

Anchored in Panhellenic

vp: Panhellenic handbook



Updated February 2024



**“The opportunity for wide and wise human service,
through mutual respect and helpfulness,
is the tenet by which we strive to live.”**

closing line of The Panhellenic Creed



Revised July 2023

Table of Contents

The National Panhellenic Conference	2
History and Purpose.....	2
NPC Mission Statement.....	2
NPC Values	2
Manual of Information (MOI).....	2
Unanimous Agreements.....	3
How NPC is Organized	3
Join a Sisterhood	3
Your Role as vp: Panhellenic	4
Officer Duties and Responsibilities.....	4
Peer Accountability Process.....	6
Parliamentary Procedure	8
Recruitment Rules & Guidelines.....	10
Recruitment Rules Worksheet	11
Additional Support for Recruitment.....	12
Panhellenic Participation Point System.....	12
director of interfraternal activities.....	13
vp: Panhellenic Officer Checklist.....	14
Frequently Asked Questions.....	18
Panhellenic Communication Flowchart	21
Tips for vp: Panhellenic	22
Resources.....	28
Panhellenic Bylaws Worksheet.....	29

The National Panhellenic Conference

History and Purpose

NPC was established in 1902 to assist collegiate and alumnae chapters of the NPC member organizations in cooperating with colleges and universities and to foster interfraternal relationships. A detailed history is located on the [NPC website](#), but here are some highlights:

- Delta Gamma is one of seven founding members of NPC.
- After 1912, the makeup of NPC remained nearly constant until a surge of activity in 1947. That year, 11 organizations, including the six members of the Association of Education Sororities were granted associate status. All became full members in 1951.
- In 1915, the Panhellenic Creed was adopted.
- NPC is now comprised of 26 women's fraternities and sororities.

NPC Mission Statement

The National Panhellenic Conference is the premier advocacy and support organization for the advancement of the sorority experience.

NPC Values

We are committed to relationships built on trust through transparency, accountability and mutual respect. Innovation and our core values of friendship, leadership, service, knowledge, integrity and community guide us in fulfilling our mission.

Manual of Information (MOI)

You may download the current edition of the MOI from the library. There are three primary resources in the MOI: Unanimous Agreements, policies and best practices.

The MOI also contains:

- General NPC information
- History of all member organizations
- Model bylaws
- Judicial procedures
- Membership recruitment procedures
- College Panhellenic programs
- Extension procedures
- Resource information

Unanimous Agreements

- Since 1902, the member groups of NPC have unanimously agreed to pursue certain procedures and ethics, which lead to orderly and ethical conduct. Additionally, each Inter/National President signs the Unanimous Agreements indicating that every alumna and collegiate member will abide by and honor the Unanimous Agreements. These agreements must be incorporated into College and Alumnae Panhellenic procedures and are binding upon all chapters of the 26 NPC member groups.
- A full list of Unanimous Agreements can be found in the MOI.
- These are the non-negotiable items, so check them out to be sure your campus is in compliance.
- If you find that your Panhellenic is not in compliance, **contact your Panhellenic Support Specialist immediately.**

How NPC is Organized

- Each of the 26 member organizations has a “Delegate”, a voting member who acts on behalf of their member organization.
- Each of the 26 member organizations also has a Chief Panhellenic Officer (CPO), who acts as the liaison between the Fraternity and other NPC groups.
- Each member organization has one vote within NPC.
- The NPC body meets annually to conduct business.
- The NPC staff is responsible for the day-to-day management of the Corporation and works alongside the member organizations.

Join a Sisterhood

- NPC supports [TheSororityLife.com](https://thesororitylife.com) and is a great resource for potential new members considering sorority membership. Be sure to add this link to your chapter’s website.
- Encourage the Panhellenic Council and/or the FSA to order “Join a Sisterhood” items to distribute to the fraternity/sorority community. It is in the best interest of ALL members to promote membership in general.
- Encourage chapter members to get involved in student leadership opportunities on campus. By immersing yourself in the campus community, the opportunity exists to promote fraternity/sorority membership to other student leaders. To be the best, we must recruit the best! Also, by serving in roles during new student orientation or in ambassador organizations, members can market the fraternity/sorority life message while serving as a positive role model for Delta Gamma.

Your Role as vp: Panhellenic

In accordance with the guiding principles of Article II, collegiate chapters shall meet the minimum Fraternity Standards, fostering positive and collaborative relationships. All Fraternity Standards are applicable to all officers and members, however, Fraternity Standards 4 and 6 pertain to your role as vp: Panhellenic. These will be discussed with the Collegiate Development Consultant (CDC) as the annual report when your chapter receives a visit. The Fraternity Standards are as follows:

- Fraternity Standard 4: Fostering positive and collaborative relationships with their campus, community, alumnae and the larger Fraternity
 - o The chapter is represented by an active and engaged delegate on the College Panhellenic council.
 - o Chapter members are encouraged to pursue other leadership positions with College Panhellenic.
 - o The chapter is working to collaborate with fraternity/sorority councils represented on campus.
 - o The chapter works to foster a collaborative relationship with the university's fraternity/sorority life support staff.
- Fraternity Standard 6: Encouraging members to achieve their potential through participation in leadership and personal development opportunities.
 - o The chapter members are involved in at least one other student organization outside Delta Gamma.
 - o The chapter members are encouraged to seek leadership roles in other campus and community activities.

Officer Duties and Responsibilities

- Refer to the Collegiate Chapter Officer Manual (CCOM) regarding additional general officer duties.
- Act as the “voice” for their Delta Gamma chapter on all Panhellenic matters. This means sharing what is discussed at Panhellenic meetings with your chapter and in turn bringing forward questions from your chapter. You should be an active participant in any Panhellenic discussions.
- Cast all official votes for Panhellenic matters (including recruitment-related voting situations) on behalf of the chapter.
- Maintain a copy of Panhellenic bylaws and standing rules and recruitment rules and the current NPC Manual of Information.
- Ensure that all Panhellenic information (Panhellenic Update Report and Panhellenic Monthly Reports) are completed in Anchorbase. These submissions will include Panhellenic meeting minutes and governing documents as well.

- Inform your Panhellenic Support Specialist (PSS) when a Delta Gamma is elected onto the College Panhellenic Executive Board and report in Anchorbase.
- Discuss Panhellenic issues with chapter members and report their consensus to the College Panhellenic.
- Fully support the decisions voted on in Panhellenic meetings (regardless of whether the vote went the way your chapter voted).
- Collaborate and cooperate with other chapter delegates in making decisions that are best for the entire Panhellenic community.
- Keep other chapter officers/advisers informed about Panhellenic matters (don't let your report get put off to the next week).
- If Panhellenic officer positions rotate, be informed about when it will be Delta Gamma's turn to fill a rotating position. Prepare in advance.
- Remember that you and the chapter president are advocates for your chapter within the fraternity/sorority community – vp: Panhellenic is the only voting delegate for the chapter and must be a strong representative. Be on time and present at all meetings and be a fully participating member of your Panhellenic Council.
- Identify campus trends (fraternity/sorority-related or otherwise) that might have an impact on fraternity/sorority life at your institution and communicate that information with your Panhellenic Support Specialist.
- Ensure that Delta Gamma information in all Panhellenic recruitment materials is accurate.
- Supervise and work cooperatively with the alternate Panhellenic delegate and director of interfraternal activities (if applicable). Invite them to attend Panhellenic meetings regularly.
- Ensure that the alternate Panhellenic delegate (if applicable) serves on a Panhellenic committee.
- Make immediate contact with your Panhellenic Support Specialist in the following situations *before* any votes are taken or decisions are made:
 - When any major changes are taking place within the Panhellenic community or when the campus is changing the way the Panhellenic operates.
 - When the campus asks the chapter to sign an agreement regarding the relationship between the campus and a chapter, our Fraternity President and legal counsel need to review any relationship agreements.
 - When Panhellenic proposes any changes to bylaws or other non-recruitment-related governing documents.

- When a non-recruitment related infraction has been filed against the chapter before the matter goes to mediation or a judicial hearing.
- When the chapter plans to file a non-recruitment related infraction against another chapter.
- Changes in recruitment dates (also enter them into your Anchorbase calendar).
- Changes in Panhellenic Total outside of automatic adjustments.
- When Panhellenic is considering extension (bringing a new chapter to campus).
- When a chapter is about to close.
- When your Panhellenic proposes any changes to your recruitment rules including changes to time of recruitment (from spring to fall) or a change in recruitment style/format (from formal to partially structured or other style).
- When a recruitment infraction has been filed against the chapter before the matter goes to mediation or a judicial hearing.
- When the chapter plans to file a recruitment infraction against another chapter.

Peer Accountability Process

Overview

The College Panhellenic peer accountability process will be set in motion by the filing of a College Panhellenic Alleged Infraction Report for an alleged infraction of:

- National Panhellenic Conference (NPC) Unanimous Agreements or NPC Policies.
- College Panhellenic bylaws and/or other governing documents.
- College Panhellenic membership recruitment rules/guidelines.
- College Panhellenic code of ethics.
- College Panhellenic standing rules.

A College Panhellenic Alleged Infraction Report can only be filed against a chapter and not against any individuals.

1. Timing and Documentation

- The College Panhellenic Alleged Infraction Report must be completed and presented to the peer accountability officer (or president of the College Panhellenic if there is no peer accountability officer due to the small size of the College Panhellenic) in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).
- If the peer accountability officer is unavailable or the alleged infraction is against her sorority, the report must be presented to the fraternity/sorority advisor.

- All documentation for each alleged infraction, including all reports/forms completed as part of the College Panhellenic peer accountability process, need to be retained for three years by the College Panhellenic and the fraternity/sorority advisor and be available upon request from NPC.
2. Proper Reporting Authority
- Alleged infractions, excluding recruitment infractions, may only be reported and submitted by one of these people:
- Chapter president on behalf of her chapter.
 - Chapter executive officer/board member on behalf of her chapter.
 - College Panhellenic officer.
 - Fraternity/sorority advisor.
- Alleged recruitment infractions may only be reported and submitted by one of these people:
- Chapter president on behalf of her chapter.
 - College Panhellenic officer in charge of recruitment or a recruitment counselor.
 - Potential new member.
 - Fraternity/sorority advisor.
3. Receipt of College Panhellenic Alleged Infraction Report
- The peer accountability officer and fraternity/sorority advisor must review the College Panhellenic Alleged Infraction Report to ensure it has been filled out completely, including indication of the rule/guideline allegedly violated and confirming the alleged infraction falls within the scope of what the College Panhellenic can resolve.
 - An incomplete report must be returned to the reporting party for completion before proceeding. Response must take place within the 30-day window from alleged infraction to proceed in the process.
 - The peer accountability officer or fraternity/sorority advisor must send a copy of the College Panhellenic Alleged Infraction Report to the parties designated on the form within seven days.
4. Notification of Chapter
- The peer accountability officer must notify the chapter in question by delivering the College Panhellenic Alleged Infraction Resolution Meeting Notice to that chapter president within 14 days of receiving the College Panhellenic Alleged Infraction Report indicating all alleged infractions.
 - The record of delivery must be documented on the notice.
 - A copy of the College Panhellenic Alleged Infraction Resolution Meeting Notice must be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.

5. Response to Receipt of Infraction Notice

- Upon receipt of the College Panhellenic Alleged Infraction Resolution Meeting Notice, the chapter in question must contact the peer accountability officer within seven days to schedule either an informal accountability resolution meeting or formal accountability resolution meeting.
 - An informal accountability resolution meeting must be held if the chapter in question is willing to accept responsibility for all alleged infractions and wishes to collaboratively determine educational outcomes for the infractions.
 - A formal accountability resolution meeting must be held if the chapter in question wishes to dispute any alleged infractions.
- Either the informal or formal accountability resolution meeting must be held within 21 days of the receipt of the College Panhellenic Alleged Infraction Resolution Meeting Notice.
 - If there is a college/university break during the timeframes specified for the resolution meeting, it may be scheduled after classes resume or held during the break if all parties are available. If held after classes resume, the timeframe may be extended by the number of days of the break.

Parliamentary Procedure

- As vp: Panhellenic, and the delegate for your chapter you should familiarize yourself with the fundamental rules of parliamentary procedure. As stated in "Robert's Rules of Order Newly Revised," the rules of parliamentary law are built on a careful balance of the rights of persons and subgroups within an organization. The rules are based on regard for the rights of:
 - The majority- defined as more than half.
 - The minority.
 - Individual members.
 - Absentees.
 - All these together.
- According to Robert's Rule, all meetings should follow an agenda adding structure to the meeting. The Order of Business is as follows below and should be addressed and discussed before on to the next.
 - Call to order
 - The president must first determine if quorum is present. A quorum is defined as the number of voting delegates who must be present in order for business to be legally transacted. The bylaws should stipulate the number for quorum. If your bylaws do not stipulate a number for quorum, then it a majority (more than half) of your voting delegates. No business may be

conducted if the College Panhellenic meeting lacks a quorum. The president stands, waits or signals for quiet, and says, “The meeting will come to order.”

- Opening
- Roll call
 - If you are unable to be present for a Panhellenic meeting, your alternate delegate will represent you.
- Reading and approval of minutes
- Reports of officers
- Reports of standing committees
- Reports of special committees
- Special orders
- Unfinished business and general orders
 - Unfinished business — sometimes incorrectly referred to as old business — refers to questions that have carried over from the previous meeting because of that meeting having adjourned without completing its order of business. General orders refer to business that has been postponed to the present meeting.
- New business
- Announcements
 - This is time for you to report on what is going on in your chapter! Highlight upcoming philanthropy events, sisterhood events, or programming that your chapter is participating in!
- Program
 - If there are any speakers present for the Panhellenic meeting, this is where they will present their materials prepared.
- Adjournment

A critical part of your role as a College Panhellenic delegate is to represent your chapter to the community. You have opportunities to bring forward discussion items in Panhellenic meetings and to share Panhellenic matters and concerns to your chapter. This will require active participation in discussions and keeping open communication. By being the chapter’s voting member, you should utilize all resources of the following individuals:

- Chapter adviser
- Chapter Panhellenic adviser
- Fraternity/Sorority Advisor
- Chief Panhellenic officer
- Panhellenic Support Specialist

If you are considering bringing business to the Panhellenic council, as the delegate, you must make a motion. A main motion is a formal proposal for consideration. For the motion to be considered, another delegate must second the motion for the Council to go into discussion. If another delegate does not second the motion, there will not be a discussion for voting.

Recruitment Rules & Guidelines

As vp: Panhellenic, you will be voting on your campus recruitment rules and guidelines, so it is important to understand them and what your chapter's expectations are. Recruitment rules are in place to ensure that the PNMs are in the best interest of primary recruitment and have the same experience at each house. They are set in place to allow for each chapter to be held accountable for any violations to the community if not followed.

- Consider having a Recruitment Rules & Guidelines meeting with your vp: membership and Panhellenic Judicial Officer if a meeting is not already scheduled. This will show the Panhellenic Executive Board that you are ensuring that your chapter is abiding by the rules and regulations. This meeting will also help you to understand the guidelines and stay up to date on what has changed since the last recruitment.
- Prior to the start of primary recruitment, with your vp: membership, look at the previous year's primary recruitment infractions. Acknowledge what your chapter received violations for and develop a plan to ensure that changes have been made. This will set your chapter up for success in ensuring you are following the best practices during recruitment.
- When changes are made to recruitment rules, include the vp: membership in discussion with your advisers and encourage her to attend the Panhellenic meetings. This way she can hear the discussion the other recruitment chairs are bringing to the meeting and answer any questions she may have. She is unable to communicate during the discussion, but she can write notes for you to bring to the conversation.

On the next page, you will find a sample Recruitment Rules Worksheet template. Recruitment rules are important because they maintain and promote a healthy and positive culture while minimizing risks. Feel free to work through this with your chapter's vp: membership to ensure your chapter is abiding by the rules and understanding them.

Recruitment Rules Worksheet

Name of School	
Your Name	
Date Reviewed	

Use the below table to guide your review of the submitted Recruitment Rules.

Yes	No	
		Rules include Code of Ethics.
		Rules follow the NPC Recruitment Rules Template.
		Statement of Positive Panhellenic Contact and Promotion of the Sorority Experience is stated exactly as the template.
		Statement of Adherence to NPC Unanimous Agreements and Policies regarding recruitment stated exactly as the template.
		Statement of Values Based Recruitment is stated exactly as the template.
		If there are additional points under Values Based Recruitment, are they complimentary to the original intent and carry similar message?
		Statement of Membership Recruitment Acceptance Binding Agreement (MRABA) is stated exactly as the template.
		Statement of Automatic Reset of Total is stated exactly as the template including selecting their method of calculating Total.
		CPH adds more rules and policies into this same document.
		CPH add more rules and policies into a separate document such as an Addendum or Standing Rules.
		CPH adds details that change, such as dates, rounds and fines, to the main document.
		Rules are repetitive and overlap.
		Recruitment Rules are over 10 pages.
		Recruitment Rules are difficult to follow and understand.
		Recruitment Rules have negative tone (mainly "Thou Shalt Not").

Please provide any positive feedback:

Please list any items that contain incorrect information and, if possible, note where to find the correct information.

Please list any recommendations for change. Include both short-term fixes and long-term steps.

As vp: Panhellenic, it will be important to educate your chapter on NPC's Positive Panhellenic Contact and Promotion of the Sorority Experience.

- College Panhellenics should not be policing the interactions of members and potential new members; however, your chapter should focus on the positive PR and marketing of the sorority experience to all women on campus. Over the last few years there have been many changes to NPC PPC policy, so it is crucial your chapter understands these changes. If PNMs are reaching out with questions about the Panhellenic community, your members are allowed to respond. However, they cannot promote sorority membership of a particular organization.

Additional Support for Recruitment

- Make sure there is an opportunity to welcome home the chapter's recruitment counselors on Bid Day!
 - Depending on the community, consider welcoming them home with gifts, signs, etc. from upperclassmen who are not receiving a Bid Day buddy.
- Ensure that you and your vp: membership have contact information with the Panhellenic Executive Board in case any questions or concerns arise.

Panhellenic Participation Point System

Each chapter is encouraged to expand the meetings/events and modify the point system to meet the chapter's needs. If a participation/point system is utilized by the chapter, points will be awarded for participation and involvement in the following meetings/events: *Note: can modify point amounts up to discretion but must be outlined in bylaws.*

<u>Event</u>	<u>Points</u>
Anchored events	10 point(s)
Community service	5 point(s)
Foundation activities	10 point (s)
Panhellenic meetings and events	10 for swipe events; 5 for all other
events point(s)	
Programming event	10 point(s)

No member or new member may attend any Delta Gamma-sponsored formal or date party without earning at least XX % of available points. Deadlines for earning the points prior to the formal event will be determined by the vice president: communications at the beginning of the term. The vp: Panhellenic will be responsible for the tabulation of members' and new members' points.

director of interfraternal activities

- The director of interfraternal activities will oversee the chapter members participating in other sorority/fraternity activities. If organizations are hosting tournaments or programs, they should be encouraged to make teams for participation. The director should ensure that they have contact information for each organization's direct point of contact so they can relay to the members when events are happening.
 - The director of interfraternal activities will oversee the budget and ensure the chapter has enough funds to participate in events. They will be responsible for ensuring the signup team is present for the event and representing the chapter in a respectful way.
 - After teams have signed up for events, encourage chapter members to attend to support their sisters. This can be a great opportunity to show sisterhood and support!

vp: Panhellenic Officer Checklist

To assist with managing responsibilities, please refer to the following checklist:

Immediately Following Your Election as vp: Panhellenic

- ☐ Complete officer transition with outgoing vp: Panhellenic
- ☐ Review your responsibilities in the [Collegiate Chapter Officer Manual \(CCOM\)](#)
- ☐ Read the current [NPC Manual of Information \(MOI\)](#) and be familiar with its contents.
- ☐ Read and be familiar with other resources for the vp: Panhellenic available through the website library, including the [Quick Guide for vp: Panhellenic](#).
- ☐ Stop by and introduce yourself to the Fraternity/Sorority adviser (FSA).
- ☐ Familiarize yourself with the [NPC website](#) and review the available resources.
- ☐ Familiarize yourself with your Panhellenic Bylaws. Utilize the [Worksheet Template](#) to work through them with your adviser and come back to the template as any changes are being made.

Weekly/Biweekly

- ☐ Attend CMT, Joint CMT, and campus Panhellenic Meetings.
- ☐ Act as the “voice” for your Delta Gamma chapter on Panhellenic matters, be actively involved in College Panhellenic (CPH) discussions and cast all official votes for Panhellenic matters for your chapter. Make sure to contact your PSS before casting any votes on behalf of your chapter.
- ☐ Share a high-level update to the chapter about Panhellenic meetings/conversations. Make sure to share/discuss CPH issues with the chapter and report their consensus to the CPH.
- ☐ Educate your chapter on the purpose and meaning of the Manual of Information and Unanimous Agreements
- ☐ Post your Panhellenic Meeting minutes in Anchorbase AND email them to your Panhellenic Support Specialist (PSS).

Monthly/Semesterly

- ☐ Meet with the FSA once a semester to develop a positive relationship with DG.
- ☐ Meet with Panhellenic officers from other groups on campus to develop a positive relationship across the community.
- ☐ Complete the Monthly Panhellenic Report in Anchorbase.

Annually

- ☐ When the CPH reviews their bylaws and recruitment rules, which should be done annually, compare them to the NPC bylaws and recruitment rules templates that can be found in the website library. Email the above documents in a timely fashion for your PSS to review prior to any vote being taken.
- ☐ Complete the Panhellenic Update task in Anchorbase

Throughout Your Term

- ☐ Uphold and educate chapter on DG and NPC policies
- ☐ Work with the vp: member education to incorporate Panhellenic awareness and education into the new member education programs.
- ☐ Assist in planning and coordinating all interfraternal activities relating to the chapter: fraternity/sorority community events, Parents Day/Weekend events, etc. or supervise the director of interfraternal activities carrying out these responsibilities.
- ☐ Encourage chapter to participate in events hosted by other fraternities and sororities.
- ☐ Consider planning a Delta Gamma event which partners with another sorority/sororities (dinner, service project, educational program).
- ☐ Consider having "Sister Sororities," if your community does not already assign them, to allow for event setup and direct communication. This is something the alternate delegate can take up as a responsibility to host these events. This is a great opportunity to allow for chapters to have 1-2 events a semester with another organization.
- ☐ Let your PSS know, in a timely fashion, of any infraction filed against your chapter. Please consult your PSS before filing an infraction against another chapter.
- ☐ Convey the importance of your role to chapter members - as the only voting delegate and most visible leader within the community, you have an important responsibility to your chapter.
- ☐ Find out if there is an Alumnae Panhellenic in your area. If so, watch for opportunities for your College Panhellenic to interact with them. If there is a DG serving as an officer, connect with them.
- ☐ Promote Panhellenic spirit at every opportunity!

Prior to Panhellenic Elections

- ❑ Encourage your chapter members to run for a Panhellenic Executive Board position or to apply for a committee position on the CPH. If the Executive Board positions rotate, plan ahead for the positions that Delta Gamma will rotate into! It is important to provide the CPH with well-qualified leadership, ensuring the health and growth of the sorority community on your campus. DG should be a part of that leadership!

Prior to Recruitment

- ❑ Encourage chapter members to apply to be a Recruitment Counselor. The Panhellenic community needs fabulous members to guide potential new members through the process of recruitment. It is often talked about as one of the best experiences a Panhellenic woman has in their college years.
 - Have previous Recruitment Counselors share their experiences at a chapter meeting during the application period!
 - Nominate others to apply that you think would be a great fit!
 - Remind members that this is a great opportunity to get involved in the Panhellenic community and make connections with other organizations.
- ❑ Educate the chapter on the CPH recruitment rules or request a training from your CPH Executive Board.

When you need to reach out to your PSS:

- ❑ Any time you are being asked to vote on behalf of your chapter for College Panhellenic rules/policies, including but not limited to:
 - Bylaws and standing rules
 - Recruitment rules
 - Code of Ethics
 - Opening for extension (bringing a new chapter to campus or re-opening a closed chapter)
 - Change in time of recruitment (i.e. from fall to spring semester), in style of recruitment (from formal to partially structured, etc.), or in format of recruitment (a change in the number of chapters a PNM can attend in a given round)
 - Social event policies
 - Risk management policies

- ☐ If the chapter is asked to sign a University Relationship Document, defining the relationship between the university and your chapter/fraternity and sorority community. This needs to be reviewed by Fraternity President and legal counsel.
- ☐ Adjustment to Total, outside of automatic adjustments. If Total is adjusted automatically, please communicate the new Total to your PSS as soon as possible.
- ☐ A sorority on campus is closing/leaving campus.
- ☐ Your chapter is discussing filing an infraction of any kind against another chapter. During recruitment, your vp: membership may need to file an infraction, so make sure they have the contact information for your PSS.
- ☐ If you have any questions about how Delta Gamma should be voting on a Panhellenic issue/program, contact your PSS.

Frequently Asked Questions

Here is a brief list frequently asked questions regarding the vp: Panhellenic role and some strategies on handling them:

- How do I understand the basics of Panhellenic?
 - Be familiar with responsibilities of your office (CCOM)
 - Be familiar with Panhellenic resources on the NPC website (npcwomen.org) and the Barbara Boersma library (deltagamma.org)
 - Ask questions
 - Request all pertinent documents from your College Panhellenic (bylaws, Code of Ethics, recruitment rules, awards programs, etc.)
- How do I communicate Panhellenic information to the chapter?
 - Keep it brief...not too many requests at the same time
 - Highlight the most important information
 - Make Panhellenic/NPC education a regular part of your weekly update
- How do I get to know my FSA/Panhellenic Advisor?
 - Introduce yourself as soon as possible when you become an officer
 - Find a time to connect when both of your schedules allow
 - Share chapter progress and successes
- How do I best work with the Panhellenic Executive Officers?
 - They advocate for YOU – the voting delegate
 - Reach out to them with questions and concerns
 - Share chapter progress and successes
 - Be present and active in meetings
 - Share ideas for fun and productive Panhellenic meetings
- How do I exercise my voting rights at Panhellenic meetings?
 - Feel free to bring business before the Council
 - Ask the chapter for their issues/concerns
 - Ask questions...don't just vote yes
 - Question what you are asked to sign on behalf of the chapter
- How do I raise an issue at Panhellenic meetings?
 - Consult with your PSS or ATC with concerns on the issue beforehand
 - Be informed before the meeting on what is being discussed
 - Know how the chapter feels about the issue
 - Contact the CPH President prior to the meeting that you want to bring an issue to the Council
 - Understand the “why” behind the concern

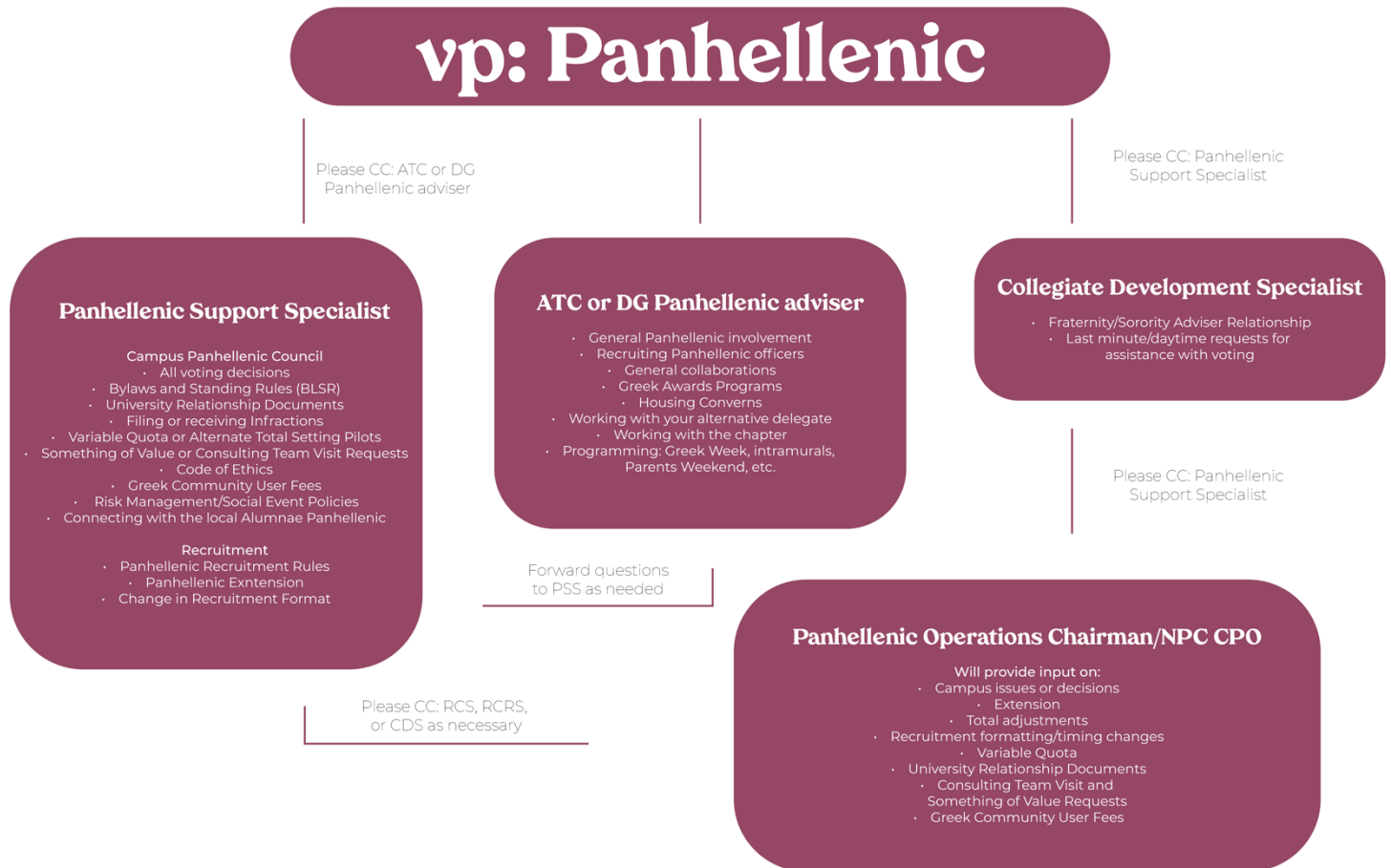
- During the Parliamentary Procedure, you will have the opportunity to address the concern during discussion
- How can I be an informed Panhellenic voter?
 - Be familiar with Panhellenic documents
 - Review parliamentary procedure
 - YOU are the voting delegate...not the Executive Officers, the FSA, the chapter presidents, or chapter recruitment chairs
 - You can ask for clarification, further information or tabling of all votes
 - You can make amendments to votes
 - Talk to your PSS before you vote - they can help to walk you through the process
- How do I encourage chapter members to become involved in Panhellenic?
 - Share Panhellenic opportunities for involvement
 - Ask for volunteers for Panhellenic committees/task forces
 - Evaluate chapter members as to their interest in Panhellenic service
 - Approach members who you think would be great in Panhellenic and tell them
 - Be a positive role model for involvement
 - Ask to educate the new member class about Panhellenic
 - Encourage you're alternate Panhellenic delegate to consider running for your role
- How can I help DG be a good fraternity & sorority community member?
 - Remind your chapter about the tenets of the Code of Ethics
 - Review the Panhellenic Creed and excerpts of the MOI and Unanimous Agreements with the chapter
 - Plan fun activities with your community partners
 - Get to know the other delegates in the Panhellenic Community
 - Invite others to chapter activities when appropriate
 - Plan shout outs/recognition of other chapters at Panhellenic meetings
 - Recognize all chapters' Founders Days, on chapter's social media or by sending a card to their chapter house or mailbox
 - Write notes of congratulations to other chapters when appropriate
- How can I address Panhellenic issues brought up by my chapter?
 - Don't assume the information is correct
 - Gather facts and additional information
 - Determine who to speak with about the issue
 - FSA can be a resource
 - Talk with your PSS, DG adviser, or other Panhellenic resources
 - Be fair and unbiased

- How can I help my campus during extension?
 - Be positive about the new chapter
 - Be welcoming and inclusive
 - Reach out to partner with the new chapter if possible
 - Recommend possible PNMs to them

- How can I become better informed about Panhellenic?
 - Read Panhellenic resources on the NPC website
 - Ask questions
 - Reach out to your DG Panhellenic Support Specialist
 - Attend regional fraternity/sorority conferences, or other leadership opportunities as available
 - Utilize resources available in The Pursuit

- Who are my DG Panhellenic resources?
 - Your DG Panhellenic adviser, if you have one
 - Your Panhellenic Support Specialist
 - Fraternity Director: Panhellenic Development
 - Your Collegiate Development Specialist (CDS) at Executive Offices
 - DG's Chief Panhellenic Officer (CPO)

Panhellenic Communication Flowchart



Tips for vp: Panhellenic

Building and Sustaining Panhellenic Relations

Delta Gamma is one member of a larger organization and community on your campus. Working with your fellow chapters is an opportunity to do amazing things. Here are some ideas on how to work with other Panhellenic chapters:

- Send congratulatory notes to other chapters (Initiation, Founders Day, awards received, new member classes, etc.).
- Invite another chapter to an educational event you are planning.
- Host a Panhellenic PJ night, by inviting other Panhellenic delegates and Panhellenic officer for TV/movie and snacks. Other ideas include: meeting for coffee, attending and sitting together at a university program, meet on campus for lunch, etc.
- Have a “banner committee” to make a sign for other organizations before/during their major events.
- Invite the Panhellenic officers and chapter delegates for coffee or lunch.
- Host an informal gathering for the sorority house directors or sorority advisers on your campus.
- At appropriate times, chapters can share open rituals with one another (e.g., By the Light of Delta Gamma), by conducting the open ritual for other delegates or chapter representatives.
- Encourage the chapter to support Panhellenic functions and to plan programs that include other women’s fraternities.
- Be sure that all t-shirt, social media, and other PR themes are in good spirit of Panhellenic and free of any pretentious tones or attitudes.
- Talk up DG, but never talk down another sorority. It may seem in good fun, but ultimately, it will not help sustain Panhellenic relations.

Working With Your Fraternity/Sorority Advisor

Your campus Fraternity/Sorority Advisor is an excellent resource for your chapter. Building and maintaining a positive relationship with them can be very beneficial for your chapter.

- Schedule a meeting with your Panhellenic advisor. Formally introduce yourself and get their opinion on what your chapter can do to assist in the mission of Panhellenic for the term/year.
- Send personal notes/cards for special occasions (birthday, holiday, end of recruitment, etc.)
- Arrange a personal introduction of your chapter adviser and recruitment adviser when new advisers are working with the chapter.
- Ask your Fraternity/Sorority Advisor to help you educate your chapter about Panhellenic.

- Be sure the Fraternity/Sorority Advisor has the opportunity to meet any Fraternity visitors if possible (CDCs, regional officers, etc.).
- Inform your Fraternity/Sorority advisor of any chapter awards received by Delta Gamma (Convention, regional awards, etc.).
- Inform your Fraternity/Sorority Advisor if you have a member selected to serve as a Collegiate Development Consultant.
- Invite the Fraternity/Sorority advisor to be a judge at Anchor Splash/Slam/Games or other chapter events.
- If chapter members need to request a letter of recommendation from the Fraternity/Sorority Advisor, be sure to provide ample notice.
- Be sure all requested reporting by your chapter is on time.
- Seek information regarding student employee positions within the fraternity/sorority life office or department. Great connections can be made by having a member work in the office.

Working with Your Panhellenic Council

- Be an active member of your Panhellenic Council by participating in discussions, accepting volunteer initiatives, making recommendations, etc. Don't just show up and leave each week.
- Suggest a Panhellenic calendar or online database of Panhellenic events, which would include all major sorority events. This helps when planning your chapter's participation in other sorority activities.
- Encourage your Panhellenic Council to organize "Sister Sororities." All chapters can be paired up and then expected to have at least one "Sister Sorority" activity or event that semester. This encourages chapters to engage outside of a competitive environment.
- Take turns with other delegates in presenting fun information about each sorority during a Panhellenic meeting.
- Encourage Panhellenic to limit functions requiring all members of individual groups to participate.
- Encourage your Panhellenic to design an all-Panhellenic shirt that chapters can purchase. Use all chapter symbols and/or letters to promote unity.
- Be sure that in all voting matters, the chapter delegates are casting the votes. The Panhellenic Council officers are not the voting delegates. All voting situations should be presented for *your* vote. It is always best if you are given a week to gather chapter feedback before casting a vote.

Working with Your Own Chapter

- Remember, “It’s not what you say, but how you say it.” When making your report to the chapter following each Panhellenic meeting, you are very much responsible for how your chapter receives the information. Make your report lively, show enthusiasm, and be educational.
- Have a “Panhellenic Board” in your chapter house or meeting space. This wipe-off or bulletin board could have all other fraternity/sorority life events posted with dates/times. The “Panhellenic Board” can also be virtual on your Facebook page, in new member class groups, or chapter management apps.
- Provide weekly “tidbits” of interesting info about the College Panhellenic and NPC to chapter members during your officer report (can also put info on a small card for members to keep, posted on social media, put in your weekly newsletters, fastened to bathroom stall doors in the house. Be creative!).
- Provide weekly education around the Manual of Information and Unanimous Agreements to help the chapter understand their purpose.
- Be sure that members understand the delegate voting process on all Panhellenic rules and policies. Help the chapter avoid blaming “Panhellenic.” It is important that Delta Gamma supports the results of any Panhellenic vote, regardless of the way in which your vote is cast.
- Utilize small groups for participation, such as your DG Dialogues groups, or develop another way to distribute the chapter’s participation in other fraternity/sorority events, so the same people are not attending everything.
- Get creative with recognition. Be sure to consistently recognize those chapter members who are supportive of other fraternity/sorority organizations.
- Have members report briefly on their experience when attending an event hosted by another fraternity/sorority organization.
- Educate your chapter on College Panhellenic rules and recruitment rules.
- Work collaboratively with the vp: member education to incorporate Panhellenic awareness and education into the member/new member education programs.
- Work collaboratively with the vp: programming to strengthen Panhellenic relations by incorporating chapter functions and activities with other sororities.

Cross-Council Collaborations

Yes, there is more to a fraternity/sorority community than just Panhellenic! Members' fraternity/sorority experience can be deepened by having a better knowledge, understanding and appreciation of other fraternity/sorority councils, such as the National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), and National Asian Pacific Islander Desi American Panhellenic Association (NAPA).

- Visit with your Panhellenic President about having a council liaison. The liaison could be one of your current Panhellenic officers or an appointed position. The primary purpose would be to attend all or periodic meetings of the other fraternity/sorority councils on your campus. Ultimately, by reporting their initiatives back to Panhellenic and vice versa, a better understanding of each other will occur.
- Invite chapters in your other fraternity/sorority councils to participate in Anchor Splash/Slam/Games, mixers, educational programs, Homecoming, Greek Week, etc.
- The culturally-based fraternities and sororities have some different terminology than that of Panhellenic and Interfraternity Council (IFC) organizations. Ask to attend a meeting or event of your local National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander Desi American Panhellenic Association (NAPA) or other culturally-based Council to start to learn the terminology and share it with your Panhellenic Council or your chapter. You can also research these national councils and organizations via their national websites.
- Culturally-based fraternities and sororities also pride themselves on their community service and civic engagement. Engaging in hands-on service is a great opportunity for cross-council collaborations.
- Attend an event or educational program offered by another fraternity or sorority. Once you show your support, they will be more likely to participate in your activities. Pay special attention to their founding dates, visibility weeks, new member presentation events ("probates"), programs you can attend, etc.
- If you have a house visible on campus, offer to promote prominent events with a banner on your house for those chapters who do not have a house.
- Attend a Council meeting of your other councils. This shows both support and interest and serves as a great springboard for relationship building.

Seeking and Promoting Panhellenic Leadership Positions

- Announce to the chapter, well in advance, the timeline for Panhellenic elections so they have plenty of time to explore their options and consider running for a position.
- If chapter members are interested in a Panhellenic executive position, but have not served as a chapter delegate, encourage them to attend Panhellenic Council meetings periodically. It is important that their commitment and interest be recognized by the Fraternity/Sorority Advisor and the current officers. This will be advantageous when officer selections are being made.
- If your Panhellenic Council officer/recruitment counselor elections require an interview, be sure to be dressed in professional, interview-appropriate attire and have prepared questions that you can ask of the interviewing body. Also, be sure not to wear chapter letters, as you are being evaluated on your ability to be unbiased.
- Schedule a meeting with the Fraternity/Sorority Advisor prior to the selection process. Ask them to discuss what they would like to see for the next year for any positions in which you may be interested. This can be helpful in the interview process, should there be one.
- Members seeking to become recruitment counselors should represent the chapter well and consistently follow all recruitment guidelines.
- Meet with the outgoing officer of the position you are interested in running for. Ask them questions about their responsibilities, accomplishments, and where they see the community continuing to grow.
- Support members' desires to get involved in Panhellenic. Delta Gamma's representation outside of the chapter is equally, if not sometimes more, significant than how they interact inside the chapter. Chapters should never suggest that a member shouldn't seek a Panhellenic position.

Transition Ideas

- Attend at least one Panhellenic meeting with your new delegate.
- Introduce them to the College Panhellenic and to the incoming Panhellenic officers.
- Take the new delegate with you to meet with the Fraternity/Sorority Advisor and other administrators as is appropriate on your campus.
- Offer to host a transition meeting/get together with the outgoing and incoming delegates from each chapter in Panhellenic (coffee or themed refreshments appropriate to the time of year that transition happens on your campus).

- Inform the new officer of all Panhellenic Council meeting times and locations. Attend another council meeting with your new officer to provide a level of comfort.
- Provide the incoming delegate with past meeting minutes and review key themes/highlights together.
- Be sure to pass along this Resource Guide.

Resources

Delta Gamma library

- [CMT Quick Guide for vp: Panhellenic](#)
- [JCMT Quick Guide for alternate Panhellenic delegate](#)
- [JCMT Quick Guide for director of interfraternal activities](#)
- [NPC Manual of Information \(MOI\)](#)
- [Collegiate Chapter Officers Manual \(CCOM\)](#)

NPC website

- [Peer Accountability Process Guide](#)
- [Peer Accountability Process Infographic](#)

Panhellenic Bylaws Worksheet

Name of School	
Your Name	
Date Reviewed	

Use the below table to guide your review of the submitted Panhellenic Bylaws.

Yes	No	
		Bylaws followed the NPC Template.

Article I. Name

		Article I - Provided name of the institution
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Article II. Object

		Article II – Used points from template or other satisfactory ones
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Article III. Membership

		Section 1. Membership Classes – stated exactly as in template
		Section 2. Privileges and Responsibilities of Membership – stated exactly as in template
		Section 3. Dues – stated exactly as in template
		Section 4. Fees and Assessments – stated exactly as in template

Article IV. Officers and Duties

		Section 1. Officers – listed all officers
		Section 2. Duties of Officers – listed all officers and duties; can be customized to campus
		Section 3. Eligibility – stated exactly as in template and selected one of the clauses under “C”
		Section 4. Selection of Officers – selected one of the clauses to use
		Section 5. Office Holding Limitations – stated exactly as in template, number filled in
		Section 6. Nomination Procedure – stated exactly as in template, number filled in
		Section 7. Term – stated exactly as in template, dates inserted in “B”
		Section 8. Removal – stated exactly as in template including two-thirds
		Section 9. Vacancies – stated exactly as in template

Article V. The Panhellenic Council

		Section 1. Authority – stated exactly as in template
		Section 2. Composition and Privileges – stated exactly as in template
		Section 3. Selection of Delegates and Alternates – stated exactly as in template, blanks filled in
		Section 4. Delegate Vacancies – stated exactly as in template, blanks filled in
		Section 5. Duties and Responsibilities – used points from template or other satisfactory ones
		Section 6. Regular Meetings – stated exactly as in template
		Section 7. Annual Meeting – stated exactly as in template, blanks filled in
		Section 8. Special Meetings – stated exactly as in template
		Section 9. Means of Communication – stated exactly as in template
		Section 10. Quorum – stated exactly as in template including two-thirds
		Section 11. Voting Requirements – stated exactly as in template including two-thirds

Article VI. The Executive Board

		Section is optional. Check yes if included.
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Article VII. The Panhellenic Advisor

		Section 1. Appointment – stated exactly as in template, selected one of the clauses
		Section 2. Authority – stated exactly as in template

Article VIII. Committees

		Section 1. Standing Committees – stated all of their committees; term should be stated exactly as in template
		Section 2. Appointment of Committee Membership – stated exactly as in template
		Section 3.–9. Listed all committees, included duties and number of members

Article IX. Finances

		Section 1. Fiscal Year – stated exactly as in template
		Section 2. Contracts – stated exactly as in template
		Section 3. Checks – stated exactly as in template
		Section 4. Payments – stated exactly as in template

Article X. Extension

		Section 1. Extension – stated exactly as in template
		Section 2. Voting Rights – stated exactly as in template

Article XI. Violation Resolution

		Section 1. Violation – stated exactly as in template
		Section 2. Information Resolution – stated exactly as in template
		Section 3. Judicial Process – stated exactly as in template

Article XII. Hazing

		Stated exactly as in template
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Article XIII. Inclusion Statement

		Stated exactly as in template
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Article XIV. Parliamentary Authority

		Stated exactly as in template
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Article XV. Amendment of Bylaws

		Stated exactly as in template including two-thirds
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Article XVI. Dissolution

		Stated exactly as in template
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