

Alumnae Panhellenic Handbook

2012



National Panhellenic Conference
the voice for sorority advancement

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How the National Panhellenic Conference Functions

The National Panhellenic Conference is an organization composed of women’s Greek-letter social fraternities and sororities. Its purpose is to assist collegiate and alumnae Panhellenic associations, to cooperate with the colleges and universities and to foster interfraternity relationships.

Each member group of NPC is represented by a delegate and up to three alternate delegates. Each member group is allowed one vote, and the delegate casts the vote. The Conference meets annually; however, the delegates function year-round as members of NPC committees.

The Executive Committee members (chairman and vice chairman) are members of the delegate body. They serve in an established order of fraternity rotation – first as vice chairman and then as chairman. Each position is a two-year term. The Advocacy Committee chairman, College Panhellenics Committee chairman, and Budget & Finance Committee chairman are appointed by the NPC chairman, approved by the board of directors and serve as voting members of the Executive Committee.

For the purpose of providing advisors to College and Alumnae Panhellenics, the United States and Canada are divided into geographic areas. Each area has a coordinator who gives assistance if requested and keeps the Panhellenic associations informed on policies and recommendations. The coordinator visits the Panhellenics when invited to offer training and to conduct workshops.

NPC member groups

| | | |
|-------------------|-------------------|-------------------|
| Alpha Chi Omega | Chi Omega | Phi Mu |
| Alpha Delta Pi | Delta Delta Delta | Phi Sigma Sigma |
| Alpha Epsilon Phi | Delta Gamma | Pi Beta Phi |
| Alpha Gamma Delta | Delta Phi Epsilon | Sigma Delta Tau |
| Alpha Omicron Pi | Delta Zeta | Sigma Kappa |
| Alpha Phi | Gamma Phi Beta | Sigma Sigma Sigma |
| Alpha Sigma Alpha | Kappa Alpha Theta | Theta Phi Alpha |
| Alpha Sigma Tau | Kappa Delta | Zeta Tau Alpha |
| Alpha Xi Delta | Kappa Kappa Gamma | |

Powers of NPC

The National Panhellenic Conference is a conference body that adopts resolutions in order to govern its own internal operation. Through such resolutions have come the **Unanimous Agreements** of the Conference. For a resolution 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 groups 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 fraternities 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, the Conference contributes to interfraternal understanding and friendship.

Alumnae Panhellenics and NPC

An Alumnae Panhellenic is a community-based organization, affiliated with the National Panhellenic Conference, whose membership is composed of representative alumnae from NPC member group fraternities and sororities. Alumnae Panhellenics exist to:

- **Inform** fraternity women of current trends.
- **Promote** the fraternity system.
- **Improve** the Panhellenic image.
- **Stimulate** a continuing interest in Panhellenic affairs.

NPC believes that Alumnae Panhellenics have an important function to perform in keeping fraternity members and the public informed about matters of vital concern to the fraternity world.

This function can be carried out best when all alumnae members of NPC member fraternities are represented in Alumnae Panhellenic groups. Any alumna of an NPC member group is eligible to represent her fraternity according to the rules of her fraternity.

Alumnae Panhellenics have developed through the years as purposeful organizations of dedicated, capable alumnae. NPC recognizes their stabilizing force and appreciates the prestige of their excellent and varied contributions both to local communities and the purpose of women's national fraternities and sororities.

NPC affiliation

Affiliation with NPC entitles a local interfraternity group of alumnae to use the name of **Panhellenic** and to benefit from NPC recognition and participation. NPC affiliation provides Alumnae Panhellenics continuing contact with fraternity affairs; information on current developments of importance to all fraternity members; data on issues and ways for resolving them; suggestions for programs; guidance in fraternity education; and a means of exchanging ideas on matters of common interest to all Alumnae Panhellenics.

Based on NPC policies, Alumnae Panhellenics set up their own organizations and carry out programs in line with their special interests or situations. If located in a college community, an Alumnae Panhellenic can give valuable support to a College Panhellenic and be willing to cooperate in any way possible on request.

Well-informed Alumnae Panhellenics enhance the fraternity system through scholarship awards, annual educational informational functions for prospective college freshmen, philanthropic projects, community participation and civic leadership.

NPC Alumnae Panhellenics Committee

The NPC Alumnae Panhellenics Committee is a standing committee composed of NPC delegates and alternate delegates of member groups. It is responsible for directing the organization of Alumnae Panhellenics and for providing guidance in program and fraternity education.

From the members of this committee, the NPC Executive Committee designates a chairman and area coordinators to supervise Alumnae Panhellenics in specified geographical areas.

Area Coordinator

The area coordinator is an NPC delegate or alternate delegate. In most cases, she has had years of experience working with her own group and with NPC. As a member of the Alumnae Panhellenics Committee, she attends all meetings of NPC and gathers ideas to advise Alumnae Panhellenics

The area coordinator corresponds with her assigned Alumnae Panhellenics and sends information of special interest regarding campus trends, College Panhellenics activities, changes in College and Alumnae Panhellenic procedures and programming ideas. She receives the Alumnae Panhellenic's annual reports, officer rosters and change of officer reports.

NPC policies relating to affiliated Alumnae Panhellenics

1. Membership

- A. Membership in affiliated Alumnae Panhellenics is open to alumnae representatives of all NPC member groups.
- B. If an organized NPC fraternity alumnae chapter or club exists, membership in the Alumnae Panhellenic is usually limited to a set number of representatives.
- C. An Alumnae Panhellenic may not exclude from its membership representatives of NPC member fraternities not having organized alumnae chapters or clubs. In this case, an individual alumna of that fraternity may join the Alumnae Panhellenic to represent her fraternity with membership privileges as provided in the bylaws of the respective Alumnae Panhellenic. She retains membership with individual delegate status only until an alumnae organization of her fraternity is formed. The Alumnae Panhellenic should place no unreasonable financial responsibilities on any individual member.
- D. An Alumnae Panhellenic may not exclude from its membership those fraternities not represented on certain college campuses or in any prescribed area.
- E. Membership in an Alumnae Panhellenic may not be denied as a penalty for infraction of any rules of the Alumnae Panhellenic.

Also, NPC reaffirms that each NPC member group has the right of membership, is eligible to hold office and has one vote in the Alumnae Panhellenic.

On the local level, Alumnae Panhellenics may create a provision in their bylaws that allows an Affiliate membership status, which may be granted to women's fraternal organizations that are included in

a College Panhellenic or comparable governing body. They are entitled to send one delegate and one alternate to Alumnae Panhellenic meetings and are entitled to voice but no vote

2. Internal Operations

- A. An Alumnae Panhellenic may not infringe on the basic right of the individual fraternity to appoint its delegates according to its own regulations. Therefore:
 - i. Alumnae Panhellenics may not require that delegates of the member fraternities have previous experience in the Alumnae Panhellenic to qualify for office.
 - ii. An Alumnae Panhellenic may not require that its officers represent a specified number of members in the area as a qualification for holding office.
 - iii. An Alumnae Panhellenic may not limit a delegate's term of service as a delegate.

Also, in metropolitan areas where fraternities may have more than one alumnae organization, this is the voting policy: "No matter how many alumnae associations a fraternity has in the area, if other fraternities in the Alumnae Panhellenic are allowed only one vote, then that fraternity is allowed only one vote." It is the responsibility of that fraternity to determine which delegate of its alumnae organization shall be allowed to vote.

- B. An Alumnae Panhellenic is encouraged to limit fundraising for scholarship awards and philanthropic projects to one single event each year. All requests for support of fundraising events should be related to the size of the participating membership of each fraternity's local alumnae group.
- C. An Alumnae Panhellenic will file the IRS 990-N e-file as required by the Internal Revenue Service.
- D. An Alumnae Panhellenic must obtain its own EIN from the IRS and may not use the EIN of NPC.
- E. An Alumnae Panhellenic must apply to the state in which it is located for its own tax-exempt number, if desired, and may not use the tax-exempt status of NPC or the NPC Foundation.

Although Alumnae Panhellenics are encouraged to award scholarships, participation in membership recruitment, pledging and subsequent initiation in a women's fraternity may not be a condition of awarding scholarship monies.

3. Relationship to the College Panhellenic

- A. Alumnae Panhellenics do not send representatives to College Panhellenic meetings, except at the invitation of the College Panhellenic.
- B. Alumnae and Alumnae Panhellenics must follow all College Panhellenic rules and will be held accountable for them.
- C. Alumnae Panhellenics may not abridge the right of a College Panhellenic to make rules concerning its recruitment program or to interfere with the effective implementation of these rules.
- D. Alumnae Panhellenics do not take the initiative to set up workshops for College Panhellenics. When asked by the College Panhellenic, an Alumnae Panhellenic is encouraged to provide assistance with workshops and other College Panhellenic activities.

- E. All questions or comments concerning a College Panhellenic or a campus situation should be directed to the area coordinator, the chairman of the NPC Alumnae Panhellenics Committee, or the NPC office.

4. Programming

- A. Alumnae Panhellenics support the NPC policy of cooperative summer recruitment. To this end, Alumnae Panhellenics sponsor joint fraternity education programs or informational events for potential new members.
- B. Alumnae Panhellenics also may engage in service projects, philanthropic programs, fundraising for scholarship awards and other constructive public relations programs.
(See more in "Services and Programs: Recruitment.")

5. Extension

Alumnae Panhellenics should avoid participating in the extension process of a College Panhellenic. All questions or comments on extension should be referred to the chairman of the NPC Alumnae Panhellenics Committee.

6. Dissolution

- A. Resolved (B-1999), That written notice of a proposal to dissolve the association shall be mailed to all members of record;
- B. Resolved (B-1999), That a motion should be prepared providing for the dissolution of the association by a certain date; and
- C. Resolved (B-1999), That if this motion is adopted a second motion shall be prepared and adopted that states certain administrative details including the disposition of all association assets, which shall be used in a charitable or educational manner, giving first priority to the National Panhellenic Conference or National Panhellenic Conference Foundation.
- D. Copies of all records of said dissolution should be mailed to the National Panhellenic Conference headquarters, the NPC chairman of Alumnae Panhellenics Committee, and its respective Alumnae Panhellenic area coordinator.

NPC services for affiliated Alumnae Panhellenics

NPC provides these services to Alumnae Panhellenics:

- 1. The guidance of an area coordinator
- 2. Panhellenic support coordinator (PSC): A full-time staff member at the NPC office
- 3. The NPC web site: www.npcwomen.org; includes public and private sections, online reporting, reference materials, directory and dashboard
- 4. Public relations support:
 - A. Guidance for responding to media inquiries
 - B. Assistance with developing marketing materials
 - C. Badge Day planning ideas, materials and sample press release
- 5. Publications to keep Alumnae Panhellenics better informed about Alumnae Panhellenics, NPC,

College Panhellenics and the world of higher education

- A. Updated edition of the NPC Manual of Information: The comprehensive resource for NPC delegates and alternates, inter/national officers of member fraternities, College Panhellenics, Alumnae Panhellenics and fraternity/sorority advisors
 - B. Handbook for Alumnae Panhellenics: A basic organizational guide that contains specific information about the operation of an Alumnae Panhellenic
 - C. Alumnae Panhellenic News Flash: A newsletter dedicated to alumnae. This official publication contains items of interest to all members, suggestions for programming and current news of the fraternity world. APH News is sent to the president of the Alumnae Panhellenic twice a year and should be shared with officers and members.
 - D. College Panhellenic News: An online publication produced by the College Panhellenics Committee as a service to College Panhellenics. It can be found on the NPC website.
 - E. Best Practices document to highlight and share successful events and programs with all Alumnae Panhellenics
 - F. Handbooks, brochures and pamphlets appropriate for recruitment informational events, Alumnae Panhellenic workshops and special programs (available for purchase from the NPC office)
 - G. Publications price list: available on the NPC website
6. Report forms provided through the area coordinator and the NPC office, automatically sent to Alumnae Panhellenics at the appropriate time and available on the NPC website
 7. Assistance with workshops and fraternity education programs through the Alumnae Panhellenics Committee
 8. Specially designed jewelry for NPC-affiliated Alumnae Panhellenics (available for purchase through the NPC office)
 9. Assistance with the organization and affiliation of new Alumnae Panhellenics through guidance from the PSC and the publication "Guidelines for Prospective Alumnae Panhellenics"

Minimum Requirements for Alumnae Panhellenics

NPC recognizes that Alumnae Panhellenics vary greatly in size. To encourage the formation of smaller groups and to ensure that Alumnae Panhellenics will continue to function when time and personal commitments make it difficult to maintain a highly structured Alumnae Panhellenic, these are the minimum requirements for Alumnae Panhellenics:

- An Alumnae Panhellenic shall provide a current copy of its bylaws to the NPC PSC annually.
- An Alumnae Panhellenic shall submit* the NPC Alumnae Panhellenic annual report and officer roster by the date established by the Alumnae Panhellenics Committee.
- All Alumnae Panhellenics shall comply with all NPC Unanimous Agreements.
- Hold two meetings each year for all Alumnae Panhellenic association members, with an Executive Committee conducting necessary business meetings at other times.
- Publicize and disseminate information in the community about sorority membership and the benefits of fraternity life.
- Consider fundraising for scholarships and community service events that result in positive public

relations for NPC.

*Note: Alumnae Panhellenic reports and officer rosters can also be completed online on the NPC website. Other resources are also often available on the website under each individual Alumnae Panhellenic page. However, these resources and displays are only available to Alumnae Panhellenics that have paid their dues.

NPC dues

Nominal dues paid annually to NPC by each Alumnae Panhellenic help support the work of the Conference. Dues cover the resource information provided to the Alumnae Panhellenics in regular mailings from the NPC office. Only Alumnae Panhellenics that pay annual dues may use the word Panhellenic to designate the name of their organization and are eligible for a password for the private portion of the NPC web site.

Reports calendar

| | |
|-----------|--|
| Aug. 1 | Annual dues invoices are mailed to Alumnae Panhellenics. |
| September | Fall mailing is sent to all Alumnae Panhellenics. |
| November | Winter mailing is sent to all Alumnae Panhellenics. |
| Oct. 1 | Alumnae Panhellenics annual dues are due to the NPC office. |
| Jan. 15 | Annual dues are delinquent if not paid by this date. |
| February | Spring mailing is sent to all Alumnae Panhellenics. |
| June 1 | Alumnae Panhellenic annual reports and officer rosters are due to the NPC office or website and area coordinator (prompt reporting of officer changes prevents interruption of communication and avoids wasted postage). Biennial (odd-numbered years) nominations or applications for Outstanding Alumnae Panhellenic Award are due to NPC office. |

Note: Do you have your area coordinator's name and contact information? If not, contact the NPC office or go to the website: www.npcwomen.org.

Unanimous Agreements and Alumnae Panhellenics

Unanimous Agreement II.2.

- 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 fraternity where there is no alumnae group.
- C. One vote shall be granted to each NPC member fraternity represented in the Alumnae Panhellenic Association, regardless of the number of alumnae associations of a particular NPC group participating in the Alumnae Panhellenic.
- D. Alumnae Panhellenic Associations shall not expel a member group of any NPC fraternity 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.

Starting an Alumnae Panhellenic

To be recognized by NPC as an affiliated Alumnae Panhellenic, these steps are necessary:

1. Contact the NPC office Panhellenic support coordinator (PSC)
2. A search for local alumnae contacts is conducted through the NPC office and member groups' alumnae in the proposed Alumnae Panhellenic area.
3. The PSC sends a copy of "Guidelines for Prospective Alumnae Panhellenics," which includes suggested bylaws and application forms. The prospective Alumnae Panhellenic submits to the PSC a draft of proposed bylaws for her suggestions.
4. When the bylaws are approved, the prospective Alumnae Panhellenic sends the PSC two copies of the bylaws, two copies of the official application for affiliation and a check made payable to NPC to cover the affiliation fee and current annual dues.
5. The PSC supports and advises the interest group during the affiliation process as needed.
6. The NPC office sends the new Alumnae Panhellenic the Alumnae Panhellenics Handbook and provides a login and password to the NPC website for more resources and information.

Alumnae Panhellenic Officers

NPC recommends that 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 that an Alumnae Panhellenic rotate officers to avoid domination by any one group in the organization. The order of rotation 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

The duties of the officers are those usually performed by such officers, plus:

The **president** shall:

- Be an ex-officio member of all committees (except where bylaws specify a Nominating Committee).
- Appoint all committees subject to the approval of the Executive Board (except where otherwise provided in the bylaws).
- Call meetings of the Executive Board.
- Be responsible for all reports to NPC.
- Establish a job description for each officer, retaining a copy for the files.
- Maintain the official files of the organization.
- Review the bylaws with the assistance of a bylaws review committee.

The **vice president** shall:

- Perform the duties of the president in the president's absence or inability to act.
- Be an ex-officio member of all committees (except where bylaws specify a Nominating Committee).

The **secretary** shall:

- Arrange for proper notice of all meetings.
- Send any proposed amendments to the bylaws to the PSC after the vote has occurred.

The **treasurer** shall:

- Pay the annual Alumnae Panhellenic dues to NPC.
- Have other duties as the bylaws and the Executive Board prescribe.

Appointed officers

The president, vice president, secretary and treasurer comprise the Executive Board (or Executive Committee or Council) of the Alumnae Panhellenic.

The bylaws of all established Alumnae Panhellenics provide for appointed officers and/or standing

committees. The number of committees required will depend on the size of the Alumnae Panhellenic.

NPC recommends these chairmen/committees for efficient operation: bylaws, membership, master file, fraternity education, program, scholarship, public relations, publicity and social. Others, of course, may be considered as necessary.

Each appointed officer and/or standing committee chairman should have a notebook that contains her 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.

Bylaws review

The president and a bylaws review committee shall review the bylaws to ensure that they reflect NPC policies and procedures and meet the current needs of the Alumnae Panhellenic. Refer to the bylaws of the Alumnae Panhellenic for the method of amending the bylaws.

All proposed bylaws, revisions and additions must be sent to the PSC after the membership vote. Bylaws should be reviewed biennially.

Outline for an Alumnae Panhellenic Manual

An Alumnae Panhellenic should provide its delegates with a manual as a guide to understanding the organization and programs. Although each NPC fraternity is responsible for providing an informed and able delegate to represent it in the Alumnae Panhellenic, often a new delegate needs information about the local organization to help her become a contributing member.

A manual is a permanent handbook, initially supplied by the Alumnae Panhellenic for each delegate and alternate, and is to be passed on to succeeding delegates. A committee prepares the manual, and the member fraternities share the cost. If possible, each president of the alumnae chapters of the NPC fraternities represented should keep an extra copy. The name of the Alumnae Panhellenic should be on the front of each notebook, and all material should be dated.

List of materials:

- **Title page:** Include the name of the Alumnae Panhellenic. The inside title page may include the names, addresses and phone numbers of current officers and their fraternities.
- **Table of contents**
- **History:** Give a brief account of the founding of the Alumnae Panhellenic. Include a list of the charter member fraternities and the dates of additional memberships. This section may include the order of rotation for offices, the names of past presidents and their fraternities and other items of interest.
- **Bylaws:** Keep the most recent copy with date approved.

- **Events schedule:** List special dates, meeting schedule and hostess groups.
- **Minutes:** Keep for at least two years.
- **General information:** Include job descriptions of officers and any other information needed for delegates.
- **National Panhellenic Conference:** Give basic information about NPC and its policies and procedures pertinent to Alumnae Panhellenics. Include names, addresses, and fraternity affiliation of the current NPC Executive Committee, the names of the Alumnae Panhellenics chairman and the area coordinator, a list of resolutions adopted and publications and prices. Also include information about the NPC website and what resources are available to Alumnae Panhellenic members.
- **Membership lists:** Compile names, affiliations, addresses and telephone numbers of all current delegates and alternates, presidents of alumnae chapters and committee chairmen.
- Include a copy of an updated edition of the **NPC Manual of Information**.
- **File material:** Keep anything of permanent value.
- **Extra sheets:** Use for meeting notes.

This manual should be kept up-to-date and brought to every meeting of the Alumnae Panhellenic. **Do not** confuse it with a yearbook or directory, which is given to the membership and lists names, addresses, telephone numbers and fraternity affiliation of everyone in the organization. A yearbook includes a schedule of meetings.

Awards

NPC recognizes Alumnae Panhellenics for their outstanding contributions to their communities and exceptional efforts to promote and support the fraternity/sorority system. Three primary awards are available:

NPC Outstanding Alumnae Panhellenic award (biennial; odd-numbered years)

An Alumnae Panhellenic may nominate itself, or the area coordinator may nominate one or more outstanding Alumnae Panhellenics in her area. Application guidelines for this award must be followed for consideration. Guidelines are on the NPC website and are sent in an Alumnae Panhellenic mailing.

The criteria are based on two years of performance:

- Public relations: **30 percent**
- Fraternity education: **10 percent**
- Recruitment and support of the undergraduate sorority experience: **20 percent**
- Alumnae involvement: **10 percent**
- Programming: **10 percent**
- Scholarships, grants and loan programs: **20 percent**

Nominations are forwarded to the chairman of the Alumnae Panhellenics Committee, who with the NPC Executive Committee approve the award(s). Applications and supporting materials are due **June 1** to the

NPC office. The president of the winning Alumnae Panhellenic(s) will be invited to receive the award at the NPC annual meeting held during odd-numbered years. Delta Phi Epsilon, the sponsoring women's fraternity, will pay for travel and hotel room in addition to providing a check for the scholarship program of the award winner(s).

Programming Excellence certificate (biennial; odd-numbered years)

In addition to the citation of merit, each area coordinator may nominate one or more Alumnae Panhellenics in her area for the Programming Excellence certificate as recognition for outstanding programming in a particular area. The chairman of the Alumnae Panhellenics Committee and the NPC Executive Committee approve these awards.

Citation of Merit (biennial; odd-numbered years)

The area coordinator nominates for a Citation of Merit one or more outstanding Alumnae Panhellenics in her area that meet the criteria of high achievement and consistent cooperation with NPC.

The criteria are based on two years of performance:

- Furthering fraternity life by cooperating with NPC and the area coordinator (i.e., by submitting dues and reports on time and corresponding with the area coordinator)
- Providing outstanding support to the fraternity movement through excellent public relations, philanthropic involvement, scholarship awards and fraternity education in the community; each area coordinator is acquainted with the size and strength of the Alumnae Panhellenic and judges achievement considering these facts.

Any additional awards available to Alumnae Panhellenics can be found on the NPC website or through your area coordinator on a biennial basis (odd-numbered years). The chairman of the Alumnae Panhellenics Committee and the NPC Executive Committee approve these awards.

Not-for-Profit vs. Tax-Exempt Status

What is the difference between not-for-profit and tax-exempt status?

Non-profit is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property and income tax exemptions. Although most federal tax-exempt organizations are non-profit organizations, organizing as a non-profit organization at the state level does not automatically grant the organization exemption from federal income tax. To qualify as tax-exempt from federal income taxes, an organization must meet requirements set forth in the Internal Revenue Code. See Types of Tax-Exempt Organizations or Publication 557 for more information.

How does an organization become tax exempt?

An organization becomes tax-exempt by applying for recognition of exemption from the Internal Revenue Service (IRS). The IRS will recognize an organization as tax-exempt if it meets the requirements of the Internal Revenue Code. See Types of Tax-Exempt Organizations and Publication 557, "Tax-Exempt Status for Your Organization," for more information.

Organizations applying for tax-exempt status must submit two applications: one requesting an employer identification number (EIN) and the other applying for recognition of exemption.

Do I need a tax-exempt number for my organization?

No. Unlike some states that issue numbers to organizations to indicate that these organizations are exempt from state sales taxes, the IRS does not issue numbers specifically for exempt organizations. While the IRS does issue EINs, these are merely a unique identifier, similar to a Social Security number for an individual. Applying for and receiving an EIN says nothing about the organization's tax status; however, your organization needs an EIN to apply for tax exemption.

How do I get an EIN for my organization?

You can apply for an EIN over the telephone, via fax or through the mail. See the instructions of Form SS-4, "Application for Employer I.D. Number," for further details.

- To get an EIN over the IRS's toll-free telephone number, call (800) 829-4933. Hours of operation are 7a.m. to 10 p.m. local time, Monday through Friday. See EIN Toll-Free Telephone Service for more information.
- To request an EIN via fax, 24 hours a day/seven days a week, dial the fax number at the location accepting applications from your state. The instructions on the Form SS-4 indicate which location will accept your faxed request.
- To receive an EIN through the mail, complete Form SS-4. The instructions on the form provide the correct address.

Third parties can receive an EIN on a client's behalf by completing the new "Third Party Designee" section and obtaining the client's signature on Form SS-4. This avoids having to file a Form 2848 (power of attorney) or Form 8821 (tax information authorization) to get an EIN for their client.

How do I obtain an application for tax-exempt status?

Most organizations applying for exemption must use specific application forms. Two forms currently prescribed by the IRS are Form 1023, "Application for Recognition of Exemption" (and instructions) for charitable organizations; and Package 1024, "Application for Recognition of Exemption" for other tax-exempt organizations. The application your organization is required to submit is specified in Publication 557. See Tax-Exempt Organizations Tax Kit for a list of forms and publications of interest to tax-exempt organizations. You may also request these forms by calling (800) 829-3676.

How long does it take to process an application for exemption?

Applications are processed as soon as possible. The process can be delayed, however, for reasons ranging from simple errors on the application to issues concerning the qualification of the organization for exemption. See the Top Ten Reasons for Delay in Processing Applications.

Does my Alumnae Panhellenic have a sales tax exception certificate for my state?

You need to contact your state's department of revenue for information on how your association can apply for a sales tax exception certificate. Remember, the sales tax exception is only for making qualified purchases in your state.

Can my Alumnae Panhellenic use the NPC federal EIN?

No. The NPC accountants have indicated this cannot be done, unless all of your financial activity runs through NPC and is reported on NPC's tax returns. Using the NPC federal EIN does not relieve your association of any tax liability.

For more information, see the IRS Web site: <http://www.irs.gov>

Local Dues and Finances

The Alumnae Panhellenic may need to establish local dues to cover operating expenses such as room rental, postage, supplies and the local newsletter. Dues should be considered annually when the budget is prepared to avoid requests for additional sums to cover operating expenses. Dues should be kept reasonable and must never include assessments, philanthropic donations or fundraising quotas.

A date should be established for payment of dues for each individual Alumnae Panhellenic. If dues are unpaid after this date, the privilege of voting may be withheld until the delinquent dues are paid (this must be stated in the bylaws). It is recommended that this date precede the Alumnae Panhellenic dues deadline of Oct. 1.

A **special assessment** requires a unanimous vote of the membership and should not be used except in very unusual circumstances. Never assess for social events; each person attending should be willing to pay a set amount. Philanthropic monies are obtained through fundraising events or through voluntary contributions, not through assessments.

Fundraising funds are first used to defray the actual expense of the project. The balance **must** be used for the purpose for which it was designated. This is an IRS/legal requirement as well as NPC policy. NPC recommends that the purpose or cause be stated clearly before and during the fundraiser.

Philanthropic funds should be kept separate from operating funds. Therefore, two bank accounts are necessary. Excess operating funds may be transferred to the philanthropic account, but not vice versa. Careful records must be kept.

Quotas, ticket sales and donations must always be scaled according to the size of each fraternity group or the number of individual active alumnae. Quotas should never be mandatory but only suggested amounts or goals so that a project will succeed. No fraternity or individual alumna may be penalized or held financially responsible for unsold tickets or an unmet quota.

Bulk mailing permits

Because NPC does not serve as a parent organization for Alumnae Panhellenics, the use of NPC's nonprofit status and bulk mailing permit is limited to the immediate use of NPC. It is not possible to extend their status beyond NPC's use.

Services and Programs

Below are several services that an Alumnae Panhellenic can provide to a community.

Recruitment

Panhellenic recruitment information events

Alumnae Panhellenics provide a valuable service to potential new members and their parents by sponsoring recruitment information events. Invitations should be extended to all female students planning to attend a four-year college or university and unaffiliated women already enrolled.

The emphasis must be to provide accurate information on the value of women's fraternity membership and the lifetime benefits of belonging. Allot time for questions to be asked and knowledgeable responses given. Collegiate members from many campuses and groups can assist in the presentation. It is a golden opportunity to display the Panhellenic spirit of cooperation at its best.

Create an event that will attract the greatest number of attendees. Panel presentations on the pertinent issues of college life are popular, and because they are educational in nature, publicity can be placed in the high schools. The event can feature displays of all 26 NPC groups with sample magazines, badges, philanthropic events, scholarship programming and opportunities for financial awards.

NPC has many resources available that provide accurate information on sorority membership. Contact the NPC office for publications, videos and display items.

When there is an Alumnae Panhellenic in the area, it is responsible for organizing the recruitment information events. When there is no Alumnae Panhellenic in an area, representatives from a minimum of two NPC groups may organize the events, but every effort should be made to involve as many NPC groups as possible. No fees shall be charged to a potential new member to attend or to receive the printed booklet prepared for the event. Potential new members do not have to register for this event or with their Alumnae Panhellenic to be eligible for or to participate in formal recruitment. They must register with the College Panhellenic at the campus where they are enrolled.

Any recruitment information provided through an Alumnae Panhellenic, written or verbal, may not contain anything that infers that the potential new member must secure letters of recommendation. Pledging is not necessarily contingent on alumnae sponsorship. If letters are to be provided, the responsibility rests solely with the members of an NPC fraternity, not on the potential new member.

Alumnae Panhellenics and individual alumnae are bound by all College Panhellenic membership recruitment rules and will be held responsible for abiding by them.

Guidelines for the recruitment information form

The purpose of the Alumnae Panhellenic recruitment information form is to collect and disseminate basic

information about potential new members. This information comprises the Alumnae Panhellenic master file, which is available to all NPC groups. No fees shall be charged to a potential new member to file a form.

In 1992 NPC unanimously voted to limit the information an Alumnae Panhellenic could request from a potential new member on the recruitment information form (see the same information form in the "Tools" section). Questions considered intrusive and therefore inappropriate are parents' occupations and education, religious affiliation, the potential new member's height and weight and her ability to afford sorority membership. There are legal ramifications that must be considered when requesting any information.

The recruitment information form may include only the following:

- Name
- Home and school address
- High school and college attended
- GPA (high school and college)
- Date of birth
- Interests, activities and honors
- Parents' names and fraternity/sorority affiliation, if applicable
- Signed and dated permission to release the information

In 1993 and 1996, NPC reaffirmed its previous stand and unanimously adopted the resolution that limits the information requested by an Alumnae Panhellenic from a potential new member to those items listed above. Because NPC felt strongly that all Alumnae Panhellenics must follow the adopted resolution, all national presidents and NPC delegates of the 26 member groups signed the document.

The resolution pertains only to Alumnae Panhellenics. If an individual NPC group requires more information, it is that group's responsibility to obtain it through its own procedures.

Here are other guidelines pertaining to the recruitment information form:

- The potential new member provides the master file with only one form. It is the responsibility of the Alumnae Panhellenic and member groups to duplicate the form as they deem necessary.
- The Alumnae Panhellenic may not ask the potential new member to furnish photos of herself. This is an unnecessary expense and not a requirement of all NPC groups when providing a reference or writing a letter of recommendation. Many College Panhellenics ask for a photo when the new member registers for formal recruitment. The Panhellenic then duplicates the photo for all chapters on the campus.
- Not all NPC groups require references or letters of recommendation indicating alumnae sponsorship as a requirement for pledging.
- Alumnae Panhellenics may not request copies of transcripts, because this is a clear violation of the potential new member's right to privacy.
- Listing people as references constitutes undue pressure and implies that the obtaining of

references is not only the responsibility of the potential new member but also that her participation in membership recruitment is incumbent on her ability to obtain references.

- The Alumnae Panhellenic should not charge fees to the potential new member for filling out the recruitment information form, attending the recruitment information event or receiving a recruitment information booklet. These should be expense items in the Alumnae Panhellenic budget.

NPC also recommends that Alumnae Panhellenics use the sample letter (see Page 48) with the recruitment information form. It contains basic information for a college-bound woman and her parents designed to introduce the sorority experience in a positive manner.

Recruitment ethics

Why have recruitment rules?

- Administer a fair process to chapters and potential new members.
- Keep everyone playing on the same field.
- Prevent pushing boundaries.
- Place mutual expectations on all involved.
- Act in accord with the ideals of Panhellenic and member group values.
- Present the option of membership on a high plane.
- Promote Panhellenic cooperation in the planning process.
- Distribute the potential new members throughout the system.
- Provide for a process to resolve infractions of the rules.
- Foster a climate that respects the autonomy and sovereign rights of all.

Master file

A master file is a compilation of information regarding high school women who will be entering four-year colleges. (Unaffiliated junior and senior women are also included.) The file is available to all Alumnae Panhellenic members as reference information. A master file is not a “recommendation” file and therefore should not include personal remarks or observations.

An Alumnae Panhellenic may choose to have a Master File Committee, and the chairman should be responsible for the file. Master File Committee responsibilities include collecting and disseminating the forms and maintaining the files. The committee is not a deliberative body and makes no decisions or recommendations regarding potential new members. Such responsibilities rest solely with each NPC group’s membership procedure and not the Alumnae Panhellenic.

NPC offers these suggestions for establishing and maintaining a master file:

Source of information

High school women and unaffiliated college women at informational and educational events fill out recruitment information forms. The forms may be mailed to the chairman if the potential new members

cannot attend the events. Please see the sample recruitment information form on Page 49. This form was developed by the Alumnae Panhellenics Committee and approved by NPC for use by Alumnae Panhellenics.

Using the master file

The master file may be used in several ways but only for the intended purpose of introducing potential new members to as many alumnae associations as possible:

- Copies may be given to each Alumnae Panhellenic member fraternity.
- The chairman of the Master File Committee will share the information by letter, telephone, email or personal visit when requested.
- The file may be kept in a central location for availability. (Many groups may opt to store these electronically.)
- The file may be signed out to alumnae associations for a specific time period.
- The file may be available at Alumnae Panhellenic meetings.

If a master file is kept, keeping the file up-to-date is imperative. After recruitment, names of the new members should be reported to the chairman of the Master File Committee so that these names are removed from the file. Information about potential new members may never be used or released for any purpose outside of those outlined in NPC policies.

Note: Potential new members must register with the College Panhellenic to be eligible for membership recruitment. Alumnae Panhellenics must not imply to the potential new member that registration with the Alumnae Panhellenic is a prerequisite or requirement to go through formal recruitment.

Contact your area coordinator if you have any questions about these procedures and/or how to organize your recruitment information events to gain the largest attendance.

Scholarships, grants and loans

Many Alumnae Panhellenics award scholarships to deserving female high school graduates, collegiate members of NPC fraternities or mature students returning to college. Federal regulations should be studied before such programs are offered. Many Alumnae Panhellenics have fundraising activities for scholarships, but it is wise to consult an attorney to be sure that all legal stipulations are followed. Participating in formal or informal membership recruitment, pledging or initiation into an NPC member group cannot be a stipulation in the selection criteria.

Most Alumnae Panhellenics are actively involved in granting scholarships or providing loans to deserving students, and the program continues to grow each year. As the cost of a college education continues to increase, NPC urges Alumnae Panhellenics to put more emphasis on their scholarship efforts and to increase them each year if possible.

Awards should be paid by check, with the check being made payable to the recipient and to her university.

This practice can avoid questions by the IRS concerning her income. Please see the Tools section for sample scholarship and grant or loan applications.

There are several types of scholarships that an Alumnae Panhellenic can award:

Scholarships to high school seniors

These may be divided into different areas; high school seniors needing financial assistance and students who receive aid on the basis of academic excellence. Most Alumnae Panhellenics try to select young women who are interested in sororities, and most give a certificate but not the actual money until they receive written proof of the recipient's enrollment in college.

Scholarships to sorority women

This category seems to be equally popular with Alumnae Panhellenics: granting scholarships to women already in a sorority and needing financial assistance to continue their education. This way the Alumnae Panhellenics are assured that the scholarship will go to a deserving sorority woman.

Scholarships, grants and loans for sorority women with financial need

Programs that help sorority women with their dues and fees based on financial need are vital. Few scholarships address the problem of women who scrape up enough money to pledge and then find themselves unable to keep up with the financial demands of a sorority. Some Alumnae Panhellenics have loan programs, but others give outright gifts to outstanding collegians to not only stay in school, but also to stay in a sorority.

Scholastic achievement recognition

Rewarding academic excellence is another good program, because it is often difficult to determine financial need and to verify its authenticity. Women applying for these scholarships could submit an official transcript, describe their awards and extracurricular activities and write a brief essay. The essay is important because it helps to distinguish between several students who have high grades. Questions for an essay could include: Where do you see yourself in five years? Why did you choose college? Why is this scholarship important to you?

Collegiate chapter recognition

An Alumnae Panhellenic may give an award for the new member class with the highest GPA and the sorority with the most improved GPA at the local university.

Scholarship publicity ideas

Publicity seems to be the biggest challenge with the Alumnae Panhellenic scholarship program. Most Alumnae Panhellenics send the information to local newspapers; however, some papers may print it and others may not. Address this issue aggressively. Publicity is the one of the greatest opportunities for good public relations that NPC has.

Here are other ideas:

- If your Alumnae Panhellenic gives grants to high school seniors, hang posters in those schools.
- Present awards at high school assemblies or on high school awards night.
- Make high school guidance counselors and/or PTA organizations aware of the opportunities for scholarships.
- Notify individual sororities at schools close to the Alumnae Panhellenic of scholarship opportunities or financial assistance.
- Give awards at the recruitment information event.
- Use methods of social media and online advertising for the scholarship.
- Make contact with the administration or individual departments at local universities.

Assistance to College Panhellenics and fraternity/sorority advisors

Here are the top 10 reasons College Panhellenics and fraternity/sorority advisors should know about their local Alumnae Panhellenic:

1. **Lifetime commitment:** The Alumnae Panhellenic, through its work and support, makes the concept of lifetime commitment a reality in the lives of its members and in the lives of the collegians.
2. **Team spirit:** Alumnae Panhellenics can model the importance of interfraternalism by working together to promote sorority life in the community and in the university.
3. **Advisors:** Alumnae Panhellenics can help individual chapters recruit chapter advisors through their members and member contacts in the community or supply a Panhellenic advisor where there is none.
4. **Philanthropy:** Alumnae Panhellenics can serve as catalysts for positive community service and can support a collaborative fund-development project that will benefit all.
5. **Finances:** Alumnae Panhellenics can provide valuable contacts in the community to help with budgeting and auditing in the College Panhellenic and individual chapters.
6. **Education:** Alumnae Panhellenics can serve as resources for leadership training, community service projects and alumnae programming, and may underwrite the costs of College Panhellenic programs.
7. **Risk management:** Alumnae Panhellenics can provide speakers who can give excellent programs on risk management and legal liability.
8. **Recruitment:** Alumnae Panhellenics can help year-round with recruitment information forums and personnel to conduct bid-matching.
9. **Public relations:** Alumnae Panhellenics can provide a comprehensive public relations program to positively support fraternity/sorority life in their communities.
10. **Scholarship:** Alumnae Panhellenics can provide scholarships, grants and loans to students in their community and to members of Greek-letter organizations.

Get to know the fraternity/sorority advisor

- Invite the fraternity/sorority advisor to your meeting to speak about the College Panhellenic

- campus trends/recruitment/college women today.
- Honor her/him with a certificate of appreciation.
 - Use her/him as an educational resource for your group.
 - Include the graduate assistants; they usually do the “grunt” work in the Panhellenic office.
 - Offer your services for membership recruitment, special events, etc., and help identify advisors for chapters from your group.
 - Don’t have a college in your town? Adopt one.

Get to know the College Panhellenic president

- Invite the Executive Board and the College Panhellenic president to all Alumnae Panhellenic meetings. Invite members of the Junior Panhellenic too.
- Ask them to speak about the Panhellenic calendar for the year so your members know what they are doing on campus.
- Offer support in the areas of recruitment/community projects/advisors/mentoring of members.

Be creative with your fundraising money

- Sponsor Panhellenic members and/or the fraternity/sorority advisor to attend a regional fraternity/sorority conference or Undergraduate Interfraternity Institute. Invite him or her to talk about the conference during the next Alumnae Panhellenic meeting.
- Consider sponsoring the new member symposium or convocation held after membership recruitment.
- Consider funding (full or partial) the Panhellenic recruitment booklet with credit going to the Alumnae Panhellenic.
- Consider giving a grant to an outstanding faculty advisor to thank her/him for supporting sorority life. (Members can nominate their favorite advisor.)

All questions or comments concerning a College Panhellenic or a campus situation should be directed to the area coordinator or the chairman of the Alumnae Panhellenics Committee.

Websites, social media and newsletters

Websites

More and more Alumnae Panhellenics are establishing their own websites to augment their communication and public relations efforts. Alumnae Panhellenic associations with websites are listed and linked for easy access on the NPC website upon approval of the site by the chairman of the Alumnae Panhellenics Committee.

In order for your website to be effective, make sure the information on it is current.

Examples of what to feature on the site include member contact information, recruitment information events and activities, Panhellenic accomplishments and member group activities. The PSC has resources available for assistance on how to set up a website if your group does not have one.

Additional resources are also located on the NPC website in a section devoted exclusively to Alumnae Panhellenics that are current dues-paying members of NPC. If you do not have your password, please contact the NPC office for this “Alumnae Panhellenics Only” section.

Social Media

Using social media can be beneficial to an Alumnae Panhellenic, whether through promoting membership, publicizing events and activities, or generating interest in scholarship opportunities. However, it is also important to represent both the organization and NPC as a whole in a positive manner. Any updates or posts should be respectful and beneficial to the Panhellenic name.

Increasing public relations through social media is common and best accomplished through regular use. Include the name and information about a social media outlet for an Alumnae Panhellenic by printing it on reading materials (newsletters, for example) and by continual updates. When updating and posting on social media sites, remember to mention and tag other related organizations, such as NPC.

Newsletters

Communication helps keep the membership informed and therefore interested. A newsletter is an excellent instrument for relating Alumnae Panhellenic news, information, program highlights, the latest NPC information, accomplishments and events of various alumnae chapters and members. Depending on the makeup of each group’s membership, an online version of a newsletter can be used.

Philanthropic projects

Although each of the 26 NPC member groups has its own philanthropy, an Alumnae Panhellenic may undertake projects of its own. The community may have some special need that an Alumnae Panhellenic can support. Many Alumnae Panhellenics also unite in supporting the philanthropic efforts of each member group.

Participation in civic and philanthropic activities provides community service while presenting a favorable fraternity image, which is basic to a public relations program.

There is no better way to garner public approval than through philanthropic projects and scholarship programs.

NPC supports the Circle of Sisterhood Foundation, which works to use the collective wisdom and influence of sorority women to support entities around the world that remove educational barriers for girls and women. Alumnae Panhellenics are welcome and encouraged to include the Circle of Sisterhood in their philanthropic activities. More information can be found at the Circle of Sisterhood website: www.circleofsisterhood.org.

Fundraising

Fundraising provides opportunities for Alumnae Panhellenics to:

- Experience team-building within the Alumnae Panhellenic.
- Heighten visibility of Alumnae Panhellenic work in the community.
- Reach out to alumnae not actively involved in the Alumnae Panhellenic.
- Enrich experiences for members.
- Assist students by providing scholarships, grants and loans.
- Promote philanthropic efforts.
- Recognize individuals making a difference in their community.

Use these guidelines to maximize your community visibility, increase the dollar amount raised and conduct a successful fundraiser:

- Survey members/groups to establish buy-in with all involved.
- Reach consensus on the type of event desired with a workable theme.
- Generate excitement within the group about the event. Create a sense of ownership.
- Set clear goals for the event.
- Determine participation expectations of member groups.
- Establish a timeline to ensure progress.
- Ask committee chairmen to report progress to all member groups.
- Solicit funding opportunities for the event.
- Consider an honorary chairman (local government official or activist).
- Organize a hospitality committee to make sure everyone at the event is made to feel welcome.
- Send out public service announcements to radio and TV stations, newspapers and local magazines (visitor guides, etc.). Whatever event you choose, saturate the community with information about this incredible opportunity.
- Create incentives for participation. Enter the names of all volunteers in a raffle, publish their names in the program or on a banner, and acknowledge them during the event.
- Take advantage of the event to present checks/awards/recognition to individuals, charities and community service groups
- Send follow-up letters of appreciation to local media sources.
- Send individual letters of appreciation to local businesses, groups, service organizations and government officials, along with photos of the event and copies of programs.

A celebration party to thank volunteers and major donors is a great way to guarantee participation in your next event.

Suggestions for events

Food cook-offs (participants pay an entry fee):

- Chili
- Spaghetti
- Cookies/cakes

- Easy entertaining (using crescent rolls, prepared dough or other packaged products)
- Appetizers

Tournaments:

- Tennis
- Golf
- Bowling
- 5K runs
- Volleyball
- Bingo

Sales:

- Holiday boutique
- Poinsettias
- Tupperware/knives/cooking supplies
- Clothing lines
- White elephant/garage sale/flea market
- Used books
- Community activity calendar (sold with ads from local businesses)
- Art exhibit/auction

Incorporating local opportunities:

- Sell tickets to a dress rehearsal for a local play.
- Ask a local restaurant to donate a percentage of an evening's gross sales to the Alumnae Panhellenic
- Host home tours.
- Have a tasting dinner with members bringing dishes (charge for tastings and recipes).
- Stage a luncheon with a fashion show or speaker (and auction or raffle).
- Hold a "play day" event with card and board games.
- Sponsor local theatre events.
- Offer museum or historical site visits.
- Sponsor a lecture series with the local adult school or community college.
- Partner with another community women's service group to recognize an outstanding government official and host a tea in her honor.
- Recognize a fraternity/sorority advisor, college administrator, professor or high school teacher by selling spaces in a scrapbook or computer-generated memory book.

Fraternity/Sorority Education

One purpose of Alumnae Panhellenics is to inform our members about NPC and fraternity/sorority trends and issues. Any alumnae member event provides the opportunity to share and learn more about our fraternity/sorority world today as well as appreciate who we are as Panhellenic women, what we are accomplishing and where we are going.

Resources for educational programming

- NPC website
- Alumnae Panhellenic and area coordinator newsletters
- Mailings from the NPC office
- Sorority/fraternity magazines
- Fraternity/sorority advisors
- Inter/national officers of NPC member groups
- Interfraternal organization publications

Sharing information activities

- At each meeting, have one group talk about an identified area of focus: fundraising, philanthropy community service opportunities, membership building, communications, etc.
- For luncheons or special events, use mottos/mission statements of each member group in centerpieces.
- In newsletters, feature NPC facts and information.
- Involve fraternity/sorority advisors when possible in communications and presentations.
- Identify an officer who collects articles from newspapers and online resources regarding current collegiate trends/news to share.
- Incorporate games that match member groups with accomplishments or information.
- On all email/communication, include one piece of information about NPC or fraternity/sorority news.
- Invite collegiate representatives/scholarship recipients to an event to talk about their sorority experiences.
- Feature a "mystery" member group in a newsletter or during a meeting; members are given information to help them identify the mystery "guest."
- Invite former presidents to share perspectives from the past and discuss looking to the future.
- Have a game night at a meeting with questions and topics related to fraternity/sorority history with prizes.

Topics about which your area coordinator can speak

- Release Figure Method (RFM) for recruitment
- Setting up a master file program for Alumnae Panhellenics
- Women's issues and what sororities are doing about them today
- Hazing: Is it a problem for sororities?
- Current NPC recruitment policies How to start Alumnae Panhellenic special interest groups
- What is the climate for fraternity/sorority organizations today? Where do we stand with the university faculty and administrations? In the community? Do we have a legal right to exist at all?
- New member education today: Tradition or transition?
- Files: What are they, and what should they have in them? What do you keep, and what do you get rid of? What is the legal time frame for certain records?
- The growing interest of "interest groups" on campuses today
- Alumnae and extension: What is the role of alumnae?
- Demographic changes in sororities today: Age, race, religion and physical handicaps. Have we

- met the challenge?
- Social media and NPC/fraternity/sorority organizations

Workshop Ideas

- Public relations
- Interfraternity education: Learning about our Panhellenic sisters
- Addressing multicultural diversity on our university campuses
- The changing role of fraternity/sorority organizations: Career development vs. social development
- Women's issues today: family, friends, health, career, self
- Do you really understand what I am saying? Learning good communication skills
- Make your meetings run smoothly: Understanding and using parliamentary procedure
- Leadership training: Learning to work as a team
- Cooperation rather than competition: Learning to use our similarities to promote the fraternity sorority experience in our community
- How NPC functions and how the Unanimous Agreements and resolutions affect Alumnae Panhellenics.
- How membership recruitment is done today: What is quota-range? Snap bidding? Continuous open bidding? What are release figures? Quota additions?
- Campus trends: Demographics, diversity, nontraditional students, lower recruitment numbers, cost of education, length of time to complete a degree, etc.
- Articles from the APH News, sorority magazines and area coordinator communication.
- Campus issues: Risk management, security, date rape, hazing, women's health, etc.

How to organize an interesting workshop

Content

- Be enthusiastic. Enthusiasm is contagious!
- Be knowledgeable about the subject.
- Know the NPC position on the subject.
- Read articles about the subject and incorporate them into your presentation.

Presentation Tips and Suggestions

- Use graphics or projectors (It makes for much more interesting listening).
- Use a "hands on" exercise to get the group into the subject (do it at the beginning).
- Always give handouts at the end of a presentation so that you have active listeners, not active readers.
- Avoid any presentation where you talk for 40-60 minutes straight ... you will lose your audience.
- Do not read handouts, books, etc., to your audience. People can do that on their own time. They want to hear what you think.
- Try to make the first part of your presentation no longer than 20 minutes.

- Stop for questions and audience participation.
- The second part of your presentation should be 15 - 20 minutes long.
- Encouraging questions and audience participation
- Wrap-up: What have we said? What do we know?

Officer Transition Workshops

Officer transition activities are vital to ensuring that incoming officers in your organization are prepared and knowledgeable on their new positions. Planning an effective officer transition workshop is like planning any successful event: preparation, organization and attention to detail are the keys to success. A theme, invitations, an inviting location, food and printed materials show that this is an important and valued process for the group.

Resources that should be available:

- Current edition of the NPC Manual of Information
- Alumnae Panhellenic Handbook
- Bylaws/standing rules of the Alumnae Panhellenic
- Files for all officers
- Position descriptions for each officer
- Report of predecessor with recommendations
- Website information (login, resources, etc.)

Starting the event:

- Ice breaker – something fun to get members to mix and mingle. For example:
- Participants ask each other about the colleges/universities they attended. The person with the longest list of different schools is the winner.
- Half of the participants are given a slip of paper with a sorority name, the other half are given a philanthropy (or motto or founding information). Members mingle until they find their match.
- Optional beverage/food service (potluck dinner, desserts, snacks)

Initiating action:

- A speaker can review past accomplishments and historical moments of the Alumnae Panhellenic.
- The incoming president shares welcoming remarks and offers her goals for the coming year.

Working in teams:

- Officers share their personal goals for the coming year and what they hope to accomplish.
- The team can brainstorm new ideas and ways to build on past achievements.
- Try using a leadership inventory or style activity that identifies different leadership characteristics and how officers with different strengths can work together.

Coming together:

- Each team shares its goals and a timeline for the completion of what it hopes to achieve.

- Notes are compiled to be distributed to the entire membership.

Closing:

President or a featured speaker provides an inspirational wrap-up and challenge to the group.

Resources for Officers

- Current edition of the NPC Manual of Information
- Alumnae Panhellenics Handbook
- NPC Alumnae Panhellenic area coordinator's name and contact information
- General files
 - o Group/officer/member directory
 - o Handbooks
 - o Sample and blank annual reports
 - o Awards (forms and samples)
 - o Area coordinator information
 - o Collegiate information
 - o Local bylaws
 - o Conferences (NPC/regional/area: times and places)
 - o Correspondence
- Area coordinator
- NPC office
- Sample letters
- Extension information
- Expense reports
- Financial information
 - o Budget
 - o Fundraising
 - o Scholarships, grants, loans
 - o Legal information (contracts/taxes)
 - o Insurance policies
 - o Financial reports
- Nominating committee (if applicable)
- President's annual report forms/copies of annual reports
- Program ideas and evaluations
- Recruitment (alumnae programs)
- Recruitment (collegiate programs)
- Special events
- Supplies/order forms
- Website information and navigation tips

The Fraternity/Sorority Community

Following the establishment of NPC in 1902 and the National Interfraternity Conference in 1909, other interfraternity organizations were formed, among them those that serve collegiate professional and honorary Greek-letter fraternities.

Well-known organizations serving fraternities of college status, in addition to the National Panhellenic Conference, include:

Association of Fraternity/Sorority Advisors: AFA is an organization of student personnel professionals working with men's and women's fraternities to offer service to campuses and individuals to enhance the professional development of its members. Web site: <http://www.afa1976.org/>

Executive Directors Association: EDA is composed of the office executives of NPC member groups. It provides a channel for the exchange of ideas and information pertinent to all executive directors to foster interfraternity cooperation.

Fraternity Communications Association (formerly College Fraternity Editors Association): FCA is composed of fraternities and sororities committed to communicating the highest ideals of the fraternity system and its achievements. Web site: <http://fraternitycommunications.com/>

Fraternity Executives Association: FEA is an organization composed of the chief administrative officers of the member groups of NIC, NPHC and NPC. Its purpose is to promote, support and encourage the free discussion and exchange of ideas relating to college fraternal organizations. Web site: www.fea-inc.org/

National Asian Pacific Islander American Panhellenic Association: NAPA was chartered Aug. 12, 2006, by nine groups that sought to create an organization that would unite traditionally Asian fraternities and sororities under one umbrella. The organization serves to advocate the needs of its member organizations and provide a forum to share ideas and resources with its members. Web site: www.napa-online.org

National Association of Latino Fraternal Organizations: NALFO is an umbrella council for Latino Greek-letter organizations. The purpose of NALFO is to promote and foster positive interfraternal relations, communication and development of all Latino fraternal organizations through mutual respect, leadership, honesty, professionalism and education. Established in 1998, NALFO has 23 member organizations from across the United States. Web site: www.nalfo.org/

National Multicultural Greek Council: NMGC is the umbrella council for multicultural Greek-letter groups. It was conceptualized in 1998 and serves in an advisory capacity to its 13 member organizations. Its goals include promoting the awareness of multicultural diversity within collegiate institutions, their communities and the greater community at large. Web site: www.nationalmgc.org/

National Pan-Hellenic Council Inc.: NPHC was organized in May 1930 at Howard University, Washington,

D.C. It is composed of nine sororities and fraternities. Lifelong community service is a commitment to all NPHC members. This goal is promoted through national conventions, forums, meetings and other vehicles for the exchange of information and engaging in cooperative programs and other supportive activities. Web site: <http://www.nphchq.org/>

National Panhellenic Editors Conference: NPEC is composed of the editors of the magazines of NPC member groups who meet annually to exchange information and ideas to further fraternity/sorority journalism.

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 65 men's collegiate social fraternities with chapters on more than 800 campuses and a membership of over 4.5 million. Its purpose is similar to that of NPC — the exchange of information and experience and the discussion of common problems. Founded as an advisory body, NIC retains that character, although since the 1960s it has functioned as a service organization for its members. Web site: www.nicindy.org/

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 35 member fraternities representing 17 professional disciplines. The purposes of PFA include the encouragement of scholarship, professional and interfraternity ethics, and cooperation among member fraternities. Local professional interfraternity councils are encouraged on campuses of recognized colleges, universities and professional schools. PFA meets annually in convention, and business is conducted by a board of directors. Web site: <http://www.professionalfraternity.org/>

Meetings and Conferences

NPC annual meetings

The National Panhellenic Conference meets annually. These meetings are opportunities for all of the member groups' delegations to come together and discuss fraternity/ sorority-related issues. Meetings during even-numbered years typically are focused on business, while meetings during odd-numbered years include Executive Committee rotation, committee appointments and an awards banquet.

During the annual meeting, resolutions are passed to further the fraternal experience for undergraduate and alumnae members of the 26 NPC member groups. Each delegation has one vote in the Conference. A resolution must receive a majority vote to be adopted. To adopt a Unanimous Agreement, all 26 votes must be in favor and signed by the inter/national presidents. To amend a Unanimous Agreement requires a five-sixths vote.

Professional conferences

Several professional organizations in the field of higher education hold annual meetings:

- Association of Fraternity Advisors (AFA)
- National Association of Student Personnel Administrators (NASPA)

- Fraternity Executives Association (FEA)
- Fraternity Communications Association (FCA)
- Interfraternity Institute, sponsored by FEA (IFI; <http://fea-inc.org/events/>)
- Executive Directors Association (EDA)
- National Panhellenic Editors Conference (NPEC)

Collegiate fraternal leadership conferences

Regional conferences are held each academic year for collegians to attend workshops and address issues facing fraternities/sororities in that particular region:

- Association of Fraternal Leadership and Values (AFLV; www.aflv.org)
- Northeast Greek Leadership Association (NGLA; www.ngla.org)
- Southeastern Panhellenic Association (SEPA; www.sepconline.net)
- Undergraduate Fraternity Institute, sponsored by NIC (UFI; <http://www.nicindy.org/programs/uifi/>)

Tools

Included in this section are the following:

- Alumnae Panhellenic Interest Survey
- Officer Installation Service
- Alumnae Panhellenic Model Bylaws
- Simplified Bylaws Sample Outline
- Alumnae Panhellenic Recruitment Information Event Announcement
- Recruitment Information Form
- Alumnae Panhellenic Scholarship Application (a)
- Alumnae Panhellenic Scholarship Application (b)
- Grant or Loan Flier Sample
- Grant or Loan Announcement Sample
- Grant or Loan Application

Alumnae Panhellenic Interest Survey

Name _____

Group representing _____

The goals and activities of your Alumnae Panhellenic should reflect the needs and current interests of your members. This survey is a device to receive input from you concerning what your interests and priorities are in your Alumnae Panhellenic group.

I. What I want to gain from my membership in the Alumnae Panhellenic group.

(Rank in preference order, with 1 being the most important, 2 being second, etc.)

- ___a. Friendship and close friends
- ___b. More social events so we can broaden our knowledge of each other
- ___c. More National Panhellenic Conference sorority education
- ___d. Greater involvement with a local or nearby College Panhellenic
- ___e. Development of leadership qualities and organizational abilities
- ___f. More fundraisers so we can give scholarships and grants to Panhellenic women
- ___g. Involvement in service and philanthropic projects
- ___h. Intellectual and cultural enrichment opportunities in the community and in the Alumnae Panhellenic
- ___i. Experience with working with others
- ___j. A greater understanding about the future of sororities
- ___k. Involvement in the public relations area, including an information party for potential new members.
- ___l. Other (specify)

II. Activities that would help me develop my needs and interests through the Alumnae Panhellenic group:

III. Activities that would help the Alumnae Panhellenic gain more visibility in the community:

– Adapted from “Fraternity Leadership Makes It Happen”

Officer Installation Service

This is a general outline that may be adapted by each Alumnae Panhellenic. The duties of the officers may be made more specific by quoting from the bylaws. However, the service is best kept simple.

To the officers:

You have been honored with the responsibility of serving the _____ Alumnae Panhellenic for the coming year. You, as officers, are empowered to act for the membership on many matters. So that you may act wisely and well, you will wish to familiarize yourselves with the requirements of this organization as set forth by the National Panhellenic Conference and by the _____ Alumnae Panhellenic. Your actions must be in accordance with the best interests not only of the membership of this Alumnae Panhellenic but of all fraternity membership in the National Panhellenic Conference.

I charge you to accept your duties with a willing spirit and with unselfish interest. I charge you also to perform your prescribed duties promptly and with a sincerity of purpose. I further charge you to support the high purposes of this organization. By the conduct of its officers, who are the chosen representatives of the members, an organization is judged.

To the president:

The office of president is the highest office this Alumnae Panhellenic can confer upon a member. The members will look to you for wise counsel and leadership. You will be responsible for the administration of this Alumnae Panhellenic and for reports to the National Panhellenic Conference. It is your particular duty to keep the membership informed on all matters concerning the welfare of the Alumnae Panhellenic. Do you promise to fulfill these duties to the best of your ability?

(Answer: I do.)

To the vice president:

The vice president of the _____ Alumnae Panhellenic is required to perform the duties of the president in the event of her absence or inability to serve. Do you promise to perform such duties to the best of your ability?

(Answer: I do.)

To the secretary:

The secretary of the _____ Alumnae Panhellenic has the duty of reporting all meetings of the Executive Board and the general association, of keeping all records and attending to all correspondence. Do you accept the responsibility of performing these duties to the best of your ability?

(Answer: I do.)

To the treasurer:

The treasurer of the _____ Alumnae Panhellenic is responsible for an accurate accounting of all receipts and disbursements, collecting all dues and keeping an accurate record of the membership. Do you promise to fulfill these duties to the best of your ability?

(Answer: I do.)

To the members:

Do you, the members of the _____ Alumnae Panhellenic, pledge to these, your new officers, your wholehearted support in carrying out their assigned duties?

(Answer: **We do.**)

Therefore, as installing officer, I declare that these new officers are duly installed as officers of _____ Alumnae Panhellenic.

Alumnae Panhellenic Model Bylaws

The bylaws below are a model for Alumnae Panhellenic organizations, following the pattern for a Council with voting delegates representing alumnae chapters or alumnae of NPC fraternities/sororities. Footnotes at the end of each article explain adaptations of this basic pattern to other types of organizations.

ARTICLE I

Name

The name of this organization shall be the _____
Alumnae Panhellenic,* affiliated with the National Panhellenic Conference.

** Include the words "Alumnae Panhellenic." Select a name that has geographic distinction beyond the local area.*

ARTICLE II

Objectives

The objectives of the _____ Alumnae Panhellenic shall be to:

- Promote interfraternity friendship and cooperation.
- Publicize the high ideals, purpose and accomplishments of the fraternity system.
- Stimulate interest in and participation of alumnae members of NPC fraternities.
- Cooperate with the area colleges and universities and College Panhellenics in the study of and solution to problems of common interest.
- Further interest in community service and philanthropic efforts.
- Provide qualified students with financial assistance through scholarships or loans.
- Maintain files on potential new members for the reference of member groups.

Note: All of these objectives need not be included. Select those important to the Alumnae Panhellenic, and add those of significance to the group.

ARTICLE III

Membership

Section 1. ^{*1}Alumnae of any National Panhellenic Conference fraternity who live in _____
^{*2}become members of _____ Alumnae Panhellenic upon payment of prescribed dues. The NPC member fraternities represented on the membership roll of this Alumnae Panhellenic are:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section 2. *1 There shall be three classes of members:

1. Active members shall be from those fraternities that have fully qualified for membership as specified by NPC and that have been duly admitted to membership in NPC.
2. Associate members shall be from those fraternities that have not fully qualified for active membership in NPC but which have been admitted to associate membership.
3. Affiliate members shall be those women’s fraternal organizations that are included in a College Panhellenic or comparable governing body.

*1 Sections 1 and 2 of Article III are required in the bylaws of each Alumnae Panhellenic.

*2 In large metropolitan areas or in an area encompassing several communities, the territory included should be specified here.

ARTICLE IV

Finance

Section 1. The annual dues *1shall be \$ ___ per _____ [person or fraternity]. Any dues or special assessment that will result in one fraternity paying more than another shall require a unanimous vote of all present and voting.

Section 2. Annual dues shall be due and payable on or before _____ each year. Each fraternity shall be responsible for the collection of dues from its own members and shall forward such dues to the treasurer of the Alumnae Panhellenic, together with a list of paid members, signed by the president of each fraternity.

Section 3. The fiscal year of _____ Alumnae Panhellenic shall be from _____ to _____ . *2

*1 Specify whether person or fraternity. The projected budget will determine the dues. Depending on the type of organization, dues may be assessed by alumnae chapter, by individual membership or by a combination (per group plus per capita). Set a maximum so that large chapters will not be penalized. Also, keep in mind that an individual alumna representing a sorority without an organized alumnae group must not be assessed so much that the membership is a financial burden.

*2 Refer to Article VII

ARTICLE V

Structure and organization

Section 1. The government of this organization shall be vested in _____ [the Council, the Executive Board, the voting membership].^{*1}

Section 2. The voting body of the Council shall be composed of one delegate from each active member fraternity.^{*2}

Section 3. Each active member fraternity shall be entitled to send one alternate delegate to the Council meetings. The alternate shall have the right to voice but not vote. The alternate shall serve as the delegate in the absence of the delegate at Council meetings, except that the vice president shall preside in the absence of the president. The delegates and alternates shall be announced by each representative fraternity in _____ [month].

Section 4. Fraternities holding associate membership or affiliate memberships each shall be entitled to send one delegate and one alternate to Council meetings and are entitled to voice but not vote.

Section 5. Only delegates of fraternities with active memberships may hold office or serve as chairmen of standing committees, but delegates and alternates of fraternities holding either active associate or affiliate memberships may serve on committees.

Section 6. The immediate past president shall serve as delegate-at-large. Unless she is the delegate representing her fraternity, she shall have voice but not vote.^{*3}

^{*1} Write this to fit the type of organization. Membership may not be limited to fraternities with local alumnae chapters.

^{*2} An officer by rotation will have to vote only if she is the delegate of her fraternity. One fraternity never has more than one vote.

^{*3} This section is not essential but is included in many bylaws to provide continuity.

ARTICLE VI

Officers and their duties

Section 1. There shall be four officers^{*1}: president, vice president, secretary and treasurer, who shall be delegates of their respective fraternities and who shall accede to office by rotation,^{*2} in order of the established membership roll of _____ Alumnae Panhellenic.^{*3}

Section 2. Each additional fraternity affiliating with the _____ Alumnae Panhellenic shall follow the established rotation in order of its date of affiliation in this association.

Section 3. The term of office shall be for one year and shall begin at the close of the installation meeting in _____ [month]. Every fraternity shall be prepared to hold office in turn, and it shall be expected that the delegate who has progressed to the presidency or vice presidency shall have had a year's experience or more on the Council.^{*4}

Section 4. The delegate's alternate shall fill any vacancy in an office for the unexpired term except in the case of the president.

Section 5. The duties of the officers shall be those usually delegated to such officers, and in addition:

- The president shall be an ex-officio member of all committees (except where bylaws specify a Nominating Committee). Except where otherwise provided in these bylaws, she shall appoint all committees subject to the approval of the Executive Board, shall establish a job description for each officer, shall maintain the official files of the organization and shall review the bylaws. Following installation of officers, the president shall call a meeting of the Executive Board. She shall be responsible for the return of all reports requested by the NPC Alumnae Panhellenics Committee, including names of new officers to the NPC office and the area coordinator before June 1.
- The vice president shall perform the duties of the president in the event of the president's absence or inability to act. She shall be an ex-officio member of all committees (except where bylaws specify a Nominating Committee).
- The secretary shall arrange for proper notice of all meetings. She shall prepare the yearbook, if any, for the succeeding administration and shall send a copy to the area coordinator of the NPC Alumnae Panhellenics Committee. She shall also send a copy of any proposed amendment to these bylaws to the area coordinator for her approval.
- The treasurer shall pay, each year, the dues of the Alumnae Panhellenic to NPC. She shall have such other duties as the Council shall prescribe.

^{*1} No set number of officers is required. Adapt this section to the need.

^{*2} NPC strongly recommends rotation of officers to avoid domination by any one group in the organization. Rotation may be established by the order in which the various fraternities signed the petition for affiliation, by alphabetical order, or by NPC order of rotation. If the organization does not agree to rotation of offices, the bylaws must provide for a Nominating Committee, either elected by the membership or by the Executive Board. In the section on a Nominating Committee, the bylaws must provide a time for the report of the Nominating Committee, a time for the elections and for a provision that no two officers may serve more than two consecutive terms in the same office.

^{*3} This listing should be included in Article III, Section 1.

^{*4} Each fraternity has a responsibility to provide leadership, but an Alumnae Panhellenic cannot stipulate which delegate represents a group. Each fraternity has the right to select its own delegate. However, if the delegate from the fraternity in order of rotation is not prepared to serve as president, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.

ARTICLE VII

Council meetings and open meetings

Section 1. The regular Council meetings shall be held the _____ [day] of the month from _____ [month] to _____ [month], except _____ and _____, which may be rescheduled or omitted according to the decision of the Executive Board.^{*1}

Section 2. Two-thirds of the voting members shall constitute a quorum at all meetings of the Council.

Section 3. Special meetings may be held on call of the president and one officer and shall be called on written request of three delegates, providing 48 hours' notice is given.

Section 4. The annual meeting shall be the _____ meeting, which shall be an open meeting for the presentation of annual reports and the installation of officers for the ensuing year.^{*2}

Section 5. There shall be at least _____ open meetings each year^{*3} that all alumnae members of NPC fraternities may attend.

^{*1} This section allows for holidays or other occasions when meeting is undesirable.

^{*2} This meeting should be at the close of the year to give new officers an opportunity to plan for the coming year.

^{*3} Every NPC alumna should be encouraged to attend Alumnae Panhellenic open meetings.

ARTICLE VIII

Executive Board^{*1}

Section 1. The Executive Board of the Council shall consist of the [names of officers] and the immediate past president as delegate-at-large that has voice but not vote.

Section 2. The Executive Board shall arrange for all meetings, be responsible for the administration of all business of the _____ Alumnae Panhellenic, receive and consider recommendations from the standing committees and present them to the Council^{*2} for approval and action, have general supervision of the affairs of the organization and perform such other duties as defined in these bylaws.

Section 3. Monthly^{*3} meetings of the Executive Board shall be held at a time and place designated by the president. Special meetings of the Executive Board may be called by the president and shall be called on the written request of three members of the board.

Section 4. Three members shall constitute a quorum of the Executive Board.

*1 The Executive Board is optional if the council of delegates is small.

*2 Precise authority of the Executive Board should be stated. If individual voting is allowed, it should be stated in Section 2 that the Executive Board is empowered to handle all business between regular meetings. In some organizations, the Council would endorse and the membership would vote approval.

*3 Regular meetings are advisable because the board acts as a steering committee, but these meetings do not have to be monthly.

ARTICLE IX

Standing committees

Section 1. The president shall appoint with the approval of the Executive Board these standing committees [name them]: * _____ .

The president shall appoint such other special committees as may be necessary, subject to the approval of the Executive Board.

Section 2. The chairman of each standing committee shall give an annual written report to the president prior to _____ .

* The number of committees required will depend on the size of the Alumnae Panhellenic. Some standing committees found helpful to Alumnae Panhellenics are bylaws, membership, master file, program, scholarship, public relations, publicity, yearbook, fraternity education and social.

ARTICLE X

Removal of officers

If an officer fails to perform or is unable to perform the duties assigned to her, she shall be asked by the Executive Board to resign. If she does not resign, she shall be removed from office. For offices other than president, the alternate delegate serves the remainder of the term. For president only, the next member group in rotation of offices shall fill the vacancy. (See Article VI, section 4.)

ARTICLE XI

Dissolution

If for any reason the Alumnae Panhellenic cannot fulfill its objectives, a written notice of a proposal to dissolve the association shall be mailed to all members of record. The motion shall provide for the dissolution by a certain date.

If the motion is adopted, a second motion shall be prepared and adopted directing the disposition of all assets. The remaining assets shall be used in a charitable or educational manner, giving first priority to the National Panhellenic Conference or National Panhellenic Conference Foundation.

Note: This section is required.

ARTICLE XII

Parliamentary authority

"Robert's Rules of Order Newly Revised" shall be the parliamentary authority in all cases not otherwise stated in these bylaws

Note: This article is required.

ARTICLE XIII

Amendments

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided notice of the proposed amendment has been given at the preceding meeting, or written notice has been sent to each member of the Council at least 48 hours prior to the meeting, and approval of the NPC Area Coordinator has been secured.

Standing rules

Standing rules are not a part of the bylaws and may be suspended by a majority vote at any meeting; the suspension expires at the close of that meeting. Rules may be adopted, amended or rescinded by a simple majority vote without previous notice.

Bylaws may never be suspended and require a two-thirds vote for adoption or amendment, plus previous notice. Therefore, rules that require less rigid observance are placed in the standing rules. Standing rules may include such items as the order of business at the meetings, special requirements for committee chairmen, the committee chairman to whom special information should be submitted and other provisions.

Policies

Each Alumnae Panhellenic will, through its activities, develop policies (such as the number of scholarships it will award, the number of open meetings it will have), and these need to be written on a regular basis for reference.

Simplified Bylaws Sample Outline

NPC recognizes that the formation of smaller groups, with simplified structure, may require simplified bylaws. To meet this need, the following bylaws are suggested:

- I. Name of organization
- II. Objectives (purposes)
- III. Membership (qualifications of members)
- IV. Finances (dues)
- V. Structure and organization (Executive Board, council or voting membership)
- VI. Officers and duties (rotation or nominating committee)
- VII. Time for regular meetings and procedures for calling special meetings
- VIII. Number constituting a quorum
- IX. Standing committees
- X. Method of amending bylaws
- XI. Parliamentary authority

Alumnae Panhellenic Recruitment Information Event Announcement

Dear high school graduate/college woman:

The sorority women of the _____ Alumnae Panhellenic want to introduce you to a unique experience that you are sure to find both educational and enjoyable: sorority life. Sororities promote high scholarship, personal development, leadership, good citizenship, service to others and lifelong friendship. We hope you will want to explore the possibility of membership.

There are 26 National Panhellenic Conference sororities, many of which have representatives here in the _____ area. Alumnae Panhellenic represents a cooperative effort of local sorority women who wish to promote sorority ideals and continue the friendships made while in college. We are college alumnae who may be your neighbor, your history teacher or your mom's best friend.

Sororities choose new members each year through a mutual selection process called membership recruitment. Register for recruitment with the Panhellenic office at the college you will attend (recruitment information is sometimes sent with other college registration materials). If you do not receive this recruitment information, check the website, email or telephone the Panhellenic office at your school. It is important to register for recruitment with the Panhellenic office at the college you attend.

The _____ Alumnae Panhellenic would like to assist you in learning about sorority membership. The recruitment information form will help us introduce you to as many alumnae groups as possible. *

Sincerely,

[*Include invitation to Alumnae Panhellenic recruitment information event, along with the form.]

Recruitment Information Form

For: _____ college or university
From: _____ Alumnae Panhellenic

Name: _____
Last First Middle Preferred nickname

Home address: _____
 Street Apt# City State ZIP

School address: _____
 Street Apt# City State ZIP

Parents' names: _____

High school _____ City _____

College attended (if applicable) _____

High school GPA _____ College GPA _____

Date of birth _____

Interests: _____

Activities: _____

Honors: _____

I GIVE PERMISSION FOR THIS INFORMATION TO BE RELEASED.

Print name _____

Signature _____

Date _____

Alumnae Panhellenic Scholarship Application (a)

Name: _____

Home address: _____

Home telephone: _____ Age: _____

Father's name: _____ Mother's name: _____

College or university: _____

Campus address: _____

City: _____ State: _____ ZIP Code: _____

Campus telephone: _____

National sorority affiliation: _____

Class year: ___ Sophomore ___ Junior

Family members attending college: _____

High school: _____ GPA: _____

Cumulative college GPA: _____ Last term GPA: _____

College degree units completed: _____

College major: _____

Probable career: _____

Financial Information

While financial need is considered, it will not necessarily be the determining factor in making the award.

How much are your yearly sorority dues? _____

How much will your college year cost? _____

How are you meeting these expenses? _____

List other scholarships or grants you have and the amounts: _____

Provide information concerning your financial situation that you want to explain: _____

Recommendation information

All applicants must enclose two letters of recommendation with this completed form. One recommendation must be from a person familiar with the academic achievements of the applicant, such as a professor or advisor. The other letter may be from a sorority alumna, employer, minister, etc. Recommendations from collegians or family members are not accepted.

Name: _____ Title: _____ Relationship: _____

Academic: _____

Other: _____



Activities Information

List organizations and activities and describe your role and responsibilities. If the organization is unique to your campus, describe it.

| Date | Activity | Role |
|------|----------|------|
|------|----------|------|

Responsibility

Sorority activities, awards, honors:

Community/professional activities, awards, honors:

Campus activities, awards, honors:

Jobs held outside of school:

Goals and future plans

Use only the following space for a brief essay in response to these questions:

- Why are you applying for this scholarship?
- What personal and/or professional goals do you hope to achieve during the next 10 years?
- How do you think your education and sorority experiences will help you attain these goals?

Under the Family Education Privacy Act of 1974, use of this information is authorized only for scholarship purposes.

Applicant's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Sorority advisor's signature: _____ Date: _____

Alumnae Panhellenic Scholarship Application (b)

Deadline: Month, Date, Year

Return application to Scholarship Chairman:

Name

Address

City, State, ZIP

Phone

The scholarship is awarded to assist a graduating high school or junior college woman who will be attending a four-year college or university. Panhellenic is an association of sorority women dedicated to the purpose of friendship, leadership, scholarship and service to others. The scholarship is awarded on the basis of academic achievement and contribution to school and community.

Please return this application with a transcript. If you are a community college applicant, include your high school transcript and high school record plus college record.

Please type or print. All information will be held in strict confidence.

Name _____ Date of birth _____

Address _____ ZIP _____

Phone _____ Intended college _____

Father's name _____ Mother's name _____

ACADEMIC ACHIEVEMENTS

Present school _____ GPA _____

SAT scores: Verbal _____ Math _____ Total _____

College major _____

Why have you chosen this major? _____

Have you applied for any other scholarships? _____

Please name and specify amounts for those you will be awarded _____

REFERENCES

List names and addresses of two people who will write letters of recommendation. Include one letter from a member of your school faculty and a personal reference. Attach the letters or have them sent to the reference chairman.

1. _____

2. _____

RESUME OF ACTIVITIES

Please provide a resume of the most significant activities of your four years of high school. Include the organization name, any positions held and your contributions and/or responsibilities to this organization.

High school

Community

Awards, honors, recognition

Work experience

Interests, hobbies, talents

In a short paragraph, explain below what you foresee as the most beneficial aspect of college life for you (other than academics).

Grant or Loan Flier Sample

GRANTS ...

LOANS ...

AVAILABLE

TO YOU!

Each year the Alumnae Panhellenic Association of _____ offers grant and interest-free loans to qualified female students who need financial assistance to complete their education. If you are a resident of the _____ area, a full-time student attending a college or university in _____ with a minimum of senior standing by [month] of the next school year, and have a GPA of _____, you qualify to apply.

Grants in the amount of \$ _____ and loans not to exceed \$ _____ are available for the next academic year. All financial aids will be awarded on a competitive basis.

Loan recipients will be asked to sign a promissory note. The note must be co-signed. Repayment of loans begins on the first day of the sixth month following graduation or departure from college. Payments will be a minimum of \$ _____ per month. No interest is required if regular repayment is made.

To apply, submit complete application and all required supporting materials and letters of reference to the Grants and Loans Committee prior to [Month, Date] of this academic year. (Allow at least four weeks for completing application requirements.) Selected applicants will be interviewed in [area] by the committee at a later date.

Graduate students are eligible to apply.

Grant or Loan Announcement Sample

PLEASE POST

The Panhellenic Association of _____

Month, Date, Year

Attention:

The Alumnae Panhellenic Association of _____ is again offering educational grants and interest-free loans to female college students who are residents of the _____ area. This area is defined as _____, _____, & _____ counties in [state]. Qualifications and stipulations are explained in the enclosed information.

To be considered for a grant or a loan, a completed application form and all required supporting materials and letters of reference must be on file with the Grants and Loans Committee prior to [month, date] of this academic year.

All completed applications will be reviewed by the committee. Selected applicants will be notified and an interview will be scheduled in [area] for [date, time].

Please post the enclosed notice on your scholarship board so that qualified candidates will have ample time to assemble the necessary materials. Duplication of the application form is permitted if there is more than one student wishing to apply.

All required information must be received by the deadline of [month, date].

Sincerely,

[Chairman's name]
Grants and Loans Committee
Alumnae Panhellenic Association of
Address
City, State, ZIP
Phone

Grant or Loan Application

Return by [month, date] to:

Grants and Loans Committee
Alumnae Panhellenic Association of
Address, City, State, ZIP

Application for (A) grant _____ (B) loan _____ (Check A or B or both.) If your first choice is for the grant and if it is not available, are you interested in applying for the interest-free loan?
Yes _____ No _____

Name _____ Birthdate _____
Permanent home address _____ Phone _____
City _____ State _____ ZIP _____
High school attended _____
College address _____ Phone _____
City _____ State _____ ZIP _____
College you are attending _____ GPA _____
(To be eligible for a grant or loan, you must have at least a _____ GPA.)

Number of semesters and hours completed by the end of the current academic year: _____
Anticipated date of graduation: _____
Academic standing at the beginning of the next academic year: _____
(You must be a senior or graduate student at the beginning of the next academic year.)

Course of study _____

What do you plan to make your life's work? _____

In the next academic year, how many hours do you anticipate taking for the fall term? _____ Winter/
spring? _____ Total number of hours needed to graduate at the start of the next academic year: _____

Parent's name(s) _____
Address _____ City _____ State _____ ZIP _____

Have you contributed to all, part, or none of your support while in college?

List other sources of income. (If employed, give name and address of employer.) _____

Have you ever received any academic loans or scholarships? _____ If so, please list name and amount of grant/loan. _____

Give detailed statement of estimated costs and resources for the coming year: _____

Sorority affiliation (if applicable): _____

Attach complete list of extracurricular activities (honoraries, clubs, leadership positions, etc.)

Attach a statement of your financial aid officer regarding financial assistance you are receiving.

Attach a letter of recommendation from a faculty member.

Attach complete and current transcript(s) to this application.

Attach a written autobiography, not to exceed 300 words, giving reasons for requesting financial assistance. Include any other information not covered that you believe would be helpful.

Name and address of person, other than a parent, who would always know your address: _____

If you are chosen as a recipient of the Alumnae Panhellenic Association of _____'s student grant or loan, does that association have your permission to use your name to publicize your receipt of that grant or loan?

Yes _____ No _____

Please list a hometown newspaper(s): _____

Date

Signature