



## NPC Extension Process: Local Sorority/Interest Group

Along with this resource, a local sorority or interest group considering extension should refer to the extension section in the NPC [Manual of Information](#) and the extension [webpage](#). The NPC Panhellenic Extension Committee is a hands-on resource that can assist at any stage of the extension process. For more information, contact us at [extensionchair@npcwomen.org](mailto:extensionchair@npcwomen.org).

The NPC Panhellenic Extension Committee receives outreach from individuals and officers representing local sororities or interest groups every year. These women want to start an inter/national sorority on campus or affiliate their local sorority or interest group with a National Panhellenic Conference (NPC) member organization.

Adding another NPC women's sorority to a college or university campus is exciting. The College Panhellenic, the institution, the NPC member organizations and the interest groups or local sororities all play important roles in ensuring a successful extension. Specific action steps and policies must be followed to protect all parties involved. 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 existed.

**Local Sorority:** A local sorority is an organized group of women not affiliated with an NPC member organization. Generally, the group will have a constitution/bylaws, statement of purpose, officers and programs/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.



## Steps in the Extension Process

### Step 1: Identifying the Proper Authority

According to the NPC Unanimous Agreement V. Agreement on Extension, the “proper authority” for extension on a campus has the responsibility for making extension decisions in alignment with NPC policies, procedures and best practices.

- Where there are two or more NPC sororities present on campus and a College Panhellenic Council is established, the proper authority is the College Panhellenic Council.
- Where there are two or more NPC sororities present on campus and a College Panhellenic Council is not established, the proper authority is the NPC chapters present on campus acting jointly.
- Where there are no NPC sororities or one NPC sorority present on campus and the administration is willing to recognize women’s sororities, the proper authority is a senior-level student affairs administrator.
- Where there are no NPC sororities or one NPC sorority present on campus and the administration is not willing to recognize women’s sororities but does not discipline students for joining sororities, the proper authority is the NPC Panhellenic Extension Committee.

The local sorority or interest group must obtain official permission from the “proper authority” on campus before proceeding with the extension process and contacting NPC member organizations. Using the definition above; the local sorority or interest group should determine who constitutes the proper authority. Please contact the NPC Panhellenic Extension Committee chair if you have questions about determining the “proper authority” for your campus.

The NPC Panhellenic Extension Committee discourages local sororities or interest groups from forming an opinion about an NPC member organization and approaching the College Panhellenic Council or school administrators with plans to affiliate with a particular organization. In many cases, targeting specific organizations at this stage can lead to disappointment as there is no guarantee that an extension will occur or that organizations will be interested in the opportunity.

### Step 2: Assess the Local Sorority/Interest Group



Once the proper authority is determined, it is helpful to evaluate the group's viability to pursue affiliation and to present that evaluation to the proper authority during the consultation phase. The local sorority or interest group should conduct a self-assessment before consulting with the college/university administration or College Panhellenic Council. Timing is also critical to the success of the extension. It is crucial to determine the campus climate and, in collaboration with the proper authority, consider the time appropriate for an extension. Utilize this sample information form when completing the assessment.

**Sample Information Form**

Date: \_\_\_\_\_ College/University: \_\_\_\_\_

Name of the local sorority or interest group:

Local sorority or interest group founding date:

Is the local sorority/group a recognized or approved student organization? Yes or No

Purpose of local sorority (if applicable):

Current number of collegiate members:

First-year students:

Sophomores:

Juniors:

Seniors:

Total number of members:

Do you have alumnae members? Yes or No

If yes, how many?

Does your group have advisors? Yes or No

Are the advisors alumnae? Yes or No

Do you have meeting or housing facilities? Yes or No

If yes, please describe:





Who is helping you pursue inter/national sorority affiliation?

Have you contacted any NPC organizations about affiliation? Yes or No

If yes, which one(s):

Has an extension (other organizations joining the campus) occurred recently (in the last 3-5 years)? If so, when and which organizations?

List your reasons for pursuing inter/national affiliation:

### **Step 3: Consultation with the Proper Authority**

A meeting with the proper authority should be scheduled to seek permission to begin the extension process.

On campuses with a College Panhellenic, local sorority or interest group representatives should make an appointment to meet with the fraternity/sorority advisor (FSA) and College 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 conversations with the FSA and College Panhellenic president, determine the following:

- What is the stance of the College Panhellenic/existing NPC organizations on expanding the Panhellenic community?
- Is there an extension policy in the Panhellenic/Greek Council bylaws?
- Has the College Panhellenic considered extension in the recent past? What was the outcome of the proposal?
- Is the re-establishment of a previous NPC organization expected to happen within the next two years?



- Would the College Panhellenic be willing to form an Exploratory Committee to analyze campus enrollment and recruitment statistics and assess the 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?

If there is no College Panhellenic Council but the campus is willing to recognize women's sororities, 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.

During the conversations with campus officials, determine the following:

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

If there are no NPC sororities or if there is one NPC sorority present on campus and the administration is not willing to recognize women's sororities but does not discipline students for joining sororities, the local sorority or interest group should contact the Panhellenic Extension Committee chair to discuss the desire to affiliate.

#### **Step 4: Seek Permission**

When the College Panhellenic Council is the Proper Authority, they must vote to form an Exploratory Committee to analyze statistics and assess the needs of the students. The Exploratory Committee must first compile a report and formally recommend to the College Panhellenic Council to open for extension to affiliate the local sorority or interest group. After the recommendation of the Exploratory Committee is presented, the College Panhellenic Council will vote on whether or not to open for extension. It is important to note the College Panhellenic Council will lead the extension process, not the local sorority or interest group.



Contact with NPC organizations may occur only after the College Panhellenic Council passes the vote to open for extension and the NPC Panhellenic Extension Committee chair has received and verified the vote from the meeting minutes.

If the outcome of the College Panhellenic Council vote is negative, the local sorority or interest group may continue as a local sorority or interest group and possibly approach the College Panhellenic Council later for reconsideration. Maintain documents prepared for the meetings for future reference.

If the institution is the proper authority and there is support for extension, the dean of students or the most senior student affairs official should be asked to send a letter to the NPC Panhellenic Extension Committee chair stating approval of inter/national sororities on campus. The letter must be on college/university letterhead and signed by the administrator.

If the college/university does not approve inter/national sororities on campus, the local sorority or interest group may continue as a local sorority or interest group. The administration may reconsider its position at a later date. Maintain documents prepared for the meetings for future reference.

### **Step 5: The Extension Process**

If the proper authority has granted permission for extension, the extension process continues.

If the proper authority is the College Panhellenic Council, the Panhellenic notifies the NPC College Panhellenic area advisor and the NPC Panhellenic Extension Committee by providing meeting minutes verifying the vote. The Panhellenic then forms an Extension Committee. For more information about the extension process when the College Panhellenic Council is the proper authority, refer to the NPC Extension Process: [Overview and Checklist for College Panhellenics](#) resource.

If the proper authority is the institution, the campus coordinator will coordinate the extension process. For more information about the extension process when the



institution is the proper authority, refer to the resource of the NPC Extension Process: Overview and Checklist for College/University Administrators.

In addition to the information the College Panhellenic Council or institution will share about the extension information, the local sorority or interest group should include an information packet, which typically includes:

- A cover letter sharing information about why the proper authority is seeking affiliation with an NPC member organization for the local sorority or interest group
- Information describing the local sorority or interest group.
- Pertinent information about the campus, such as enrollment, female enrollment and enrollment trends.
- If applicable, information about the existing Panhellenic community, recruitment statistics and trends.
- The anticipated timeline leading up to the new chapter establishment.
- Additional helpful details or data may be identified in consultation with the NPC Panhellenic Extension Committee.