



Alumnae Panhellenic connections

From the desk of Carol Mooney, Alumnae Panhellenics Committee chairman

Alumnae Panhellenic Dues

Although annual dues for Alumnae Panhellenics were due Oct. 1, it is not too late to pay them. Check the main article in this issue for details. If you are having difficulty logging in to make an online payment, contact the [NPC office](#) as soon as possible. Remember that dues payments affect Alumnae Panhellenic award eligibility. Contact your area coordinator to discuss this further.

Updated Alumnae Panhellenic Handbook

The 2015 version of the Alumnae Panhellenic Handbook is online now. It was updated over the past year and is available for you and any other Alumnae Panhellenic members. The handbook contains excellent information, ranging from the basic functions of an Alumnae Panhellenic to guidance on special events and programming. [Download and save a copy](#) to your files today, and share it with your team.

Changes and Updates

Fall is upon us, and 2015-16 feels to be flying by. The National Panhellenic Conference (NPC) has been busy, and we are sure your Alumnae Panhellenic has been as well. What has been the most exciting part of the start to your year? A successful service event? New additions to your Alumnae Panhellenic membership?

Many exciting things are happening within NPC. We hired a new executive director, Dani Weatherford, who started Oct. 1. You can learn about Dani in this [press release](#) from September. In addition, NPC recently completed transition to a new online database. You have probably noticed the changes, and we greatly appreciate your and your officers' support in making this transition successful. We encourage you to check out our main article with some of the basics of the new system and how to keep your Panhellenic's information updated.

This season also brings the NPC annual meeting. Representatives will be in Irving, Tx. Oct. 23-25 to conduct the business of the conference and install the new NPC Executive Committee. Your NPC area coordinators will gather to address current Alumnae Panhellenic happenings and ways to continue providing consistent and effective support to your organizations. Keep an eye out for updates from your [area coordinator](#) after the meeting.

The Celebrating Panhellenic Excellence Luncheon on Oct. 24 will be a highlight, recognizing the recipients of NPC awards, including this year's winner of the [Harriett Macht Outstanding Alumnae Panhellenic Award](#), the Phoenix Panhellenic Association. "Phoenix truly demonstrates the meaning of lifetime sorority membership and all the good that Panhellenic women can achieve working together," said Julie Johnson, NPC Panhellenics chairman. "They have truly survived the test of time, and continue to embrace new avenues of connecting through both online and face-to-face communication." Learn more about this 95-year-old Alumnae Panhellenic on their [website](#) and in the [press release](#) announcing the award selection. And start thinking ahead about the possibility of your Alumnae Panhellenic winning this award in the next biennium.

With so many changes and updates happening, we hope you find this month's issue of Alumnae Panhellenic Connections helpful in keeping you up to speed with the goings-on of NPC and Alumnae Panhellenics.

Panhellenically,

A handwritten signature in black ink that reads "Carol A. Mooney".

[Carol A. Mooney](#)
Alumnae Panhellenics Committee chairman

Database and Website Reminders

With the intention of providing a more flexible system for all Panhellenic use, NPC recently changed to a new online database. We want to make sure you know how to navigate this system and find the information you need.

- **Logging in:** Once you have navigated to www.npcwomen.org, select "Alumnae" from the four tabs at the top of the home page. Select the menu option you want, such as "Pay Dues," "Complete Reports" or "Manage Profile." The site will take you to a login page, where you can provide the Alumnae Panhellenic's information or your personal information. While any Alumnae Panhellenic officer is welcome to create an account username and login for personal use, functions like paying dues and submitting officer information are accessible only through the Alumnae Panhellenic accounts. Please contact the [NPC office](#) if you have any difficulty accessing your new login information or setting up an account for your Panhellenic. You can tell whether you are logged into a personal account or that of the Panhellenic from the "Welcome" message posted at the top of the main database page.
- **Paying dues:** After logging in, you will see a home page for your Alumnae Panhellenic's account. It includes a dropdown menu in the right corner of the account section. Select "My Membership" from the dropdown. On that page, you will see next to the membership term "Renew Now," which you will select. On the renew page, choose the first "Alumnae Panhellenic" option and click "Submit". This will redirect you to a page to pay the \$40.00 Alumnae Panhellenic dues for 2015-16. If you encounter any issues, reach out to the [NPC office](#) for assistance.
- **Updating officer information:** In order to update your officers, your account must be active: that is, your dues must be up to date. You will use the dropdown menu to select "My Membership." Scroll down to the section titled "Sub-Members." Here you can add, remove and renew officers. Make sure to include their position in the box marked "Title" and select "APH Member" when adding a new officer. When the system automatically generates start and end dates for new members, do not adjust them. If you encounter issues or are charged for officer information, please contact the [NPC office](#).
- **Uploading Alumnae Panhellenic documents:** Now your Alumnae Panhellenic can upload bylaws and meeting minutes directly to the database. Log in through the Alumnae Panhellenic's page for this feature, not through an individual's account. When logged in, select "Share Documents" from the dropdown menu. This link will take you to a page that will house your Alumnae Panhellenic's electronic materials. Simply click "Upload a New Document", type in the document's name, enter an (optional) description of the document and select the file from your computer to load it into the database. Anyone logged into the Alumnae Panhellenic's account will be able to view and access these documents. Remember to send your documents directly to your area coordinator as well, so she can keep up with your group, too.
- **Viewing the NPC Manual of Information:** Another option from the main dropdown menu is to retrieve the Manual of Information. When you click on "Manual of Information", the database will begin an automatic download of the PDF version. If you cannot locate the file after clicking on that option, check your browser's "Downloads" folder to confirm it downloaded. Note that this will always be the most recent version of the Manual of Information, so it is important to check for an updated version of the file at least once a year to share with other officers and alumnae.
- **Contacting your NPC area coordinator:** Accessing the list of [NPC area coordinators](#) assigned to Alumnae Panhellenics requires no username or password. The list is posted with public access in the [officers' section](#) on the [Alumnae](#) page under "Area Coordinators". The list is organized alphabetically by state and lists the Alumnae Panhellenics in each state according to the area coordinator.

Future features of the database will include the capability to complete the Alumnae Panhellenic annual report. The new database will change how NPC communicates and works with your Panhellenic, so we appreciate your support in ensuring that NPC always has the most up-to-date information for your group. Please direct questions to the [NPC office](#). Thank you for your patience as we navigate through this process, which will allow NPC to better support you and the efforts of Alumnae Panhellenics.

College Panhellenic Corner



Are you aware there is an NPC policy that prohibits Alumnae Panhellenic involvement in College Panhellenic extension procedures? It states, "Alumnae Panhellenics should avoid participation in the extension process of selecting a new chapter on a college campus." There is also language explaining how alumnae can and cannot use social media when it comes to extension.

"NPC member organizations, collegiate and alumnae members of NPC sororities, and friends and supporters of NPC member organizations are prohibited from campaigning on behalf of an NPC organization(s) during exploratory visits, the extension application and the on-campus presentation process. Campaigning would include, but is not limited to, use of social media outlets. Therefore, asking members to lobby/leverage their alumnae or friends and/or flood the campus with social media communication supporting the selection of a specific sorority is inappropriate. It is appropriate to thank a campus/College Panhellenic but not further your own organization's interest.

"Once an NPC organization is selected to colonize, the inter/national organization, collegiate and alumnae members of NPC organizations, and friends and supporters of NPC member organizations are encouraged to support the colonization of the new NPC member organization on social media in a tasteful manner."

This does not mean that alumnae have no role whatsoever in extension. Alumnae can support a College Panhellenic during the process in the same way that they would during recruitment: through positive Panhellenic messaging. Show excitement for a growing sorority community and encourage women to learn about the new organization after the College Panhellenic has completed the process and announced its selection publicly. Direct additional questions about individual alumnae roles during extension to [member organization offices](#).

Resource Updates



New Tool for Membership Growth

Your Alumnae Panhellenic may be one of those seeking new members. Whether you lack representation from one or more NPC member organizations or simply hope to draw additional women to your events and programs, NPC has a new resource for you in the form of a one-page information sheet. You can download and share "[Why Join an Alumnae Panhellenic](#)" from the NPC website.

Employer Identification Number (EIN) and the IRS

Recently, NPC revised the information it provides to Alumnae Panhellenics about federal non-profit status and state tax exemption. Many Panhellenics inquire about these matters, so we encourage you to check out this [resource](#) on the NPC website.

Review Your Alumnae Panhellenic Bylaws

An updated version of the Alumnae Panhellenic [model bylaws](#) is available now on the NPC website. These were updated this fall and are easier than ever to tailor to your Alumnae Panhellenic. Make this a top priority for your group if you have not reviewed or updated your bylaws in more than a year. Also make note of the sections required of all Alumnae Panhellenics. Select the "[Officer Tool Kit](#)" from the officers page in the [Alumnae](#) section of the NPC website to access this Word template. If you have questions, please contact your [area coordinator](#).