



# Resolved to Educate

## Educational support for: Unanimous Agreement V. Agreement on Extension

The NPC Extension Committee acts as the clearinghouse for both institutions and NPC organizations by monitoring the development and/or extension of Panhellenic communities according to NPC extension protocol. This protocol is based on Unanimous Agreement (UA) V and is followed by all 26 NPC member organizations.

The role of the NPC Extension Committee is to:

- Ensure that all NPC member organizations follow the UAs and extension protocol.
- Verify that the proper authority has granted permission for extension to occur.
- Provide advice/counsel to College Panhellenics and fraternity/sorority advisors (FSAs).

NPC organizations can and will colonize only at accredited, bachelor degree-granting colleges and universities when permission has been granted by the “proper authority.” The NPC Extension Committee verifies that the proper authority has granted permission. The committee also is available to advise and assist in the various approaches of establishing chapters of NPC member organizations.

### What are the basic steps of the extension process?

- A campus Exploratory Committee is formed and the data collection process begins.\*
- The NPC Extension Committee receives proper authority approval for extension.\*
- A campus Extension Committee is formed and determines selection criteria.
- A campus announces the extension opening.
- Campus exploratory visits are conducted if allowed.
- A campus Extension Committee receives and reviews materials.
- A campus hosts presentations.
- A campus Extension Committee selects and invites an NPC organization to colonize.\*
- A campus works with the selected NPC organization on marketing for the new chapter.
- The new chapter colonizes.
- The installed chapter receives ongoing support.

\*If a College Panhellenic is the proper authority, then these steps require a vote of the College Panhellenic Council.

### How is an extension opening announced?

An extension notification can happen in one of two ways:

- It is posted in the NPC extension bulletin, which is distributed monthly through the NPC Extension Committee.

### What information should the campus Exploratory Committee collect and consider?

- Current chapter size versus total
- Recruitment trends and statistics for the past five years
- Institutional growth projections
- Interest by unaffiliated students in the fraternity/sorority community
- Potential obstacles to extension (administration, availability of housing, meeting space capacity, etc.)
- Are current chapter sizes manageable?
- Will the addition of a new chapter enhance the Panhellenic/campus?
- Is the Panhellenic community willing to support a new chapter?

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- There is direct campus contact with NPC organizations to indicate an opening/solicit interest in the campus.  
*Note: NPC recommends that a campus Extension Committee gives consideration to NPC organizations that may have inactive or dormant chapters on the campus.*

### What are the best practices for campus presentations?

- Formal campus presentations by a member organization should last no longer than two hours. Plan for one additional hour for setup.
- Invited organizations should be scheduled to come to campus on separate dates to allow for appropriate time for meetings, tour, presentation, etc.
- NPC member organizations should bear the expense of travel, meals, phone calls, printing and equipment rental for presentations.
- Receptions to meet and converse with campus members should be hosted and paid for by the campus and/or College Panhellenic.
- No gifts or favors are to be given to a campus, College Panhellenic member or FSA until an organization has been invited to colonize.
- Organizations should not pay for food or entertainment for campus employees or students during an exploratory visit or presentation.
- No NPC member organization staff member or volunteer may attend or participate in another organization's campus presentation.
- All representatives of an NPC member organization will adhere to the UAs regarding extension and contact.
- Only informational materials should be presented during the extension process to the College Panhellenic or local sorority or interest group.

### Where can I find additional information about the extension process?

The NPC website contains detailed reference materials that serve as a step-by-step guide for your College Panhellenic as you evaluate whether campus conditions are right for extension.

The following documents are available:

- College/university administration steps
- College Panhellenic expectations
- College Panhellenic steps
- Extension best practices
- Glossary of terms
- Local sorority or interest group information form
- Local sorority or interest group steps
- Presentations
- Presentation evaluation sheet
- Sample resolution to approve proposal for recolonization
- Sample stacking agreement letter
- Sample timeline
- Step-by-step outline
- Supportive efforts for colonies

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### What are some common terms used in extension?

**Exploratory Committee:** This committee is established by a vote of the College Panhellenic Council to investigate extension possibilities in a deliberate and thorough manner. The report of the committee is presented to the Panhellenic Council and, if warranted, a motion is made for extension. The Exploratory Committee is composed of College Panhellenic officers, delegates and alumnae advisors. Some campuses also involve faculty members.

**Exploratory visits:** These visits are made by representatives of the NPC member organizations that are interested in the extension opportunity. The purpose is for NPC members to gather information prior to submitting extension materials, not to promote their NPC organization. The College Panhellenic and FSA decide whether these visits will be allowed. Visits are optional, and participation in an exploratory visit should not be a factor or consideration in determining which member organizations are invited to campus for presentations. The NPC Extension Committee should not be informed about who does and does not make such visits. These visits are not to include contact with any collegians, including Panhellenic officers and student ambassadors serving as tour guides. Contact can be with campus administrators only.

**Extension Committee:** A representative group of the Panhellenic community to include Panhellenic officers/leaders, chapter members, alumnae/chapter advisors and administrators make up the campus Extension Committee. If a local group/interest group is seeking affiliation, representatives from that group should also be included on the committee. This committee determines the criteria/qualities an NPC member organization needs for that campus and evaluates materials received. The committee then determines which NPC members to invite for campus presentations and collects and discusses feedback from those presentations. Finally, it recommends to the Panhellenic Council which NPC member organization to invite to colonize. Participation on a campus Extension Committee by an inter/national volunteer is discouraged and must be approved by the NPC Extension Committee.

**Letters of interest:** NPC member organizations may submit to campuses a one-page letter of interest to the Panhellenic as part of the extension cultivation process to be placed on file in the event of future extension. No other materials, gifts or gimmicks should be sent with the letter. Campuses can reference these letters on file when making extension decisions but are not required to do so.

**Proper authority:** Where there are two or more NPC organizations on campus, then a vote of those chapter Panhellenic delegates as evidenced in written minutes of the College Panhellenic Council constitutes the proper authority. If there is no College Panhellenic Council, then a separate vote of the NPC chapters on campus constitutes the proper authority.

On campuses where there is one or no NPC organization and where the administration is willing to recognize sororities, a letter from a senior-level student affairs administrator constitutes the proper authority.

The NPC Extension Committee is the proper authority on campuses where there is one or no NPC organization and the college administration does not grant recognition to sororities but does not discipline students for joining.

**Stacking agreements:** Stacking agreements, previously used to invite two or more NPC member organizations to colonize over a defined period of time, are no longer permitted per the 2017 update to the Stacking Policy (2012, 2014, 2015, 2017). Agreements adopted after the 2015 stacking policy change will continue to be subject to the four-year expiration date for the agreements. Agreements adopted after Oct. 28, 2017, are subject to the terms of the 2017 policy update stating that member organizations will not enter into stacking agreements with College Panhellenic Councils or host institutions. The NPC Extension Committee will work directly with campuses on a case-by case basis for long-term extension and growth plans as needed.