



## NPC Extension Process: Overview and Checklist for College Panhellenics

The National Panhellenic Conference welcomes your interest in expanding the sorority experiences on your campus. The College Panhellenic plays an essential role in supporting a successful extension. It may be helpful to note that the entire NPC extension process typically encompasses a full year or more and requires the commitment and collaboration of your Panhellenic community throughout the process.

This resource is for campuses where the College Panhellenic Council is the proper extension authority. It covers key terminology, process steps and best practices for success. A College Panhellenic considering extension will also want to refer to the extension section in the [NPC Manual of Information](#) and the extension [webpage](#). Additionally, the NPC Panhellenic Extension Committee provides hands-on assistance at any stage of the extension process. Contact the NPC Panhellenic Extension Committee chair at [extensionchair@npcwomen.org](mailto:extensionchair@npcwomen.org).

### Before You Begin

First, confirm that the College Panhellenic Council on your campus is the proper extension authority. According to the NPC Unanimous Agreement V. Agreement on Extension, the proper authority for extension on a campus is responsible 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.

For more information on determining the proper authority, see [Resolved to Educate: Unanimous Agreement V.](#)

Ordered steps are provided to promote a successful extension process and should be followed as presented. Remember the three E's:

- Exploration
- Extension
- Establishment



## Step 1: Exploration

### Investigate extension possibilities deliberately and thoroughly.

- Notify your NPC College Panhellenic area advisor of the College Panhellenic’s desire to explore adding another NPC organization on campus.
- Consult with the [NPC Panhellenic Extension Committee chair](#).
- Use the [Extension Readiness Tool](#) as a discussion guide to determine whether the community is ready to enter the exploratory phase officially.
- Review the extension procedures in the [NPC Manual of Information](#), the exploratory stage resources on the NPC extension [webpage](#) and the extension section in the College Panhellenic Council bylaws during a College Panhellenic Council meeting before a proposal to explore extension.

### If the preliminary factors appear favorable, a delegate can propose the formation of an Exploratory Committee.

- A chapter delegate should motion for the formation of an Exploratory Committee.
  - For example, “I move that we form an Exploratory Committee” and state in the minutes, “The vote on this motion will be taken on DATE.”
  - The motion should occur at least two weeks before the vote to allow each chapter to consult with its member organization (e.g., chapter advisor, headquarters staff, regional volunteers, chief panhellenic officer). The date for the official vote should be included in the meeting minutes.
- Remind Panhellenic delegates to communicate the vote date in their discussions with their inter/national officials to prepare them for the vote.
  - Remind the Panhellenic community that each Panhellenic delegate represents her chapter when casting a vote.
- At the Panhellenic meeting where the vote is taken, the Panhellenic president announces the outcome to the College Panhellenic Council immediately.
  - The motion and outcome of the vote must be recorded in the College Panhellenic meeting minutes.
  - The minutes must state the motion, list each chapter and its vote and state whether the vote passed or failed.
    - Only NPC member organizations may vote and each NPC organization gets one vote. There are no tie-breakers.
- The NPC area advisor and NPC Panhellenic Extension Committee chair must be notified of the outcome and provided with the minutes.
- If the motion to create an Exploratory Committee passes (a 2/3 vote is required per the model bylaws template), the Panhellenic forms an Exploratory Committee composed of College



Panhellenic officers, delegates, and alumnae advisors. Some campuses also choose to involve faculty, staff, or other relevant subject matter experts.

**The Exploratory Committee must collect and review data.**

- Analyze enrollment and recruitment statistics and assess the needs of the campus.
- Gather quantitative and qualitative information through interviews with collegiate members, advisors/alumnae in the Panhellenic community, and college/university officials.
- Consider additional and qualitative information that will impact the potential success of a new sorority on your particular campus.
  - It is helpful to look at trends and statistics over five years.
  - Refer to the Template [Exploratory Committee Report](#) for more guidance on data to be collected and reviewed.

**The Exploratory Committee presents its official report.**

- Findings from the Exploratory Committee must be submitted to the College Panhellenic Council (Panhellenic delegates) for thoughtful discussion and debate. The report will include a recommendation either to move forward or not to pursue an extension process via a motion.
  - The exploratory report must also be sent to the NPC area advisor, who will share the report with the NPC chief panhellenic officers of the chapters on campus.
  - The Panhellenic president and fraternity/sorority advisor should continue to involve the NPC area advisor in discussions on extension.
  - Panhellenic delegates are urged to contact their inter/national headquarters and seek guidance on whether to open for extension. Everyone should be adequately informed before the official vote on extension.

**Prepare for the official vote to open for extension.**

The College Panhellenic officers must carefully prepare for the official vote to open for extension. Communication and preparation are critical.

- Review the extension procedures in the [NPC Manual of Information](#), the exploratory stage resources on the NPC extension [webpage](#) and the extension section in the College Panhellenic Council bylaws during a College Panhellenic Council meeting before the vote.
- If the bylaws do not include an extension section, develop one and vote on it before the official vote on extension. The Panhellenic delegates must be aware of the vote required to pass the vote to open for extension.
  - **Please note: Unanimous Agreement V requires a 2/3 vote for a College Panhellenic to open for extension.**
- 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 Exploratory Committee report and the motion.



- A minimum of two weeks allows adequate time for communication between inter/national headquarters, NPC chief panhellenic officers, and members of the panhellenic community. The date for the official vote should be included in the meeting minutes.
- Remind Panhellenic delegates to communicate the vote date in their discussions with their inter/national officials to prepare them for the vote.
  - Remind the Panhellenic community that each Panhellenic delegate represents her chapter by casting a vote.
- At the Panhellenic meeting where the vote is taken, the Panhellenic president announces the outcome to the College Panhellenic Council immediately.
- The motion and outcome of the vote must be recorded in the College Panhellenic meeting minutes.
- The minutes must state the motion, list each chapter and how the members voted and state the outcome of the vote, whether it passed or failed.
  - Only NPC member organizations may 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 to Step 2: Extension.*

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

*If the exploratory committee's recommendation is to not open for extension, a vote to accept the recommendation should be taken, and the exploratory report should be placed in the Panhellenic files for future reference.*

## **Step 2: Extension**

- Inform the NPC Panhellenic Extension Committee chair and NPC area advisor that the campus is open for extension. Send a copy of the official minutes that properly document the vote to open for extension (see above) to both.
- At this point, the NPC Panhellenic Extension Committee becomes the resource and contact for the College Panhellenic and the NPC area advisor steps back from the extension process. (Note: The NPC area advisor continues to advise and support the College Panhellenic on all other matters.)
- Establish an Extension Committee.
  - Determine the members. Set expectations, a calendar, and procedures (see the NPC extension webpage and/or contact the NPC Panhellenic Extension Committee chair for information). Avoid possible conflicts of interest in selecting committee members.



- Notification of the extension opening can be made through the NPC Extension Bulletin or by direct contact with specific NPC member organizations.

### **Option 1: NPC Extension Bulletin**

The NPC Panhellenic Extension Committee issues the NPC Extension Bulletin to all 26 NPC member organizations. This official communication provides a convenient forum to notify all organizations of the opportunity on your campus. The Panhellenic president or fraternity/sorority advisor must contact the NPC Panhellenic Extension Committee chair to be included in the bulletin. The College Panhellenic Council will be asked to use a template to submit pertinent information and statistics for the campus posting.

### **Option 2: Direct Contact Method**

The College Panhellenic Council may work with the NPC Panhellenic Extension Committee to send information directly to specific NPC member organizations. When a College Panhellenic chooses this method, guidance for the direct contact method, including information to include in packets to the organizations, communicating expectations for responses, a timeline, etc., will be provided.

- Interested organizations submit responses to the Extension Committee.
- The Extension Committee evaluates responses from NPC member organizations according to previously set criteria. (Note: 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.)
- Determine organization(s) to invite for campus presentations (usually two, no more than three).
- The Extension Committee plans the presentation day agenda(s) following guidelines and best practices.
  - The agenda should be identical for each presenting organization.
- The Extension Committee creates evaluation criteria and an evaluation form to collect feedback from community members on the presentation day(s).
- Implement presentation days for each organization (one day for each organization).
  - Invite the campus community to the formal presentation of the visiting organization(s).
  - For each presentation: Distribute the evaluation form to attendees. Collect and compile community feedback.



- Utilizing community feedback and previously created criteria, the Extension Committee evaluates each organization's presentation and determines which organization is the best fit to join the community.
- At the next College Panhellenic Council meeting (or a special meeting called for this purpose), the Extension Committee recommends bringing the chosen organization to campus and to the College Panhellenic Council.
  - The Extension Committee may introduce a motion to the Panhellenic delegates (does not require a second), or
  - A delegate may make a motion to accept the recommendation of the Extension Committee (requires a second).
- The College Panhellenic Council discusses the recommendation.
- A vote is taken immediately by the Panhellenic delegates.
- The outcome of the vote is announced and confidentiality is emphasized.
- The motion and outcome of the vote must be recorded in the College Panhellenic meeting minutes.
- The minutes must state the motion, list each chapter and how the members voted and state the outcome of the vote, whether it passed or failed.
  - Only NPC member organizations may vote and each NPC organization gets one vote. There are no tie-breakers.
- Send a copy of the official minutes that properly document the vote to the NPC Panhellenic Extension Committee.
- The selected organization is notified and allowed time to respond officially. (This may take up to one week.)
- Once the selected organization accepts the invitation to join the campus, the other presenting organization(s) are notified.
- At this point, the NPC Panhellenic Extension Committee notifies the NPC area advisor, who steps back in as the primary resource and contact for the College Panhellenic. (Note: The NPC Panhellenic Extension Committee is available to support questions regarding establishment and onboarding.)

### Step 3: Establishment

- The selected NPC member organization should submit a written establishment agreement outlining the academic term of the establishment and other terms that may have been discussed.
- Panhellenic begins supporting the establishment and the new member of the Panhellenic community.
  - Promote and market the new chapter in collaboration with the new organization.



- Provide Panhellenic documents and information about campus nuances/keys to the new organization's success.
- Provide each established organization's fees and dues information to the new organization.
- If applicable, assist in locating comparable meeting and housing space for the new organization.
- Encourage prospective new members to consider the new organization. Include the new chapter in Panhellenic materials, presentations and other opportunities. Help ensure marketing materials are available to potential new members.
- Consider a continuous open bidding (COB) moratorium for established organizations to allow the new organization to recruit new members during their initial arrival to campus. Per UA VI, a moratorium may be a maximum of three weeks.
- Allow the new organization to recruit to Total.