

Alumnae Panhellenic Frequently Asked Questions

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Alumnae Panhellenic Basic Information

What is an Alumnae Panhellenic?

An Alumnae Panhellenic is a community-based organization, affiliated with the National Panhellenic Conference (NPC), whose membership is composed of alumnae from NPC member organization sororities.

Alumnae Panhellenics exist to:

- Inform sorority women of current trends
- Promote the sorority experience
- Improve the Panhellenic image
- Stimulate a continued interest in Panhellenic involvement

What policies shape an Alumnae Panhellenic?

Alumnae Panhellenics must follow the NPC Unanimous Agreements and policies as outlined in the NPC Manual of Information which can be found on the NPC website (npcwomen.org). These policies outline topics such as membership in Alumnae Panhellenics, awarding of scholarships and hosting sorority recruitment information events for potential new members (PNMs).

Why should our Alumnae Panhellenic pay dues and be recognized by NPC?

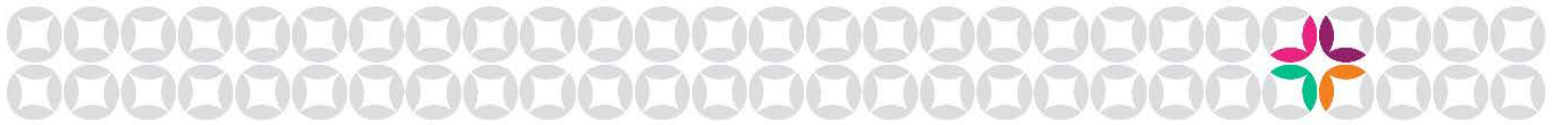
Recognition by NPC allows Alumnae Panhellenics to receive continued support and resources to fulfill their purpose. NPC provides Alumnae Panhellenics with the most current resources to promote the sorority experience. This includes up-to-date information on sorority recruitment information events, promotion of Alumnae Panhellenic scholarships and continued education of alumnae members.

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

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

How much are our NPC annual dues? Will we receive a bill?

NPC dues for Alumnae Panhellenics are \$50 per year. Each Alumnae Panhellenic is electronically invoiced annually in August by the NPC office with a receipt date of **October 1**. Dues can be paid by credit card on the NPC website or over the phone.



Checks should be mailed to the NPC office and received by October 1, allowing enough time for arrival via the U.S. Postal Service.

Alumnae Panhellenics are expected to keep their officer roster up to date both with their assigned NPC area coordinator and the NPC office. The NPC office uses your officer roster to stay in touch with your Alumnae Panhellenic for dues and other continued communications. The NPC area coordinator must have current contact information in order to provide information for Alumnae Panhellenics such as reminders and important updates.

How do I form an Alumnae Panhellenic?

If you and a group of Panhellenic women would like to form an Alumnae Panhellenic, please contact the NPC office by calling (317) 872-3185 or emailing npccentral@npcwomen.org. The NPC Alumnae Panhellenics Committee chairman will then work with your group to create governing documents, establish officer roles and provide best practices to help get you started.

Our Alumnae Panhellenic has made the tough decision to no longer continue as a group. Is there a process for dissolving the Alumnae Panhellenic?

While we will be very sad to see your Alumnae Panhellenic dissolve, NPC also understands trends in membership are fluid. Below is the formal process that your Alumnae Panhellenic would need to follow in order to dissolve:

Dissolution (2014) – POLICY

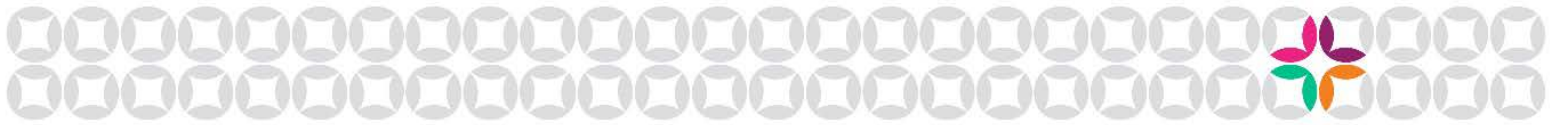
When the active members of an Alumnae Panhellenic Association have reached a decision to no longer maintain the association's active status with the National Panhellenic Conference, they shall send a notification and motion to dissolve the association by either email, letter or fax to all Alumnae Panhellenic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

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

Alumnae Panhellenic Resources

What materials are available to us and why should we use them?

The National Panhellenic Conference (NPC) provides several templates and materials to help Alumnae Panhellenics be consistent and current, follow NPC Unanimous Agreements and policies and function efficiently. You can download templates for bylaws and sorority recruitment information events from the NPC website (npcwomen.org) in the Alumnae Panhellenic resource library. There are also resources to help your Alumnae Panhellenic follow best practices in areas such as finances, fundraising and educational programming.



To get to the Alumnae Panhellenic resource library, visit the NPC website (npcwomen.org) and click the “Resources” button in the upper right-hand corner. From there, click the purple folder under Alumnae Panhellenics. All Alumnae Panhellenic resources are open to the public without any need to log into the website.

Where can we get a copy of the NPC Manual of Information?

The NPC Manual of Information is available for download on the NPC website (npcwomen.org). You can also order a printed copy from the NPC store (npcstore.org). Note: An updated version of the NPC Manual of Information is published each year in January.

How do I log into the NPC website? What can I do once I log into the NPC website?

To log into the website click the “Resources” button in the upper right-hand corner of the NPC website (npcwomen.org). From there click the “Log In As Your Panhellenic” button under “Alumnae Panhellenics.” (Note: If you do not know the login information for your Alumnae Panhellenic, please contact the NPC office by calling (317) 872-3185 or emailing npccentral@npcwomen.org.)

By logging into the NPC website and signing in as your Alumnae Panhellenic, you will be able to accomplish the following:

- Pay NPC dues online via credit card
- Update your Alumnae Panhellenic officer roster
- Submit the Alumnae Panhellenic annual report (due May 15)
- Submit information for an Alumnae Panhellenic scholarship
- Apply for Alumnae Panhellenic awards

Alumnae Panhellenic Membership

What policies shape membership in an Alumnae Panhellenic?

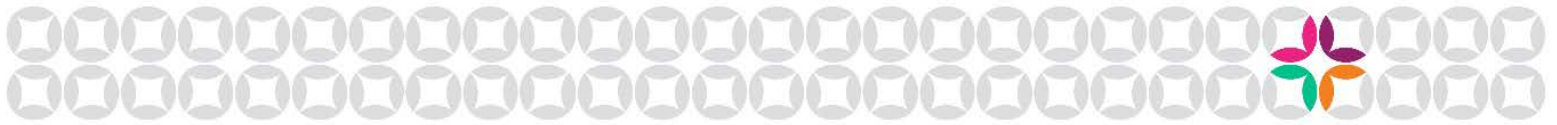
Any individual alumna of a National Panhellenic Conference (NPC) member organization can be a member of an Alumnae Panhellenic. The membership of the governing body of the Alumnae Panhellenic can either be comprised of delegates from a member organization alumnae chapter or club or as individual members from a member organization when an alumnae chapter or club does not exist.

Individual Members (1971) – POLICY

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

Right To Membership (1961) – POLICY

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



Our Alumnae Panhellenic is seeing a decline in membership and is missing representation from some NPC member organizations. What can we do?

The NPC office is in regular communication with the 26 member organizations. We can ask the member organizations if they have alumnae in your area that would like to join your Alumnae Panhellenic. Please let your NPC area coordinator or the NPC office know if you would like to ask for more members or specific representation from one member organization, and we will reach out to those member organizations to connect you with interested alumnae. You can contact the NPC office by calling (317) 872-3185 or emailing npccentral@npcwomen.org.

Alumnae Panhellenic Operations

How does an Alumnae Panhellenic govern?

Each Alumnae Panhellenic establishes its own bylaws and standing rules within the framework provided by the NPC Manual of Information. The NPC Unanimous Agreements must be honored as part of these governing documents. An effective Alumnae Panhellenic also adopts regulations that carry out NPC policies and procedures. NPC has provided Alumnae Panhellenic Model Bylaws on the NPC website (npcwomen.org) in the Alumnae Panhellenic resource library. This downloadable Word document provides the information needed to establish bylaws for your Alumnae Panhellenic. Alumnae Panhellenic bylaws and standing rules should be reviewed annually for any updates and changes.

What is the difference between Alumnae Panhellenic bylaws and standing rules?

Bylaws are written rules in the formalization of how decisions are made and business is conducted.

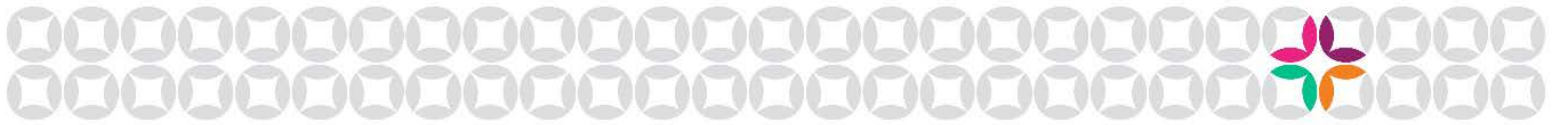
Standing rules are the rules a continuing nature. These rules deal with more administrative matters and functions under the umbrella of the Alumnae Panhellenic bylaws.

An Alumnae Panhellenic can choose to have a separate standing rules document. Typically this document includes information that may change on a more regular basis than the Alumnae Panhellenic bylaws. For example, it may include details about an annual scholarship luncheon, sorority recruitment information event, etc.

What officers should our Alumnae Panhellenic have and how should they be selected?

NPC recommends Alumnae Panhellenics have a minimum of four officers: president, vice president, secretary and treasurer. The recommended term of office is one year. However, the number of officers and the term may be decided by each Alumnae Panhellenic and documented in its bylaws.

Officers may be selected by rotation, election or a combination of rotation and election. NPC strongly recommends that an Alumnae Panhellenic rotate officers on a regular basis to avoid control by any one member organization. The rotation order should be stated in the bylaws. If an Alumnae Panhellenic decides to elect officers, provisions for a nominating committee must be included in the bylaws. In either case, the delegate has one vote and the right to hold office.



We have selected our new Alumnae Panhellenic officers, now what?

You can update your office roster by logging into the NPC website (npcwomen.org) with your Alumnae Panhellenic's credentials. Should you need assistance with the NPC website, please contact the NPC office by calling (317) 872-3185 or emailing npccentral@npcwomen.org. Also, inform your NPC area coordinator of the new officer roster. She can help you through any officer transition questions and provide feedback and tips for the coming year.

Our Alumnae Panhellenic needs to provide an Employee Identification Number (EIN). Can we use NPC's EIN?

An EIN is a federally issued number that allows organizations to open bank accounts, file annual tax returns with the IRS and apply for state and federal tax exemptions, among other things. It is required for all business and nonprofit entities to conduct business, not just those who intend to have employees. An Alumnae Panhellenic must obtain their own EIN; Alumnae Panhellenics will not be able to use NPC's EIN.

IRS Employee Identification Number (EIN) – POLICY

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

Is IRS tax exemption the same as a state sales tax exemption?

No. These are two separate processes. Each state has its own requirements for sales tax exemption. Please consult your state's regulations and a tax professional.

Tax Exempt Status – POLICY

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

Does NPC provide insurance for Alumnae Panhellenics? Who do I contact to ask questions, get a certificate of insurance or submit a claim?

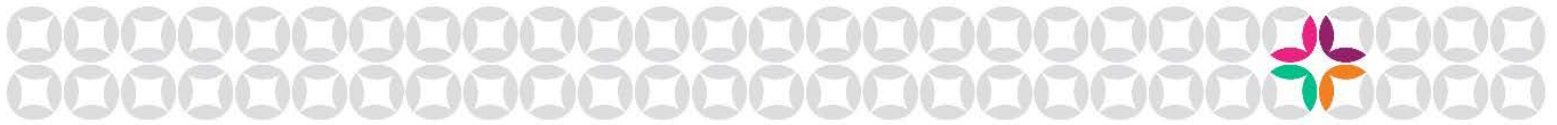
NPC has purchased comprehensive insurance coverage from MJ Insurance (mjinsurance.com). This coverage protects NPC and Alumnae Panhellenics from third-party (anyone who is not an insured under the policy) claims alleging bodily injury, property damage or personal injury when acting within the scope of their duties for the organization.

Please refer to the current Summary of Insurance Coverages for College and Alumnae Panhellenic Associations on the NPC website (npcwomen.org) for more information including who to contact for a certificate of insurance or to submit a claim.

Alumnae Panhellenic Programming

Our Alumnae Panhellenic wants to start a scholarship fund. What do we need to know?

Many Alumnae Panhellenics award scholarships to deserving female high school graduates, undergraduate members of National Panhellenic Conference (NPC) sororities and/or alumnae returning to graduate school. As the costs of a college education continue to increase, NPC encourages Alumnae Panhellenics to put an emphasis on scholarship in their annual programming efforts. Before starting an Alumnae Panhellenic scholarship program, it is wise to consult with an attorney to be sure all legal requirements are followed.



All NPC-recognized Alumnae Panhellenics have the opportunity to have their scholarship published on the NPC website. Use this link to submit your information to the NPC office (bit.ly/2FYpXtF). You can use the same form to submit information about your Alumnae Panhellenic scholarship's most recent recipients; NPC may use this information on its social media channels or in other publications.

Scholarships (1989) – POLICY

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

How can our Alumnae Panhellenic best interact with our local campus and College Panhellenic?

The purpose of an Alumnae Panhellenic is to stimulate a continued interest in Panhellenic involvement. We know many alumnae serve in various roles in their member organizations as chapter advisors and volunteers as well as in an Alumnae Panhellenic. An Alumnae Panhellenic's focus should be on the continued education and participation of alumnae members. NPC does encourage creating opportunities to support College Panhellenics; however, these activities should be at the request of the College Panhellenic.

Assistance – BEST PRACTICE

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

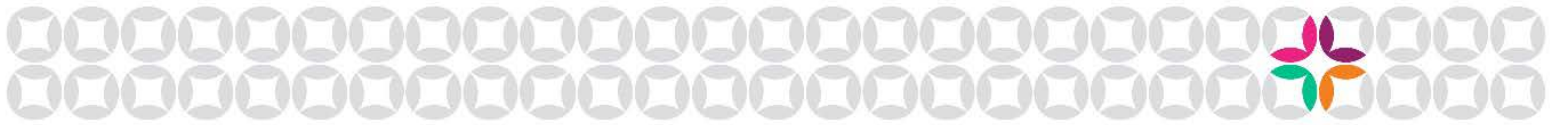
At the invitation of the College Panhellenic, you may assist with membership recruitment acceptance binding agreement (MRABA) signing, programming, etc. You can provide updates and newsletters to both campus professionals (fraternity/sorority advisors) and to the College Panhellenic president to keep them informed about the events hosted by your Alumnae Panhellenic.

How can our Alumnae Panhellenic support women wanting to go through recruitment?

Alumnae Panhellenics may host sorority recruitment information events for potential new members. The Alumnae Panhellenics resource library on the NPC website (npcwomen.org) has resources to use including a PowerPoint and activities to ensure your Alumnae Panhellenic provides the most up-to-date and useful information to potential new members (PNMs) and their parents.

Some important reminders should your Alumnae Panhellenic decide to host a sorority recruitment information event:

- These events **must** represent all 26 NPC member organizations.
- Alumnae Panhellenics **must not** charge a fee or encourage providing gifts or require submitting information in order to attend an event.
- It is **not necessary** to attend a sorority recruitment information event or register with an Alumnae Panhellenic to participate in membership recruitment on a campus.
- These events are to promote the benefits of joining a sorority and messaging should be **values-based**.



How can our Alumnae Panhellenic assist with writing recommendation letters for potential new members?

Letters of recommendation are not a requirement for participation in sorority recruitment. Each NPC member organization has its own policies regarding recommendations. It is encouraged that should a PNM seek a recommendation, it comes from someone who is well acquainted with her and her strengths. Should a PNM be in need of a point of contact for a recommendation, NPC provides contact information for each of the 26 member organizations on The Sorority Life website (thesororitylife.com/Recruitment-101/recommendations.aspx).

Letters of Recommendation (1992, 2009) – BEST PRACTICE

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

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

How can we be recognized by NPC for the programming and leadership of our Alumnae Panhellenic?

NPC recognizes outstanding Alumnae Panhellenics with the following awards on an annual and biennial cycle. Eligibility for these awards is contingent upon:

- NPC dues paid by October 1
- Alumnae Panhellenic annual report submitted by May 15
- Current officer roster on file with the NPC office and with the assigned NPC area coordinator
- Current Alumnae Panhellenic bylaws on file with the NPC office and with the assigned NPC area coordinator

Citation of Merit and Programming Excellence Awards

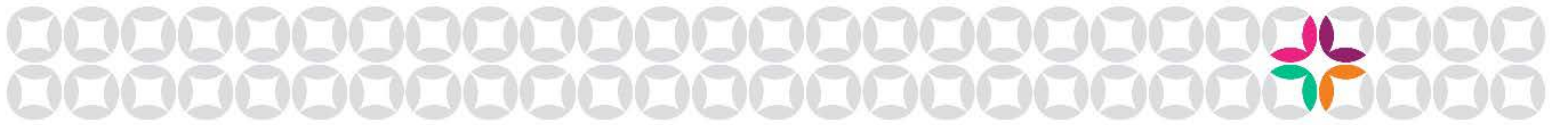
NPC annually recognizes Alumnae Panhellenics with achievements in areas such as programming, College Panhellenic relations and recruitment information events. NPC area coordinators submit a nomination of Alumnae Panhellenics they believe exemplify excellence in these areas. Alumnae Panhellenics are evaluated on their programming accomplishments, submission of the Alumnae Panhellenic annual report and continued administration of their Alumnae Panhellenic.

New Alumnae Panhellenic

NPC annually recognizes a recently chartered Alumnae Panhellenic who exemplifies the Alumnae Panhellenic purpose, specifically on their administration and programming efforts along with input based on interaction with NPC volunteers throughout the chartering process. The Alumnae Panhellenic must have been chartered within the last four years to be considered for the award.

Harriet Macht Outstanding Alumnae Panhellenic Award

The Harriet Macht Outstanding Alumnae Panhellenic Award is a biennial award sponsored by Delta Phi Epsilon International Sorority. It recognizes excellence in communication, programming, scholarship and service/philanthropy. Eligible applicants



must complete an application and submit it to the Alumnae Panhellenics Committee for consideration.

After reading all this, I still have questions about Alumnae Panhellenics. Who do I contact?

The NPC Office

(317) 872-3185
3901 W. 86th Street, Suite 398
Indianapolis, IN 46268
npccentral@npcwomen.org

Panhellenic support specialist

Panhellenic support specialists are full-time, paid National Panhellenic Conference (NPC) staff members. One of these specialists serves the NPC Alumnae Panhellenics Committee and provides ongoing, consistent support to Alumnae Panhellenics and their volunteers. The Panhellenic support specialist can answer questions, assist with completing reports and share the variety of resources available to all Alumnae Panhellenics.

NPC Alumnae Panhellenic Committee

The NPC Alumnae Panhellenics Committee is a standing committee composed of NPC delegation members. It is responsible for directing the organization of Alumnae Panhellenics and providing guidance in programming and sorority education. From the members of this committee, the NPC Executive Committee designates a chairman and assigns area coordinators to guide Alumnae Panhellenics in specified geographical areas.

NPC area coordinator

Each Alumnae Panhellenic has an assigned NPC volunteer who serves as an area coordinator. To contact your area coordinator, please use this link (bit.ly/2DOYZD1). She can assist you with specific Panhellenic questions for your Alumnae Panhellenic. She has experience both serving her member organization and NPC and can provide you with best practices and tips. The area coordinator corresponds with her assigned Alumnae Panhellenics and sends information of special interest regarding campus trends, College Panhellenic activities, changes in College Panhellenic and Alumnae Panhellenic procedures and ideas for programming. The area coordinator receives an Alumnae Panhellenic's annual reports, officer rosters and any dissolution requests with supporting documentation.