



## Recruitment Contingencies Task Force

Setting total for fall 2020

In light of the COVID-19 pandemic, the 26 member organizations of the National Panhellenic Conference have updated the Options in Determining Total – Policy.

### Options in Determining Total (2009, 2015, 2019) – POLICY

College Panhellenics can use one of the following methods to determine total:

1. Average or median chapter size (whichever is larger).
2. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
3. Midpoint between median and largest chapter size (the third quartile).
4. For communities in contraction (i.e., falling open house pool, falling quota): largest chapter size plus 5-10%.

**Fall 2020 Total: All College Panhellenics must use the fall 2019 total for the fall 2020 total; unless the evaluation of total in fall 2020 results in a higher total than in fall 2019.**

Due to COVID-19 and the impact it will have on college enrollments, anticipated recruitment numbers and many other factors on campus, the use of a preset total from the previous academic year allows for the Panhellenic community to maintain stability while still providing for chapter growth. The [Automatically Adjusting Total – POLICY](#) remains unchanged, and the College Panhellenic must adhere to the timeframes listed in the policy. *Spring 2021 total will be discussed by NPC in fall 2020 and other policy adjustments may be made at that time.*

### What does this mean?

- College Panhellenic total for the fall 2020 academic term is already set to the same number selected in fall 2019.
- Fall recruiting campuses:
  - If after the primary recruitment period, a new calculation of total is higher than fall 2019, then your Panhellenic total will be adjusted to reflect that new higher number.
  - If after the primary recruitment period, a new calculation of total is lower than fall 2019, then your Panhellenic total will remain at the number from fall 2019.
- Spring recruiting campuses:
  - All chapters under the number Panhellenic total was set to in fall 2019, can use continuous open bidding (COB) to reach that same total in fall 2020.



# Resolved to Educate

## Educational support for: Setting and adjusting total

### What is total?

Total is the allowable chapter size as determined by the College Panhellenic, and it includes both new and initiated members. The purpose of total is to provide for growth of the Panhellenic community and parity among the chapters, and to allow the maximum number of women to participate in the sorority experience.

If a chapter has met total, it is no longer eligible to invite new members to join until 1) the chapter is below total, 2) it is the primary membership recruitment period or 3) the chapter has not yet matched/pledged to quota from the primary membership recruitment period. If at any time during the academic year a chapter falls below total, the chapter is eligible to recruit new members, through continuous open bidding (COB), to reach total.

### How is total determined?

The NPC Manual of Information contains all NPC policies that outline how to determine total in a Panhellenic community. First, each chapter must accurately count their members. Members who are not present on campus for one academic term (e.g., participating in a study abroad program, student teaching, internship) are to be included in chapter total calculations unless inactive status has been granted for the entire academic year.

#### *Calculating Total (1955, 2009, 2015) – POLICY*

The procedure for determining total states: Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience.

NOTE: The following NPC policies further clarify how to count members in the chapter.

- *Chapter Membership Roll (1955, 2018) – POLICY*
- *Graduating Seniors in Chapter Total (2002) – POLICY*
- *New Member (1982) – POLICY*
- *Transfer Member (1977) – POLICY*
- *Vacancies (1978) – POLICY*

Second, the College Panhellenic Council, in the recruitment rules, selects one of the four options for determining the method for calculating total.

**These are the only four options available to College Panhellenics.** The College Panhellenic Council should be communicating appropriately to the chapter and inter/national organization regarding any changes in the method to determine total.

#### *Options in Determining Total (2009, 2015, 2019) – POLICY*

College Panhellenics can use one of the following methods to determine total:

1. Average or median chapter size (whichever is larger).
2. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
3. Midpoint between median and largest chapter size (the third quartile).
4. For communities in **contraction** (i.e., falling open house pool, falling quota): largest chapter size plus 5-10%.

#### How does our College Panhellenic know if we are in contraction?

Enrollment in higher education is declining in the United States. As fewer students enter the halls of institutions, this affects the number of women in higher education.

Similarly, some Panhellenic communities are contracting in size as they continue to grapple with how to best promote the sorority experience and Panhellenic relevance for today's collegiate woman.

The following are some characteristics that, if trending over multiple years, may indicate institutional and/or Panhellenic community contraction:

#### Institutional characteristics:

- Enrollment at the institution is declining
- Women's enrollment at the institution is declining
- Demographics of enrollment change (e.g., more online versus residential students, larger international student population)

#### Panhellenic characteristics:

- Panhellenic quota/total has been declining
- The open house pool (i.e., the number of women who register and show up to the first round of recruitment) is declining
- Closing of chapters in the Panhellenic community due to dwindling interest

This trend data should be reviewed regularly to understand the root cause. Consider some singular incidents may mimic contraction, such as extension on a campus, smaller open house pool due to local weather emergencies, or local campus concerns painting fraternal organizations in a negative light.

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## Educational support for: Setting and adjusting total

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Finally, depending on the timing of primary recruitment on campus, total will be evaluated and/or adjusted accordingly per NPC policy.

### *Automatically Adjusting Total (2013, 2015, 2016, 2019) – POLICY*

A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be **automatically adjusted** no later than 72 hours following bid distribution.

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year.

If a College Panhellenic hosts a fall primary recruitment and resets total in the academic term(s) in which primary recruitment is not held, then total must be reset within one week (no more than 7 days) from the start of the academic term(s), and cannot be set to less than 95% of the total that resulted from the automatic adjustment in the most recent academic term in which primary recruitment was held.

### **Why should total be evaluated or adjusted each academic term?**

A College Panhellenic should evaluate total every term to ensure that total reflects current campus conditions and the Panhellenic goals of growth and parity. This means each academic term, after verifying each chapter membership size, the College Panhellenic Council should calculate total in accordance with the method to determine total that is in the College Panhellenic recruitment rules.

When total is too low:

- The Panhellenic community is unable to grow because of the lack of sufficient spaces to accommodate women interested in sorority membership.
- The smaller chapters are unable to close the size disparity with the larger chapters in the community.

When total is too high:

- Potential new members could withdraw from the primary recruitment process and join chapters during the COB process when they do not receive an invitation to return to the chapter of their choice.
- Larger chapters participate in COB, interfering with the effectiveness of smaller chapters' recruitment.

Adjusting total immediately following the primary recruitment period (no later than 72 hours following bid distribution) allows chapters to participate in COB quickly and assimilate any new members into the existing new member education programs, if desired.

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year. Much like when total is set too high, having every chapter open to accept members may negate the primary recruitment process. Primary recruitment is the time to focus on the growth of the community when the majority of PNMs are ready to become members of the community. The non-primary recruitment term is the opportunity for Panhellenic communities to focus on the parity of chapters.

Automatically adjusting total during the fall term for College Panhellenics with deferred recruitment:

- Accounts for the women who have graduated at the end of the previous academic year.
- Maintains an accurate depiction of the Panhellenic community.
- Provides for parity of chapters.
- Manages the expectations of PNMs during the COB period while also promoting the upcoming primary recruitment.

## Educational support for: Setting and adjusting total

### How should a College Panhellenic Council decide on the best method to determine total?

The method to determine total is reflected in the College Panhellenic recruitment rules, voted upon annually by the College Panhellenic Council. The method chosen should be dependent on the overall trends of the community and not just a reaction of one academic term.

The College Panhellenic Council should consider the following questions to determine the best method and if that method would be attainable by all the chapters in the community to promote growth and parity.

- Is there a large group of women interested in joining a sorority even after primary recruitment has occurred?
- Is there a large population of transfer students during the non-primary recruitment term who are interested in joining the Panhellenic community?
- Are chapters participating in COB when spaces are available? Is the Panhellenic promoting joining opportunities year-round to alleviate any stigma with COB?
  - » Having high retention and maximizing on openings during the non-primary recruitment term is key to growing and maintaining the size of Panhellenic communities. College Panhellenics should work to market the sorority experience throughout the year, not just in preparation for the primary recruitment period.
- Is the method selected to determine total allowing the entire Panhellenic community to grow?
  - » NPC member organizations have prioritized the growth of Panhellenic communities and understand that one of their chapters may be holding back the opportunity of growth for the rest of the community. College Panhellenics should be having these critical conversations to understand the needs of the overall community.

Most College Panhellenics may not need to select a method to determine total outside of average or median chapter size (whichever is larger). The options in determining total provide for further options to the College Panhellenics that warrant an exploration of alternate options.

Since the College Panhellenic Council votes on the recruitment rules, including the method to determine total, the new calculated total number does not need to be voted upon by the College Panhellenic Council. Instead, the new total number should be communicated to all chapters and stated in the College Panhellenic Council meeting minutes after it is reset.

#### Who counts on a chapter's roster?

From *Calculating Total (1955, 2009, 2015)* – POLICY

... includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total. ...

*Chapter Membership Roll (1955, 2018)* – POLICY

For all Panhellenic purposes:

1. Every regularly enrolled undergraduate woman who is a new member and/or initiated member of a chapter on that particular campus shall be counted as a member of the college chapter.
2. Every regularly affiliated undergraduate transfer shall be counted as a member of the college chapter on that campus, affiliation to be defined as meeting the requirements of the individual member organization.

#### What if a sorority member transfers from another campus and wants to affiliate with a chapter that is already over total?

*Transfer Member (1977)* – POLICY

If a chapter is at total and wishes to affiliate a transfer member, it may do so even though the addition of that member will put the chapter over total.

#### Where should information about total be stated?

- **Bylaws:** Under the article for The Panhellenic Council there should be a section titled “Authority” that states: “... annual review the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term ...”
- **Recruitment rules:** In the College Panhellenic recruitment rules there should be a section titled “Statement of Automatic Reset of Total” that states the method used to set total.
- **College Panhellenic Council meeting minutes:** Each term following the automatic reset of total, the actual number for the new total is stated in the minutes and communicated to all chapters.

## Educational support for: Setting and adjusting total

### When and how should the College Panhellenic adjust total for the primary recruitment academic term?

A College Panhellenic should evaluate total every term. In the academic term that primary recruitment is held, total will be automatically adjusted no later than 72 hours following bid distribution.

### When and how should the College Panhellenic adjust total for the non-primary recruitment academic term?

#### Fall primary recruitment:

Fall primary recruitment campuses should evaluate total in the non-primary recruitment term to ensure that total reflects current campus conditions and the Panhellenic goals of growth and parity.

If a College Panhellenic chooses to reset total, then total must be reset within one week (no more than 7 days) from the start of the academic term. Total cannot be set less than 95% of the total established after primary recruitment. This choice to reset should be reflected in a vote of the College Panhellenic Council.

The College Panhellenic Council needs to keep in mind appropriate timing according to Robert's Rules of Order. Conversations about total, amendments to recruitment rules to change the method to reset total, and motions to reset total in the non-primary recruitment term may need to happen in the prior academic term.

In an effort to prioritize growth of Panhellenic communities, the policy states the reset of total cannot be set to less than 95% of the total that resulted from the automatic adjustment from the most recent primary recruitment. If a College Panhellenic chooses to reset total and the calculation is less than 95% of the total from primary recruitment, total will automatically be bumped up to the 95% calculation.

#### Example:

- Fall primary recruitment total was set to 100
- 95% of 100 equals 95
- In spring, total is reevaluated and calculated to be 93.

In this example, total will automatically be bumped up to 95 since 93 is less than the 95% threshold required to reset total in the non-primary recruitment term.

#### Deferred primary recruitment:

If a College Panhellenic has deferred recruitment, total will be **automatically adjusted** within one week (no more than 7 days) from the start of the first term of the academic year.

This automatic adjustment will utilize the method as stated in the College Panhellenic recruitment rules. If a College Panhellenic Council wishes to adopt a different method to determine total, amendments to recruitment rules may need to happen in the prior academic term.

Campuses with deferred recruitment are not held to the same 95% threshold in the non-primary recruitment term. With the graduation of students at the end of the academic year, it is expected that the reset of total in the non-primary academic term will be a smaller calculation until the opportunity to recruit more students becomes available through the primary recruitment process.

#### Myths and facts about adjusting total

**Myth:** Raising total makes our chapters/community larger.

**Fact:** Chapter size is a function of quota, not total. Quota is what adds to a chapter's size — the more women who go through recruitment and sign membership recruitment acceptance binding agreements (MRABAs), the larger the quota and the larger chapters become. Raising total only allows those chapters that are smaller than others to have the opportunity to achieve the Panhellenic goal of parity.

**Myth:** Total should never be changed.

**Fact:** NPC policy states that total will be automatically adjusted no more than 72 hours following bid distribution. For campuses with deferred recruitment, total must be reset each academic term. It should reflect the current sizes of chapters on campus — that means total may rise or fall — but by evaluating it each regular academic term and automatically adjusting it, total should be an accurate reflection of the community's size.

**Myth:** Total is too hard to change because it is listed in our bylaws.

**Fact:** Total should never be stated in the Panhellenic bylaws. Instead, state in the bylaws that total will be evaluated and/or adjusted according to the method adopted in the recruitment rules. The recruitment rules will state the approved method of calculating total according to NPC policy and not the actual number.