Chapter Panhellenic Delegate
# Table of Contents

NPC Speak.......................................................................................................................... 4  
Your Duties and Responsibilities ....................................................................................... 6  
What is Panhellenic? ........................................................................................................... 8  
Panhellenic Concepts ......................................................................................................... 8  
Your Panhellenic Support System .................................................................................... 8  
Panhellenic Area Conferences .......................................................................................... 9  
NPC Resources ................................................................................................................ 10  
  Something of Value ............................................................................................................ 11  
NPC Manual of Information .............................................................................................. 12  
College Panhellenics ........................................................................................................ 12  
  Function and Purpose of a College Panhellenic ............................................................. 12  
  Fraternity/Sorority Advisor (F/SA) ................................................................................. 13  
  Selection of Panhellenic Officers .................................................................................... 13  
  Programming ................................................................................................................... 14  
  Public Relations .............................................................................................................. 14  
Panhellenic Formal Period of Recruitment ..................................................................... 15  
  Adoption of a Marketing Plan ......................................................................................... 15  
  Assessing Recruitment Needs ......................................................................................... 15  
  NPC Recruitment Styles ................................................................................................. 16  
  Fully Structured Recruitment (FSR) ............................................................................. 16  
  Partially Structured Recruitment (PSR) ......................................................................... 17  
  Minimally Structured Recruitment (MSR) ..................................................................... 17  
  Continuous Recruitment (CR) ........................................................................................ 18  
  Determining Which Style to Use .................................................................................... 19  
  Questions to Ask .............................................................................................................. 19  
  Implementing a Recruitment Style .................................................................................. 20  
  The Release Figure Methodology ................................................................................... 202
Reviewing Campus Total .................................................................................................................. 25
Automatic Adjustment ..................................................................................................................... 26
Quota ............................................................................................................................................... 27
CPH Judicial Process ....................................................................................................................... 29
Creating Good Relations ................................................................................................................. 30
  Commuter Campuses .................................................................................................................... 30
  Interfraternal Relations ................................................................................................................. 30
  Establishing Positive Greek Relations ......................................................................................... 31
Alumnae Panhellenics ....................................................................................................................... 301
University Relationship Statements ................................................................................................. 31
Panhellenic Awards .......................................................................................................................... 32
  College Panhellenic Award ........................................................................................................... 32
  Fraternity/Sorority Advisor Award ............................................................................................... 32
### NPC Speak

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alumnus</strong></td>
<td>A male fraternity member who is no longer in college. The plural of “alumnus” is “alumni” (pronounced <em>alum-nye</em>).</td>
</tr>
<tr>
<td><strong>Continuous Recruitment (CR)</strong></td>
<td>This is a style of recruitment commonly found in systems that typically have 1-3 chapters and recruit the majority of their women year-round in a Continuous Open Recruitment. There is no structured “recruitment period,” as the chapters manage their own recruitment process. There is no Quota. Chapters recruit to campus Panhellenic Total.</td>
</tr>
<tr>
<td><strong>Alumnae Panhellenic (APH)</strong></td>
<td>A cooperative organization of alumnae members from the 26 National Panhellenic Conference member sororities, held within a community. Often referred to as an “APH.”</td>
</tr>
<tr>
<td><strong>College Panhellenic (CPH)</strong></td>
<td>A cooperative organization of collegiate members of all National Panhellenic Conference member sororities represented on a campus. Often referred to as a “CPH.”</td>
</tr>
<tr>
<td><strong>Culturally-based fraternities and sororities</strong></td>
<td>There are many fraternities and sororities that are culturally based and organized under different umbrella organizations. Examples include the National Pan-Hellenic Council (NPHC) groups, National Association of Latino Fraternal Organizations (NALFO) groups, and National Multi-Cultural Greek Council (NMGC) groups.</td>
</tr>
<tr>
<td><strong>Disassociation/Disaffiliation</strong></td>
<td>The period immediately preceding recruitment, not to exceed thirty days, in which recruitment counselors and College Panhellenic officers disaffiliate from their respective sororities so as to remain neutral and impartial during the recruitment process.</td>
</tr>
<tr>
<td><strong>Fraternity</strong></td>
<td>A Greek-letter brotherhood. The term &quot;women’s fraternity&quot; is also used by some of the National Panhellenic conference member groups to refer to their National organizations.</td>
</tr>
<tr>
<td><strong>Fully Structured Recruitment (FSR)</strong></td>
<td>This recruitment style provides the most structure and formality of all the NPC models. This format features use of Recruitment Counselors, rounds of parties, PNM groups, etc. There is Quota and bid matching does take place. The CPH handles all logistics under this style and there is a date for the formal distribution of bids. Campuses utilizing this model should be part of the NPC</td>
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<tr>
<td>NPC</td>
<td>IFC</td>
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<td></td>
<td>Junior Panhellenic</td>
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<td>MRABA</td>
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<tr>
<td></td>
<td>Minimally Structured Recruitment (MSR)</td>
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<td></td>
<td>NALFO</td>
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<td></td>
<td>NIC</td>
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<td></td>
<td>NPC Area Advisor</td>
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<tr>
<td>NPHC</td>
<td>The National Pan-Hellenic Council, the umbrella organization for the nine historically African-American fraternities and sororities, was formed in 1937 to coordinate their activities.</td>
</tr>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Partially Structured Recruitment (PSR)</td>
<td>Providing just a little more structure than MSR, PSR will require PNMs to attend at least one recruitment event of each sorority on campus. The Panhellenic still ensures that there are no schedule conflicts with the sororities’ planned recruitment events and will set a date for the distribution of bids. With PSR, CPHs have the option of implementing a Quota or not. This decision is made prior to the start of formal recruitment. If they opt to not have a Quota, then chapters may pledge to the campus’ PH Total. If Quota is used, then bid matching will take place. The campus should also investigate joining the NPC Release Figures Methodology.</td>
</tr>
<tr>
<td>Recruitment</td>
<td>The act of meeting women in order to extend membership into a sorority during a formal or informal time period set aside by a College Panhellenic.</td>
</tr>
<tr>
<td>Strict Silence</td>
<td>Time period between the final round of recruitment and the presentation of invitations to membership, not to exceed 24 hours, in which contact between Greek members and potential new members is strictly prohibited.</td>
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Your Duties and Responsibilities

- Be an informed sorority woman and represent Tri Sigma with pride, assurance, and diplomacy.

- Attend all College Panhellenic meetings and report the agenda to your chapter at the next weekly meeting. You must take a chapter vote or come to a consensus on any motions before voting on behalf of your chapter in College Panhellenic meetings.

- Vote! Your vote represents Tri Sigma in your College Panhellenic.

**NOTE:** Before voting on sorority expansion, changing campus Total, approving or amending Greek relationship standards/statement documents, or changing the structure of recruitment, immediately contact your chapter’s College Panhellenic Coordinator (CPHC) and seek her consultation. If necessary, she will engage Tri Sigma’s National Panhellenic Conference Delegate.
• In order to make well-informed decisions and cast votes in your College Panhellenic meetings, review and be knowledgeable about the following reference materials:
  ➢ By laws of Sigma Sigma Sigma, including the National Policies
  ➢ Your local chapter bylaws
  ➢ Your College Panhellenic’s Bylaws
  ➢ Your College Panhellenic’s recruitment rules
  ➢ 21st edition of the NPC Manual of Information (updated January 2016), including the Unanimous Agreements
  ➢ NPC website (www.npcwomen.org)

• Consult your chapter’s College Panhellenic Coordinator (CPHC) and keep her informed of College Panhellenic activities and any new issues. Be responsive to her communication efforts with you.

• Encourage members to attend your College Panhellenic meetings and participate in activities sponsored by your College Panhellenic.

• Post weekly CPH meeting minutes in Google Docs and share with your CPHC, ADCS, and RC.

• Assist in completing the Panhellenic sections of all monthly and semester reports. Reports and due dates are located behind Sigma Connect on the forms page. This will show a list of example reports and list reports due by month.

• If applicable, work closely with your chapter’s Alternate College Panhellenic Delegate to keep her informed and participating.

• Advise the Chapter Membership Recruitment Director of any proposed and resolved recruitment regulation changes.

• Inform the Chapter President of any proposed or final policies made by the College Panhellenic or the college administration.

• If your chapter is considering reporting a violation that is judicial in nature, or had a violation report filed against them by another NPC group, IMMEDIATELY notify your College Panhellenic Coordinator (CPHC) prior to any action, so that she may advise.

• Make certain that information printed about Sigma Sigma Sigma in the College Panhellenic handbooks, Greek materials, and other publications, is accurate and portrays Sigma Sigma Sigma in a positive and professional manner.

• If a questionnaire or survey is sent directly to your chapter or is received from the College Panhellenic, university administration, or another source, IMMEDIATELY notify your CPHC before agreeing to participate in the study/survey.

• We have all seen the negative portrayal of sorority women in today’s media; one such example being “reality television.” If your chapter or College Panhellenic is approached by an external party regarding a media or promotional opportunity, IMMEDIATELY notify your CPHC or Tri Sigma’s National Panhellenic Conference Delegate before responding to the request.

• TRAIN YOUR SUCCESSOR!

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What is Panhellenic?

Sigma Sigma Sigma's Panhellenic "team" is led by our NPC Delegate. There also are three Alternate Delegates on Tri Sigma’s delegation to the NPC. Working directly with our Tri Sigma regions are five College Panhellenic Coordinators (CHPs).

In Tri Sigma, you have many resources as you serve as Delegate to your campus’ College Panhellenic. Your first point of contact for all Panhellenic questions, issues, matters, etc. should be your Tri Sigma region’s CPHC. Should you not be able to contact her, please do feel free to reach out to the Sigma NPC Delegation member who serves as "back-up" support for your particular region. You can find a list of these, along with contact information for all Tri Sigma's Panhellenic personnel, at http://trisigmaphtraining.weebly.com/your-panhellenic-personnel.html.

Panhellenic Concepts

While your College Panhellenic functions for the good of all, the rights of each of the 26 NPC member groups as an autonomous, private organization must be recognized and the authority of its constitution respected. Thus, NPC and College Panhellenic procedures are based upon mutual agreement. Care is taken not to encroach on individual sorority programs. A College Panhellenic should make no rules that conflict with a national sorority's rights or autonomy.

Remember that Sigma Sigma Sigma policies and regulations cannot be overruled or infringed upon by the College Panhellenic or any other body on a campus.

The National Panhellenic Conference (NPC) functions as a Conference, not as a Convention. NPC has no legislative powers, except to pass rules for its own administration, and to work toward Unanimous Agreements, Resolutions, and recommendations. We are bound to these by virtue of our membership in NPC and the fact that we, as Sigma Sigma Sigma, have voted to agree to these tenets.

The UNANIMOUS AGREEMENTS, passed by the unanimous vote of the 26 NPC Delegates and ratified by each national sorority through its Inter/National President, are binding upon all members of every NPC member group.

Your Panhellenic Support System

Upon being appointed or elected as your chapter’s Panhellenic Delegate, immediately introduce yourself to the College Panhellenic Coordinator in your region. Other instances when you should contact your CPHC include:

- Your College Panhellenic conducting an annual review of Total and is considering raising or lowering it.
- Your College Panhellenic considering changing the structure of the primary recruitment period (e.g., deferred recruitment, CR, MSR, PSR, FSR).
- Sigma Sigma Sigma being involved in an infraction or judicial complaint.
- Expansion (inviting another NPC sorority to establish a chapter) being considered.

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• Your College Panhellenic considering policies that would be contradictory to Sigma Sigma Sigma’s National Policies or Position Statements.

• University “relationship statements” or “standards/expectations/accreditation” with the campus fraternity/sorority community being established or revised by the college/university.

• Current sorority housing arrangements being changed.

• A College Panhellenic being established for the first time on your campus.

• Other College Panhellenic situations, not listed above, that may arise and as guidance is needed.

Panhellenic Area Conferences

These annual leadership conferences are held for Greek organizations, including College Panhellenics; thereby providing the opportunity for full representation and voice in undergraduate Panhellenic concerns. Much of the programming at these conferences is prepared by NPC resources and leaders. If your campus doesn’t already send Greek leaders to one of these conferences, encourage your College Panhellenic and Fraternity/Sorority Advisor to consider attending. National representatives of Tri Sigma attend each conference.

Association of Fraternal Leadership and Values - www.aflv.org

The Association of Fraternal Leadership & Values exists to stimulate the growth and development of fraternity/sorority council and chapter leaders by promoting leadership, educational, and values based experiences and resources for student leaders, their advisors, and the larger fraternal market. The Association of Fraternal Leadership & Values (AFLV) is the showcase for cutting-edge Fraternity/Sorority programming, technology, thinking, and concepts.
Northeastern Greek Leadership Conference (NGLA) - www.ngla.org

The Northeast Greek Leadership Association exists to promote the founding principles and positive traditions of all Greek letter organizations through opportunities that encourage learning and leadership for the Northeast region.

Southeastern Panhellenic Conference (SEPC) - www.sepconline.net

The Southeastern Panhellenic Association exists to promote a spirit of women’s leadership through building relationships and exchanging ideas. By enhancing change and sharing our passion for service, scholarship, sisterhood, and social enrichment today, we are shaping a vibrant tomorrow.

NPC Resources

The National Panhellenic Conference has a website which can offer you a number of resources and tells you more about some of the efforts of NPC and the NPC Foundation. (www.NPCwomen.org). Learn more about some of the programs and resources NPC offers by reading more below.

Sponsors of International Badge Day

Q: When is International Badge Day this year?
A: Monday, March 2, 2015

Q: When did International Badge Day start?
A: The celebration to honor sisterhood was started in 1997 by the National Panhellenic Conference. The date is generally recognized during March, which is also National Women’s History Month and set aside for International Women’s Day. The inaugural campaign was titled: “It’s as Simple as Wearing your Pin ... With Pride.”

Q: Who started this tradition?
A: The creation of this event was the idea of a sorority woman. In the spring 1996 issue of Alpha Sigma Alpha’s “The Phoenix,” Nora M. Ten Broeck wrote an article titled: “A Simple Solution — Wear Your Membership Badge Today.” The article described her personal experience of wearing her sorority pin to work one day.
Q: How can I participate?

A: Whether you’re an alumnae or living on campus, you can join us in the celebration. Organize an event for your colleagues, ask your mayor to issue a proclamation in recognition of International Badge Day, or become a fan on Facebook for upcoming online events. We can celebrate in person, or we can celebrate online in our social media networks. For more resources, visit us on the NPC website, Facebook or Twitter to check for updates on International Badge Day activities.

Q: What if our campus is on spring break on International Badge Day?

A: You should still celebrate! Just pick a day in March to wear badges that will work for your campus to honor National Women’s History Month and celebrate the history of women’s fraternities.

Q: Who participates in International Badge Day?

A: This is the fourth year that we’re celebrating diversity and our common sorority experience. In the spirit of global interfraternal relations, NPC also invited the National Pan-Hellenic Council Inc., the National Multicultural Greek Council, the National Asian Pacific Islander American Panhellenic Association and the National Association of Latino Fraternal Organizations Inc. to participate.

**Something of Value**

The *Something of Value* program is a values-based approach to risk management education for collegians. The day-long program is led by a traveling team of NPC representatives and an attorney with NPC affiliation. Program format includes group discussions of values, a mock trial, and teaching confrontation skills. Participants identify risky behaviors such as abusive relationships, substance abuse, academic dishonesty, eating disorders, financial mismanagement, hazing, harassment, personal safety concerns, and other issues specific to their campus environment. Action plans are developed and collegians are empowered to follow through. Contributions to *Something of Value* support annual presentations on college and university campuses with Panhellenic Associations.

**Other Great Resources on the NPC Website:**

- Academic Scholarship opportunities-
  - [http://npcwomen.org/foundation/scholarships.aspx](http://npcwomen.org/foundation/scholarships.aspx)
✓ Manual of Information (MOI) – this has all NPC policies and is a resource you should also read as Panhellenic Delegate. You may access a copy of this on the manual page of Sigma Connect.

✓ The Sorority Life website (http://www.thesororitylife.com/) – this is geared toward Potential New Members and College Panhellenic women. You can sign up for newsletters, join a Facebook group, and learn more about the benefits of Sorority Life.

**NPC Manual of Information**

Every chapter should have at least one copy the 21st edition of the NPC Manual of Information in their possession (updated January 2016) as it is a major source of reference. Each Chapter Advisor and chapter member on CPH should have an electronic copy of the Manual of Information. Before contacting your chapter’s College Panhellenic Coordinator to discuss a point, refer to this manual and have it available.

Some of the sections in the Manual of Information are listed below.

- College Panhellenic Programming Ideas
- Extension Procedures
- Styles of Recruitment
- Model Panhellenic Constitution
- NPC Area Advisor Role
- NPC Unanimous Agreements
- Total and Quota Range Explanation
- Recruitment Counselors
- Judicial Board
- Recruitment Release Figures

The NPC, as a body, meets annually. Resolutions are voted on and other business of the Conference is conducted at these sessions. Each year, our National Headquarters will send you all of the resolutions that were passed at the NPC session. These resolutions are to be inserted into your manual in the section labeled “Resolutions Supplement.”

Take the NPC Manual of Information (21st edition) to all College Panhellenic meetings and chapter meetings and refer to it often. The most recent copy of the NPC Manual of Information is available for you on Sigma Connect, in the Quick Links box.

**College Panhellenics**

**Function and Purpose of a College Panhellenic**

- Promote friendships, unity, and respect among chapters, faculty, administration, and
other campus groups.

- Promote and assist in the recruitment of membership in a fair and equal manner.
- Work on public relations concerning campus and community issues.
- Provide programming for the member organizations.
- Provide education in leadership development.
- Serve as a social service agency in carrying out service projects.
- Provide a constitution, bylaws and recruitment guidelines which unify member groups and which promote growth of the individual chapters and the Greek system.
- Promote a positive public image to campus and community.
- Act as liaison between sororities and fraternities to provide positive events and activities (Greek Week, Greek newspaper, leadership conference, service activity).
- Provide awards and recognition to members.
- Act as a judicial agent when needed (judicial board).

**Fraternity/Sorority Advisor (F/SA)**

The Panhellenic Delegates and the Chapter Presidents should consider it a responsibility of their offices to meet regularly with the Fraternity/Sorority Advisor. This resource is an important link between the chapter and the university administration and he/she is interested in the chapter and in the individuals who compose the chapter. He/she can be counted on to give good referrals and to keep information confidential. Encourage chapter officers and chairmen to solicit the Panhellenic/Fraternity/Sorority Advisor’s advice on university resources.

**Meeting with the Fraternity/Sorority Advisor:**

- Discuss Panhellenic issues and concerns.
- Alert the Panhellenic/Fraternity/Sorority Advisor when the College Panhellenic plans to vote on Bylaw revisions, recruitment, campus Total, and university relationship statements or standards/expectation documents.
- Invite the Panhellenic/Fraternity/Sorority Advisor to chapter meetings or informal dinners.

**Selection of Panhellenic Officers**

Chapters are responsible for selecting the best-qualified members to provide Panhellenic leadership during that time. It is the choice of the individual sorority to make as to who their representative(s) will be.

The CPH officer selection process may include rotation, election, or a combination of both. NPC encourages the principle of rotation for College Panhellenic officers, allowing each sorority to hold office in the College Panhellenic.
It is resolved by the NPC that a College Panhellenic President and Recruitment officer should have a minimum of one year of College Panhellenic experience prior to serving.

**Programming**

Panhellenic workshops and programs are of great value when carefully planned. They provide an opportunity for the entire membership of a College Panhellenic to hear presenters and speakers who are experts in their field. NPC offers many excellent programs (e.g., Something of Value, NPC Consulting Team Visit) that your College Panhellenic should consider. In addition, your College Panhellenic is encouraged to develop their own programs and workshops and to leverage the many local resources available in the community. Examples of activities and workshops successfully being used by many College Panhellenics include:

- Alcohol Awareness
- Self-Defense Classes
- Leadership Seminars
- Dance Marathons
- Eating Disorders
- Greek Weekend
- Workshops (hazing, alcohol, club drugs)
- Scholarship Dinner
- Risk Management
- Panhellenic scholarships
- BACCHUS/GAMMA
- Blood Drives
- Leadership Retreat
- Progressive Dinners
- Sponsor a Faculty/Staff member
- Neighborhood clean-up drive
- Adopt-a-School program
- Halloween Carnival
- Faculty Appreciation Breakfast

For additional ideas and suggestions of additional programming ideas, contact your College Panhellenic Coordinator or refer to the “College Panhellenic Programs” section of the *NPC Manual of Information*.

**Public Relations**

The best public relations tool for any group is its members. Sororities and College Panhellenics are no exception to this rule. It is very important to strive to put the best face of our Sisterhood forward at every opportunity.

Unfortunately, Greek organizations have not always enjoyed the best publicity. Through films such as "Animal House," opinions from some non-Greeks have become negative. Additionally, press coverage of hazing and tragic events has too often downplayed the positive activities of Greek organizations and reality television shows seem lack a realistic perspective. Some parents are swayed by negative publicity to the extent that they will not
allow their daughters to become a member of a sorority.

It is important to recognize and promote the positive role the sorority plays in the lives of its members and others. Impress upon the membership how their actions in public affect the opinions of those witnessing them.

Much of the College Panhellenic’s budget should be allocated for publicity. It is important that a positive Greek image be as visible as possible. All College Panhellenic publications should be compiled by a committee of College Panhellenic members. Be sure that the chapter is well represented in these areas.

**Panhellenic Primary Recruitment Period**

**Adoption of a Marketing Plan**

NPC passed this resolution to address the steady decline in recruitment registration and participation on many campuses. When it comes to recruitment, many campuses have focused their energies on the logistics and mechanics, with little emphasis on marketing. A marketing plan should address the following:

- Assess the current image of the Greek system and identify where improvement is needed. A Public Relations plan should be developed to address these needs.
- Analyze recent pre-recruitment materials to determine what is successful in attracting women to the recruitment process.
- Utilize campus admissions and housing offices to identify outstanding incoming female students. Target direct marketing pieces to these women to highlight the benefits of sorority membership.
- Provide informational sessions to potential new members that sell the sorority product.
- Host an open house event in a central location.
- Provide continual information during the recruitment process that allows women to make informed decisions about joining a sorority.
- Ensure that the orientation process is seen as a time to make friends and learn about the Greek system. The first event of recruitment should be a continuation of the orientation process where all sororities come together in a neutral setting to present their chapter to the potential new members.

**Assessing Recruitment Needs**

When a College Panhellenic is assessing their recruitment needs and is considering implementing a new recruitment style, they must engage the NPC Area Advisor. As your chapter’s Panhellenic Delegate, you must notify your College Panhellenic Coordinator
(CPHC) so she can explore with the chapter, the benefits or disadvantages of a new recruitment format.

The key to a successful recruitment is growth and parity. Every potential member and every chapter should have at least one opportunity to be together, regardless of the number of potential members and chapters involved. However, the activities should not be scheduled in such a way that they become exhausting and should allow flexibility for the varying schedules of PNMs.

Traditionally, recruitment is a descending scale of choice, by which the potential members and sororities narrow their choices gradually and arrive at their selection for membership through bid matching. The descending scale process will typically employ one of two methods, 1) accept/regret, which requires the PNM to rank her invite acceptances in order based on a pre-defined limit, or 2) priority, where the PNM lists her acceptances, up to the limit, with no indication of ranking of those acceptances. There are pros and cons to each and your College Panhellenic should engage the NPC Area Advisor to get more information.

Under some styles of recruitment, bid matching is not conducted. In those situations, a potential new member could get multiple bids and within a pre-defined time period (a few hours) and she must select which bid to accept and sign a binding acceptance agreement indicating her selection. A copy of the acceptance agreement should be put on file with the Panhellenic/Greek office.

**NPC Recruitment Styles**

Each campus has its own unique aspects. There may be some Panhellenic communities that have aspects that fall into more than one recruitment style and they will need to determine which style to follow or to decide to combine elements from more than one style into a hybrid. A Panhellenic may decide to ease into a more appropriate style over the course of a few years.

**Fully Structured Recruitment (FSR)**

**Typical Campus:**

- 4-20 or more NPC chapters.
- Quota is 20 or more.
- More than 10% of women students usually affiliate.

**Key Features:**

- This style is suitable for campuses where the number of potential new members is relatively large and registration for recruitment remains high.
- A central planning process is desirable with this style closely resembling the traditional fully structured recruitment process.
- Marketing for Panhellenic remains important and the program and promotions need to be assessed annually to ensure that they are relevant to incoming
students.
- Panhellenic handles the logistics for this style of recruitment.
- Recruitment events are formatted in the traditional manner structured by rounds.
- The events should reflect values-based themes and reflect a lifelong fraternal experience.
- Release Figures Method must be used.
- Bid matching is always conducted in this style of recruitment as is Quota/Total.
- Panhellenic sets the date for distribution of bids.

**Partially Structured Recruitment (PSR)**

**Typical Campus:**

- 3-9 NPC chapters.
- Quota is 15-20 (if fully structured recruitment processes utilized).
- Community may be losing chapters or has lost them.

**Key Features:**

- This style is suitable for campuses where the pool of potential new members initially interested in Greek life is large enough for a central planning process but where the fully structured recruitment presents a barrier in converting the interested woman into members. (Large drop-out rates)
- Panhellenic members work together on marketing and promotions to stimulate interest.
- Panhellenic is moderately involved, logistically, with this style.
- Timing of recruitment is determined by the Panhellenic and recruitment events are scheduled with flexibility in mind so that potential new members will not withdraw because of scheduling format.
- Potential new members are required to attend at least one event for each sorority.
- Each potential new member attends several events.
- Panhellenic sets the date for distribution of bids.
- Bid matching is done in most implementations of PSR but in certain situations this may not be desirable. Using bid matching depends upon:
  - Number of chapters
  - Number of potential new members
- When bid matching is used, then Release Figures Method could be used.
- When bid matching is used, Quota/Total is used.
- If bid matching is not used, there is no Quota and chapters may pledge to Total.

**Minimally Structured Recruitment (MSR)**
Typical Campus:

- 2-5 NPC chapters.
- Quota is no more than 10-12 (when fully structured recruitment is used).
- Chapters need to also engage in CR to grow their chapters and Panhellenic community.

Key Features:

- This style is well suited to campuses where the pool of interested potential new members is quite small but Panhellenic marketing is helpful in stimulating interest. Panhellenic members need to work together on marketing and promotions of events.
- A centrally planned process such as Partially Structured Recruitment or Fully Structured Recruitment (see above) presents a barrier in prompting the interested women to affiliate.
- Chapters collaborate to ensure that there are no schedule conflicts with their planned events.
- Potential new members are free to explore the available options at their discretion and are not required to visit all chapters.
- Panhellenic sets a date for bid issuance.
- There is no bid matching because prospective new members are not required to visit all chapters.
- Chapters pledge to Total (Quota not used).

Continuous Recruitment (CR)

Typical Campus:

- 1-3 NPC chapters.
- Quota is 2-9 (when fully structured recruitment is used).
- Chapters recruit almost as many or more women through COR as during fully structured recruitment.

Key Features:

- On campuses where the women students have challenging time restraints, these women exhibit little interest in or have no plans to affiliate.
- A centrally planned recruitment process is not warranted on campuses with these characteristics.
- Continuous Open Recruitment is the preferred style of recruitment or has proven to be more successful than formalized recruitment efforts.
- It is acceptable to bypass a structured recruitment process so the chapters do not expend large amounts of time, energy and other resources for only a handful of women.
• Growth could occur if the chapters placed all of their focus on recruiting new members using the one-on-one recruiting techniques, developing relationships and making friends.
• Panhellenic does not set dates for recruitment or for bid acceptance.
• There is no bid matching.
• Chapters pledge to Total (Quota not used).

**The Release Figures Methodology (RFM)**

In October 2002, the NPC College Panhellenic Committee was presented with the findings of a recruitment task force that had been created to track trends as well as the effectiveness of the release figures method that was being used at the time and had been used for quite some time.

That study found that the "old" method was not achieving the goals of getting each sorority to achieve Quota, of maximizing the total number of Potential New Members (PNMs) who affiliate with a sorority through formal recruitment, and of (someday) achieving parity among the NPC groups on campus. That cycle of the large groups getting larger and the small groups getting smaller was just being perpetuated. It is out of this work that the new RFM methodology came about.

The first implementation of the new Release Figures Methodology (RFM) was in Fall 2003. To date, over 400 campus Panhellenics participate in the program for their formal recruitment period. The RFM is for those Panhellenics that employ a Fully Structured Recruitment model or a Partially Structured model with Quota. Continuous studies have found the RFM to be highly effective, with approximately 94% of participating campuses seeing the number of chapters making Quota stay the same or increase.

"The purpose behind the use of release figures is threefold:

1. To enable each sorority to invite a sufficient number of PNMs to each event to attain Quota at the conclusion of recruitment.
2. To allow each PNM to methodically investigate realistic options and ultimately match with a sorority for which she has a preference among those options.
3. To maximize the number of PNMs who ultimately affiliate with a sorority through recruitment."

*(NPC MOI, p 128)*

The new RFM is a very mathematical, multi-step process based upon an optimization model that makes use of chapter and campus data from the past three formal recruitment periods. The specific data that is used includes the chapter’s historical return and priority rates for each recruitment round, as well as projections for the
campus retention rate of PNMs throughout recruitment. Each campus is assigned an NPC RFM Specialist to assist with implementing the program. Your assigned Specialist works with your campus Fraternity/Sorority Advisor in the time leading up to Recruitment to build your campus workbook that will be used to “crunch the numbers.” The RFM essentially creates for each chapter a “plan for recruitment success” which asks chapters to adhere to assigned “Carry Figures” during each round of formal recruitment. The Carry Figures are a way for the Specialist to convey to each chapter the number of PNMs it is expected that the chapter will need to have at the next round of recruitment in order to eventually achieve Quota. A Carry Figure, then, is the number of PNMs the chapter is to bring back to the next recruitment round. One way to think of these Carry Figures is that “you get what you need”. Some groups naturally will need more at their events in order to eventually make Quota; some groups will require less. These Carry Figures are very specific to your chapter and are generated in “real time” as recruitment progresses. This allows for adjustment if your chapter is having an underperforming year or maybe an extraordinarily great recruitment. The flexibility of the Carry Figures takes all of these things into account. A chapter will know its own Carry Figure for the next round, but not anyone else’s.

The long-term goal of the RFM is to bring parity to the groups on campus. To achieve this, the RFM has the chapters who are the strongest, most successful recruiters releasing more PNMs in the early recruitment rounds ... perhaps more than they are used to releasing. This gives the PNM a more solid idea of what sororities are realistic for them. The new RFM will not be an automatic savior for chapters, though. It can take a good two to three years of properly implementing the RFM to see parity among the groups. What the RFM does do, though, is decrease the gap between the large, successful chapters and the smaller, weaker ones.

In not abiding by their Carry Figures, a chapter severely jeopardizes its likelihood of achieving Quota. Another side-effect of not abiding by the Carry Figures ... the chapters do harm to their whole campus system since the Carry Figures for all, while specific for each group, are very much intertwined. PNMs might also then not have a full slate of recruitment events to attend in the next round. If your chapter does not abide by its Carry Figures, the RFM Specialist is instructed to contact Tri Sigma. If a chapter falls significantly short of its figure, there is little the chapter can do in remaining rounds to make up for this shortage and chances are the chapter will not reach Quota.

There are many resources available to help our chapters and Advisors understand the RFM. Tri Sigma has available a recorded educational webinar on the RFM. You can find it behind Sigma Connect, in the Collegiate Resource Center box, Panhellenic link, as well as on Tri Sigma’s College Panhellenic Training website. You are strongly advised to review this webinar as it will contain information on other aspects of the RFM that are not included here.
PRIORITY vs. ACCEPT/REGRET SYSTEM

When a campus is part of the RFM, they implement either a Priority recruitment or an Accept/Regret system.

- In an Accept/Regret system, PNMIs simply accept or regret a chapter’s invite to a recruitment round.

- In a Priority system, PNMIs “cluster” their top choices together, followed by their “next choices” in order of preference. Invites are then “matched”. Flex Lists are used, allowing for adjustments based upon the chapter’s current performance. Priority is considered to be the preferred system as it optimizes not only the number of events that a PNM can attend each round, but it optimizes the number of PNMs that a chapter will have attending each of its formal recruitment events.

FLEX LISTS

When a Priority recruitment is used by a Panhellenic, Flex Lists will be requested of the chapters when they submit their invites for each recruitment round. A Flex List refers to two separate lists – a Plus list and a Minus list. These lists are used by the RFM Specialist to ensure that the number of PNMs actually returning to a chapter’s invitational event closely approximates the return/carry number given to the chapter. So if a chapter that traditionally has done very well in a round experiences lower acceptance than usual, their Plus Flex List can be used to automatically invite additional women to the next round’s event. Similarly, if a chapter that traditionally has not done very well experiences higher acceptance than usual, their Minus Flex List can be used to subtract women from the next round. This is not done so as to jeopardize a chapter’s goal of achieving Quota. The length of a chapter’s Flex List is determined by the RFM Specialist, based upon that chapter’s past formal recruitment performance.

The Flex Plus List is a list of the next however-many PNMs the chapter would invite to the next round if they could, in preferential order.

- How does a chapter come up with its Plus Flex List? Assume that the chapter has ranked its PNMs in order, highest to lowest. Suppose that the chapter has 50 PNMs ranked as such, that their Carry Figure for the next recruitment round is 35 (they can invite back 35 PNMs to the next round), and that a Plus Flex List of 10 has been requested. #1-35 are entered for the invite list. #36-45 (10 PNMs) can be entered by the chapter as their Plus List, in that order.

- Order on the Plus Flex List VERY MUCH MATTERS! PNMs on this list must be in the chapter’s preferred order of invite.
nip the Plus Flex List is not mandatory. That’s because a chapter cannot be “made” to invite more PNMs than they originally intended. However, in Tri Sigma, if a Flex Plus List is requested of a chapter, we do require that it be submitted. Should a chapter not provide a Plus List when one has been requested/suggested, your campus’ RFM Specialist will inform the chapter’s National HQ.

Just because the RFM Specialist requests a Plus Flex List, it does not mean that it will be used. That will not be known until the RFM Specialist and Fraternity/Sorority Advisor actually begin the invite matching process.

The Minus Flex List is a list of the PNMs that the chapter would release from its list of invites if they had to, in the order in which the chapter would release them (in other words, “un-invite” them).

If requested by the RFM Specialist, submission of a Minus Flex List is not optional! Its submission is mandatory! Should it be found that a chapter has not provided this list when requested, the chapter’s National HQ will be informed and the invite matching process will be delayed until the list is provided.

Since use of the Minus Flex List means that PNMs will be pulled from a chapter’s invite list, chapters are “warned” to carefully watch where they place Legacies on their Minus Flex List. Please consult your CAB, Regional Consultant, CPHA, or ADCS for guidance.

How does a chapter come up with its Minus Flex List? Assume that the chapter has ranked its PNMs in order, highest to lowest. Suppose that the chapter has 50 PNMs ranked as such, that their Carry Figure for the next recruitment round is 35 (they can invite back 35 PNMs to the next round), and that a Minus Flex List of 10 has been requested. #1-35 are entered for the invite list. #35-26 (10 PNMs listed in that backwards order) should be entered by the chapter as their Minus List. Rank #35 will be the first PNM on the Minus Flex List; Rank #34 will be the second PNM on the List; Rank #33 will be the third PNM on the List, etc. You work up from the bottom of your ranked invite list.

Just because the RFM Specialist requests a Plus Flex List, it does not mean that it will be used. That will not be known until the RFM Specialist and Fraternity/Sorority Advisor actually begin the invite/bid matching process.

Reviewing Campus Total

The purpose of having a Total is to promote growth and parity of the Greek system. The College Panhellenic should conduct a review of Total every regular academic term in accordance with NPC recommendations and at the conclusion of the primary recruitment period.
The adjustment will be to median chapter size unless the CPH has adopted another alternative as supported in the NPC Manual of Information. It is expected that the Panhellenic will look to the campus’ NPC Area Advisor for guidance and advise on setting Total.

**Automatic Adjustment**

As of 2013, NPC has adopted a resolution for automatic adjustments to CPH Total. This resolution was adopted to allow parity to be achieved as quickly as possible. While this adjustment is to occur automatically every regular academic term, in the term in which primary recruitment falls, this Total adjustment should occur within 72 hours following bid distribution. The adjustment will be to “mean (average)” chapter size unless the CPH adopts an acceptable alternative formula according to the *NPC Manual of Information*. Once Total has been adjusted to median or mean (average) chapter size as specified in the CHP’s bylaws, you will want to inform your Assistant Director of Chapter Services, Consultant, and College Panhellenic Coordinator.

By NPC Resolution, Total may be determined by:

1. Average chapter size (rounded down to the nearest whole number).
2. Median chapter size (example, size of 5th largest chapter in a system with 9 NPC groups).
3. Size of the largest chapter(s).

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

**Quota**

- *Quota*, defined as the number of women each sorority may pledge during the primary recruitment period, is set after the final invitational round.

- Quota is always used with a Fully Structured Recruitment (FSR) model and may be used with a Partially Structured Recruitment (PSR) model.

- Whenever a Quota is used, bid matching must be conducted. Undergraduate students never participate in the bid matching process.

- Each sorority is entitled to fill Quota at any time during the year; even if by doing so, the chapter’s size exceeds Total. If recruitment is deferred to spring semester, Quota is in effect until the next structured recruitment period.
• **Quota Range** is set based on the past 2-3 years of data and is used by chapters for planning purposes at each round during structured recruitment. The low end of Quota Range becomes the length of the chapter’s “A” Bid List after Preference Round.

**Upperclass (Secondary) Quota**

A campus that is part of the RFM may opt to employ an Upperclass (Secondary) Quota that would pertain only to Sophomores, Juniors, and/or Seniors coming through formal recruitment. While the “primary” Quota would be the number of Freshmen and/or Sophomores that a sorority can pledge during the formal recruitment period, Upperclass (Secondary) Quota would reflect the number of Sophomores, Juniors, and/or Seniors that a chapter can pledge. It generally is used only on larger campuses that have a significant percentage of Upperclass PNMs. Such a Quota is employed so as to optimize the opportunity for these women to be matched to a sorority during the formal recruitment period. An Upperclass (Secondary) Quota should be implemented only with the assistance of the campus' NPC Area Advisor and RFM Specialist.

**Did you know?**

The Panhellenic President cannot break a tie of a Panhellenic vote. Each sorority of a College Panhellenic has only one vote and if a tie vote occurs, the vote is considered “lost” and the matter does not pass.

College Panhellenics raise over $2 million in community service project each year.

There are over 600 college Panhellenic organizations in existence!

**CPH Judicial Process**

There is a judicial process for addressing Panhellenic violations or recruitment infractions; the detailed process and forms are found in the NPC Manual of Information. If your chapter is either reporting a violation or has been named in a violation, your chapter’s College Panhellenic Coordinator must be notified immediately. She will walk you through the process. All procedures must be documented and detailed notices must be given within the established guidelines, as clearly outlined in the NPC Manual of Information. A College Panhellenic’s judicial committee should be appointed at the beginning of the academic term. The committee should be trained and functioning prior to judicial hearings. The first portion of a hearing on a reported violation is mediation, where the involved parties come together to find mutual agreements on an alleged violation. However, sororities are encouraged to resolve alleged infractions through informal discussion with the involved parties. If such discussions are not productive, only then should a Violation Report Form be filed.
COLLEGE PANHELLENIC VIOLATION REPORT FORM

To be filled out and submitted to the College Panhellenic within 30 calendar days of the alleged infraction. (The 30 calendar day timeline even applies during university/college breaks.)

University/college: ____________________________

Against (name of fraternity): ____________________________

For violating: ____________________________

(Violation reported by: (Reports may only be filed by one of the following.)

☐ Chapter President ☐ Potential New Member

☐ Recruitment Counselor ☐ Panhellenic Advisor

☐ Panhellenic)

Date/time/location of alleged infraction: ____________________________

Witness(es) to the incident (include affiliation/Panhellenic office and phone numbers):

Description of the incident (use additional sheets if necessary):

Names and affiliation of cited individual(s) and fraternity involved:

Names, addresses and phone numbers of individual(s)/fraternity reporting incident:

Signed by: ____________________________

Name & position

Date

To be completed by the College Panhellenic President or Panhellenic Advisor

Date submitted: ____________________________

Form properly submitted? Yes ☐ No ☐

(if no, briefly explain below.)

Notification of infraction form sent to:

Accused Fraternity Date: ________

Panhellenic Advisor Date: ________

NPC Area Advisor Date: ________
Creating Good Relations
Commuter Campuses

College Panhellenics on commuter campuses are faced with a unique situation, particularly related to scheduling meetings and activities. Locations for meetings could be of greater concern than on non-commuter campuses.

Good communication is essential under these circumstances. If an office or meeting room on campus can be obtained to serve as a College Panhellenic’s “headquarters”, this problem can be eliminated. Through allowing College Panhellenic members constant access to the headquarters, useful informal conversations can occur between members. A bulletin board, mailboxes, or telephone tree for each member allows for additional communication.

Interfraternal Relations

College Panhellenic members must work with representatives of other sororities daily, and are placed in positions requiring frequent contact with fraternity members and unaffiliated students. The effectiveness of these contacts hinges upon the individuals involved and their ability to transcend their own affiliation for the good of the fraternity/sorority system as a whole.

Problems among fraternal groups can cause the downfall of the system if publicized through the campus community. Unchecked rivalries between two groups can result in the loss of chapters on campuses where the fraternity/sorority system is otherwise flourishing. On the other hand, a unified system can contribute much to a college campus.

While some good-natured competitive spirit may enhance the motivation of fraternities and sororities on college campuses, this spirit must be tempered with ethics and respect on the part of sorority and fraternity members.

Establishing Positive Fraternal Relations

- Tri Sigma should be represented at all joint fraternity and sorority meetings and assume responsibilities; this contributes to respect for the chapter.
- A priority of the chapter should be placing leaders on the College Panhellenic.
- The chapter’s Panhellenic Representative should give a full and detailed report on College Panhellenic activities at chapter meetings.
- Chapter officers and members should attend at least one College Panhellenic meeting a semester.
- College Panhellenic and IFC members should be encouraged to work together on Greek programming, community service projects, and all campus activities.
**Alumnae Panhellenics** An Alumnae Panhellenic is composed of sorority alumnae representatives of NPC member groups in a town or city. They meet regularly, usually on a monthly basis. The Alumnae Panhellenic is generally interested in promoting positive Greek public relations in that town or city.

- Alumnae Panhellenics may host informational sorority programs for high school students.
- Alumnae Panhellenics may provide scholarship awards to high school seniors, and/or graduate or post-graduate sorority women.
- Alumnae Panhellenics may assist a local College Panhellenic with mutual projects.
- Sigma Sigma Sigma encourages all alumnae chapters to have representation in their local Alumnae Panhellenic organization, if one exists.
- The Alumnae Panhellenic Coordinator is a national resource for alumnae serving as delegates on their Alumnae Panhellenic.

**Did you know?**

There are over 200 alumnae Panhellenic associations in existence. Perhaps one is located in your community?

**University Relationship Statements**

There are basic services that a college provides for its organizations; there are also basic expectations that a college requires of its student organizations. Ordinarily, all of these expectations and services are outlined in a student handbook. The chapter should keep an updated college handbook with the chapter records for questions on policies and procedures.

With the growing concern of liability and an added effort to educate students outside of the classroom, some colleges have begun to develop *relationship statements* with the campus fraternity/sorority community. A University Relationship Statement is a written document that states the responsibilities that the fraternity/sorority has with its members, the university, and the general community and the services that the college offers the chapter. University Relationship Statements are different on each campus.

As soon as a meeting is called to discuss a University Relationship Statement, notify your chapter’s College Panhellenic Coordinator and Tri Sigma’s NPC Delegate. Attend every meeting pertaining to this matter. Some statements are simple and very helpful to the fraternity/sorority community. Others can be quite complex and contain criteria that the chapter might not be able to meet. Be informed and keep the chapter officers, alumnae, and national officers updated.

When a chapter receives a Relationship Statement or similar document, copies should
immediately be sent to your chapter’s College Panhellenic Coordinator and the National Panhellenic Conference Delegate for review.

**Panhellenic Awards**

**College Panhellenic Award**

Recognition is given annually to those chapters who have contributed to their campus’ College Panhellenic through participation and leadership. This annual award is given in two categories:

1. Campus with 4 or less NPC member groups represented in their College Panhellenic.
2. Campus with 5 or more NPC member groups represented in their College Panhellenic.

Nominations are due December 1 of each year. Information can be found on Tri Sigma’s website, behind Sigma Connect, in the Awards section.

**Fraternity/Sorority Advisor Award**

This award is presented annually to honor a Fraternity/Sorority Advisor for her/his contribution to the Greek system on a campus where a Sigma Sigma Sigma chapter is located. Sigma Sigma Sigma shall present a $500 grant in the name of the Fraternity/Sorority Advisor to the university's general scholarship fund to be used for a campus educational program.

Nominations are due November 1 of each year. Information can be found on Tri Sigma’s website, behind Sigma Connect, in the Awards section.
# Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption of a Marketing Plan</td>
<td>16</td>
</tr>
<tr>
<td>Alumnae Panhellenics</td>
<td>31</td>
</tr>
<tr>
<td>Assessing Recruitment Needs</td>
<td>16</td>
</tr>
<tr>
<td>College Panhellenic Award</td>
<td>32</td>
</tr>
<tr>
<td>College Panhellenics</td>
<td>13</td>
</tr>
<tr>
<td>Commuter Campuses</td>
<td>30</td>
</tr>
<tr>
<td>Continuous Recruitment (CR)</td>
<td>19</td>
</tr>
<tr>
<td>CPH Judicial Process</td>
<td>29</td>
</tr>
<tr>
<td>Creating Good Relations</td>
<td>30</td>
</tr>
<tr>
<td>Establishing Positive Fraternal Relations</td>
<td>31</td>
</tr>
<tr>
<td>Fraternity/Sorority Advisor (F/SA)</td>
<td>14</td>
</tr>
<tr>
<td>Fraternity/Sorority Advisor Award</td>
<td>32</td>
</tr>
<tr>
<td>Fully Structured Recruitment (FSR)</td>
<td>16</td>
</tr>
<tr>
<td>Function and Purpose of a College Panhellenic</td>
<td>13</td>
</tr>
<tr>
<td>Interfraternal Relations</td>
<td>30</td>
</tr>
<tr>
<td>Minimally Structured Recruitment (MSR)</td>
<td>18</td>
</tr>
<tr>
<td>NPC Manual of Information</td>
<td>13</td>
</tr>
<tr>
<td>NPC Recruitment Styles</td>
<td>17</td>
</tr>
<tr>
<td>NPC Resources</td>
<td>11</td>
</tr>
<tr>
<td><strong>NPC Speak</strong></td>
<td></td>
</tr>
<tr>
<td>Panhellenic Area Conferences</td>
<td>10</td>
</tr>
<tr>
<td>Panhellenic Awards</td>
<td>32</td>
</tr>
<tr>
<td>Panhellenic Concepts</td>
<td>9</td>
</tr>
<tr>
<td>Panhellenic Formal Period of Recruitment</td>
<td>16</td>
</tr>
<tr>
<td>Partially Structured Recruitment (PSR)</td>
<td>17</td>
</tr>
<tr>
<td>Programming</td>
<td>15</td>
</tr>
<tr>
<td>Public Relations</td>
<td>15</td>
</tr>
<tr>
<td>Quota</td>
<td>28</td>
</tr>
<tr>
<td>Reviewing Campus Total</td>
<td>27</td>
</tr>
<tr>
<td>Selection of Panhellenic Officers</td>
<td>14</td>
</tr>
<tr>
<td>Something of Value</td>
<td>12</td>
</tr>
<tr>
<td>University Relationship Statements</td>
<td>32</td>
</tr>
<tr>
<td>What is Panhellenic?</td>
<td>9</td>
</tr>
<tr>
<td>Your Duties and Responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>Your Panhellenic Support System</td>
<td>10</td>
</tr>
</tbody>
</table>