



Re-establishment Process and Checklist for College Panhellenics and NPC Member Organizations

This checklist is a companion to additional resources found on the [NPC Extension webpage](#), including:

- Re-establishment Overview, Benefits and Best Practices
- Re-establishment Process Infographic
- Sample Resolution for Re-establishment
- Re-establishment Discussion Process
- Re-establishment Process and Checklist for Host Institutions

Policies, procedures and best practices are also in the NPC Manual of Information.

Member Organization Checklist

- Use the template to develop a written [Resolution for Re-establishment](#), including:
 - Date of chapter closure and number of years the chapter was a member of the College Panhellenic
 - Schedule and expected format of the annual discussion
 - Proposed academic term and year for the re-establishment
 - Additional conditions to be met for an anticipated return to campus (optional); conditions are often similar to an extension readiness assessment
- Send chief panhellenic officer (CPO) communication, if desired. (CPOs may find a sample communication on the NPC website at General Resources>NPC Volunteers & Staff Resources>General Resources>Extension Resources)
- Send the Resolution for Re-establishment to the College Panhellenic within 90 days of chapter closure. (If a break in the academic year occurs within 90 days, the timeframe may be extended by the length of the break.)
- Send a copy of the signed Resolution for Re-establishment to the NPC Panhellenic Extension Committee chair. (*Re-establishment Notification (2003, 2017, 2020) – POLICY*)
- Provide a copy of the signed resolution to the College Panhellenic Council and NPC College Panhellenic area advisor.
- Annually, initiate the [discussion process](#) with the College Panhellenic Council and determine one of the four recommended outcomes.
- Communicate the outcome of the annual discussion to the NPC Panhellenic Extension Committee chair.
- At least one academic term before the proposed re-establishment date, update the College Panhellenic on the re-establishment implementation plan.

College Panhellenic Checklist

- Present the proposed Resolution for Re-establishment to the College Panhellenic Council. Educate the delegates on their role in sharing the upcoming vote with their chapters, advisors and inter/national organization representatives to get input.



- Share the upcoming vote and the proposed Resolution for Re-establishment with your NPC area advisor as soon as it is received.
- Conduct the College Panhellenic vote on the Resolution for Re-establishment. The minutes should include:
 - Who made the motion (delegate name and chapter), who seconded it (delegate name and chapter)
 - Summary of discussion, questions asked, points of concern or clarity
 - College Panhellenic may accept the proposal as presented, suggest edits for the member organization to consider, or reject the proposal.
 - Vote outcome, including a record of each chapter/delegate vote in favor
- Attach a copy of the [resolution and signature page](#) to the meeting minutes.
- Upload the minutes to FS Central.
 - The NPC Panhellenic Extension Committee recommends placing one copy of the minutes in the regular minutes folder and placing another copy in a separate folder for re-establishment documents.
- Send the minutes to the NPC area advisor and the NPC Panhellenic Extension Committee chair. (*Re-establishment Notification (2003, 2017, 2020) – POLICY*)
- Annually, participate in the [discussion process](#) with the NPC member organization and determine one of the four recommended outcomes.
 - Report and document the annual discussion and outcome in the Panhellenic minutes.
 - Upload the minutes to FS Central and send a copy to the NPC area advisor.
- If the annual discussion results in a decision to implement the re-establishment, a vote of the College Panhellenic should be taken to affirm the decision. (*Re-establishment (1992, 2017, 2020) – POLICY*)
 - Inform the NPC Panhellenic Extension Committee chair and NPC area advisor of the upcoming vote, follow all proper procedures for voting, notification and recording the motion in the minutes.

Area Advisor Checklist

- Share the proposed Resolution for Re-establishment and the date of the upcoming vote with the CPOs of the member organizations on the campus.
- Share the proposed Resolution for Re-establishment and the date of the upcoming vote with the Panhellenic Extension Committee chair; refer questions about the proposal, the process, or the vote to her.
- Assist the Panhellenic with properly conducting the vote and recording the outcome in the minutes.
- Send a copy of the minutes to the CPOs.
- Send a copy of the minutes with a copy of the signed resolution to the Panhellenic Extension Committee chair.
- If the annual discussion results in a decision to implement the re-establishment, a vote of the College Panhellenic should be taken to affirm the decision. (*Re-establishment (1992, 2017, 2020) – POLICY*)
 - Inform the CPOs of the member organizations on the campus of the motion and the date of the upcoming vote.
 - Inform the Panhellenic Extension Committee chair of the motion and upcoming vote and refer questions about the proposal, the process, or the vote to her.
 - Assist the Panhellenic with properly conducting the vote and recording the outcome in the minutes. Send a copy of the minutes to the CPOs and the Panhellenic Extension Committee chair.