



NPC Extension Process Local Sorority or Interest Group

Step One: Evaluation

Each year, the NPC Extension Committee receives many phone calls and emails from individuals and officers representing local sororities or interest groups. These women have a desire to start an inter/national sorority on their campus or affiliate the local group or interest group with an NPC member organization.

There is an NPC extension process in place, and specific policies must be followed to protect all parties involved with extension. The local sorority or interest group must obtain permission from the "proper authority" on campus before proceeding with the extension process and contacting NPC organizations.

What is a 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. A local sorority is eligible to affiliate with an NPC organization at such time as the college/university, College Panhellenic Council or NPC organizations as part of an interfraternity organization determine that another sorority is needed on the campus, depending on the situation and who constitutes the "proper authority."

Sometimes local sororities exist on campuses where there is no College Panhellenic but simply an interfraternity governance situation. Local sororities are more broadly defined as recognized student groups with the same set of requirements -- constitution/bylaws, etc. Permission must be granted, therefore, by the college/university acting as the "proper authority."

What is an interest group?

An **interest group** is more loosely organized and without all the characteristics of the described local sorority. In cases where an interest group would like to be affiliated with an NPC sorority, members of the group must contact the college/university administration, College Panhellenic Council or NPC chapters that are part of the interfraternity organization. Eligibility follows the same procedure as it would for a local sorority, in that permission must be granted by the "proper authority."

Who constitutes the "Proper Authority"?

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

- A. The College Panhellenic Council;

- B. On campuses where the chapters of NPC sororities operate within an interfraternity organization, the chapters of NPC organizations shall, within themselves, constitute the proper authority; and
- C. On campuses where no College Panhellenic Association exists and where the college/university administration is willing to recognize women's sororities, the administration shall constitute the proper authority until two chapters of NPC member sororities are installed on the campus.

What is the situation on your campus? Who is the "Proper Authority"?

Once the "proper authority" is determined, discussions need to take place to ascertain the possibility of the local sorority or interest group affiliating with an NPC organization. Contact with inter/national member organizations is not permitted until permission is granted and received by the NPC Extension Committee. Targeting certain organizations at this stage may result in disappointment as there is no guarantee that extension will occur on campus or that organizations will be interested in the extension opportunity.

It is helpful to evaluate the group's viability to pursue affiliation, and to present that evaluation to the college/university administration or College Panhellenic Council during the consultation phase. Evaluate your group by answering the following questions (See Local Sorority or Interest Group Information Form):

- What are your reasons for pursuing inter/national affiliation?
- How many women comprise the local sorority or interest group?
 ___ freshmen ___ sophomores ___ juniors ___ seniors ___ Total
- Are you a recognized or approved student organization?
- How long has the group been in existence?
- Do you have alumnae members? If so, how many?
- Who is helping you with the inter/national sorority affiliation pursuit?
- Do you know if this type of extension process has occurred on the campus previously? If so, when?

Step Two: Consultation

Many times inquiries to the NPC Extension Committee chairman from officers of local sororities or interest groups include questions about how to proceed with the establishment of an inter/national sorority. Her first response addresses contact with campus officials:

Have you spoken with a college/university administrator or the Panhellenic leadership about your desire to become an inter/national organization?

Timing is critical to the success of extension. It is important to determine the campus climate and decide if the time is appropriate for extension. The local sorority or interest group should conduct a self-evaluation or assessment of the group prior to consulting with college/university or Panhellenic officials (see step one). In the event that there is no Panhellenic organization on campus, campus representatives of the local sorority or interest group should make an appointment to meet with the dean of students or another high-ranking student affairs administrator to discuss their intentions. In situations where there is a College Panhellenic organization, representatives of the local sorority or

interest group should make an appointment to meet with the fraternity/sorority advisor and Panhellenic president to discuss the possibility of extension. Bring the completed evaluation to the meeting and share your desire to affiliate with an inter/national organization. During the course of conversations with campus officials or Panhellenic officers, determine the following:

- A. What is the attitude of campus officials about inter/national sororities on campus?
- B. Would the college/university be supportive of an NPC organization on campus?
- C. What type of assistance could the college/university provide with regard to advisement, meeting space or housing (if appropriate)?
- D. Would campus officials be willing to research the possibility of inter/national sororities by hosting roundtable discussions with faculty, alumnae and female students?

Or, in the case where a College Panhellenic exists:

- What is the College Panhellenic stance on adding NPC organizations to its existing Panhellenic community?
- Is there an extension policy in the Panhellenic bylaws?
- Has the College Panhellenic considered extension in the recent past? What was the outcome of the proposal?
- Would the College Panhellenic be willing to form an Exploratory Committee to analyze campus enrollment statistics, recruitment statistics and assess needs of other female students on campus?
- Would the College Panhellenic be open to a presentation from the local sorority or interest group before the College Panhellenic Council and/or Exploratory Committee?

Gather information from the officials. In order to proceed further in the process, permission must be granted from the "proper authority," depending on the campus situation (either the college/university administration, the College Panhellenic Council or NPC organizations that operate within an interfraternity organization).

The NPC Extension Committee discourages local sororities or interest groups from forming an opinion about an NPC member organization and approaching administrators or Panhellenic officers with plans to affiliate with a particular organization. In many cases this approach has been disappointing to the local group. Inter/national organizations are unable to sponsor local sororities or interest groups while permission is being pursued. Administrators or Panhellenic officials may be offended if the local sorority or interest group has contacted inter/national sororities without proper permission. Reminder: Permission must be granted prior to any pursuit of and/or contact with an inter/national NPC member organization.

College or University as "Proper Authority"

If the college or university is the "proper authority," request that the dean of students or senior-ranking student affairs official send a letter to the NPC Extension Committee chairman stating approval of inter/national sororities on campus. The letter can be

emailed (PDF format) or faxed, but the letter should be typed on college/university letterhead. It is recommended that the administration appoint a campus contact to work with the local sorority or interest group during the extension process. The name and contact information of the campus coordinator should be listed in the letter.

Sample Letter Granting Permission for Extension

Dear NPC Extension Committee,

Recently, members of [name of organization] local sorority met with me to discuss their desire to affiliate with an inter/national sorority. This letter serves as official notification to you that [name of institution] has granted permission to allow an NPC organization on campus for the purpose of affiliating with [name of organization] local sorority. This local sorority has been on campus for [number of year] years, growing in membership to [number of members]. The [name of organization] has contributed to campus life in meaningful ways through [list ways, e.g. leadership, scholarship, community service].

If additional information is required for the approval process, please contact me. The campus coordinator for the extension process will be our [title of campus administrator, name]. S/he can be reached at [phone number] or by email at [email address].

Thank you.

Sincerely,
[name]
[title of administrator granting permission]

If the scenario is that the college/university does not approve inter/national sororities on campus, the local sorority or interest group has no other recourse but to continue as a local sorority or interest group. It is possible that the administration may reconsider its position at a later date. Maintain documents prepared for the meetings for future reference.

College Panhellenic/NPC organizations as "Proper Authority"

If the College Panhellenic supports the idea of extension, it is best for the Panhellenic to form an Exploratory Committee to analyze statistics and assess the needs of the students. The College Panhellenic must schedule an official vote on extension. The Panhellenic delegates of the member organizations are advised to contact inter/national officials and NPC delegates in the event extension is ever presented as a possibility on campus. A minimum of two weeks should elapse between the proposal to extend and the official vote to provide for communication between chapters and the inter/national organization. This is expected as each organization has the right to determine the need to extend and the responsibility to ensure that the livelihood of the inter/national organizations already on campus will not be threatened in any way with extension.

If the outcome of the College Panhellenic vote is to expand the community by allowing the local sorority or interest group to affiliate with an NPC organization, the meeting minutes must be forwarded to the NPC Extension Committee chairman as part of

extension protocol. Contact with NPC organizations may occur **only** after the College Panhellenic approves extension and the NPC Extension Committee chairman has received and verified the vote from the meeting minutes.

In the event that the outcome of the College Panhellenic vote is negative, the local sorority or interest group has no other recourse but to continue on as a local sorority or interest group and possibly approach the College Panhellenic Council at a later date for reconsideration. Maintain documents prepared for the meetings for future reference.

Step Three: Notification

If the "proper authority" has granted permission for extension, and official documentation of the approval has been sent to the NPC Extension Committee chairman, the extension process continues with notification to the inter/national organizations of the campus extension opportunity to affiliate with the local sorority or interest group.

Notification should occur in the following manner:

1. Campus administration designates appropriate personnel to coordinate the extension procedure.
2. If there is a College Panhellenic Council, it decides who should be the extension contact for coordinating the extension process on campus and the person to work with the local sorority or interest group. This individual becomes the campus coordinator.
3. The campus coordinator notifies the NPC Extension Committee chairman of the campus extension opportunity. Appropriate documentation – letter of approval or meeting minutes – is sent to the NPC Extension Committee chairman to verify that permission to extend was granted.
4. College Panhellenic Councils should notify the NPC area advisor of the extension opportunity as well.
5. The campus coordinator should collaborate with officers of the local sorority or interest group notifying all NPC organizations of the local group's interest in affiliation or targeting certain NPC sororities. NOTE: If the local sorority or interest group is interested in one NPC organization, only the one sorority will be notified. When the local sorority or interest group applies to the inter/national organization for a charter, no other member sorority of NPC may communicate with that group, either directly or indirectly, according to NPC policies.
6. Again, it is common courtesy to consider NPC organizations with charters previously on campus or organizations with letters of interest on file.
7. The campus coordinator directs the local sorority or interest group to complete an information sheet to be distributed to the NPC Extension Committee and any interested NPC organizations (see Local Sorority or Interest Group Information Form).
8. The campus coordinator notifies NPC organizations of the extension opportunity. Notification comes in two forms: Posting in the NPC extension bulletin and/or packets of information.

Packets of Information

Packets soliciting the interest of NPC organizations may be sent out by the campus coordinator. An information sheet describing the local sorority or interest group should be included in the mailing. The letter should include an anticipated timeline leading up to the colonization (see Sample Timeline) for guidance.

NPC Extension Bulletin

The NPC Extension Committee provides promotion of extension opportunities as a service to colleges and universities. The promotion comes in the form of an extension bulletin distributed via email on a regular basis. Disseminated to all 26 NPC organizations, the bulletin includes brief descriptions of campus enrollment and the campus setting. The following items are important to include in the bulletin:

- Campus statistics (past five years)
 - Undergraduate enrollment
 - Number of female students
 - Male to female ratio
 - Percentage of students residing on campus
 - Percentage of in-state and out-of-state students
- Campus location/setting
- Prominent academic programs
- Fraternity and sorority community history (If applicable)
 - 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 organizations
 - Available meeting location for new organization and costs associated (if applicable)
- Timeline (see Sample Timeline)
 - 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 or campus coordinator, address, phone number, email address

- List student officer of local sorority or interest group and contact information
 - College/university and/or College Panhellenic website address
1. Based on the responses received, the Extension Committee, in collaboration with the officers of the local sorority or interest group, decide upon which NPC organizations to invite to campus for presentations. There should be input from the local sorority or interest group and serious consideration should be given to the interests of the local sorority or interest group.
 2. Presentations are scheduled on an individual basis with the selected sororities. Please see the resource, Extension Best Practices for details on scheduling and hosting presentations. Presentations should be held on separate days.
 3. Where no College Panhellenic exists, the local sorority or interest group selects and petitions the sororities of choice.
 4. Once a College Panhellenic opens for extension, upon the approval of the College Panhellenic, a local sorority may petition the NPC sorority of its preference or participate in a formal extension process conducted by the Panhellenic and make a selection from the NPC member organizations presenting.
 5. For an interest group, the campus coordinator should work with the College Panhellenic and leaders of the interest group to determine how the final selection will be made. In this situation, the College Panhellenic makes the final decision, but considers the desires of the interest group.
 6. In either case, the campus coordinator should contact the NPC organizations in the finalists' pool and inform the inter/national extension officials of the decision. The NPC Extension Committee chairman should be contacted as well.
 7. The campus coordinator meets with representatives of the selected NPC organization to establish colonization plans.

NOTE: When at least two chapters of NPC sororities have been installed on campus, a College Panhellenic Association is formed. Thereafter, the College Panhellenic would act as the "proper authority" on extension matters.