



## **NPC Extension Process College Panhellenic Steps**

Adding another National Panhellenic Conference (NPC) women's sorority to a college or university campus is an exciting process. The College Panhellenic plays an important role in ensuring a successful extension occurs. Specific action steps and policies must be followed to protect all parties involved with extension. This document helps to define key terminology and the steps involved in the process.

### **Terminology:**

#### **Extension**

Extension is the addition of National Panhellenic Conference chapters to the Panhellenic community on a college or university campus, or the establishment of a sorority community on a campus where previously none had existed.

#### **Local Sorority**

A local sorority is an organized group of women not affiliated with an NPC inter/national organization. Generally, the group will have constitution/bylaws, statement of purpose, officers and programs of activities and membership recruitment. The local sorority may or may not be an associate or affiliate member of the College Panhellenic.

#### **Interest Group**

An interest group is more loosely organized and without all the characteristics of a local sorority. Interest groups should, at a minimum, have a list of women who have expressed interest in joining a sorority, including their contact information and class year.

#### **Proper Authority**

According to the NPC Unanimous Agreement V. Agreement on Extension, the "Proper Authority" shall be defined as follows:

- A. Where there are two or more NPC sororities present on campus, then a vote of those NPC sororities as evidenced in written minutes of the College Panhellenic Council shall constitute the proper authority. If there is no College Panhellenic Council, then a separate vote of the NPC chapters present on campus shall constitute the proper authority.
- B. On campuses where there is one or no NPC sorority and where the administration is willing to recognize women's sororities, a letter from a senior-level student affairs administrator shall constitute the proper authority.
- C. The NPC Extension Committee is the proper authority on campuses where there is one or no NPC sorority and the college administration does not grant recognition to women's sororities but does not discipline students for joining.

**For purposes of this document, the Proper Authority is the College Panhellenic.**

## Step One: Exploration

The first step to take as a College Panhellenic Council is to investigate extension possibilities in a deliberate and thorough manner.

- Notify your NPC area advisor of the College Panhellenic's desire to explore the possibility of adding another NPC organization on campus.
- Consult with the NPC Extension Committee chairman.
- Propose the College Panhellenic Council vote on the formation of an extension exploratory committee.
  - Motion and vote should occur no less than two weeks apart in order to allow each chapter time to consult with their member organization (e.g., chapter advisor, headquarters staff, regional volunteers.)
  - Motion and outcome of the vote should be recorded in the College Panhellenic minutes and the NPC area advisor and NPC Extension Committee chairman should be notified.
- If the motion to create an Extension Exploratory Committee passes (2/3 vote required per the NPC College Panhellenic Model Bylaws), the Panhellenic should form an Extension Exploratory Committee comprised of College Panhellenic officers, delegates and alumnae advisors. Some campuses choose to involve faculty members as well. The committee should analyze statistics with regard to enrollment and recruitment and also assess the needs of the campus. In this regard, the committee should gather statistical information, interview collegiate members and alumnae in the Panhellenic community and obtain opinions from college/university officials. It is helpful to look at trends and statistics over a five-year period. The committee should compile an official report and include a recommendation as to whether to extend or not extend at this time. Suggested data to be collected and reviewed:
  - Enrollment Statistics (Past five years)
    - Number of full-time students at college/university
    - Number of full-time female students at college/university
    - Male-female student ratio
  - Recruitment Statistics (Past five years)
    - Number of women registered for primary recruitment
    - Number of women pledged during primary recruitment
    - Number of women not placed during primary recruitment
    - Number of women pledging during Continuous Open Bidding
    - Quota
  - Chapter Membership Statistics (Past five years)
    - Total
    - Number of chapters at total (By closing of school year)
    - Average chapter size
  - Housing Statistics (If applicable)
    - Average chapter house capacity
    - Average chapter house occupancy over five-year period
    - Campus housing and property options for the new organization(s)
  - Growth Analysis
    - Chapter history of NPC organizations on campus
    - Date of last NPC organization added to campus
    - Date of last NPC organization to close on campus
  - Questions to be Addressed:
    - Is the system unable to accommodate women wanting affiliation?
    - Has total been adjusted to make current chapters larger to accommodate these women?

- Are chapter sizes manageable and chapter houses full to capacity (where applicable)?
- How will the addition of another NPC organization enhance the College Panhellenic community?
- If extension is approved, how will the College Panhellenic proceed with the extension process?
- If extension is approved, what type of timetable is the College Panhellenic anticipating with the colonization of a new organization?
- If extension is approved, how will the College Panhellenic support the needs of any struggling organizations?
- If extension is approved, how will the College Panhellenic support the needs of the new organization?

### **Step Two: Discussion/Debate/Consultation**

Findings from the Extension Exploration Committee should be submitted to the College Panhellenic Council and shared with the Panhellenic delegates for thoughtful discussion and debate to occur. The NPC Extension Committee strongly recommends the report be distributed to NPC delegates with chapters on campus. The Panhellenic president and fraternity/sorority advisor should update the NPC area advisor about the discussions on extension. Panhellenic delegates are urged to contact their inter/national headquarters and seek guidance on the question of whether to open for extension. In this way, everyone can be adequately informed prior to the official vote on extension.

### **College Panhellenic Council Extension Process Checklist**

- Consult with NPC Extension Committee chairman.
- Notify NPC area advisor of decision to form an Extension Exploratory Committee.
- Administer vote during College Panhellenic Council meeting to form Extension Exploratory Committee.
- Seek opinions from college/university officials on extension.
- Present committee findings to College Panhellenic Council, NPC delegates with chapters on campus and NPC area advisor.
- Conduct discussion/debate of proposal in College Panhellenic Council meeting.
- Request that Panhellenic delegates bring proposal to chapters for consideration.
- Request that Panhellenic delegates contact NPC delegates and inter/national headquarters for guidance on extension issue.
- Set date for official vote on extension.

### **Step Three: Official Vote**

It is critical that the College Panhellenic officers set the stage for the official vote on whether to extend or not extend at this time. Review the “Extension Procedures” in the NPC Manual of Information and any extension policies in the College Panhellenic Council bylaws in the College Panhellenic Council meeting. If there is no policy in place, develop one and vote on it prior to the official vote on extension. The Panhellenic delegates must be aware of the vote required in order to pass the vote for extension -- the NPC model Panhellenic bylaws require a 2/3 vote for all extension-related votes. Please make sure your Panhellenic bylaws indicate that a 2/3 vote is required to approve extension-related motions before the Panhellenic Council votes.

The report prepared by the Extension Exploration Committee should be distributed to the Panhellenic delegates. These findings also should be shared with the NPC delegates with chapters on the campus and the NPC area advisor. At this point, communication becomes critical to ensure a smooth setting for the official vote. Set the date for the official vote so that it occurs at a College Panhellenic Council meeting at least two weeks after the presentation of the committee report to allow for communication with inter/national headquarters, NPC delegates and members of the Panhellenic community. Include the date for the official vote in the meeting minutes.

Make sure the Panhellenic delegates communicate the date for the vote in their discussions with inter/national officials. Remind the Panhellenic community that each Panhellenic delegate represents her chapter in casting the vote to extend or not to extend. The Panhellenic president should announce the outcome of the vote to the College Panhellenic Council immediately after the vote is taken and the motion and outcome of the vote should be recorded in the College Panhellenic meeting minutes.

### **Setting the Stage for the Vote**

- Review extension policy with the College Panhellenic Council.
- Set the date for the official vote to occur at least two weeks after the presentation of the committee report and the motion for extension is made at the Panhellenic meeting. The official vote should take place during the regular College Panhellenic Council meeting. Note the date in the College Panhellenic Council meeting minutes.
- Communicate with NPC delegates and officials at the inter/national headquarters. Check with the Panhellenic delegates and be sure they have sought the advice of inter/national officials prior to the meeting when the vote will be taken.
- Administer vote to “open the campus for extension.” The language must be clear in the College Panhellenic meeting minutes. Announce the outcome of the vote to the College Panhellenic Council.
- Send copies of the meeting minutes to the NPC Extension Committee chairman and NPC area advisor. Ask that the Panhellenic delegates relay the outcome of the vote to their inter/national officials. The minutes must state the motion, list each chapter and how they voted, state the outcome of the vote and whether it passed or failed. Only NPC member organizations are recognized in the vote and each NPC organization gets one vote. There are no tie-breakers.

If the College Panhellenic Council decides not to extend at this time, place the report in the Panhellenic files for future consideration. If the College Panhellenic Council approves the addition of another NPC organization on campus, proceed with Step Four of the extension process, Notification.

### **Step Four: Notification**

If the College Panhellenic Council votes to open the campus for extension, the process continues with promotion of the extension opportunity to NPC organizations. The NPC area advisor and NPC Extension Committee chairman must be informed of the College Panhellenic's decision to move forward with extension. Minutes of the College Panhellenic meeting must include the clearly stated motion to open the College Panhellenic for extension and the minutes stating the outcome of the vote should be sent to the NPC Extension Committee chairman via email.

The College Panhellenic should form an Extension Committee for the purpose of handling solicitations, determining selection criteria/qualities needed in a new organization for the campus, reviewing submitted materials, determining which organizations will be invited for presentations, determining the presentation, reviewing feedback from the presentations and recommending to the College Panhellenic which organization to invite to colonize. Ultimately, it is the College Panhellenic Council that will vote on which organization to invite to colonize on campus per the recommendation of the Extension Committee.

Notification of the extension opening can come in two forms, either by utilizing the NPC Extension Bulletin or by directly targeting specific NPC member organizations. Consideration should be given to NPC organizations with previously installed chapters on campus and NPC organizations that have expressed interest in the campus through previous presentations or letters of interest on file.

## **NPC Extension Bulletin**

The NPC Extension Committee issues the NPC Extension Bulletin to all 26 NPC member organizations by email as needed (approximately eight times a year). This official communication provides a convenient forum to notify all organizations of the opportunity on your campus. To be included in the bulletin, the Panhellenic president or fraternity/sorority advisor must contact the NPC Extension Committee chairman. The College Panhellenic Council will be asked to submit pertinent information and statistics for the campus posting. The following items are important to include in the campus description:

- Campus Statistics (Past five years)
  - Undergraduate enrollment
  - Number of female students
  - Male-female ratio
  - Percentage of students residing on campus
  - Percentage of in-state and out-of-state students
- Fraternity and Sorority Community History
  - Percentage of students in fraternity and sorority community
  - Number of NPC organizations, NIC organizations, NPHC organizations, NALFO organizations, multicultural organizations and locals on campus
  - Average chapter sizes
  - Year newest chapter was established; year last chapter left the campus.
- Housing Information (If applicable)
  - Current housing arrangements (capacity and costs)
  - Housing and property options for the new organization
  - Provision for temporary housing
- Meeting Facilities
  - Meeting locations for current groups
  - Available meeting location for new organization and costs associated (if applicable)
- College Panhellenic Recruitment Information
  - Total/quota
  - Number of women registered for primary recruitment
  - Number of women pledged during primary recruitment
  - Number of women pledged during continuous open recruitment
- Timeline (See Exhibit A)
  - List date of notification to organizations via letters and NPC extension bulletin
  - Determine if exploratory visits will be allowed (optional)
  - List date of deadline for submitting materials
  - List date of notification to organizations invited to campus for presentations
  - List dates for presentations
  - List date of notification to organizations on decision regarding invitation to colonize
  - List anticipated time for colonization of new organization
- Contact Information
  - List fraternity/sorority advisor, address, phone number, email address
  - List College/University and/or College Panhellenic website address

## **Packets of Information**

Packets of information can be sent by the College Panhellenic Council directly to NPC member organizations soliciting interest in the extension opportunity on campus. These packets include College Panhellenic bylaws, recruitment rules,

college/university policies regarding student groups and statistical information about the college/university and fraternity and sorority life in general. A timetable specifying the deadline for submitting materials, decision date, presentation dates and anticipated colonization period should be enclosed with the packet of information. (See resource titled "Sample Timeline.") The College Panhellenic president and/or fraternity/sorority advisor must contact the NPC Extension Committee chairman and provide the names of the NPC member organizations that will receive a packet of information. The NPC Extension Committee chairman will notify those NPC member organizations that the proper authority has approved extension and that the organization may respond to the solicitation.