



Alumnae Panhellenic Frequently Asked Questions

Alumnae Panhellenic Basic Information

What is the purpose of an Alumnae Panhellenic?

An Alumnae Panhellenic Association is a community-based organization chartered by the National Panhellenic Conference. Alumnae Panhellenic Associations exist to promote the sorority experience through local engagement of NPC member organization alumnae members and support for collegiate scholarships for current and potential members.

Who can be a member of an Alumnae Panhellenic?

Any individual alumna of a 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.

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

NPC dues for Alumnae Panhellenics are \$65 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 FS Central or by check.

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

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, including promotion of Alumnae Panhellenic scholarships and continued education of alumnae members.



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 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 should be communicated with your NPC Alumnae Panhellenic area coordinator.

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 letters of recommendation.

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 the difference between Alumnae Panhellenic bylaws and standing rules?

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

Standing 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 that 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 2/3 threshold for approval while standing rules only require a majority to approve.



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.

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 (contacts) by logging onto FS Central. Should you need assistance with FS Central, please contact the NPC office by calling (317) 872-3185 or emailing npccentral@npcwomen.org or reaching out to your NPC area coordinator. 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.

Does NPC provide insurance for our Alumnae Panhellenic? 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 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.



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 promote the sorority experience through local engagement of NPC member organization alumnae members. 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.

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 PNMs to promote the overall sorority experience. 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 PNMs and their caregivers.

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

- It must represent all 26 NPC member organizations and should promote the benefits of joining a sorority. All messaging should be values-based.
- A fee can not be charged nor should providing gifts be required in order to attend. Additionally, no one should be required to submit information in order to attend.
- It is not necessary for a PNM to attend an event or register with an Alumnae Panhellenic to participate in primary recruitment or continuous open bidding (COB) on a campus.



How can our Alumnae Panhellenic assist with writing recommendation letters for PNMs?

Letters of recommendation are not a requirement for participation in sorority recruitment. Each NPC member organization has its own policies regarding recommendations. If a PNM seeks a recommendation, it should come from someone who is well acquainted with her and her strengths. You can find more guidance for PNMs on TheSororityLife.com.

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 PNMs 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 PNM or her family in exchange for any type of compensation.



Alumnae Panhellenic Resources

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

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 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.

What is FS Central?

FS Central is NPC’s database where contact information for Alumnae Panhellenics is stored as well as where Alumnae Panhellenics submit reports, pay dues and upload historical documents, such as meeting minutes.

Alumnae Panhellenics are expected to keep their officer roster (contacts) up to date on FS Central. The NPC office uses those listed in contacts to stay in touch with your Alumnae Panhellenic throughout the year. Additionally, 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 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 Into 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 by calling (317) 872-3185 or emailing npccentral@npcwomen.org.

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.



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

The NPC office

(317) 872-3185

npccentral@npcwomen.org

Alumnae Panhellenics Committee staff liaison

The Alumnae Panhellenics Committee staff liaison is a full-time, paid NPC staff member. As liaison they serve the NPC Alumnae Panhellenics Committee and provide ongoing, consistent support to Alumnae Panhellenic Associations and their volunteers. The committee's staff liaison can answer questions, assist with completing reports and share a variety of resources available to all Alumnae Panhellenics.

NPC area coordinator

Each Alumnae Panhellenic has an assigned NPC volunteer who serves as an area coordinator. She can assist you with specific questions about your Alumnae Panhellenic. If you are unsure of the area coordinator for your Alumnae Panhellenic, you can find that information on FS Central or contact the NPC office. Each area coordinator is a member of the NPC Alumnae Panhellenics Committee. You can also contact the committee chair, [Amy Suzanne Zimmer](#).