



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 through the assignment of an Alumnae Panhellenics area coordinator 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 regarding topics and trends affecting women's-only organizations as well as topics of interest to the general membership.



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 (by updating NPC's contacts and information database, FS Central). 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 chair 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, 2021) – 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 or letter 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 or letter.
- 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 chair.



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 access 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-colored 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?

You can directly access the NPC Manual of Information on the website [here](http://npcwomen.org) or download it on the NPC website (npcwomen.org) under the “Resources” tab.

Note: An updated version of the NPC Manual of Information is published each year in January and July.

What is FS Central?

FS Central is the NPC database where contact information for Alumnae Panhellenics is stored as well as reporting mechanisms, online dues payment and historical documents for each Alumnae and College Panhellenic. On FS Central, you can update your officer roster as well.

How do I log into FS Central? What can I do once I log into FS Central?

To log into FS Central, click the “Resources” button in the upper right-hand corner of the NPC website (npcwomen.org). From there click the “Log in To FS Central” button. You will need to create an FSID and be assigned a role with your Alumnae Panhellenic in order to view your Alumnae Panhellenic’s page and group information. For more information on how to get started with FS Central, please utilize the [FS Central Quick Start Guide](#) or connect with the NPC office at (317) 872-3185 or emailing npccentral@npcwomen.org if you have any questions.

By logging into FS Central, you will be able to accomplish the following:

- Pay NPC dues online via credit card or view invoices.
- Update your Alumnae Panhellenic officer roster.
- Submit the Alumnae Panhellenic annual survey (due May 15).
- Upload Alumnae Panhellenic governing documents.

How can I submit information for my Alumnae Panhellenic scholarship?

If you are looking to submit information for your Alumnae Panhellenic scholarship to be shared on the NPC website and with College Panhellenic women in your area, please fill out the following [form on the NPC website](#). If you have any questions about submitting scholarship information for your Alumnae Panhellenic, please email julie@npcwomen.org.

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 all 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 and policies must be honored as part of these governing documents. An effective Alumnae Panhellenic also adopts regulations that carry out NPC best practices 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. There are certain designated items that must be included in your governing documents while others may be tailored to your Alumnae Panhellenic. Alumnae Panhellenic bylaws and standing rules should be reviewed annually for any updates and changes with your NPC Alumnae Panhellenic area coordinator.

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

An Alumnae Panhellenic should 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. Bylaws require a different threshold for approval (2/3) while standing rules only require a majority to approve.

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, each delegate has one vote per member organization and the right to hold office. It is important to note that individual members should be permitted to serve as officers and committee chairs as decided by the Alumnae Panhellenic Association.

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

You will need to update your office roster by logging onto FS Central. Should you need assistance with FS Central, please contact the NPC office or your NPC area coordinator 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. It is also important to note that many companies are requiring a group to which they are making donations to supply an active EIN number in order to receive the donation/funds. An Alumnae Panhellenic must obtain their own EIN; Alumnae Panhellenics will not be able to use NPC's EIN. When applying for an EIN from the IRS, the Alumnae Panhellenic Association should apply as a 501c (7).

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.

Scholarship

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. For more information and best practices around Alumnae Panhellenic scholarship, review the [Alumnae Panhellenic Scholarships Program resource here](#).

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 (<https://npcwomen.org/alumnae-panhellenic-scholarship-information-form/>). To submit information about your Alumnae Panhellenic scholarship's most recent recipients, you can email julie@npcwomen.org; 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.



Recruitment Support & Programming

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

One of the purposes 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, pre-recorded video presentation 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. You can find more guidance for potential new members on TheSororityLife.com [here](#).

Letters of Recommendation (1992, 2009, 2020, 2021) – POLICY

Any membership recruitment information distributed by College and/or Alumnae Panhellenics must not include reference to letters of recommendation as a requirement to participate in recruitment. Member organizations that



accept/request letters of recommendation have the responsibility to educate members and potential new members about their policies. Additionally, member organizations that do accept/request letters of recommendation must clarify that letters will not be accepted that are procured by a potential new member or her family in exchange for any type of compensation.

Awards

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

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

- NPC dues paid by Oct. 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.
- Consistent communication with your assigned NPC Alumnae Panhellenics area coordinator.

The following awards are available for Alumnae Panhellenics to receive from NPC.

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
12730 Meeting House Road, Suite 200
Carmel, IN 46032
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 volunteers. It is responsible for directing the organization of Alumnae Panhellenics and providing guidance in programming and sorority education. From the members of this committee, a committee chair is appointed by the NPC Board of Directors and the committee chair, in conjunction with NPC staff appoints 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. 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 surveys, officer rosters and any dissolution requests with supporting documentation. If you are unsure of the area coordinator for your Alumnae Panhellenic, please contact the NPC office.