



# POLICIES AND BEST PRACTICES

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NPC policies and best practices are the result of years of cumulative experience and study of many campus situations.

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

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

The following pages contain brief statements of NPC policies and best practices pertaining to Alumnae and College Panhellenics. Policies and best practices may also be found throughout the NPC Manual of Information preceded by the word policy or best practice and the date adopted.

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

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

# POLICIES AND BEST PRACTICES

## ALUMNAE PANHELLENICS

### General

#### Assistance – BEST PRACTICE

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

#### Delegates – POLICY

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

#### Dissolution (2014) – POLICY

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

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

#### Extension (1975) – POLICY

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

#### Fundraising – BEST PRACTICE

NPC encourages fundraising for scholarship awards annually.

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

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

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

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

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

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

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

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

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

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

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

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

The membership recruitment information form may include only the following:

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

#### Scholarships (1989) – POLICY

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

#### Summer Recruitment (1995) – POLICY

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

#### Tax Exempt Status – POLICY

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

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

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



## Membership

### Alumnae Chapters In Alumnae Panhellenics – POLICY

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

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

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

### Individual Members (1971) – POLICY

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

### Membership Representatives (1963) – POLICY

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

### Participation (1993) – POLICY

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

### Right To Membership (1961) – POLICY

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

## COLLEGE PANHELLENICS

### Academic excellence

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

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

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

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

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

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

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

Beginning in 2011, NPC officially recognizes February as the Month of the Scholar. Through partnerships with member organizations, Alumnae Panhellenics and College Panhellenics, NPC will promote the Month of the Scholar.

## Alcohol

### Alcohol Accountability (2009) – BEST PRACTICE

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

### Alcohol Education (2009) – BEST PRACTICE

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

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

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

### Alcohol Awareness (2009) – BEST PRACTICE

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

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

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

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

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

### Alcohol Initiatives (2009) – BEST PRACTICE

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

### Alcohol Dialogue (2009) – BEST PRACTICE

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

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

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

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

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



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

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

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

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

## College Panhellenic programming

### "Focus on Self-Esteem" (2000) – BEST PRACTICE

This NPC program helps members create a positive environment for women.

### "Something to Talk About: Confrontation Skills" (2000) – BEST PRACTICE

This NPC program was developed to enable women to address risky behaviors.

### "Something of Value" (1996) – BEST PRACTICE

This important NPC program addresses risk management issues.

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

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

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

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

## Extension

### Administrative Authority (1991) – POLICY

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

### Campus Presentations (2012) – POLICY

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

#### Exploratory Visits (2003) – POLICY

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

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

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

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

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

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

#### Interested Sororities (1993) – POLICY

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

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

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

#### Proper Authority (2003) – POLICY

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

#### Proper Authority (2007) – POLICY

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



#### Recolonization Notification (2003) – POLICY

The National Panhellenic Conference member organizations will notify the NPC Extension Committee promptly when a defined plan for re-establishment or recolonization is submitted to and, if required, approved by the College Panhellenic or campus.

#### Recolonization (1992) – POLICY

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

#### Stacking (2012, 2014) – POLICY

Stacking NPC organizations in an extension process may be a consideration if the campus intends to or believes there will be enough interest to continue to grow the Panhellenic community in the next two (2) to four (4) years. Stacking must be approved through a vote of the College Panhellenic Council with the following language:

[Name of organization] will be invited to colonize no sooner than [date] and no later than [date], and upon the review and vote of the College Panhellenic Council confirming that the Panhellenic is in the position to add another NPC sorority to the College Panhellenic community at that time.

The first organization to colonize should be given at least two (2) primary recruitments to stabilize before the stacked organization is allowed to colonize. It is not recommended that a stacking agreement be extended out further than four (4) years and it is not recommended to stack more than one (1) organization.

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

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

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

### General College Panhellenic policies and procedures

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

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

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

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





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

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

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

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

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

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

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

### Greek Weekend (1967) – BEST PRACTICE

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

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

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

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

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

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

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

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

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



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

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

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

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

#### Officer Qualifications (2001) – POLICY

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

#### Officer Selection (2001) – POLICY

The College Panhellenic officer selection process may include rotation, election or an election-rotation combination to provide successful leadership and equitable and fair representation of the NPC member organizations. The Panhellenic president and the recruitment officer should have a minimum of one year of College Panhellenic experience prior to serving.

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

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

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

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

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

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

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

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

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

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

#### Publicity (1967) – BEST PRACTICE

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

### Recognition (1965) – BEST PRACTICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Workshops (1969) – BEST PRACTICE

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

## Membership recruitment

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

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



#### Bid Matching (2003) – POLICY

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

#### Chapter Costs (1963) – BEST PRACTICE

Recommendation to list only the average cost of sorority membership in College Panhellenic booklets rather than comparative fees, because the variance in items included does not provide accurate information, and the difference in total fees is almost inconsequential.

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

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

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

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

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

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

#### Counselors (1993) – POLICY

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

#### Counselors (2010) – POLICY

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

#### Fall Recruitment (1983) – BEST PRACTICE

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

#### Fees (1967) – BEST PRACTICE

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

#### Informal Recruitment (1964) – POLICY

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

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

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



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

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

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

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

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

#### Membership Growth (1999) – BEST PRACTICE

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

#### No-Frills Recruitment Recommendations (1989, 1991, 1997, 2003) – POLICY

All College Panhellenics and their member chapters shall incorporate the following no-frills recommendations into their membership recruitment programs as soon as possible:

- Establish guidelines for membership recruitment budgets and set a cap on membership recruitment expenses, including the value of all donated goods and services in the cap figure.
- Eliminate all outside decorations.
- Confine all membership recruitment entertainment within the chapter house or other recruitment facility.
- Evaluate all membership recruitment skits as to length and content.
- Discourage the use of membership recruitment skits at the first round of events.
- Discourage elaborate costuming and purchase of special membership recruitment outfits.
- Eliminate all gifts, favors, preference letters or notes for potential new members until they have accepted bids.
- Develop conversation and interviewing skills.
- Follow release figure recommendations.

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

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

#### Panhellenic Officer Disassociation during Recruitment (2003) - POLICY

Panhellenic officers and recruitment counselors should be completely "disassociated" from their respective NPC chapters for the period immediately preceding recruitment (not to exceed 30 days) and during recruitment so their actions and decisions support the welfare and best interests of the Panhellenic community.

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

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



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

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

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

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

### Quota Addition Procedures (2007) – POLICY

Quota additions shall be placed by the release figure specialist in collaboration with the fraternity/sorority advisor in a manner that is optimal for the system and the potential new members.

In placing quota additions, the release figure specialist and the fraternity/sorority advisor shall consider and balance preference for chapters with smaller total membership, for placing potential new members with chapters with lower relative recruiting strength, for potential new members' first choice, for even distribution of potential new members and for potential new member position on a chapter's bid list.

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

### Recruitment Style Assessment (2003) – POLICY

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

### Rules (1963) – BEST PRACTICE

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



### Strict Silence (1995) – POLICY

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

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

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

### Voluntary Association (1969) – BEST PRACTICE

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

## Total

### Annual Total Review (2003) – POLICY

Panhellenics will review total annually.

### Automatically Adjusting Total (2013) – POLICY

To allow chapters to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be **automatically adjusted** annually no later than 72 hours following bid distribution. The adjustment will be to average chapter size unless the College Panhellenic adopts an acceptable alternative formula according to the Manual of Information.

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

The procedure for determining total states: total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. For all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.
3. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted toward total.

### New Member (1981) – POLICY

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

### Quota-Total (9th Ed.) – POLICY

NPC recommends implementation of the quota-total system.



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

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

1. Average chapter size;
2. Median chapter size;
3. The size of the largest chapter.

Total may also be determined by any one of the above, combined with a formula that reflects the best adjustment to total to ensure continued growth opportunities, parity, housing obligations, availability of campus facilities and vitality of the College Panhellenic community.

Panhellenics can also consider special situations that impact the best number for total that most accurately reflects parity for a system. Examples that may affect the most reasonable number include:

- A chapter that is significantly smaller or larger than others
- Poor new member retention
- A significant midyear graduation rate

### Transfer Member (1977) – POLICY

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

### Two-tier Total (2009) – POLICY

College Panhellenics on campuses with deferred primary recruitment should review total in the fall to allow for a fall recruitment that will assist in establishing parity. This review does not replace the review that should be completed after deferred primary recruitment. This would be a two-tier total. If, after consultation with the NPC area advisor, it is agreed that implementation of a fall total is advantageous, fall total can be determined by one of the following:

- Using current data, determine average chapter size and allow chapters below that number to recruit upperclass members.
- Using current data, determine the median chapter size and allow chapters below that number to recruit upperclass members.
- Panhellenics should determine in the prior spring if a two-tier total should be implemented for the following fall term and vote to do so. The adjustment to a new fall total should be done as soon as possible at the beginning of the fall academic term.

### Vacancies (1978) – POLICY

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

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

