



**PHI MU FRATERNITY
NATIONAL HEADQUARTERS
400 WESTPARK DRIVE
PEACHTREE CITY, GA 30269**

COVID-19 Communication to Area and National Volunteers

March 11, 2020

Dear Area and National Volunteers,

We are closely monitoring the COVID-19 Coronavirus situation and particularly how it is impacting our collegiate members and chapters. The health and safety of all of our members is our main priority. This is a developing situation, and we will continue to provide you with Phi Mu-specific updates. For now, we wanted to share the following guidelines to help answer chapter questions.

Jess Sopko, Delta Beta
Director of Member Services

As colleges and universities continue to close and move to fully-remote/online classes and restrict student organization meetings, we want to provide information to prepare you, our National and Area Officers, to assist chapters. Each decision about a chapter should be made on a case-by-case basis and we have listed some guidelines in order to help you made decisions about how chapters should continue to function for the remainder of this term.

If the campus in question is holding VIRTUAL classes:

- All events should be cancelled until face-to-face classes resume and the chapter should follow all guidelines and restricts put in place by their college or university's administration.

If the campus in question is closed or has suspended classes:

- All events must be cancelled until classes resume as normal.

Regardless of whether a campus has suspended classes or is online-only, please assist chapters by following these guidelines.

Operations:

- Chapter Executive Committee meetings and chapter meetings may be held, virtually, if necessary.
- We are prioritizing chapter business in the following areas:
 - Budget approval
 - Selecting a Chapter Adviser
 - Determining the chapter's voting delegate at Convention (usually the Chapter President), and
 - Determining the chapter's collegiate visitor for Convention
- If necessary, please encourage the chapter to hold a vote electronically. Ways that they can do this include using these existing forms of technology and setting a time limit for the vote (i.e. "The vote will be open from 7p.m. to 8p.m."):
 - OmegaOne Question
 - Survey Monkey
 - Google Form
- Initiation and other Ritual events should be postponed until the university permits student organizations to resume meeting.
- Concerning social events, if the university has placed restrictions on chapter events, chapters may NOT hold social events and should work together with venues where existing event contracts exist to determine whether the event can be rescheduled for another date or if the chapter can receive a refund, if possible.

Finance:

- Billing
 - Regular chapter dues should not be billed for the times that they are not operating
 - Ex: if they will be not be holding regular chapter operations in April, they should not charge April chapter dues
 - Ex: if the campus is only closed for 2 school days and spring break week, they should still charge chapter dues, as they are under almost normal operations
 - HQ staff (Carrie Schelhaas) are here to help make sure that your chapters are billing/not billing for the correct time periods. This will differ from campus to campus and we will need to look at billing on a case by case basis
 - All other fees (fines, resale items, national fees, etc.) should still be billed per usual, as the chapter will be incurring those costs.
- The April SOC will go out as normal
- If chapters have put deposits down for any events, we will handle those on a case-by-case basis

Membership:

- For chapters who currently have new members going through the New Member Education program, please encourage the Phi Director to maintain contact (virtually) with the new members so that they remain engaged with Phi Mu.
- Initiation and other Ritual events should be postponed until the university permits student organizations to resume meeting. Chapters who are recruiting members

through a COB process should pause recruiting until classes resume as normal, however, AMDs should continue to work with Membership Directors on plans for COB or primary recruitment as usual.

Honor:

- If there are current honor cases in progress (i.e. the initial Honor Committee meeting has been scheduled or a follow-up meeting has been scheduled), the chapter may hold that Honor Committee meeting virtually at a date and time that works for all involved.
- If a new violation of Phi Mu policy occurs while the chapter is not operating, the member may be referred and the honor process may begin once members return to campus.
- If a member's case is at the point in the Honor process where she is referred to the chapter while classes are being held virtually, please contact your Area Honor Policy Specialist for guidance on how to handle this on a case-by-case basis.

Consultant visits:

- If a campus is holding virtual classes, then a planned consultant visit will happen virtually as well. The consultant will work with the chapter to sort through the details of this "visit" and she will plan to use technology to check in with officers.
- If a campus has cancelled classes and a planned visit is taking place, the visit will no longer happen and other arrangements will be made for a later date.

Please continue to send specific questions to the appropriate staff member or volunteer:

- For questions regarding finances/billing: Carrie Schelhaas, Collegiate Finance Specialist or Cynthia Bland, National Collegiate Finance Coordinator
- For questions regarding chapter operations: Mary Coulter, Assistant Director of Collegiate Operations or Lorraine Peppo National College Operations Coordinator
- For questions regarding forms, OP and chapter Initiations: CRC
- For questions regarding membership: Jessica Sopko, Director of Member Services or Kendra Pickens, National Collegiate Membership Coordinator
- For questions regarding the chapter Honor Process: Jessica Sopko or Jamie Cook, National Honor Policy Coordinator