



## **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 supporting a successful extension. 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 where the Proper Authority has been identified as the College Panhellenic. A definition of "Proper Authority" can be found below and a full list of NPC Extension Terminology can be found in the NPC document "[Extension Glossary of Terms](#)".

### **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 Panhellenic 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.

## **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 Panhellenic Extension Committee chairman.
- Propose a College Panhellenic Council vote to form 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. The NPC area advisor and NPC Panhellenic Extension Committee chairman should be notified of the outcome and provided with the minutes.
- 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 composed of College Panhellenic officers, delegates and alumnae advisors. Some campuses choose to involve faculty members as well.
- The Extension Exploratory Committee should analyze enrollment and recruitment statistics and also assess the needs of the campus by gathering additional quantitative and qualitative information through interviews with collegiate members, alumnae in the Panhellenic community, and 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
  - Key Questions:

- Is the system currently 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 timetable does the College Panhellenic anticipate for the establishment 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 Exploratory Committee should be submitted to the College Panhellenic Council (Panhellenic delegates) for thoughtful discussion and debate. The NPC Panhellenic Extension Committee strongly recommends also distributing the report to the NPC chief Panhellenic officers of the chapters on campus. The Panhellenic president and fraternity/sorority advisor should update the NPC area advisor about the discussions on extension as well. 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.

### **Step Three: Official Vote to Open for Extension**

It is critical that the College Panhellenic officers set the stage for the official vote on extension. Communication and preparation are critical to ensure a smooth setting.

Review the “Extension Procedures” in the NPC Manual of Information and extension policies in the College Panhellenic Council bylaws during a College Panhellenic Council meeting. If there is no extension policy in the bylaws, 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.

**Please note:** The NPC Model Panhellenic Bylaws require a 2/3 vote for all extension-related votes. 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 have been distributed to the Panhellenic delegates, the NPC chief Panhellenic officers with chapters on the campus and the NPC area advisor.

Set the date for the official vote so that it occurs at a College Panhellenic Council meeting at least two weeks after the presentation/distribution of the committee report. This is to allow adequate time for communication between inter/national headquarters, NPC chief Panhellenic officers and members of the Panhellenic community. Include the date for the official vote in the meeting minutes.

Prepare Panhellenic delegates for the vote by reminding them to communicate the date for the vote in their discussions with their inter/national officials. Remind the Panhellenic community that each Panhellenic delegate represents her chapter in casting the vote to extend or not to extend.

At the Panhellenic meeting where the vote is taken, the Panhellenic president should announce the outcome of the vote to the College Panhellenic Council immediately. The motion and outcome of the vote should be recorded in the College Panhellenic meeting minutes. 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 official vote to open the campus for extension passes, proceed with Step Four of the extension process, Notification.

If the official vote to open the campus for extension fails, place the report in the Panhellenic files for future consideration.

#### **Step Four: Notification**

Once the College Panhellenic Council votes to open the campus for extension and the NPC Panhellenic Extension chairman and NPC area advisor are informed, the process continues with promotion of the extension opportunity to NPC organizations.

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

##### **NPC Extension Bulletin**

The NPC Panhellenic 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 Panhellenic 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 establish a new chapter.
  - List anticipated time for establishment 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 new chapter establishment 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 Panhellenic Extension Committee chairman and provide the names of the NPC member organizations that will receive a packet of information. The NPC Panhellenic 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.

## College Panhellenic Council Extension Process Checklist

- Consult with NPC Panhellenic Extension Committee chairman.
- Notify NPC area advisor of decision to form an Extension Exploratory Committee.
- Administer vote to form Extension Exploratory Committee during College Panhellenic Council meeting.
- If vote passes, form Extension Exploratory Committee.
- Seek opinions from college/university officials on extension (as part of the work of the Extension Exploratory Committee).
- Present committee findings to College Panhellenic Council, NPC chief Panhellenic officers with chapters on the 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 their NPC chief Panhellenic officer(s) and inter/national headquarters for guidance.
- Set date for official vote on extension.
- Review NPC extension policy and Panhellenic bylaws regarding extension with the College Panhellenic Council. (Adjust bylaws, if needed.)
- Set the date for the official vote. Allow at least two weeks after the presentation of the committee report and the motion for extension is made at a Panhellenic meeting.
- Ensure the Extension Exploratory Committee report has been distributed to the NPC chief Panhellenic officers 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 the official vote to open the campus for extension during a regular College Panhellenic Council meeting.
  - 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.
- Announce the outcome of the vote to the College Panhellenic Council.
- Send copies of the meeting minutes to the NPC Panhellenic Extension Committee chairman and NPC area advisor. Ask that the Panhellenic delegates relay the outcome of the vote to their inter/national officials.