



The Constitution and By-Laws of the
National Pan-Hellenic Council
of
North Carolina State University

ARTICLE 1-NAME

Section 1. This organization shall be called the National Pan-Hellenic Council of North Carolina State University and shall be referred to as NPHC-NCSU.

Section 2. The NPHC-NCSU chapter shall maintain active status with the National Pan-Hellenic Council, Incorporation.

ARTICLE II-PURPOSE AND EMPHASIS

Section 1. The purpose of the NPHC-NCSU chapter shall be:

- A. To create and maintain high standards in the life of fraternities and sororities;
- B. To perpetuate constructive fraternity and sorority relationships;
- C. To foster an understanding of the structure and method operation among the affiliate organizations;
- D. To address, coordinate, and develop action strategies on matters of mutual concern to affiliate organizations;
- E. To serve as the conduit for such action plans as may be developed (taken from the Constitution and By-Laws of the National Pan-Hellenic Council)

Section 2. The emphasis of the NPHC-NCSU chapter shall be:

- A. To contribute to the political, spiritual, social, economic, and cultural life on the campus of North Carolina State University and the surrounding are through the presentation of programs.
- B. To give aggressive support to the upward mobility of the students on the campus and the youth of the community.

ARTICLE III-MEMBERSHIP

Section 1. The members of North Carolina State University's National Pan-Hellenic Council shall consist of the organization represented and recognized by the National Pan-Hellenic Council and North Carolina State University. These include:

Alpha Kappa Alpha Sorority, Inc.
Alpha Phi Alpha Fraternity, Inc.
Delta Sigma Theta Sorority, Inc.
Iota Phi Theta Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc.
Sigma Gamma Rho Sorority, Inc.
Omega Psi Phi Fraternity, Inc.
Phi Beta Sigma Fraternity, Inc.
Zeta Phi Beta Sorority, Inc.

Section 2. Each affiliate member organization shall notify the Council, in writing, of the names, addresses, and phone numbers of its official members. Only the official representatives of an affiliate organization are authorized to vote, or to participate in Council deliberations. Two votes are allotted to each active affiliate member organization.

Section 3. Active Members shall be:

- A. Those affiliated organizations that have paid the required dues by the required due date.
- B. In good standing with the University according to the prescribed guidelines in the Student Handbook For Organizations, SORC, and those that govern fraternities and sororities.
- C. Those in good standing according to their National guidelines.

Section 4. Inactive Members shall be those who do not follow the guidelines as stated in Article III, Section 3.

Section 5. Consequences

- A. Inactive chapters shall lose campus recognition, programming dates, reservations, the ability to win awards, etc. until deemed active.
- B. Any other consequence shall be voted by the general body

ARTICLE IV-EXECUTIVE OFFICERS

Section 1. The elected officers of the NPHC-NCSU shall be: President, Vice-President, Secretary, Treasurer, and Parliamentarian. Programming/Special Events Chair, Webmaster, Greek Liaison, and Co-Greek Liaison are all appointed positions on the Executive Board of NPHC.

- A. The executive board shall consist of the executive officers and the NPHC advisor(s), who will serve as a non-voting member.

- B. Executive officers are required to attend all executive board meetings and general body meetings.
- C. Executive officers shall prepare a report to be introduced at the beginning of each executive board meeting and general body meeting.
- D. Executive Officers, whether elected or appointed, shall have a **CUMULATIVE** GPA of at least a 2.5
- E. There shall not be more than 2 (two) persons on the Executive Board who are members of the same affiliate organization unless extenuating circumstances occur, at which time, the President must approve of the extenuating circumstance and either appoint a person or hold elections to fill the vacant position.
- F. All officers shall serve one term in office. One term is equivalent to two **FULL** academic semesters.
- G. Before new officers taken office, they must attend a **MANDATORY** training retreat in order to obtain documents and information from the sitting Council officer.

Section 2. Election of Officers

- A. Nominations for all officers shall be made directly from the floor. The chief Executive officer of each affiliate member organization is not eligible for election as President of the NPHC-NCSU chapter.
- B. As simple majority shall be required for election.
- C. Elections and voting will take place during the last week in April known as "Dead Week".
- D. The power of two votes will be granted to each Sorority and Fraternity chapter recognized by the NPHC-NCSU. If a tie occurs, the President will break the tie and the vote will stand.

Section 3. Responsibilities of Officers

- A. The **President** shall:
 - Be the chief executive officer of the Council
 - Preside over all regular and special meetings
 - Preside at all Executive Board and General Body Meetings
 - Shall appoint all committee chair-persons and non-elected officers
 - Represent the Council as the official spokesperson of the NPHC-NCSU
 - Create an agenda for all meetings
 - Cast a tie-breaking vote in the case one is needed
 - Have served on the Executive Board for 1 full semester.
 - Have been active in
 - *Clause 1. Elections should be open to the general body if no candidate for president is able to take the position.*

B. The **Vice-President** shall:

- Assume the duties of President when the President is not available
- Be directly responsible for oversight of all committee activities
- Serve as the non-social programming chair, which includes but is not limited to NPHC Week, representative for the Late Night Party Policy Meetings, Task Force, African American Student Advisory Council, Chancellor Liaison, and the President's Roundtable

C. The **Secretary** shall:

- Record the minutes of all Council proceedings and keep official records
- Have the primary responsibility for communicating with the Council members and coordinating all Council correspondence
- Receive all monies from the general body to be recorded in the minutes and shall pass to the Treasurer for deposit.
- Record and distribute the minutes of all Council meetings
- Take attendance at the beginning of every meeting

D. The **Treasurer** shall:

- Receive all monies from the Secretary
- Maintain all financial records of all receipts and disbursements of cash in the National Pan-Hellenic Council account
- Co-sign with the President for all disbursements of Council funds
- Submit an official report at each business meeting
- Notify each affiliate member organization, in writing, of the amount and due date of any official assessment (i.e. dues, fines, etc.)
- Be responsible for appropriations in the fall and spring semesters

E. The **Parliamentarian** shall:

- Advise the Council President on proper parliamentary procedure in accordance with the Council Constitution and the current edition of Robert's Rules of Order
- Maintain order and decorum at meetings

F. The **Historian/Standards Chair** shall :

- Maintain an active log of the Council programs and activities
- Have the Primary responsibility of developing a Council scrapbook and powerpoint presentation annually
- Supervise the Standard's notebooks located in Greek Life office and update the general body on the due dates for standards
- Remain in constant contact with active affiliate organizations in order to obtain photos and pictures of events.
- Attend the programs of active organizations in order to take pictures to place in the scrapbook/powerpoint.

- G. The **Programmer/Special Events Chair** shall:
- Be responsible for the social programming of the council and be the contact person for programming committees.
 - Not be allowed to participate in the annual NPHC Step Show during the Spring Semester.
 - Be responsible for organizing “Meet The Greeks” during the Fall semester, the NPHC Step Show during the Spring semester, NPHC Week during Fall semester, and any other council event as the council sees fit
- H. The **Webmaster** shall:
- Create and supervise the NPHC Website.
 - Maintain the NPHC Website according to the rules and regulation as set forth by the University and SORC.
 - Remain in constant contact with the Historian and active affiliate chapters to obtain programming dates, pictures, etc., to place on the website.
- I. The **Greek Liaison/Co-Greek Liaison** shall:
- Be responsible for coordinating NPHC’s involvement in the Greek Council, which consists of NPHC Fraternities and Sororities, IFC Fraternities, Pan-Hellenic Sororities, and CGC Fraternities and Sororities.
 - Be the standards committee representative for the NPHC who’s duties are to aid in amending the standards for all Greek Letter organizations in conjunction with the other councils.

Section 4. Impeachment

- Policy
 1. An officer will be up for review if that person accumulates more than two unexcused absences from any Council meeting. (Executive Board of General Body)
 2. Grounds for impeachment include but are not limited to excessive unexcused tardiness, unexcused absences, not performing the duties of that office, or student conduct violations.
 3. Any Executive Board member who misses more than four excused absences of an Executive Board and/or General Body meeting will be under review and sanctions will be decided by the Executive Board. These can extend from being replaced or any other sanctions deemed by the Executive Board by a popular vote. Excused absences are defined as proper notification to the Advisor, or any member of the Executive Board.
- Review Policy
 1. Any active member of the NPHC-NCSU Council may recommend to the highest-ranking officer, not under review, that an officer be evaluated.

2. The highest-ranking officer, not under review, shall have the authority to initially evaluate that office.
3. The highest-ranking officer, not under review, shall present the issue to the Executive Board/Committee.
4. The Executive Board shall submit a copy of written complaint to the person under evaluation, and shall request that the person respond within forty-eight hours.

ARTICLE V- DELEGATES

Section 1. Each active chapter of NPHC-NCSU shall have 2 (two) appointed delegates to represent the chapter. These delegates shall be the only 2 (two) members from the chapter allowed to sit at the table. All other members from the chapter who are in attendance must sit behind the delegates. In extenuating circumstances, the chapter will be responsible to send another chapter representative.

Section 2. All Delegates shall have these responsibilities

- Liaison: The primary duty of the delegate(s) is to serve as the communication link between their chapter and the Council.
- Knowledge: The delegate(s) is responsible for being familiar with the Constitutions and By-Laws of the NPHC and delivering them to their chapter.
- Stabilizer. The delegate(s) should always work to stabilize forces within their chapter and to strengthen chapter/Council relations.
- Involved. The delegate(s) is to be an active and cooperative member of their chapter and of NPHC.
- Educator. The delegate(s) must work to educate their chapter on basic ideas such as unity and promotion of friendship.
- Attendance. The delegate(s) must attend all meetings. If they will not be present, it is the Delegate's responsibility to see that the designated proxy takes their place.
- Financial. Must be a financial member of their respective chapter.
- Active. Their respective chapter must be active at North Carolina State University and recognized by their national organization.

ARTICLE VI-MEETINGS

Section 1. General Body Meetings

- A. Meetings of the NCSU-NPHC General Body shall be made regular, as deemed necessary, by the Executive Board.
- B. Except for emergencies, Council activities shall be suspended during the months of June and July.
- C. Special meetings may be called by the President and/or Advisor when necessary, and shall be called by him/her upon the written request of any member on Executive Board given a 48-hour notice.

- D. General Body meetings shall be held bi-monthly, except as otherwise provided.
- E. A quorum for the transaction of business shall consist of representatives of at least 6 (six) of the affiliate member organizations.
- F. Each affiliate organization is entitled to 2 (two) votes for all Council business.
- G. All meetings shall follow Parliamentary procedure according to Robert's Rules of Order (Revised Edition)

Section 2. Attendance

A. Each organization needs to be represented at each meeting. Chapters of one person will be exempt from this policy. Attendance requirements are explained in the table below:

Number of Chapter Members	<u>Minimum</u> number of members required at general body meetings.
1	Exempt from policy
2-5	1
6-10	2
11-13	3
14-17	4
18+	5

If a chapter has a member on the Executive Board, the member is included in the number of members required. For example, if a chapter of 11 people (making their minimum requirement 3) has 1 member on E-Board, they only need to have two more people at all General Body Meetings. If a chapter has multiple members of the Executive Board only 1 person will be counted towards their minimum requirement. For example, if a chapter of 15 (making their minimum requirement 4) has 3 members on the Executive Board, they will still need more non Executive Board members

B. Chapters who do not fulfill this requirement will be counted as non-participatory. A non-participatory chapter will be fined \$25.00 for each meeting missed with a maximum fine of \$75.00 before further sanctioning by the Executive Board. Fines will only take place when no proper or pre-approved notification by the Parliamentarian, Secretary, or Advisor has taken place. If chapter is fined up to \$75.00 and it is not paid within three weeks, notification will be sent with an additional \$100.00 fine added. If the fine of \$100.00 plus \$75.00 is not paid within the given three weeks notice, that chapter will be suspended for a full semester or until fines are paid.

C. The extent to which an absence is considered excused or unexcused will be decided on an as needed basis by the executive board.

Section 3. Executive Board Meetings

- A. All appointed officers shall serve as ex-officio members of the Executive Board (without a vote)
- B. The Executive Board shall have its initial meeting during the last week in August or the second week of the academic year.
- C. The Executive Board shall meet as necessary to carry out the business of the NCSU-NPHC Chapter between regularly scheduled Council meetings.

ARTICLE VII-FINANCES

- Section 1. The operating budget of the Council shall be obtained by assessing each affiliate member organization an amount agreed to by the Council.
- Section 2. The Council budget for the next fiscal (academic year) shall be approved by vote of the Council at its last general body meeting in April.
- Section 3. The fiscal (academic year) shall be August 15 to May 15.
- Section 4. All payments and contracts need to be signed by the Treasurer and Advisor(s) and reviewed by the President in order to have a binding agreement.

ARTICLE VIII-AMENDMENTS

- Section 1. Amendments to the Constitution shall be reviewed annually.
- Section 2. Proposed Amendments from each affiliate organization shall be submitted to the Constitution and By-Laws Committee by November 1st of each academic year.
- Section 3. The Constitution and By-Laws Committee shall have completed the review of submitted proposals by March 1.
- Section 4. All amendments shall be voted upon during the first general body meeting in April.
- Section 5. Proposals for amendments must be submitted in written form to the Executive Board at least one week prior to the meeting at which they will be presented to the membership

ARTICLE IX-RATIFICATION

- Section 1. This constitution shall become effective immediately after ratification by majority vote in the General Body meeting of the National-Pan Hellenic Council.

The By-Laws

1. RESPONSIBILITIES OF AFFILIATE MEMBER ORGANIZATIONS

- A. All affiliate member organizations shall notify the Council, in writing, two months in advance of any organizational plans and programs, which may or will oblige the Council in any matter.
- B. All affiliate member organizations shall submit a calendar of events to the NPHC Advisor(s) when dues are due so they may be compiled into one master calendar and distributed amongst NPHC members.
- C. Each active member in each sorority and fraternity must pay dues in the amount of \$5 (five dollars).
- D. NPHC dues go towards the annual NPHC/Pan-Afrikan Step Show, Meet the Greeks, National and Regional NPHC Incorporation dues, and other programs, conferences, and events.
- E. Dues MUST be paid at the second meeting in September of the first semester and the first meeting of February of the second semester.
- F. All new members inducted into their affiliate organization within the semester will pay dues the following semester.
- G. If each active chapter member does not pay dues, that chapter will not be recognized as an organization and their Nationals will be contacted as a result.
 - A delinquent affiliate member organization shall be foreclosed from participation in Council activities for the remainder of the semester. A reinstatement fee shall be assessed for any organization deemed inactive as set by the Executive Board.
 - The transmittal form/voucher should be submitted by affiliate members to the Council Secretary for approval within fourteen days of an event. The Council Treasurer will make disbursement.

2. SOCIAL EVENTS

Section 1. Unification and Visibility

1. In order to increase the unity among NPHC-NCSU organizations and to increase the visibility of Black Greek Lettered Organizations, each member of an affiliate organization shall:

- A. Participate in one NPHC social event each semester. This event is to be voted on by the members of the general body and may take place at any time during the semester. These events can include, but are not limited to, bowling, skating, movies, cook-out, etc. While during these events, they may be counted towards the standards program. **Chapters are encouraged to have full chapter representation.**
- B. Every Wednesday of each academic semester, each member of an affiliate organization should wear their letters in a visible form. Line shirts and line jackets are heavily encouraged.

- C. It is encouraged that each member of an affiliate organization attends the programs of another affiliate organization.
- D. The NPHC-NCSU shall participate in one community service activity during each academic semester. This community service event may be counted towards the standards program **Chapters are encouraged to have full chapter representation.**
- E. To increase visibility within Greek Life and on the campus of North Carolina State University, an NPHC Website will be created and available to the public. Links to the website of the affiliate member organization will be included.

Section 2. Annual Programs

- A. The NPHC/Pan-Afrikan Spring Step Show is a standard program that must be executed annually.
- B. The "Meet the Greeks" Program is a standard program that must be executed annually.
- C. NPHC Week is a standard program that must be executed annually.