

College Panhellenic Delegate

2021 MANUAL



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Position Overview

Welcome to the officer team, and congratulations on being elected Panhellenic delegate! This manual will outline the specifics of your duties and the outline of the roles and responsibilities of the Panhellenic delegate.

Manual Purpose

This manual serves as a procedure guide and outlines the specific knowledge, skills, and attitudes for each of the key duties of this position. Knowledge outlines what you need to know to complete the duty, skills are the how to's for each duty, and approach are the beliefs or mindsets regarding the attitude to fulfilling a duty.

While some of the knowledge is outlined in this procedure manual, there will also be references to other tools and resources which should be read alongside this procedure guide. For example, the General Officer Manual includes information important for all officers to know and understand. Each officer is expected to read, in detail, the General Officer Manual and the Risk and Insurance Manual. Being an officer means being a fully informed leader.

Each position has assigned modules to complete in Essential Sigma. There is a prevention module, a position-specific education, and a leadership training module that you will complete. All e-learning will complement the information in the manual and will help you apply the information you read. The online training is not a substitute for reading the procedure manuals. It will be important that you first read all manuals and resource information then complete the e-learning content. As you read, take notes, bookmark pages, and put key dates in your planner.

Knowledge and Training Checklist

The table below serves as a position overview and can be used to test your knowledge as you complete the training. If you are not confident in one of the checklist items below, ask about it in your transition meeting, consult an advisor, or schedule a meeting with a national support person to help offer more clarity. All of your national supports are listed in Chapter Portal under Operations > Reports > National Support.

Duties	Knowledge	Skills	Approach
Attend CPH Meetings	<ul style="list-style-type: none"> <input type="checkbox"/> NPC concepts <input type="checkbox"/> Manual of Information (MOI) <input type="checkbox"/> NPC Speak <input type="checkbox"/> NPC education program <input type="checkbox"/> Local CPH bylaws, code of ethics, and recruitment rules <input type="checkbox"/> NPC International Badge Day <input type="checkbox"/> Time/place of the meeting 	<ul style="list-style-type: none"> <input type="checkbox"/> Scheduling and prioritizing for CPH events 	<ul style="list-style-type: none"> <input type="checkbox"/> Be active and participate in meetings <input type="checkbox"/> Encourage chapter members to attend meetings and other events <input type="checkbox"/> Educate seniors about Alumnae Panhellenics
Report on CPH Information	<ul style="list-style-type: none"> <input type="checkbox"/> Tri Sigma's Panhellenic Team <input type="checkbox"/> Be informed of NPC information and resources 	<ul style="list-style-type: none"> <input type="checkbox"/> Taking and post CPH meeting minutes <input type="checkbox"/> Educating the chapter 	<ul style="list-style-type: none"> <input type="checkbox"/> If the chapter has a member who serves as an officer on Panhellenic, collaborate on one another's role when reporting back to the chapter

Vote on behalf of the chapter	<input type="checkbox"/> Function of the College Panhellenic <input type="checkbox"/> Who the FSA is on your campus <input type="checkbox"/> Campus Total – what is it and how it is set. <input type="checkbox"/> Campus relationships - purpose and what to do if one is created/revised on your campus <input type="checkbox"/> Recruitment Styles	<input type="checkbox"/> When to contact your College Panhellenic Specialist (CPHS) <input type="checkbox"/> How to contact your CPHS <input type="checkbox"/> Selection of CPH officers <input type="checkbox"/> Collaborating with Tri Sigma officers on outcomes, recruitment, judicial, and awards <input type="checkbox"/> Deciding how to vote	<input type="checkbox"/> The chapter should discuss and vote on CPH subjects before the delegate votes at the CPH meeting
Submit forms in Chapter Portal	<input type="checkbox"/> Panhellenic accreditation standards <input type="checkbox"/> What to keep current in Chapter Portal	<input type="checkbox"/> Member attendance at CPH Events <input type="checkbox"/> Encourage CPH Programming <input type="checkbox"/> Create good relations	<input type="checkbox"/> Sigma should be represented in CPH by having officers and recruitment counselors

Duty: Attend College Panhellenic (CPH) meetings

KNOWLEDGE

NPC 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.

NPC Manual of Information

Every chapter should have at least one copy of the 25th edition of the ***NPC Manual of Information*** in their possession (updated July 2020) 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 Specialist 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*** (25th 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, Sigmapedia - Collegiate Resources-Manuals.

NPC Speak

Term	Description
Alumnus	A male fraternity member who is no longer in college. The plural of “alumnus” is “alumni” (pronounced <i>alum-nye</i>).
Continuous Recruitment (CR)	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.
Alumnae Panhellenic (APH)	A cooperative organization of alumnae members from the 26 National Panhellenic Conference member sororities, held within a community. Often referred to as an “APH.”
College Panhellenic (CPH)	A cooperative organization of collegiate members of all National Panhellenic Conference member sororities represented on a campus. Often referred to as a “CPH.”
Culturally-based fraternities and sororities	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.
Disassociation/ Disaffiliation	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.
Fraternity	A Greek-letter brotherhood. The term "women’s fraternity" is also used by some of the National Panhellenic conference member groups to refer to their national organizations.
Fully Structured Recruitment (FSR)	This recruitment style provides the most structure and formality of all the NPC models. This format features the use of recruitment counselors, rounds of parties, PNM groups, etc. There is a 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 Release Figures Methodology.
IFC	Interfraternity Council, the men's fraternities’ counterpart of a College Panhellenic.
Junior Panhellenic	Some campuses have this organization for the New Members of the chapters to promote inter-sorority friendships and to provide preparatory training and an understanding of College Panhellenics.

MRABA	The Membership Recruitment Acceptance Binding Agreement sometimes referred to as the bid acceptance card, is a binding agreement that must be signed anytime a PNM accepts a bid to membership into in sorority, regardless of what recruitment process she participated in. This agreement is signed immediately following preference events in Fully Structured Recruitment or Partially Structured Recruitment with Quota.
NALFO	The National Association of Latino Fraternal Organizations is the umbrella council for 16 Latino fraternities and sororities.
NIC	The North American Interfraternity Conference is the men's counterpart of the National Panhellenic Conference.
NPC Area Advisor	This NPC volunteer directly advises the College Panhellenic located in a specific regional area. She has the capability to contact all NPC Chief Panhellenic Officers of the NPC member groups represented in the College Panhellenic. A College Panhellenic's president should keep her NPC Area Advisor informed on all Panhellenic issues (e.g., including sending her minutes from Panhellenic meetings). A list of NPC Area Advisors can be found at www.npcwomen.org .
NPHC	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.
Partially Structured Recruitment (PSR)	PSR will require PNMs to attend at least one recruitment event of each sorority on campus and at least one invitational round should be hosted. 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. There is a Quota and bid matching does take place. The campus should also investigate joining the NPC Release Figures Methodology.
Recruitment	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.
Strict Silence	The time period between the final round of formally structured 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.

NPC education programs

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 (AFLV)

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)

NGLA builds community among students from a variety of fraternal experiences, challenges members to align their actions with fraternal values, and empowers advocates to transform and improve their communities.

Southeastern Greek Leadership Association (SGLA)

Founded in 2019, the Southeastern Greek Leadership Association (SGLA) is a voluntary association of fraternity and sorority governing councils in the United States. SGLA is one of the regional associations throughout North America designed to bring together institutions and individuals with a commitment to the promotion of fraternity and sorority life on college and university campuses.

College Panhellenic Academy

College Panhellenic Academy is an NPC program designed to equip College Panhellenic officers and advisors with the most up-to-date Panhellenic knowledge, helping to ensure the success of College Panhellenics throughout the U.S. and Canada. This day-and-a-half-long academy provides the opportunity for hands-on training with NPC representatives, allowing attendees to refocus their commitment to NPC values and, in turn, shape their sorority communities.

Local CPH bylaws, code of ethics, and recruitment rules

To have as references throughout the meetings and semester, have a copy of the latest version of the Collegiate Panhellenic bylaws, code of ethics, and recruitment rules. If they are housed in a shared drive, please request access from either the Panhellenic Council or Fraternity/Sorority Advisor.

- Collegiate Panhellenic Bylaws are the governing documents for your local panhellenic. They should mimic the sample bylaws in the Manual of Information.
- Code of Ethics is a document that is signed by all the Panhellenic organizations on your campus to promote Panhellenic ideals and keep all chapters accountable to its agreed-upon statements. A sample document can be found at <https://www.npcwomen.org/login/college-panhellenics//>
- Recruitment rules are then voted up procedures for the process of bid distribution. These are updated on a regular basis to promote the growth and efficiency of the recruitment process that all panhellenic organizations are to adhere to.

NPC International Badge Day

Q: When is International Badge Day this year?

A: Monday, March 1st, 2021

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 alumna or living on campus, you can join us in the celebration. We can celebrate in person, or we can celebrate online on 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: NPC continues to celebrate and support 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.

Local Meeting Information

It is important to verify when and how often Panhellenic is hosting meetings. Some campuses have a set time that they meet weekly or bi-weekly, for example Mondays at 5. Other campuses meet based on the availability of their executive board and it changes from semester to semester. Knowing the time, date, and location of the meeting are accurate will also allow for a delegate

to take your place if you are unable to attend. The information can easily be passed on to another representative for the chapter in your absence.

SKILLS

Scheduling

It is a best practice to add all Panhellenic meetings and events to the general calendar of events that the entire chapter has access to. This will allow the chapter to determine a delegate if you are unable to attend and allow for the chapter to coordinate their calendar of events far enough in advance that it avoids over-programming and gives members enough notice to prioritize community events.

APPROACH

Be active and participate in meetings

As the elected delegate representing your chapter, it is important to be actively engaged in Panhellenic meetings. It is your responsibility to bring back information to the chapter that is pertinent for everyone to be made aware of. You, as the voice of the chapter, have the opportunity to be involved in the dialogue, ask questions, and request clarification when needed. You should feel confident in relaying information back to the chapter in your weekly report.

Encourage chapter members to attend meetings and other events

Panhellenic meetings are open to all, so you can and should encourage other chapter members to attend Panhellenic meetings, so they are aware of the governing process. You should also be encouraging and promoting all Panhellenic events as they are open and created for all members to participate in. While Panhellenic may be checking attendance at their events, you may choose to keep an internal document as well to track participation.

Educate seniors about Alumnae Panhellenic

Alumnae Panhellenic Associations may be made up of a group of alumnae from different National Panhellenic Conference (NPC) member organizations meeting regularly for social gatherings. Or, they may be fully structured organizations that have regular meetings, fundraise and publicly promote the sorority experience.

- 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.

As alumnae move to different areas of the country following graduation, they may look to seek that Panhellenic connection with other women in their area, encourage them to see an Alumnae Panhellenic in their area, you can use the **Panhellenic Locator Map** on TheSororityLife.com or contact the NPC office at npccentral@npcwomen.org.

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- Alumnae Panhellenics may assist a local College Panhellenic with mutual projects.
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Duty: Report on CPH information during chapter meetings

KNOWLEDGE

Tri Sigma's Panhellenic Team

Sigma Sigma Sigma's Panhellenic "team" is led by our NPC Council of Delegates Representative (CODR) and Tri Sigma's Chief Panhellenic Officer (CPO). Working directly with our Tri Sigma regions are College Panhellenic Specialists who collaborate closely with Tri Sigma's College Panhellenic Coordinator.

Upon being appointed or elected as your chapter's Panhellenic delegate, immediately introduce yourself to the College Panhellenic Specialist in your region. You can find your College Panhellenic Specialist in Chapter Portal > Operations > Support > National Support. 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 Panhellenic Specialist. Should you not be able to contact her, please do feel free to reach out to the College Panhellenic Coordinator who serves as "back-up" support for each region.

Additional reading and education

In order to make well-informed decisions and cast votes in your College Panhellenic meetings, review and be knowledgeable about the following reference materials:

- Bylaws of Sigma Sigma Sigma, including the National Policies
- Your local chapter bylaws
- Your college Panhellenic's bylaws
- Your college Panhellenic's recruitment rules

Other Great Resources on the NPC Website

The National Panhellenic Conference has a website that 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.

- Academic Scholarship opportunities – <https://npcwomen.dynamic.omegafi.com/foundation/what-we-fund/scholarships-and-awards/>
- 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 in Sigma Connect, Sigmapedia > Collegiate Resources > Manuals.
- The Sorority Life website (<http://www.thesororitylife.com/>) – 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.

SKILLS

Taking or obtaining CPH meeting minutes

When it comes to sharing up to date meeting information, it is best to take individual notes during Panhellenic meetings, so you are not waiting on the minutes written by the Panhellenic Secretary and potentially delaying the information that is being shared. You will want to ensure that your email has been added to the Panhellenics contact list and that you are receiving a copy of their minutes on a regular basis. These are the minutes you would post in Chapter Portal > Operations > Actions > Submit Operations Documents > Submit Panhellenic Minutes. Creating a backup of Panhellenic meetings could go in OmegaOne as well as a shared drive.

As you listen to the agenda, keep in mind the important details to bring back to the chapter. Keep in mind the following topics:

- Upcoming Events: date, time, location
- Upcoming Deadlines: For reports and paperwork or upcoming vote discussions
- Campus Communications

- New Initiatives to be discussed: Such as changes to recruitment schedules, philanthropic or service initiatives, rules, community expectations/standards, and educational programming, etc.
- Discussion with the chapter that could lead to a possible vote
 1. Recruitment
 2. Extension
 3. Proposed Bylaw Changes
 4. Total

Educating the chapter

Since every member is not in the meeting with you, it is important that you provide context to the discussion they were not present for. Do not feel as though you have to reenact the meeting and share every detail, but follow the agenda and the flow of the meeting. What are the general updates the chapter can read on their own to be informed? Perhaps you can serve as a reminder for them when it comes to bulleted information. Provide context for larger conversations so your membership can make informed decisions. This can only happen if you are able to provide them the most pertinent information. For example, if members are talking about how they feel recruitment rules are written unclearly ask for specific examples of what they would like to see different in the future. Share that at the Panhellenic meeting and bring back the feedback to your chapter to help them better understand. Create an understanding between the people and the topic being discussed.

APPROACH

As the Panhellenic delegate, you may find yourself in the meeting room with familiar faces leading the agenda; there may be a sister serving on Panhellenic Exec Board. You may feel that she is better equipped to make Panhellenic announcements since she has a seat at the table. For example, a Tri Sigma sister could be serving as the vice president of recruitment for Panhellenic, planning recruitment for the overall community. It is imperative that you remember that she is serving the entire community and you are representing Tri Sigma in this scenario. She may have more information on a greater scope, but it is your duty to report back to the chapter on how it impacts Tri Sigma. A best practice would be to coordinate with your Panhellenic Officer(s) to share your report first and if there was a piece of information missing they can supplement that information by adding to your report and giving you a gentle reminder.

Duty: Vote on behalf of the chapter on Panhellenic matters

KNOWLEDGE

Function and Purpose of a College Panhellenic

The function and purpose of the College Panhellenic are as follows:

- 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 bylaws and recruitment rules which unify member groups and which promote the growth of the individual chapters and the Greek system.
- Promote a positive public image to the 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 they are interested in the chapter and in the individuals who compose the chapter. They can be counted on to give good referrals and to keep the 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.

Understanding common Panhellenic votes and discussions

Automatic Adjustment of Campus Total

What is total? Total is the allowable chapter size as determined by the College Panhellenic, and it includes both new and initiated members. The purpose of total is to provide for growth of the Panhellenic community and parity among the chapters and to allow the maximum number of women to participate in the sorority experience.

If a chapter has met total, it is no longer eligible to invite new members to join until 1) the chapter is below total, 2) it is the primary membership recruitment period, or 3) the chapter has not yet matched/pledged to quota from the primary membership recruitment period. If at any time during the academic year a chapter falls below total, the chapter is eligible to recruit new members through continuous open bidding (COB) to reach total. Refer to the definition of campus total in case they don't remember from reading the table. Distinguish between this and quota.

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

1. Average or median chapter size (whichever is larger).
2. Midpoint between median and largest chapter size (the third quartile).
3. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
4. Largest chapter size plus 5-15 women.

Spring 2021 Total: All Spring 2021 recruiting (deferred recruitment) College Panhellenics must use the spring 2020 total for the spring 2021 total unless the evaluation of total in spring 2021 results in a higher total than spring 2020. All other College Panhellenics will maintain the total established in fall 2020 unless the evaluation of total in spring 2021 results in a higher total.

Be sure to connect with the chapter's recruitment director specifically when discussing total or other matters related to recruitment and chapter growth.

Campus 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 Campus Relationship Statement is a written document that states the responsibilities that the fraternity/sorority has with its members, the college/university, and the general community and the services that the college/university offers the chapter. Campus Relationship Statements differ from one institution to the next.

As soon as a meeting is called to discuss a Campus Relationship Statement, notify your chapter's College Panhellenic Specialist and Assistant/Associate Director of Chapter Services. 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 specialist and your assistant/ associate director of chapter services for review.

Assessing Recruitment needs and structure

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. There are three recruitment styles – Formally Structured Recruitment (FSR), Partially Structured Recruitment (PSR), and Continuous Recruitment (CR). Each of these styles is further explained in the NPC Manual of Information (MOI).

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 Specialist and Assistant/Associate Director so they 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 the Continuous Recruitment (CR) recruitment style, 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 membership recruitment acceptance binding agreement (MRABA) indicating her selection. A copy of the acceptance agreement should be put on file with the Fraternity/Sorority office.

SKILLS

When to contact your CPHS

You will want to reach out to your College Panhellenic Specialist (CPHS) when the following occurs:

- Your College Panhellenic is considering a change to the way in which Total is set each academic term.
- Your College Panhellenic is considering changing the structure of the primary recruitment period (e.g., deferred recruitment, fully structured recruitment, partially structured, and continuous recruitment).
- Sigma Sigma Sigma is involved in an infraction or judicial complaint. 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 Specialist (CPHS) prior to any action so that she may advise.
- Expansion/extension (inviting another NPC sorority to establish a chapter) being considered.
- Your College Panhellenic considering policies that would be contradictory to Sigma Sigma Sigma's National Policies or Position Statements.
- 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 CPHS before agreeing to participate in the study/survey.
- Current sorority housing arrangements being changed.
- A College Panhellenic is being established for the first time on your campus.
- Other College Panhellenic situations not listed above that may arise and as guidance is needed.

How to contact your CPH Specialist

Know that there is an entire team of Panhellenic support behind you! While your first point of contact would be your region's CPHS, there are more in support behind her, all the way up to Tri Sigma's Chief Panhellenic Officer (CPO) and Council of Delegates Representative to the National Panhellenic Conference.

You can find your College Panhellenic Specialist in Chapter Portal > Operations > Support > National Support. Should you not be able to contact her, please feel free to reach out to the College Panhellenic Coordinator who serves as "back-up" support for each region.

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. To serve on Panhellenic is to serve the entire community, beyond just Tri Sigma. This leader should have the best interest of the overall community at their core; they should remain unbiased in their decision making and plan for the greater good. Panhellenic office is a great opportunity to connect with different aspects of campus life; different opportunities are presented to Panhellenic leaders as they work with various campus officials, administration, and community leaders. Panhellenic officers are the representation of the overall Fraternity/Sorority community and are often seen as the ambassadors for the community to parents, new students, and the larger community.

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. A member may choose to seek out Panhellenic leadership on their own. The leader interested in serving in this role should meet the criteria set by the Panhellenic Council or Tri Sigma, whichever is greater. As a representative of Tri Sigma, they should be held to the same standard as any elected chapter officer. It is an NPC Policy (since 2001) that a college Panhellenic president and recruitment officer should have a minimum of one year of College Panhellenic experience prior to serving.

FUN FACT: 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.

Collaborate with key officers on outcomes, recruitment, judicial matters

Keep the president and CAB informed

Some of the conversations you will have in Panhellenic meetings impact the overall community. They may require a chapter discussion and subsequent vote that you will bring back to Panhellenic. When these proposed or final policies are made, keep your chapter president and CAB informed prior to your weekly report. This will give them time to review the information in advance of the meeting.

Deciding how to vote

When reporting back to the larger chapter about important discussions leading to a vote, it is critical that you remain unbiased, informed, and understand the situation fully. Consider the following as you discuss with your chapter and prepare to vote:

- You are the voice for the entire chapter during CPH meetings; this vote is not based on your personal opinions or beliefs. Though you have been slated as the Panhellenic delegate the vote is still on behalf of the chapter.
- Remain unbiased when presenting information to the chapter so as not to sway the vote a certain way. Your tone, facial expressions, body posture, and overall demeanor will signify to the chapter whether you are truly for or against a certain topic.
- Ensure that decisions are made in the best interest of the organization; consult with your Assistant/Associate Director of Chapter Services and Panhellenic Specialist when you are unsure.

APPROACH

When a vote is asked by Panhellenic keep in mind the timing of the next chapter meeting so discussion can occur. The chapter should discuss and vote on CPH subjects before the delegate votes at the CPH meeting. If Panhellenic is rushing to a vote, it is within your right to address the concern that there is not enough time to vote and discuss.

If you find that the information for voting is being sent directly to the chapter presidents before you as the Panhellenic delegate receive it, voice that concern as the process is skipping steps. This would also be an appropriate time to connect with your Collegiate Panhellenic Specialist.

Duty: Submitting forms in Chapter Portal

KNOWLEDGE

Panhellenic accreditation standards

The chapters Panhellenic involvement may impact the pillar that a chapter may reach for Accreditation. A chapter must achieve at least pillar 2 to be considered accredited. Credit for all accreditation standards is based on information submitted in Chapter Portal. Be sure to read the section on submitting forms in Chapter Portal to know how to receive credit for the Panhellenic accreditation standards. These can be found in the General Officer manual.

The accreditation progress report gives you a real-time snapshot of where the chapter currently is working toward their accreditation standards. These can be found in Chapter Portal --> Operations --> Reports --> Accreditation Progress Report. Click on each individual pillar for additional details. The accreditation progress report is the master list of standards. Each pillar strives a little higher than the pillar before it. As a chapter you can agree to the standard you would like to achieve as a whole and work toward that goal.

What to keep current in Chapter Portal

As the Panhellenic delegate, it is your responsibility to upload important forms into Chapter Portal. To upload, go to Chapter Portal > Operations > Submit Operations Documents and submit the following for:

- Meeting Minutes
- Panhellenic Bylaws to Chapter Portal
- Panhellenic Recruitment Rules

SKILLS

Member attendance at CPH Events

As the chapter delegate, you know the particular attendance requirement for Panhellenic events. You may choose to track member attendance at meetings, events, and programming in a variety of different ways:

- Coordinate with Panhellenic leadership on receiving a copy of the attendance numbers following an event. This process can be established at the start of your term so as not to recreate already made procedures in place.
- Bring a chapter sign-in sheet to events so members can sign in upon entering.
- Create a check-in system that you are comfortable with and can manage, for example:
 1. Sending a photo
 2. Checking in on social media

Encouraging members to attend Panhellenic 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.

As the Panhellenic is creating these events, ask what the attendance goal is for each event. Is there a mandatory number the chapter should reach? Keep in mind the individual members need advanced notice and at a minimum should know two weeks ahead of schedule when a program is happening.

For additional ideas and suggestions of additional programming ideas, contact your College Panhellenic Specialist or refer to the “College Panhellenic Programs” section of the *NPC Manual of Information*. 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
- Lunch and Learns
- Blood Drives
- Leadership Retreat
- Progressive Dinners
- Sponsor a Faculty/Staff member
- Neighborhood clean-up
- Adopt-a-School program
- Halloween Carnival
- Faculty Appreciation
- Breakfast

If a program Panhellenic is developing could fit the need of an educational program coordinate with the Education Director to verify if this is a possibility. If a program could connect to an accreditation standard for Panhellenic verify the requirements to meet this standard.

As programming varies, some events are more casual in nature; some require badge attire. This is a reasonable question to ask so that it may be relayed back to your membership. You do not want a member to walk into a Panhellenic Luncheon with Faculty and staff having just arrived from the gym. Keep in mind the nature of the meeting and what the expectations are of the membership.

Create 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 GroupMe 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
- Chapter officers and members (including new 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.

APPROACH

In order for Sigma to be recognized as an active organization with involved leaders participating in various aspects of student life, the members must see the value in their involvement and representation in the Panhellenic community. Chapter members can strive to serve on the Executive Council of Panhellenic, should be encouraged to serve on Panhellenic committees, and apply to be recruitment counselors. These opportunities may come at different times throughout the year and are to be highlighted in your officer reports. Remember that tone and overall demeanor when sharing the information is critical to inspiring other members to take more of an active role in Panhellenic activities. You can add additional leaders, like recruitment counselors, by going to Chapter Portal > Operations > Actions > Update Positions > Change Chapter Leaders > Recruitment Counselor. It is also important to update the start and end times of those leadership appointments.

Next steps

TRANSITION MEETING

If the transition meeting hasn't already occurred, here are some good discussion questions and things to cover as part of your conversation:

- Tell me about our campus Panhellenic (CPH) community.
- How well do you communicate with CPH?
- Do you attend officer meetings and retreats?
- Are you uploading CPH minutes to Chapter Portal?
- Do you/the chapter have a positive relationship with CPH?
- Why is your role important? Why is it important to attend the weekly meetings?
- Do you know the contact info for our CPH Specialist?
- Have you met with your Fraternity/Sorority advisor? Do you know how to contact them?
- Does your campus have Panhellenic/Greek awards? Did Tri Sigma win any?
- What events, activities, and education programs do our CPH organize?
- Are there any committees within CPH? Which are you involved in?
- Do other chapter members attend CPH meetings with you?
- Does our campus have a Junior Panhellenic? Do we have a representative on Junior Panhellenic?
- Do chapter members serve on CPH Executive Board or as recruitment counselors? If so, in which roles?
- Are there any big changes expected within CPHA? – Change in recruitment structure, RFM, extension, etc.

ESSENTIAL SIGMA EDUCATION

Since you have now completely read the position manual, please complete your Essential Sigma education for this position. To verify completion is correctly sent to Chapter Portal from Essential Sigma, check Portal > Operations > Reports > Training Completions. This report refreshes nightly. Check the report in the portal once the module in Essential Sigma shows "satisfied and complete" as the status. If completion is not being properly marked, please submit a tech ticket ASAP to ensure completion is marked before the deadline. Thanks for taking the time to educate yourself and be an informed leader. Have a great year!

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