

Fall 2020 Chapter Plans

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Key Considerations Used to Create these Recommendations:

- Continue to ensure Phi Mu Fraternity Headquarters Staff, National and Area Volunteers and collegiate chapters are following the Center for Disease Control (CDC), state, local and campus recommended guidelines.
- Prioritize member safety and wellbeing at all times.
- Promote a positive, fulfilling collegiate member experience regardless of circumstance.
- Maintain standards of the Fraternity, focusing on long-term organizational viability.
- Provide positive connection between the Headquarters staff, alumnae and collegiate members to ensure accurate communication and consistency between all stakeholders.

General Recommendations:

- Please reference [these Safety Guidelines](#) when planning all chapter events.
- In regard to national, state, local, campus and Phi Mu guidelines, the most stringent recommendation should be followed.
- Chapters should provide virtual options for all mandatory events to accommodate members who are uncomfortable or unable to attend. When practical, virtual options should be made available for optional chapter events to accommodate members.

Topics Covered in this Resource

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Advisory Council

- The Advisory Council should continue to hold regular Advisory Council meetings. These meetings may need to be held virtually depending on guidelines for gathering.
 - If Advisory Councils are able to meet in person, social distancing guidelines should be followed.
- Advisory Council members should participate in meetings with chapter officers. These meetings may need to be held virtually depending on campus plans and recommendations.
- The Advisory Council should participate in Executive Committee and other chapter meetings through a rotation system. This participation may occur virtually.

Attendance Policies and Fines

- Chapters should provide virtual options for all mandatory events to accommodate members who are uncomfortable or unable to attend.
- Chapters should consider suspending all fines for the 2020-2021 academic year. Many members are struggling financially and fines may add an additional financial burden for members.

Chapter Meetings

- Chapters should hold regular meetings throughout the fall term. Chapter meetings may need to be held virtually to accommodate guidelines for gathering.
 - If chapters are able to host meetings in person, social distancing guidelines should be followed.
 - Virtual options should be offered for members unable or uncomfortable attending in person.
- Requirements for Chapter Developments have been amended for the 2020-2021 academic year as follows:
 - Formal Business Meetings – chapters should hold one Formal Business Meeting per month when school is in session.
 - Phi Mu Programs – chapters should hold the 6 required programs throughout the academic year.
 - Radiance Chapter Development Programs – chapters should complete 6 Radiance programs throughout the academic year. Chapters should complete at least one program in each of the four categories (Knowledge, Character, Sisterhood, Service).
- A [recommended schedule](#) is provided as an example.

Committees and Appointed Officers

- Chapters may revisit existing committee structures and appointed officer positions for the fall term. This may mean repurposing existing committees, streamlining appointed officers, or creating new positions and committees to meet the chapter's current needs.

- The chapter should work with their AOFD to determine what changes are reasonable and appropriate given the chapter's individual circumstances.
- Appointed officers and committees should continue to meet to do necessary work.
 - Committee meetings may be held virtually depending on campus plans and recommendations.
 - If chapters are able to host committee meetings in person, social distancing guidelines should be followed.

Executive Committee

- Meetings
 - The Executive Committee should meet weekly throughout the fall term.
 - The Executive Committee meeting may need to be virtual depending on guidelines for gathering size.
 - If chapters are able to host Executive Committee meetings in person, social distancing guidelines should be followed.
- Elections
 - Chapters can move up elections since many campuses are ending their fall term early.
 - Elections can be held starting October 15, 2020.
 - Elected officers will still take office at the conclusion of the fall term.
 - Chapters should work with their Area Team to determine an elections timeline that works for their chapter.
 - Most chapters will not be able to hold elections in person this fall.
 - Elections can be held virtually utilizing Zoom, Google Meet, OmegaOne, Google Forms or Survey Monkey.
 - If your chapter is able to meet in person, you should follow social distancing recommendations and a virtual option should be provided for members who are not comfortable attending.
- Officer Training and Transition
 - Officer Training and Transition should take place towards the conclusion of the fall term, as usual.
 - Officer Training and Transition may be conducted in person or virtually.
 - If chapters are able to host Officer Training and Transition in person, social distancing guidelines should be followed.
- Chapter Bylaws Changes
 - Chapter business may be conducted virtually or in-person throughout the fall term.
 - Chapters can vote on necessary bylaw revisions utilizing Zoom, GoogleMeet, OmegaOne, Google Forms, or Survey Monkey.

Finance

- Chapter dues should be billed at a reduced rate during the 2020-2021 academic year. The amount billed to members will be determined based on the chapter's minimum operating expenses.
 - Guidelines for how to determine chapter dues amounts can be found [here](#).
- Members will still be responsible for National Fees during the 2020-2021 academic year as listed below:
 - Provisional Member Fee (new members only): \$48.00
 - National Obligation Fee: \$98.00
 - Initiation Fee (new members only): \$148.00
 - Future Fee: \$27.00
 - NPC Fee: \$3.25
- Chapters are encouraged to support Phi Mu Foundation during the 2020-2021 academic year. In an effort to not place additional financial burden on members, chapters should not bill members on Billhighway for the M3 campaign. Instead, chapters should fundraise or allow members to opt into this donation.
- An updated [Budget Worksheet](#) and [Finance Sheet Worksheet](#) are included that were shared with Chapter Treasurers in June. Chapter Treasurers should update the chapter's budget and the finance sheet worksheet for the 2020-2021 academic year.
 - All chapters must submit an updated budget and finance sheet worksheet on Officer Portal by August 1.
- The updated budget needs to be entered into Billhighway before the academic year begins.

Housing

- If your chapter is planning to have a chapter event at a chapter facility, you should work with your House Corporation to ensure appropriate safety guidelines are followed.
- The Property Chairwoman should work with your chapter's House Corporation to ensure clear communication with members.
- No visitors or guests besides residents and chapter members are permitted in chapter facilities for the fall 2020 term.
- Additional guidance for Property Chairwomen can be found [here](#).

Member Statuses

- Interim Collegiate Membership Status (ICMS)
 - Members can be granted ICMS for the following reasons:
 - Personal health problems
 - Personal or family emergency
 - Off-campus degree requirements
 - Enrolled as a part-time student
 - Qualifying reasons for ICMS will remain the same for the 2020-2021 academic year.

- A member who has lost her job due to COVID-19 or had a parent lose a job due to COVID-19 may qualify for ICMS under the “personal or family emergency” reason.
 - A member who is enrolled in classes virtually but not returning to campus physically this year, while the campus is reopened for in-person classes may qualify for ICMS under the “off-campus degree requirement” reason.
 - A campus operating virtually is not in itself a reason a member would qualify for ICMS.
 - Chapters should work with their Collegiate Chapter Specialist to answer any questions about ICMS.
- ICMS may be granted for members who have accrued a balance since March 2020 as a result of COVID-19 challenges.
- Members on ICMS should not participate in chapter activities.
- Members on ICMS are not responsible for chapter dues but are responsible for National fees.
- Alumnae Status
 - Members qualify for alumnae status when they are no longer enrolled at an institution, when they transfer or when they graduate.
 - Qualifying reasons for alumnae status will not change for the 2020-2021 academic year.
 - A campus operating virtually is not in itself a reason a member would qualify for alumnae status.

New Member Experience

- Bid Day
 - Bid Day can be held in-person or virtually throughout the 2020-2021 academic year.
 - If chapters are able to host Bid Day in person, social distancing guidelines should be followed.
 - Providing opportunities for members to gather in small groups is recommended.
 - Chapters should offer virtual options for new members unable or uncomfortable attending in person.
 - Given the typical number of attendees and type of activities at Bid Days, in-person Bid Days may not be possible during the 2020-2021 academic year.
- The New Member Experience has been shortened to 6 weeks for the 2020-2021 academic year to accommodate changing campus schedules. Accommodations will be shared with chapter officers in August 2020.
 - Chapters that need additional accommodations to further shorten the length of their New Member Experience should work with their AMD.
- New member meetings can be held in-person or virtually throughout the 2020-2021 academic year.

- If chapters are able to host meetings in person, social distancing guidelines should be followed.
- Virtual options should be offered for new members unable or uncomfortable attending in person.
- Given the typical number of attendees and types of activities at New Member Retreats, in-person New Member Retreats may not be possible during the 2020-2021 academic year.

Philanthropy Events

- Chapters should host a fundraiser for CMN Hospitals during the 2020-2021 academic year.
- Chapters can host philanthropy events virtually.
- If chapters are able to host philanthropy events in person, social distancing guidelines should be followed.
- Given the typical number of attendees for philanthropy events, in-person philanthropy events may not be possible during the 2020-2021 academic year.
- To protect patients, hospital visits will likely not be possible for the 2020-2021 academic year.
- While visits may not be possible, hospitals have a great need for supplies and support. Please contact your local CMN Hospital to determine how your chapter can best support them.

Recruitment

- In addition to following national, state, local, campus or Phi Mu guidelines, chapters must follow the recruitment plan outlined by the college Panhellenic.
- Workshops
 - CTE Requirements for workshops have been suspended for the 2020-2021 academic year.
 - Chapters must still hold workshops to prepare for recruitment and cover the following topics: conversation; scoring; recruitment logistics; Diversity, Equity, and Inclusion; and Preparation for Preference.
 - Your chapter's workshop plan should be approved by your AMD and Collegiate Chapter Specialist.
 - Chapters should offer virtual options for members unable or uncomfortable attending in person.
 - Workshops should match the recruitment style that has been approved by your College Panhellenic.
 - If your chapter's recruitment will be completely virtual, all workshops should be virtual as well.
 - If your campus is doing a hybrid model with some in-person recruitment rounds and some virtual rounds, your chapter should host some virtual workshops and some in-person workshops. In-person time

- should be prioritized for preparing for in-person recruitment events, like Preference.
 - If your chapter's recruitment will be entirely in-person, your chapter should utilize a combination of virtual and in-person workshops.
 - Any in-person recruitment workshops should follow [these Safety Guidelines](#) and follow social distancing recommendations.
 - In previous years, recruitment workshops have lasted for days or even a week. In this environment, this is not necessary. Workshops should be prioritized and time should be spent wisely.
 - The topics most important to cover are conversation; scoring; recruitment logistics; Diversity, Equity, and Inclusion; and Preparation for Preference.
 - Your chapter may have additional areas of focus that are a priority. You should work with your Advisers and AMD to determine any additional topics that your chapter needs to cover during workshops.
 - Sisterhood is an important part of workshops and we don't want this important factor to get lost during this time. Please work with your Sisterhood Chairwoman and DHRP to ensure that you are still planning safe and meaningful events for sisters to spend time together during this time.
- Formal Recruitment
 - Chapters with fall formal recruitment should have a plan for recruitment that is created with guidance by the Recruitment Response Team, which is made up of campus leadership, your College Panhellenic Council leadership, and National Panhellenic Conference volunteers.
 - The Recruitment Response Team will create 3 options to hold recruitment in the fall. The options may be in person, virtual or a hybrid of both. Each option is a possibility depending on the health environment at the time of recruitment.
 - Your Panhellenic Delegate should affirm these plans and your chapter must be prepared to recruit in any of the approved scenarios. Given the way COVID-19 is progressing around the country, chapters need to be prepared for completely virtual recruitments.
 - Resources to help prepare for virtual recruitment can be found [here](#). Additional resources are being added throughout the summer.
 - Resources for virtual membership selection will be shared soon. If your campus is holding a virtual or hybrid recruitment, your chapter should plan to hold membership selection virtually.
 - A video resource that your chapter can use to promote Phi Mu or use during recruitment will be shared later this month.
 - All chapters should prepare for some form of virtual recruitment – the fall health environment is largely unknown and chapters should prepare now for the possibility of recruiting virtually. Please utilize [this guide](#) to help you prepare.

- COB
 - NPC has recommended that Fall 2020 Total be set at fall 2019 Total, unless a higher Total is achieved through traditional methods of calculating Total. For this reason, it is likely that your chapter may have more open spots than normal.
 - All Phi Mu chapters are expected to be at campus total by November 1.
 - Your chapter should work with your AMD to establish a plan for COB.

Ritual Events

- Chapters should hold Ritual services throughout the fall term. Ritual events may need to be held virtually to accommodate guidelines for gathering.
 - Accommodations for Ritual Services will be shared with chapter officers in August 2020.
 - If chapters are able to host Ritual events in person, social distancing guidelines should be followed.
- Given the typical number of attendees for Ritual events, in-person Ritual events may not be possible during the 2020-2021 academic year.

Sisterhood Events

- Sisterhood events can be held in-person or virtually throughout the 2020-2021 academic year.
 - If chapters are able to host events in person, social distancing guidelines should be followed.
 - Providing opportunities for members to gather in small groups is recommended.
 - Chapters should offer virtual options for members unable or uncomfortable attending in person.
- Ideas for ways to engage members virtually can be found [here](#).
- Given the typical number of attendees and type of activities at Sisterhood Retreats, in-person Sisterhood Retreats may not be possible during the 2020-2021 academic year.

Social Events

- No virtual events with alcohol are permitted due to the lack of ability to enforce Phi Mu policies.
- Virtual events with other fraternities and sororities where no alcohol is present are permitted.
- Given the typical number of attendees for social events, in-person social events may not be possible during the 2020-2021 academic year.
 - If campus regulations allow chapters to host social events in person, social distancing guidelines should be followed.

The Honor Process

- Honor Committee
 - The Honor Committee should meet regularly throughout the 2020-2021 academic year.
 - Honor Committee meetings can be held in-person or virtually throughout the 2020-2021 academic year.
 - If chapters are able to host meetings in person, social distancing guidelines should be followed.
 - Virtual options should be offered for members unable or uncomfortable attending in person.
 - The Honor Process is in place to support our members toward their becoming their personal best and to hold each other accountable to our values. Respect and care for all members should always be central to this process.
 - Honor Committees meeting virtually should reference [the attached guidelines](#).
- Member Accountability
 - Academics
 - The Honor Committee will meet with members who did not meet the chapter's GPA requirement or who failed most of their classes, if they were taken pass/fail, to understand the member's circumstances and to help support the member's academic success.
 - The member doesn't necessarily need to be put on probation but the Honor Committee should work with the member.
 - Finances
 - The Honor Committee will meet with members who owe a balance to the chapter to understand the member's circumstances.
 - The member doesn't necessarily need to be put on probation but the Honor Committee should work with the member.
 - Behavior Policy Violations
 - Members will be held accountable through the Honor Process.
- Chapter Accountability
 - Membership
 - Chapters are expected to be at Campus Total.
 - Chapters who fall below this standard will be reviewed with a Membership Warning being the most likely response. Chapters may be placed on sanctions or probation for not meeting Fraternity standards depending on their specific circumstances.
 - Academics
 - Chapters are expected to be above the All-Women's Average on their campus or a 2.75, whichever is higher.
 - Chapters who fall below this standard will be reviewed with Academic Warning being the most likely response. Chapters may be placed on sanctions or probation for not meeting Fraternity standards depending on their specific circumstances.
 - Policy Violations

- Chapters will be held accountable for policy violations.
- Reviewing Chapter Statuses
 - Terms may be changed but chapters will be expected to work toward meeting sanctions or probation goals.
 - Chapter status may be ended, extended or amended depending on the circumstances, terms and progress toward meeting sanctions or probation goals.