

## **ALUMNAE PANTHELLENIC PROGRAMS**

Alumnae Panhellenics provide a wealth of programming for their member organizations as well as the community in general. Proper program planning and a well-balanced year-round program calendar are two important components of educational efforts. This section provides information on NPC suggested programming.

### **Sorority Recruitment Information Events**

Alumnae Panhellenics may host recruitment information events for potential new members. Alumnae Panhellenics and individual alumnae are bound by all College Panhellenic membership recruitment rules. NPC requires Alumnae and College Panhellenics engage only in cooperative Panhellenic membership recruitment events during the summer months. These events replace individual sorority hosted events and are to emphasize information on all 26 NPC member organizations, with invitations extended to all female students planning to attend a four-year college or university. Please refer to the Sorority Recruitment Information Events – Event Guide and accompanying tools available on the NPC website when planning a sorority recruitment information event.

Alumnae Panhellenics can sponsor these Panhellenic events and solicit the help of undergraduate sorority members who are at home for the summer.

The event format may include samples of sorority magazines and displays of NPC member organizations' badges, flowers, colors and philanthropic projects. All items must represent all 26 NPC member organizations. NPC brochures on sorority membership, information about area College Panhellenic recruitment schedules and an NPC video promoting NPC membership are all program possibilities.

An Alumnae Panhellenic recruitment information form may be used to collect and disseminate basic information about potential new members. This information comprises the Alumnae Panhellenic master file to be available to all 26 NPC member organizations.

#### **Recruitment Information Form (1993) – Best Practice**

- The membership recruitment information form may include only the following information:
- Name
- Home and school addresses
- High school and college attended
- GPA (high school and college)
- Date of birth
- Parents' names
- Interests, activities and honors
- Signed and dated permission to release the information

If held during the school year, Alumnae Panhellenics can sponsor Panhellenic information programs as part of orientation for high school students. Information is general in nature, promoting NPC sorority membership and encouraging the young women to consider sorority membership when making higher education plans.

#### Recruitment Information Events (1993) – Best Practice

When there is an Alumnae Panhellenic in the area, the Alumnae Panhellenic is responsible for organizing membership recruitment information events. When there is no Alumnae Panhellenic in an area, membership recruitment information events may be organized by representatives from a minimum of two NPC organizations, with all efforts being made to include as many NPC sororities as possible.

- These events **must** represent all 26 NPC member organizations.
- Alumnae Panhellenics **must not** charge a fee, encourage providing gifts or require submitting information forms in order for participants to attend an event.
- It is **not necessary** to attend a sorority recruitment information event or register with an Alumnae Panhellenic to participate in membership recruitment on a campus.
- These events are to promote the benefits of joining a sorority and messaging should be **values-based**.

These events must represent all 26 NPC member organizations.

An Alumnae Panhellenic must not charge a potential new member a fee or encourage her to provide gifts to attend a membership recruitment information event or to submit information for a recruitment information form. Further, it is not necessary for a potential new member to attend a membership recruitment information event or to register with an Alumnae Panhellenic to participate in membership recruitment on a campus.

#### Assistance to College Panhellenics and fraternity/sorority advisors

An Alumnae Panhellenic can be a vital resource for College Panhellenic communities as another example of life-long sorority membership. While Alumnae Panhellenics do not directly network with College Panhellenics, there can be opportunities for interaction. Any invitation to support in College Panhellenic recruitment or speak to the undergraduate sorority community is at their invitation. Below are ways to foster a relationship with local College Panhellenics and create a culture of support.

Get to know the fraternity/sorority advisors from campuses in your area:

- Invite the fraternity/sorority advisor to your meeting to speak about the College Panhellenic campus trends/recruitment/collegiate women today.
- Honor him or her with a certificate of appreciation.
- Use him or her as an educational resource for your group.
- Offer your services for membership recruitment, special events, etc., and help identify advisors for chapters from your member organizations.
- Consider sending the College Panhellenic and fraternity/sorority advisor periodic updates about your Alumnae Panhellenic, such as a newsletter.

Get to know the College Panhellenic:

- Invite the College Panhellenic Executive Board to an Alumnae Panhellenic meeting.
- Ask College Panhellenic Executive Board members to speak about the College Panhellenic calendar for the year so your members know what the collegians are doing on campus and if there are opportunities to be supportive.

- Offer support in the areas of recruitment, community projects, advisors and mentoring (if requested).
- Provide financial support:
  - Sponsor Panhellenic members and/or the fraternity/sorority advisor to attend the NPC College Panhellenic Academy or a regional fraternity/sorority leadership conference.
  - Provide an Alumnae Panhellenic scholarship and promote this scholarship to the College Panhellenic and the campus Panhellenic community.

## ALUMNAE PANHellenic SCHOLARSHIP PROGRAMS

Many Alumnae Panhellenics award scholarships to deserving female high school graduates, undergraduate members of NPC sororities and/or alumnae returning to graduate school. As the costs of a college education continue to increase, NPC encourages Alumnae Panhellenics to put an emphasis on scholarship in their annual programming efforts.

Alumnae Panhellenics undertake fundraising activities for scholarship programs that pull together Panhellenic women in support of education. Before starting an Alumnae Panhellenic scholarship program, it is wise to consult with an attorney to be sure that all legal stipulations are followed.

Criteria to consider for Alumnae Panhellenic scholarship applicants:

- Student academic levels — decide if the award will be for high school seniors, undergraduate and/or graduate students
- Location — decide if applicants should be limited to primary residence in the Alumnae Panhellenic area or if applicants should be attending specific campuses
- Scholastic achievement — determine the scholastic requirements of applicants, such as grade point average, extracurricular activities, etc.

### Scholarships - POLICY

A condition of awarding scholarship monies to graduating high school women cannot be that they participate in recruitment, pledging and subsequent initiation into an NPC member sorority.

### Scholarship Awards (2018) – BEST PRACTICE

Alumnae Panhellenics awarding scholarships should supply the funds directly to the institution of higher education and not to the student.

### Scholarship Awards Attendance (2018) – BEST PRACTICE

A condition of awarding scholarship monies to women should not be attendance at an Alumnae Panhellenic function.

## Merit-based versus need-based scholarships

NPC encourages Alumnae Panhellenics to provide merit-based scholarships as opposed to need-based ones, as NPC cannot guarantee all Alumnae Panhellenics take the proper precautions to safeguard private and confidential tax information.

If the Alumnae Panhellenic offers a need-based scholarship, the following policy must be followed:

### Scholarship Requirements (2018) – POLICY

Alumnae Panhellenics must not ask scholarship applicants for personal/family financial information.



In addition, NPC recommends the following best practice for Alumnae Panhellenics to determine financial need:

#### **Need-Based Scholarships (2018) – BEST PRACTICE**

Alumnae Panhellenics offering need-based scholarships should use the Expected Family Contribution (EFC) calculated by the U.S. Department of Education's Office of Federal Student Aid when determining student need for need-based scholarships. Alumnae Panhellenics should ask scholarship applicants to submit a copy of the current year's Student Aid Report from the Department of Education.

#### **Transcript submission requirement**

With consideration to the rising cost of education, NPC is mindful of the extra financial burden students may take on in applying for scholarships, including the costs associated with providing official high school and college/university transcripts. As such, applicants should have the option of providing unofficial transcripts as part of their application. Once selected as a scholarship winner, an applicant can then provide an official transcript if necessary. Submitting unofficial transcripts can also expedite the completion of application packets that are not dependent on mailing official transcripts to the Alumnae Panhellenic.

Alumnae Panhellenics should also be mindful to safeguard any private and confidential student information that may be printed on an academic transcript.

#### **Presenting scholarships**

Scholarships and fundraising come with legal stipulations and tax concerns. Scholarship award fund payments should be sent directly to the campus and credited to the student's tuition account. This will save the student from having to claim the scholarship award as income to the IRS, which she will have to do if she is awarded the funds directly. A certificate or mock check can be presented to the award winner during a recognition event as applicable.

Suggestions for enhancing your Panhellenic scholarship program:

- Make the application form simple and easily accessible.
- Set up an email account specifically for the scholarship to which applications can be submitted.
- Send information on the undergraduate/graduate scholarship(s) to the fraternity/sorority advisors on campuses within the area of the Alumnae Panhellenic.
- If offering scholarships to high school seniors, provide information to the appropriate high school staff (e.g., high school counselors, principals, etc.).
- Send a news release to local media about your scholarship and the recipient(s).
- Provide a venue for presenting the scholarship. If your Alumnae Panhellenic cannot host an event, consider presenting the award at an Alumnae Panhellenic meeting, a campus' awards program, a chapter's scholarship dinner, or a high school honors program.



## RESOURCE INFORMATION

This section highlights general resources and information on a variety of topics for College and Alumnae Panhellenics.

In addition, a number of forms and templates for College and Alumnae Panhellenics are available on the NPC website in the Resources section.

## RESOURCE INFORMATION

### INSTALLATION CEREMONY FOR A NEW COLLEGE PANHELLENIC

When a new College Panhellenic is formed and meets all criteria necessary to be officially recognized by NPC, the following script can be used in a ceremony celebrating this accomplishment. Recommended attendees include all members of the new College Panhellenic, sorority advisors, leaders from other fraternity/sorority life councils, faculty and administration.

For the recitation of the Panhellenic Creed, you will want to have a printed program or project the Creed so everyone can read it aloud.

Installing officer:

We are gathered here today for the purpose of officially recognizing and installing the [name of institution] College Panhellenic Association. The National Panhellenic Conference member organizations chartered at [name of institution] have met all the requirements established by the National Panhellenic Conference and have fully qualified to become a recognized College Panhellenic Association. They have written and approved bylaws, a membership recruitment program and rules governing membership recruitment, all of which are in accordance with the NPC Unanimous Agreements.

The operations of the National Panhellenic Conference and its College Panhellenic Associations are based on a spirit of unity and friendship. National Panhellenic Conference member organizations were founded on ideals that dedicate their members to learning, service, honor and respectability in all relationships, and a belief that deep friendships and high endeavors are fostered most effectively through the cooperation of all member sororities.

In this installation service, it is fitting that we read the Panhellenic Creed and that each sorority woman silently dedicates herself to the fulfillment of it. In unison, please repeat the Panhellenic Creed with me:

*[not said]* **Unanimous Agreement I. The Panhellenic Creed**

*[said in unison]* We, as Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

Installing officer continues:

It is now my privilege and pleasure as the installing officer to present to [president's name], the first president of the [name of institution] College Panhellenic Association, this letter from [Panhellenics chairman's name] the Panhellenics chairman of the National Panhellenic Conference, officially chartering the [name of institution] College Panhellenic Association as a recognized College Panhellenic Association. [Present letter.]

Next, I would like to present you with the National Panhellenic Conference certificate of recognition.  
[Present certificate.]

I now declare the [name of institution] College Panhellenic Association duly recognized and installed with all the accompanying rights, privileges and responsibilities.

## INSTALLATION CEREMONY FOR COLLEGE PANHELLENIC OFFICERS

When new officers are selected for the College Panhellenic, the following script can be used for their installation.

[The installing officer is usually the outgoing president.]

Installing officer:

Will the outgoing officers please stand? To you, we say thank you for the many contributions that you have made during your term of office. You can enjoy the satisfaction of knowing you fulfilled your responsibilities well and, by doing so, won our respect and esteem. We wish you all the best and ask your continued interest and support of the [name of institution] College Panhellenic Association and its activities.

Will the newly elected and appointed officers please come forward and stand to my left and right?  
[Call the names of president, vice president(s), secretary, treasurer and membership recruitment chairman and indicate they should stand to the right. Call the names of the other officers, if applicable, and indicate they should stand to the left.] [May insert officer titles adopted by the College Panhellenic Association in its bylaws.]

Installing officer to all:

You have been chosen by the College Panhellenic Association of [name of institution] to lead the Panhellenic on our campus during the next year. This is an honor and a privilege granted to you because of your outstanding qualifications and your loyalty to your sorority and the concept of Panhellenic. During the coming year, it will be yours to serve willingly, to lead with sensitivity, to judge fairly and to work in harmony with your fellow officers and with the chapter delegates in a spirit of cooperation and friendship. Be sensitive to the wishes and needs of the Panhellenic members. Set goals and priorities by which you can achieve your objectives.

Installing officer to president:

Do you, [name of new president], promise, on your honor, to carry out to the best of your ability the duties of the president, to hold the welfare of the [name of institution] College Panhellenic Association as your goal at all times and to work in harmony with your fellow officers? [Pause for her response.] As president of a recognized NPC College Panhellenic Association, you are charged with knowing and abiding by the Unanimous Agreements of the National Panhellenic Conference. Do you accept this charge? [President responds.]

Installing officer to vice president(s) or appropriate title:

Do you, [name of new vice president], accept willingly the office of vice president of [title], to serve as an assistant to the president and in her absence assume her duties, and do you agree to fulfill other duties that may be assigned to you during your term of office? [Vice president(s) responds.]

Installing officer to secretary or appropriate title:

The secretary [or appropriate title] is the main communicator between the College Panhellenic Association and chapters on our campus, the fraternity/sorority advisor and the National Panhellenic Conference area advisor. It is the duty of the secretary [or appropriate title] to keep minutes in an orderly and concise manner and to distribute them as required. Do you pledge yourself to perform these duties to the best of your ability? [Secretary responds.]

Installing officer to treasurer or appropriate title:

Timely and accurate performance of duty is the responsibility of the treasurer [or appropriate title]. The reputation of our College Panhellenic Association in the community depends on responsible financial management. Do you promise to fulfill the duties of treasurer [or appropriate title] to the best of your ability? [Treasurer responds.]

Installing officer to membership recruitment chairman:

The position of membership recruitment chairman is one of the most important offices in the College Panhellenic Association. Your management of the membership recruitment program will in large part determine the growth and development of our Panhellenic community. It is your responsibility to act with fairness toward all member organizations at all times and to ensure confidentiality within the membership recruitment process. Do you promise to discharge the duties of this office to the best of your ability? [Membership recruitment chairman responds.]

Installing officer turns to the left and addresses the remaining officers [name all officers by title]:

By selecting you for positions of leadership, your College Panhellenic sisters have shown their confidence in you. To ensure the continuing progress of our Panhellenic Association, you are expected to develop and coordinate all Panhellenic programs for the coming year. Are you willing to accept these responsibilities? [Remaining officers respond.]

Installing officer to entire group:

Those of you who are the elected delegates and alternate delegates of the member organizations of this College Panhellenic Association bear an important responsibility: that of fulfilling your own obligations as representatives of your chapters. You are expected to participate in and support Panhellenic activities, communicate information to your chapter sisters and serve on committees and in appointed offices as required. Remember the ideals of the Panhellenic Creed as you strive together to further the interests of the College Panhellenic Association on our campus and in our community.

To pledge our support of these newly elected officers, let us together recite the Panhellenic Creed. [Lead the group in the Creed, reading phrases and allowing the group to repeat them until the Creed is completed.]

I now declare the College Panhellenic Association officers duly installed. With mutual respect and cooperation among all delegates, may this College Panhellenic continue to give loyal service to the chapters of [name of institution] and the community.

## CAMPUS CONCERNS REVIEW PROCESS

NPC reviews documents, policies and actions taken by institutions of higher education that infringe upon the rights of private member organizations. These actions may include the campus creating new documents such as standards, expectations, relationship agreements, assessments, accreditations, etc. It may also include actions and policies taken by the institution to limit or stop the association of students with each other or NPC member organizations.

If applicable, the NPC professional staff works with campus administrators to discuss such documents/policies/activities and to effect change based on the NPC position statements, policies and best practices. As part of this work, the NPC professional staff will liaise with all NPC member organizations with chapters on the campus to provide updates and gather feedback.

Actions that infringe upon the rights of our private member organizations include:

### 1. Prohibition on membership in single-sex organizations

Title IX of the Education Amendments of 1972 prohibits institutions of higher education from discriminating on the basis of sex; however, it does provide an exception for the membership practices of social fraternities and sororities. Campuses should not enact policies or practices that force our member organizations to become co-ed and/or take adverse actions against students who want to be members of women's only organizations.

### 2. Required non-discrimination language

In an effort to create cohesive communities, campuses have been requiring student organizations to include non-discrimination policy language in registered student organization governing documents. NPC member organizations do not discriminate in membership selection on any basis prohibited by law. However, non-discrimination statements, if required, should include a carve out in language about the exception institutions of higher education are given for social fraternal organizations to discriminate on sex as allowed by Title IX of the Education Amendments of 1972.

### 3. Organizational due process

Mass suspension of fraternity/sorority communities on a variety of campuses is another trend that limits the rights of students to freely associate. Institutions have used allegations of crime or misconduct against an individual member or a group of members of a student organization as rationale to suspend activities for the entire organization/community in which the accused student or group of students is a member. The operation of fraternity and sorority communities should not be restricted in instances when a member or members of one organization violated the rules.

### 4. Time, place and manner restrictions on recruitment

Campuses should not seek to impose punitive measures against fraternities and sororities or restrict the rights of student members to recruit new members when they do not impose the same limitations on other student organizations or athletic teams. In particular, NPC is concerned about the growing trend among institutions to limit the ability of sororities to recruit first-semester or first-year students.

### 5. Naming volunteers as campus security authorities (CSAs) or mandated reporters (MRs)

NPC member organizations oppose the designation of sorority alumnae volunteers and sorority employees as CSAs and/or MRs. Classifying sorority alumnae volunteers as CSAs/MRs significantly changes the dynamics of the relationship between them and collegiate members.

## **6. Request for internal chapter documents**

Campuses are increasingly requiring chapters to share internal chapter programs for administrator approval or internal chapter conduct records for administrator review based on claims of concern for campus safety. As private organizations, these types of documents—conduct records, in particular—are protected.

## **7. Insurance concerns (to be communicated with NPC insurance provider and the NPC office)**

In partnership with the NPC insurance provider, documents such as contracts, campus relationship/recognition agreements and housing concerns will be reviewed for details such as contractual risk transfer mechanisms and coverage requirements. These include hold harmless statements, indemnification and other insurance requirements for chapter and housing concerns.

## **HOUSING POLICIES AND PROCEDURES**

The National Panhellenic Conference has a University Housing Initiatives Committee that has been in place since 2010. The role of the committee is to cooperate with college and university administrators in communicating about developing housing plans for sorority chapters.

NPC is interested in the establishment of:

- A specific housing plan.
- Housing that will contribute to a useful, healthy and happy living experience for the sorority chapters.
- Some degree of similarity and equality to eliminate competition on a material basis.

Housing policies

1. NPC member organizations are to confer with the NPC University Housing Initiatives Committee and the NPC office in these instances:
  - A. Campuses that are opening for the first time to NPC member organizations.
  - B. Campuses without an established housing program that are considering the adoption of one for the first time.
  - C. Campuses that have a program or agreement that is deemed advisable to change.
2. Any NPC member organization contemplating action in regard to housing on any campus falling in one of the above categories is to notify the other organizations involved and the University Housing Initiatives Committee. The University Housing Initiatives Committee will then act as a clearing agency to formulate a satisfactory plan.

### **Housing procedures on campuses newly opened to NPC sororities**

The first NPC sorority planning to charter on a campus should consult with college/university administrators regarding existing and/or planned housing policies. The NPC delegate of the first organization will then notify the University Housing Initiatives Committee and the NPC office, which acknowledges the information and publishes it in the housing database.

As soon as a second NPC sorority has chartered a chapter, the NPC delegate of the first installing sorority becomes responsible for contacting the NPC delegate of the second sorority. Together, with the cooperation of the University Housing Initiatives Committee and the NPC office, by correspondence or at a meeting, they develop a housing agreement pertinent to the campus situation.



When a new campus is opened to NPC sororities and several chapters are installed on the same date, the first sorority chapter in alphabetical sequence is responsible for initiating a housing agreement pertinent to the campus, in consultation with the NPC office.

### General procedures for housing agreements

A housing agreement is passed and amended by a majority affirmative vote of all the NPC sororities with chapters on that campus, and all of the NPC sororities on campus are ethically bound by this agreement. However, should a housing agreement be passed by less than a unanimous vote, the agreement is limited to the next two consecutive NPC bienniums.

A housing agreement is drawn for the current or ensuing NPC biennium, with action to be taken at the close of the biennium to amend or terminate the agreement. Housing agreements are signed either by the inter/national president or the NPC delegate or both, and they are witnessed by the University Housing Initiatives Committee.

NPC posts copies of the agreement to the NPC website and sends copies to the proper college/university authority on housing. Copies of housing agreements are also sent to the NPC Executive Committee. Where an agreement already exists, any additional sorority chartering a chapter on the campus shall abide by the agreement for the current NPC biennium.

Housing agreements may be opened for review during the biennium at the request of any NPC sorority on that campus. Implementation of all housing agreements is carried out under the direction of the NPC office. Any action by the sororities concerned is official only when cleared through the NPC office.

Unless the NPC office is notified a signatory desires a review of a specific housing agreement at least three months preceding the opening date of an NPC annual meeting, agreements will be renewed automatically and be in force at the conclusion of the NPC meeting.

## INTERFRATERNAL ORGANIZATIONS

Following the establishment of the National Panhellenic Conference in 1902, other interfraternity organizations were formed. In addition to NPC, well-known fraternal organizations serving college students include:

**National Asian Pacific Islander Desi American Panhellenic Association:** NAPA is an association of 18 collegiate member fraternities and sororities with an interest in culture and serving the APIDA community. Founded in 2004, NAPA provides a forum to share ideas and resources within its members and supports the development of positive relations through open communication with interfraternal partners.

**National Association of Latino Fraternal Organizations Inc.:** NALFO is an umbrella organization for Latino Greek-letter organizations. It was established in 1998 to promote and foster positive interfraternal relations, communication, and development of all Latino fraternal organizations through mutual respect, leadership, honesty, professionalism and education.

**National Multicultural Greek Council Inc.:** NMGC is an umbrella council for a coalition of Multicultural Greek-letter organizations (MGLOs) established in 1998. The purpose of NMGC is to provide a forum that allows for the free exchange of ideas, programs and services between its constituent fraternities and sororities; to promote the awareness of multicultural diversity within collegiate institutions, their surrounding communities and the greater community-at-large, and to support and promote the works of its member organizations.

**National Pan-Hellenic Council Inc.:** NPHC was organized in May 1930 at Howard University. It is composed of nine sororities and fraternities. Lifelong community service is a commitment of all the members of NPHC. This goal is promoted through national conventions, forums, meetings and other vehicles for the exchange of information and engagement in cooperative programs and other supportive activities.

**North American Interfraternity Conference:** NIC is the men's counterpart to NPC. Established in 1909 with 27 charter members, it has grown greatly through the years and now represents more than 70 general college social fraternities for men with chapters on more than 800 campuses and a membership of more than 4.5 million. It serves as a trade association for its member organizations.

**Professional Fraternity Association:** PFA, organized in 1977, is the result of the consolidation of the Professional Panhellenic Association and the Professional Interfraternity Conference. Membership includes 40 member fraternities representing 17 professional disciplines. The purposes of PFA include the encouragement of scholarship, professional and interfraternity ethics and cooperation among member fraternities.

## MEMBERSHIP RECRUITMENT ACCEPTANCE BINDING AGREEMENT (MRABA) SCRIPT AND FORMS

This script is to be used immediately before a potential new member (PNM) signs the membership recruitment acceptance binding agreement (MRABA). It should be read aloud to a PNM and be unaltered.

The members of the National Panhellenic Conference want every PNM to be informed about her options for joining a sorority. To be certain each woman has this information, this script must be used immediately prior to signing the MRABA. The script may be used for either a two- or three-preference event schedule.

REMINDER: Recruitment counselors shall not be involved with any PNMs in the process of completing and signing the MRABA. The individuals assisting with the MRABA signing should not be coaching, giving advice or questioning a PNM in her sorority selection. Should a PNM have further questions or need clarification, a fraternity/sorority advisor should provide the appropriate support.

---

You have just completed the recruitment period on this campus. Now you have the opportunity to make a decision that will broaden your collegiate and alumnae experience and introduce you to a worldwide network of friends.

At this time, you will be completing and signing the membership recruitment acceptance binding agreement (MRABA) needed to receive a bid from a sorority on this campus.

Please carefully consider the following points as you complete the MRABA. This agreement is binding until the next primary recruitment period on this campus. It is very important you clearly understand this agreement before signing and submitting it.

I am here to explain the MRABA and the steps for submitting the agreement. I cannot assist you in your sorority selection. If you need more time or advice, your fraternity/sorority advisor will provide support.

1. Complete the top section of the MRABA with your contact information.
2. Check one of these options:
  - You may choose to withdraw from recruitment at this time. This means you will not join a sorority now but will be eligible for future opportunities.
  - You may choose to sign this agreement to submit your sorority selection(s) for an invitation of membership (a bid).
3. By signing this agreement, you understand and agree to the terms:
  - You are willing to accept an invitation to membership (a bid) from any sorority you list on the form.
  - You will list the sorority(ies) in order of your preference for receiving a bid, putting your first choice first.
  - You do not have to list in rank order all the sororities that are your remaining choices if you are certain you will not accept a bid from them and do not see yourself as a member of that sorority. You may choose to limit your choices.
  - You understand if you choose to limit your choices, you might not receive a bid through this recruitment process.

4. After submitting this form:
  - You cannot change your sorority selection or ranking. This includes adding, deleting and reordering of your choices.
  - If you do not receive a bid from any sorority(ies) you have listed, you are eligible to join a sorority through continuous open bidding (COB) if there is an opportunity. Not all sororities will have available spaces or participate in COB.
  - If you do receive a bid from a sorority you listed, and choose not to accept it, you are not eligible to join a sorority on this campus until the start of the next primary recruitment period.

This statement is from a Unanimous Agreement, which all organizations and members of NPC agree to uphold. The Unanimous Agreement III. The Panhellenic Compact specifically states in point **8: If through the primary membership recruitment process, a potential new member receives a bid and declines it, then she is ineligible to be pledged to another sorority on the same campus until the beginning of the next year's primary membership recruitment period.**

- Should you receive a bid and then decide not to accept it, you will have to wait until the next primary recruitment on this campus to join a sorority. You will not be eligible to join a sorority through COB or at any time before the next primary recruitment period.
5. At this time, list in rank order the sorority(ies) whose preference event you attended and where you are willing to join.
    - Only list those sororities for which you will accept a bid.
    - You have the right to limit your options and not list a sorority from which you would not accept a bid.
  6. Finally, sign and date the MRABA.
    - By signing this MRABA, you agree to accept a bid from any of the sororities you listed in rank order. You also agree you will be bound to that bid until the beginning of the next primary recruitment period on this campus. Clicking submit on an electronic version of the MRABA denotes a signature and agreement to the terms listed.

**If you have any questions or need further support regarding your sorority(ies) selection, please ask questions of the fraternity/sorority advisor. This form is a binding agreement and cannot be changed once submitted.**

## Membership Recruitment Acceptance Binding Agreement

Please read this document carefully. You should not sign this binding agreement unless you understand it.

Name: \_\_\_\_\_

Campus address: \_\_\_\_\_

Phone number: \_\_\_\_\_

I have participated in the membership recruitment period at: \_\_\_\_\_  
[name of campus]

Check one of the following options:

- ☐ **I want to withdraw from recruitment at this time.**  
This means I will not join a sorority now, but I am eligible for future opportunities such as continuous open bidding (COB).
- ☐ **I will sign this agreement at this time.**  
Continue completing this form.

**By signing this agreement, I understand and agree to the following terms:**

Initial each statement

\_\_\_\_\_ I am willing to accept an invitation to membership (a bid) from any sorority I list on this form.

\_\_\_\_\_ I will list the sorority(ies) in my order of preference for receiving a bid.

\_\_\_\_\_ I do not have to rank all the sororities that are my remaining choices if I am certain I will not accept a bid from them and do not see myself as a member of that sorority.

\_\_\_\_\_ I understand that should I choose to limit my choices, I might not receive a bid through this recruitment process.

**After submitting this form:**

Initial each statement

\_\_\_\_\_ I cannot change my ranking. I also cannot add or delete any sorority(ies).

\_\_\_\_\_ **If I do not receive a bid** from any sorority(ies) I have listed, I understand that **I am eligible** to join any sorority through COB if there is an opportunity. I also understand that not all sororities will recruit through COB.

\_\_\_\_\_ **If I do receive a bid** from a sorority I have listed, and **I choose to not accept that bid**, I understand that **I am not eligible** to join any other sorority on this campus until the start of the next primary recruitment period.

### **NPC Unanimous Agreement III. The Panhellenic Compact**

8. If through the primary membership recruitment process a potential new member accepts a bid and then has her pledge broken by an NPC sorority or breaks her pledge, then she is ineligible to be pledged to another NPC sorority on the same campus until the beginning of the next year's primary membership recruitment period.

**List in rank order sorority(ies) whose preference event I attended and where I am willing to join:**

1st: \_\_\_\_\_

2nd (if applicable): \_\_\_\_\_

3rd (if applicable): \_\_\_\_\_

**By signing this membership recruitment acceptance binding agreement, I agree to accept a bid from any of the sororities I rank above. I also agree that I will be bound to that bid until the beginning of the next primary recruitment period on this campus. (Note: Clicking submit on an electronic version of the MRABA denotes a signature and agreement to the terms listed.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This membership recruitment acceptance binding agreement must be filed with the College Panhellenic within one (1) business day of the above date.

REVISED: June 2018

## Continuous Open Bidding Membership Recruitment Acceptance Binding Agreement

*NPC member organizations are formally named sororities, fraternities or societies. All organizations are referred to as sororities by NPC.*

**Please read this document carefully. You should not sign this binding agreement unless you understand it.**

Name: \_\_\_\_\_

Campus address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I have participated in COB recruitment at: \_\_\_\_\_  
[name of campus]

By signing this acceptance agreement, I understand and agree to the following terms. **Please read and initial each of the following:**

\_\_\_\_\_ I accept the invitation of \_\_\_\_\_ to pledge its chapter at the campus listed above.  
[name of sorority]

\_\_\_\_\_ Once I sign this binding agreement, I am not eligible to be pledged to another sorority on this campus until the beginning of the next primary membership recruitment period.

\_\_\_\_\_ I understand that my invitation to membership is pending and contingent upon confirmation of invitation eligibility from the College Panhellenic and institution. I also understand that my invitation to membership may be revoked if I do not meet the requirements set forth by the College Panhellenic and this institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_  
[Witness must be a member of the chapter offering an invitation to membership.]

This agreement must be filed with the College Panhellenic within one (1) business day of the above date.

REVISED: June 2018

## Colonization Membership Recruitment Acceptance Binding Agreement

*NPC member organizations are formally named sororities, fraternities or societies. All organizations are referred to as sororities by NPC.*

**Please read this document carefully. You should not sign this binding agreement unless you understand it.**

Name: \_\_\_\_\_

Campus address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I have participated in the colonization recruitment at: \_\_\_\_\_  
[name of campus]

By signing this acceptance agreement, I understand and agree to the following terms. **Please read and initial each of the following:**

\_\_\_\_\_ I am willing to accept the invitation of \_\_\_\_\_ to pledge its colony  
at the campus listed above. [name of sorority]

\_\_\_\_\_ Once I sign this binding agreement, I am accepting a bid to membership and I understand that I am not eligible to be pledged to another sorority on this campus until the beginning of the next primary membership recruitment period.

\_\_\_\_\_ If I do not receive an invitation to membership from the organization that I have listed, I am eligible for continuous open bidding.

\_\_\_\_\_ I have the option of not submitting an agreement at this time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of witness: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement must be filed with the College Panhellenic within one (1) business day of the above date.

REVISED: June 2018



# COLLEGE PANHELLENIC JUDICIAL PROCEDURE FORMS

## College Panhellenic Violation Report

Complete and submit to the College Panhellenic president or fraternity/sorority advisor within 30 calendar days from the date of the alleged infraction (including university/college breaks).

College/university: \_\_\_\_\_

Against [name of sorority]: \_\_\_\_\_

For violating: \_\_\_\_\_

*List specific NPC Unanimous Agreement, NPC policy, College Panhellenic bylaws, code of ethics, recruitment rules, etc.*

Recruitment violation reported by (reports may only be filed by one of the people listed below):

- ☐ Chapter president      ☐ Panhellenic officer in charge of recruitment
- ☐ Recruitment counselor      ☐ Potential new member      ☐ Fraternity/sorority advisor

Non-recruitment violation reported by (reports may only be filed by one of the people listed below):

- ☐ Chapter president      ☐ Chapter executive officer/board member
- ☐ College Panhellenic officer      ☐ Fraternity/sorority advisor

Date/time/location of alleged infraction: \_\_\_\_\_

Witness(es) to the incident; include affiliation/Panhellenic officer title and phone numbers: \_\_\_\_\_

Description of the incident; use additional sheets if necessary: \_\_\_\_\_

Names and affiliation of cited individuals and sorority involved: \_\_\_\_\_

Names, addresses and phone numbers of individuals/sorority reporting incident: \_\_\_\_\_

Signed by: \_\_\_\_\_

Name and position

Date

### **DELIVERY RECORD** (Completed by the College Panhellenic president or fraternity/sorority advisor)

Date submitted: \_\_\_\_\_

Report properly submitted?    ☐ Yes    ☐ No    If no, briefly explain: \_\_\_\_\_

College Panhellenic Violation Report sent to:

- ☐ Accused sorority      Date: \_\_\_\_\_
- ☐ Fraternity/sorority advisor      Date: \_\_\_\_\_
- ☐ NPC area advisor      Date: \_\_\_\_\_

## College Panhellenic Infraction Notice

*This is completed by the College Panhellenic president or fraternity/sorority advisor after a College Panhellenic Violation Report has been properly filed. This must be given to the accused sorority president or designated representative within seven days of receiving the College Panhellenic Violation Report. Distribute a copy to the fraternity/sorority advisor and the NPC area advisor within the same time period. The seven-day timeline applies even during college/university breaks.*

College/university: \_\_\_\_\_

Accused sorority: \_\_\_\_\_ Date of notification: \_\_\_\_\_

Notification emailed to (list name and email address): \_\_\_\_\_

Alleged violation(s): *(List specific rule, Unanimous Agreement, etc., and brief description.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of alleged violation(s)\*: \_\_\_\_\_

*\*Violations must be reported within 30 days of the alleged infraction.*

Infraction filed by: \_\_\_\_\_ Date infraction filed: \_\_\_\_\_

### **Rights and obligations of accused sorority:**

*The accused sorority has the right to resolve the alleged infraction through mediation and/or a judicial board hearing. The accused sorority is responsible for contacting the College Panhellenic president within seven days of receiving this infraction notice to schedule mediation or a judicial board hearing. Mediation is held unless the accused sorority chooses to proceed directly to a judicial board hearing. The mediation or judicial board hearing does not have to occur within the seven-day period; it must be scheduled as soon as possible at a time convenient for the parties involved. If the infraction notice is received during a college/university break, the mediation or judicial board hearing can be deferred until classes resume.*

To schedule a mediation or judicial board hearing, contact the person below by \_\_\_\_\_  
[date].

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

### **DELIVERY RECORD** *(Completed by the College Panhellenic president or fraternity/sorority advisor)*

*The accused sorority receives the original of this report. The College Panhellenic keeps a copy of this completed report as part of the documentation. Provide copies of this report to the fraternity/sorority advisor and the NPC area advisor.*

☐ Delivered to accused sorority \_\_\_\_\_

☐ Chapter president or designee signature

☐ Copy to fraternity/sorority advisor

Date: \_\_\_\_\_

☐ Copy to NPC area advisor

Date: \_\_\_\_\_

## College Panhellenic Mediation Summary Report

The mediator completes this form and then gives it to the fraternity/sorority advisor for delivery as outlined in the Delivery Record.

University/college: \_\_\_\_\_

Date of mediation: \_\_\_\_\_

Printed name of mediator: \_\_\_\_\_

Location of mediation: \_\_\_\_\_

Names and titles of all representatives present: \_\_\_\_\_

\_\_\_\_\_

Outcome(s) of mediation and sanctions that are specific, measurable, attainable, relevant and timely, if any, agreed to: \_\_\_\_\_

\_\_\_\_\_

If any above sanctions are not complete by \_\_\_\_\_, this will automatically be sent to the judicial board for review.  
*mm/dd/yyyy*

The signatures verify mediation was held and outcomes were determined and agreed to.

Accused sorority designee printed name: \_\_\_\_\_

Accused sorority designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Accusing party designee printed name: \_\_\_\_\_

Accusing party designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mediator signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DELIVERY RECORD** (Completed by the fraternity/sorority advisor)

The accused sorority receives the original of this report. The College Panhellenic keeps a copy of this completed report as part of the documentation. Provide copies of this report to the fraternity/sorority advisor and the NPC area advisor.

☐ Delivered to accused sorority

☐ Chapter president or designee signature \_\_\_\_\_

☐ Copy to the accusing party

☐ Copy to fraternity/sorority advisor Date: \_\_\_\_\_

☐ Copy to NPC area advisor Date: \_\_\_\_\_

## College Panhellenic Judicial Board Hearing Summary Report

*This form serves as Page 1 of the College Panhellenic Judicial Board Hearing Summary Report. One representative of the College Panhellenic Judicial Board takes the minutes on the College Panhellenic Judicial Board Hearing Minutes form and attaches the minutes to this document.*

University/college: \_\_\_\_\_ Was mediation held? ☐ Yes ☐ No

Accused sorority: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Location of meeting: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Name of recorder: \_\_\_\_\_

Number of additional pages of minutes\* \_\_\_\_\_

**\*Attach the signed College Panhellenic Judicial Board Hearing Minutes form to this page.**

Names and titles of all representatives present: \_\_\_\_\_

Alleged violation(s): (List specific rule, Unanimous Agreement, etc., and brief description.) \_\_\_\_\_

Summary of decision/sanction: (Give a brief description of hearing results. Attach the detailed College Panhellenic Judicial Board Hearing Minutes form.) \_\_\_\_\_

☐ College Panhellenic Appeal Notice form given to chapter president/designee (if applicable)

Signatures: The signatures verify the minutes have been read by those present.

Accused sorority designee printed name and title: \_\_\_\_\_

Accused sorority designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Panhellenic representative printed name and title: \_\_\_\_\_

Panhellenic representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DELIVERY RECORD** (Completed by the College Panhellenic Judicial Board chairman)

*The College Panhellenic maintains the original form and minutes. The accused sorority receives copies of this form and minutes. Send copies of this form to the parties listed below; do not include the minutes page.*

☐ Delivered to accused sorority chapter president or designee

☐ Copy to the accused sorority NPC delegate

Date: \_\_\_\_\_

☐ Copy to the accused sorority inter/national president

Date: \_\_\_\_\_

☐ Copy to fraternity/sorority advisor

Date: \_\_\_\_\_

☐ Copy to NPC area advisor

Date: \_\_\_\_\_

## College Panhellenic Judicial Board Hearing Minutes

*This form serves as Page 2 of the College Panhellenic Judicial Board Hearing Summary Report and is used by one representative of the College Panhellenic Judicial Board to record the minutes. Use as many copies of this form as needed. Attach the completed minutes to the College Panhellenic Judicial Board Hearing Summary Report. Sign and number each page.*

College/university: \_\_\_\_\_ Was mediation held? ☐ Yes ☐ No

Accused sorority: \_\_\_\_\_ Date of meeting: \_\_\_\_\_

Minutes (or attach a copy): \_\_\_\_\_

The signatures verify that the minutes have been read by those present at the conclusion of the judicial board hearing.

Accused sorority designee printed name and title: \_\_\_\_\_

Accused sorority designee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Panhellenic judicial board representative printed name: \_\_\_\_\_

Panhellenic judicial board representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page # \_\_\_\_\_ of \_\_\_\_\_

## College Panhellenic Appeal Notice

*Submit this form to the Panhellenic president or fraternity/sorority advisor within seven days of the judicial board hearing decision if an involved party wants to appeal the decision to the NPC College Panhellenics Judicial Appeals Committee.*

University/college: \_\_\_\_\_

Appealing party: \_\_\_\_\_ Date of decision: \_\_\_\_\_

Name, address, phone number and email of appealing party representative and chapter president:

\_\_\_\_\_  
\_\_\_\_\_

Name, address, phone number and email of the College Panhellenic president and the fraternity/sorority advisor: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for appeal of rendered decision; attach additional pages if necessary:

Appealing party signature: \_\_\_\_\_

### APPEAL PROCEDURES:

- Submit the Appeal Notice to the College Panhellenic president within seven days of the judicial board hearing decision.
- The College Panhellenic president sends the complete record in a timely manner upon receiving the Appeal Notice but no longer than 14 days to the NPC College Panhellenics Judicial Appeals Committee chairman by emailing it to [npccentral@npcwomen.org](mailto:npccentral@npcwomen.org).
- Include a copy of the College Panhellenic bylaws, judicial procedure and applicable rules in the mailing.
- The NPC Judicial Appeals Committee upholds or reverses the decision of the College Panhellenic Association Judicial Board. It may also dismiss or modify sanctions as the committee deems appropriate.

### **DELIVERY RECORD** *(Completed by the College Panhellenic president or fraternity/sorority advisor)*

Date appeal submitted: \_\_\_\_\_ Within seven days of decision? ☐ Yes ☐ No

Date sent to NPC College Panhellenics Judicial Appeals Committee chairman: \_\_\_\_\_  
*Email or certified mail/return receipt requested*

Copy of College Panhellenic Appeal Notice sent to:

☐ Fraternity/sorority advisor Date: \_\_\_\_\_

☐ NPC area advisor Date: \_\_\_\_\_



# GLOSSARY



## GLOSSARY

**Alumna (feminine):** A sorority member who is no longer a member of a collegiate chapter.

**Alumnae (feminine):** The plural of alumna.

**Alumnae Panhellenic Association:** A community-based organization whose membership is composed of representative alumnae from NPC member organizations.

**Alumni (masculine):** The plural of alumnus, the customary plural term when men and women are addressed.

**Alumnus:** A male who is no longer a member of a collegiate fraternity chapter.

**Area advisor:** The NPC volunteer with direct advising responsibility for College Panhellenics. She contacts all NPC delegates for the chapters on the campus when important issues arise. College Panhellenic presidents should keep the NPC area advisor informed on all Panhellenic issues. Minutes of each College Panhellenic meeting should be provided to the area advisor. A list of NPC area advisors is available at [npcwomen.org](http://npcwomen.org).

**Area advisor coordinator:** The NPC volunteer who works directly with the College Panhellenics Committee chairman to coordinate and provide guidance to the NPC area advisors in one of the six identified regions: Mid-America North, Mid-America South, Mid-Atlantic, Northeast, Southeast and West. If an area advisor is unavailable for any reason, she is the next point of contact for College Panhellenics in the region.

**Area coordinator:** The NPC volunteer with direct advising responsibility for Alumnae Panhellenics in a designated area. She works with member organizations to provide assistance in recruiting members, provides programming guidance and support and relays news from NPC to the Alumnae Panhellenic she works with. A list of NPC area coordinators is available at [npcwomen.org](http://npcwomen.org).

**Badge:** An insignia of fraternity or sorority membership worn by initiated members. Each NPC member sorority has its own badge.

**Bid:** An invitation to join a sorority.

**Bid Day:** The last day of recruitment when potential new members receive invitations (bids) to join chapters. The Unanimous Agreements state there is to be no alcohol use or men associated with Bid Day.

**Chapter:** A membership unit of an inter/national sorority.

**College Panhellenic Association:** The cooperative campus organization of all collegiate members of NPC member organizations and associate members on the campus.

**College Panhellenic Council:** The governing body of a campus College Panhellenic Association. Each member chapter of the College Panhellenic Association chooses a delegate to sit on the College Panhellenic Council.

**College Panhellenic delegate:** The representative for each chapter on a College Panhellenic Council who votes on all decisions made by the College Panhellenic. Proposed changes to recruitment and other community-wide decisions should be reported back to the chapter with sufficient time for each chapter to consult with its NPC delegate and/or headquarters staff before the vote is taken.

**College Panhellenic executive board:** The officers of a College Panhellenic Association, responsible for running the day-to-day business of the College Panhellenic Association.

**Continuous open bidding (COB):** An opportunity for chapters that do not reach quota during primary recruitment to bid to quota and/or for chapters that are not at total to bid to total. The COB process is not structured by the College Panhellenic, and only chapters with available spaces in quota/total are eligible to participate in COB.

**Continuous recruitment (CR):** An NPC-recognized primary recruitment style for a campus.

**Fully structured recruitment (FSR):** An NPC-recognized primary recruitment style for a campus.

**Fraternity:** A Greek-letter sisterhood or brotherhood. NPC member organizations may be formally named as fraternities, but are referred to by NPC as sororities.

**Fraternity/sorority housing:**

- Chapter room or suite - social center and meeting place for members
- Lodge - small house used as a meeting place that may or may not have limited living accommodations
- Residence - living accommodations for members and house director

**Initiation:** A ritual ceremony that brings new members into full membership of a sorority including its lifelong benefits. Once a woman is initiated into an NPC sorority, she is ineligible for membership in any other NPC sorority.

**Intentional single preference:** When a woman who attended more than one preference event lists only one chapter on her membership recruitment acceptance binding agreement following preference round.

**Junior Panhellenic:** An organization of new members and new initiates of sororities that helps develop an early understanding of Panhellenic spirit, unites new member classes and coordinates activities.

**Legacy:** A daughter, sister or granddaughter of an initiated member of a sorority. Each NPC member organization has its own definition of and invitation policies regarding legacies.

**Local:** A men's or women's Greek-letter organization without guidance from or affiliation with any inter/national organization.

**Membership recruitment acceptance binding agreement (MRABA):** The binding agreement signed by a potential new member (PNM) following the final preference event she attends during fully structured or partially structured recruitment. A PNM agrees to accept a bid from any chapter she lists on her MRABA. If she receives a bid to a chapter she lists and declines it, she is ineligible to join another organization on that campus until the beginning of the next primary membership recruitment period. If she does not receive a bid to membership, she is eligible for continuous open bidding. The MRABA also is used for continuous open bidding and colonization bids.

**Minimally structured recruitment (MSR):** An NPC-recognized primary recruitment style for a campus.

**New member:** a woman who accepted a bid from a sorority but is not yet an active member of the chapter. As a new member, she receives education about the organization's values and history to prepare her for initiation.

**National Panhellenic Conference (NPC):** The umbrella organization for 26 inter/national sororities.

**NPC best practice:** Procedures formulated to help local Panhellenics and their member chapters achieve the greatest success. Adherence to these practices is not required but is strongly recommended.

**NPC delegate:** An inter/national officer/representative of a specific sorority who is the liaison between NPC and her organization.

**NPC policy:** A formal course of action voted on and approved by the National Panhellenic Conference. Each College Panhellenic (or equivalent organization) and Alumnae Panhellenic should incorporate all NPC policies into its procedures and methods of operation.

**Panhellenic Support Specialist:** A Panhellenic support specialist is a full-time, paid NPC staff member. The Panhellenic support specialist can answer questions, assist with completing reports and share the variety of resources available to all College and Alumnae Panhellenics.

**Parity:** Being equal or equivalent.

**Pledge:** A promise made by a new member. It is a verb and should not be used as a noun to describe a new member.

**Potential new member (PNM):** Any woman who is eligible to participate in recruitment.

**Partially structured recruitment (PSR):** An NPC-recognized primary recruitment style for a campus.

**Preferential bidding:** A mutual selection process for chapters and potential new members.

**Primary recruitment:** A period of time during the academic year when events are held by each sorority for the purpose of selecting new members. The primary recruitment period is organized and implemented by the College Panhellenic. Should the College Panhellenic not host a primary recruitment, then primary recruitment will default to the earliest opportunity a student is permitted to join. NPC endorses primary recruitment held in the fall academic term. NPC also advocates women be able to join a sorority during their first academic term on campus.

**Quota:** The number of potential new members to which each chapter can offer bids during primary recruitment. This is determined with a formula involving the number of chapters and the number of women participating in bid matching.

**Quota addition:** A woman who was not matched during initial bid matching, but is added to a chapter's bid list after bid matching. A potential new member is only eligible to be a quota addition if she maximized her options throughout recruitment.

**Quota range:** A procedure to determine the best number to use when setting quota.

**Recommendation:** A form completed by an alumna member of a sorority, recommending a potential new member for membership. It may also be referred to as sponsorship or reference.

**Recruitment counselor:** A Panhellenic representative who is available to guide women through the recruitment process and answer questions.

**Release Figure Methodology (RFM):** A process used to determine the number of potential new members to invite to events. The process is implemented on campuses by trained NPC volunteers known as RFM specialists.

**Snap bidding:** An option available to chapters that did not match to quota during bid matching. This process takes place before bids are distributed. Snap bidding is not intended to fill spaces in the chapter total and is limited to potential new members who withdrew from primary recruitment before signing the MRABA and/or were not matched in the bid-matching process.

**Sorority:** A Greek-letter sisterhood. NPC refers to all its member organizations, regardless of formal title, as sororities.

**Strict silence:** The period of time after the close of preference events and prior to the distribution of bids when there is no communication between potential new members and sorority women.

**Total:** The allowable chapter size on a campus, as determined by the College Panhellenic that includes both new and initiated members. Chapters that fall under total are allowed to participate in continuous open bidding (COB) until they reach total.

**Unanimous Agreements (UAs):** Agreements between the NPC member organizations that provide for fairness and equality among the organizations. The UAs are passed unanimously, ratified by each member organization's inter/national president and binding on all NPC member organizations and their members. Each College Panhellenic (or the equivalent organization) and Alumnae Panhellenic must incorporate the NPC Unanimous Agreements into its governing documents.

**Values-based recruitment:** Recruitment that focuses on conversations between chapter members and potential new members about organizational values and member organizations.