

**The NATIONAL PAN-HELLENIC COUNCIL, INC.  
(Austin Peay State University)**

**CONSTITUTION and BY-LAWS**

**Preamble**

We, the representative of historically established community service fraternities and sororities similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek-letter fraternities and sororities and recognizing that there are certain areas of action and programming that can be best realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws.

**Article I - Name**

**Section 1:** The name of this organization shall be the National Pan-Hellenic Council, Inc. at the Austin Peay State University, hereinafter to be referred to as the "NPHC" in this constitution.

**Article II - Purpose**

**Section 1:** The purposes of the organization shall be the National Pan-Hellenic Council, Inc. at the Austin Peay State University shall be:

- A. To govern, monitor, and coordinate its member organizations and to provide a means through which the organizations make a united and constructive approach to fraternity and sorority life.
- B. To encourage and maintain superior level of scholarship for members and member organizations.
- C. To promote superior standards of service and leadership.
- D. To create a harmonious working relationship amongst member organizations.
- E. To facilitate the establishment and development of undergraduate chapters of the member organizations.
- F. To preserve the cultural heritage of the NPHC member organizations.
- G. To encourage member organizations to develop programs to meet the needs of their respective communities.
- H. To act in accordance with the National Pan-Hellenic Council, Inc. and the Austin Peay State University policies and procedures.
- I. To address, coordinate, and develop action strategies on matters of mutual concerns to member organizations.
- J. To foster an understanding of the structure and method of operation among the member organizations.

**Article III: Affiliations**

**Section 1:** In order to fulfill the above purpose, this organization shall be affiliated with the National Pan-Hellenic Council, Incorporated.

**Article IV: Membership**

**Membership in NPHC**

- A. Full membership shall consist of Austin Peay State University chapters of the nine traditionally African-American Fraternities and Sororities. Each Fraternity and Sorority must have fulfilled all obligations required by the Office of Fraternity & Sorority Affairs in order to be a registered sorority/fraternity at Austin Peay State University.

- B. Once recognized as a member of the NPHC of Austin Peay State University, the organization must be provided with the NPHC Constitution, and complete subsequent training in the compliance with regulations set forth by the regional/national NPHC Councils.

## **Section 2: Delegates**

- A. Internal membership of the NPHC shall consist of two representatives from each organization. These representatives shall serve as the "delegate" and "alternate delegate."
- B. Each delegate and alternate delegate to the NPHC must be an active member in good standing and a financially cleared member within his or her respective organizations.
- C. The delegate shall serve as the voice/vote of the chapter when voting as a General Body.
- D. The alternate delegate shall vote in the absence of the delegate.

## **Section 3: Voting**

- A. Each delegate shall have one vote, thereby allowing each member organization one vote.
- B. Each executive board officers shall have one vote except the President. The President shall only vote in the event of a tie.
- C. In the event of a tie and an officer is absent, the President will vote in the event of a tie.

## **Section 4: Quorum**

- A. A quorum shall exist when at least 2/3 of the eligible voting delegates are present.

## **Section 5: Delegate responsibilities**

- A. Each delegate responsibilities shall include but not limited to:
  - 1. Be present at all NPHC General Body Meetings.
  - 2. Voting on behalf of their chapter.
  - 3. Bring issues and concerns of the chapters to NPHC.
  - 4. Share information from each meeting to their respective chapters.
  - 5. Each delegate is required to present a report on behalf of his or her chapter at each meeting.
  - 6. Each delegate must serve on at least one committee during his or her term of appointment.

## **Article V: Executive Board**

### **Section 1:** The elected officers of this organization shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Parliamentarian
- F. Director of Programming
- G. Director of Marketing & Communications

### **Section 2: Officers**

- A. Elections for officers shall be held at the last regular meeting in April of each year.
- B. All officers must have and maintain a 2.5 cumulative GPA, as stated in the Tennessee Board of Regents policy 3.012, and be a member/student in good standing with their respective organization, the Office of Fraternity & Sorority

- Affairs and Austin Peay State University.
- C. Each electee must receive a majority vote (2/3 of the eligible voting delegates present).
  - D. The officers of the NPHC shall be President, Vice-President, Treasurer, Secretary, Parliamentarian, Director of Programming, and Director of Marketing & Communications.
  - E. The officers shall serve for a term of one (1) calendar year, from January 1<sup>st</sup> – December 31<sup>st</sup>.
  - F. An officer may not hold the same executive position more than two (2) consecutive election terms.

## **Section 2: Duties and Powers**

### **A. President**

1. Serve as Chairman of the Executive Board.
2. Preside over all meetings of the Executive Board and the General Body.
3. Nominate and/or appoint officers or committee members, whose appointments are not herein otherwise provided for, and which the NPHC By-Laws shall establish. These appointments shall expire at the end of the existing term.
4. With the advice and consent of the majority active representatives present (2/3 of the eligible voting delegates present) conduct business transactions on behalf of the NPHC, including making contractual agreements and verbal treaties with consultation of the NPHC adviser.
5. May call special Council meetings or meetings with member organization presidents/member organizations when appropriate.
6. The president will maintain a rapport with university officials.
7. Interpret and enforce this Constitution and Bylaws, and perform all duties in accordance with the position and office, including executive privilege when applicable.

### **B. Vice President**

1. Assist the President in the performance of their duties.
2. During the absence and/or inability of the President to render and perform all duties or exercise all powers set forth in this Constitution
3. Responsible for representing the NPHC on a University level, to include University committees and the Student Government.
4. Oversee committees and maintain committee reports.
5. Coordinate and serve as chairperson of the NPHC Judicial Board.

### **C. Secretary**

1. Shall be responsible for keeping a record of attendance for NPHC representatives for all meeting, activities, and programs.
2. Shall be responsible for notifying members of the NPHC regarding internal affairs (e.g. meeting, notices, fine, etc.).
3. Shall be responsible for e-mailing and distributing minutes of each meeting to all organizations and their advisors within 72 hours.
4. Shall be responsible for e-mailing the executive body and general body all respective minutes and agendas at least 72 hours before their respective meetings.
5. Shall maintain a permanent file of all current and past minutes, constitutions, and bylaws to be filed and held at the Office of Fraternity & Sorority Affairs.
6. Manage a NPHC student contact directory of active members.

**D. Treasurer**

1. Be responsible for the general supervision of the finances of the NPHC.
2. Maintain current financial records; give a financial report at each regular meeting of the NPHC, and an annual report at the close of term of office.
3. Receive all payments due to the NPHC, collect all dues and provide receipts.
4. Be responsible for the prompt payment of all bills of the NPHC.
5. Collect money at all NPHC events.
6. The treasurer will get all financial transactions approved by the NPHC adviser before proceeding with any/all purchases.
7. Serve as Chairman of the Fundraising Committee.
8. Plan and executive at least one fundraiser each semester for the council.
9. Create NPHC budget with the approval of the NPHC Adviser and Executive Board Members.

**E. Parliamentarian**

1. The parliamentarian is responsible for ensuring the meetings are conducted in orderly fashion in conjunction with the NPHC Constitution and the most current edition of *Robert's Rules of Order Newly Revised*.
2. Serve as the Chairman for Constitution and Bylaws Committee.
3. Preside over Judicial Board meetings.

**F. Director of Programming**

1. Serve as Chairman of the Programming Committee.
2. Coordinate activities that promote unity and cohesion among the organizations of NPHC, and other Greek governing councils, in the form of social and other events decided upon by the Council. The events and programs include, but are not limited to, NPHC Week.
3. Coordinate at least two (2) NPHC community service projects per semester during academic year.
4. Coordinate at least two (2) NPHC programming/events including, but not limited to, Convocation and NPHC Week.
5. Oversee the annual NPHC Step Show.
6. Compile a master schedule of all NPHC member organization activities.

**G. Director of Marketing and Communications**

1. Serve as Chairman of the Marketing and Communications Committee.
2. Take pictures of all NPHC events and maintain scrapbook for calendar year.
3. Create and distribute all publications for NPHC
4. Maintain and update all social media outlets for NPHC

**Section 3: Vacancies**

1. If, in the course of a term, an officer is removed or resigns, or for any reason cannot complete the term for which he/she was elected, a motion can be made to fill the vacancy.
2. Candidate must be a member in good standing, and the candidate must express verbally or in writing the reasons that he/she should be considered.
3. The remaining executive board members shall appoint the member to the position.
4. In the event the President shall step down from their position the Vice President will assume responsibility immediately for the presidency position.

#### **Section 4: Removal**

1. Any officer elected by the members, may be subject to review and/or removal from the office by a majority vote whenever, in their judgment, the best interest of the NPHC would be served thereby. However, such removal shall be done without prejudice.

#### **Section 5: Resignation**

1. Any officer that feels he/she can no longer fill the office that they are in must go through the process of turning in a formal resignation, which shall include a letter and an announcement at a General Body or executive board meeting.
2. If the executive board acknowledges that an officer has not fulfilled the expectations of their positions, the board has the power to vote to impeach the officer. The impeachment must be held at a secured executive board meeting and must have a majority vote.

#### **Article VI: Advisor**

##### **Section 1: Eligibility**

- A. Austin Peay State University staff member from the Office of Fraternity & Sorority Affairs shall serve as the direct advisor for the Austin Peay State University NPHC and attend all general NPHC meetings and executive board meetings. The council may also vote to have assistance from an Adviser from the local NPHC Chapter.

#### **Article VII: Meetings**

##### **Section 1: Regular Meetings**

- A. General Body meetings will be every other Thursday at 6pm or as deemed necessary by the executive board.

##### **Section 2: Special Meetings**

- A. Special meetings may be called at the request of the President, who shall give 48 hours notice to the membership through verbal AND written communication.

##### **Section 3: Executive Board Meetings**

- A. Executive Board meetings shall be held every other Thursday prior to the general body meetings.

#### **Article VIII: Programming**

##### **Section 1: Chapter Weeks/Chartering & Founders' Day Clause**

- A. Each chapter will select their chapter week from the available weeks offered by the Office of Fraternity & Sorority Affairs. All weeks will begin on Sunday and end on Saturday, therefore, giving each chapter seven (7) days within their week. Only programming pertaining to the specific chapter may be done during these weeks, unless it is a community wide program or events done as a council.
- B. Each chapter has the choice to publicly celebrate their chartering date or founding date, in the form of a program, event, or social.

##### **Section 2: Penalties for Violations of Chapter Weeks/Chartering & Founders' Day Clause**

- A. Should an active chapter within the NPHC violate the Founder's Day/Chartering Week Clause, that active chapter shall be subject to a fine of up to **\$100** and would need to forfeit their scheduled event/events.
- B. The fine shall be paid to the Austin Peay State University National Pan-Hellenic Council
- C. Failure to pay the fine, in a time period allotted by the executive board, will result

in suspension from the NPHC.

**Section 3: Programming Calendar Submission Clause:**

- A. All active chapters shall submit programming semester calendars to the NPHC Executive Board no later than the *2<sup>nd</sup> General Body Meeting of the semester*.
- B. This will allow the Executive Board substantial time to mitigate any scheduling conflicts between active chapters in a positive way for all sides.
- C. All scheduling conflicts will result in direct mediation by the NPHC Executive board and the affected organizations. The agreed upon changes from the mediation must take place within two weeks of the decision.
- D. If an active chapter is late in their semester calendar submittal, said active chapter cannot and will not be protected by or have privilege to Section VII of the NPHC Bylaws.

**Section 4: Founders Day Clause Exception**

- A. In the case that an organization is not openly celebrating their Founders' Day, and/or another organization has an event that is closed to the members and prospective members of that respective organization, then the fine shall be waived and they will not be required to forfeit their scheduled event.

**VIII: Committees**

**Section 1: Standing Committees**

- A. There will be four standing committees of the NPHC, and one ad-hoc committees:
  - 1. Public Relations Committee shall be in charge of promoting the fraternity/sorority system, and working with any special promotional projects related to NPHC. The committee will also report to the Secretary of the NPHC.
  - 2. Programming Committee will organize and manage special events and community service initiatives that enhance the fraternity/sorority life on the campus of Austin Peay State University. The committee will also report to the Director of Programming of the NPHC.
  - 3. Fundraising Committee will handle all matters that will generate revenue for the council and/ or raise funds for philanthropy. The committee will also report to the Treasurer of the NPHC.
  - 4. Constitution and Bylaws Committee will revise and update the constitution and bylaws in order to promote a cohesive document for the organization of the National Pan-Hellenic Council, Inc. The committee will also report to the Parliamentarian of the NPHC.

**Section 2: Ad-hoc Committees**

- A. The following ad-hoc committees of NPHC are as followed:
  - 1. The Judiciary Committee shall exercise all judicial powers over the member organizations of the NPHC.
    - a. This three-person panel shall have as its chairperson the Parliamentarian of the NPHC, and will investigate all claims and levy penalties against organizations that have failed to comply with NPHC Constitutional guidelines or standards of conduct set forth by Austin Peay State University.
    - b. All opinions rendered shall be in writing but read aloud and entered into the NPHC records. To ensure that no conflict of interest exists, any member of this committee whose organization is under investigation shall remove themselves and the president shall name their replacement.

## **Article IX: Membership Intake Programs**

### **Section 1: Membership Intake**

- A. Each member Fraternity/Sorority shall adhere to its own national guidelines regarding intake procedures, in addition to adhering to the Membership Intake Policy, established by the Coordinator of Fraternity & Sorority Affairs.
- B. New members of the fraternity/sorority system are expected to support and abide by the constitution and by-laws of the NPHC.

### **Section 2: New Member Presentation**

- A. All NPHC organizations have the right to perform a new member presentation in accordance to the traditions of each respective organization.
- B. If a situation occurs that is not in congruence with University guidelines then the Office of Fraternity & Sorority Affairs will handle it with assistance of the chapter advisors.

## **Article X: Records and Record Inspection**

### **Section 1: Records**

- A. This organization shall maintain adequate and current accounts, books and records. All such books, accounts, and records shall be kept in the Office of Fraternity & Sorority Life wherein access is available to the membership.

### **Section 2: Certification and Inspection of the Constitution**

- A. The original or a copy of this Constitution, as amended or otherwise altered to date, shall be open to inspection by the representatives, the executive board, and the advisor.

### **Section 3: Check Requisition Forms**

- A. All check request forms and other orders of monetary payment shall be submitted to the treasurer and the adviser after approval of the executive board.

### **Section 4: Contracts**

- A. No member shall have the power or authority to bind the organization by any written or oral contract unless written consent is received by the advisor.

## **Article XI: Finance**

### **Section 1: Financial Procedures**

- A. The following policies and procedure govern our financial accounts and monies:
  - 1. All funds shall be kept at a local bank, saving and loans, or the OFSL.
  - 2. All accounts shall require two signatures (NPHC Adviser and Treasurer).
  - 3. All accounts shall be reconciled and balanced monthly.

### **Section 2: Membership Dues**

- A. Each organization is responsible for submitting a current active roster by the second meeting of each semester to the NPHC Advisor and Secretary of the NPHC.
- B. Each organization shall be assessed \$20.00 per active member each semester up to 20 members and \$10 per member following those initial 20 members. Check or Money Order should be made payable to APSU NPHC.
- C. Membership dues must be paid by to date established by the Treasurer. Dues not paid by the deadline shall accrue a penalty of \$25.00 per week.

## **Article XII: Amendments and Ratification**

This Constitution may be altered, amended or appealed by a majority of members voting at any annual, regular or special meeting, and only after each representative has reviewed the proposed amendment. SOC and the Office of Fraternity & Sorority Life must also approve any changes made.

### **Section 1: Ratifications**

- A. This Constitution and By-laws may be amended with a majority vote (2/3 of the eligible voting delegates present will make up the vote).
- B. This Constitution shall come effective when ratified by 2/3 of the eligible voting delegates and all other constitution shall be null and void.
- C. A constitution revision should take no longer than four (4) weeks to complete.
- D. All Constitution and By-Laws must be reviewed every year.
- E. The Office of Fraternity & Sorority Affairs and NPHC must receive all amendments and revisions at least 30 days prior to ratification.

### **Section 2: Mandatory**

- A. Each NPHC organization shall be represented by at least one active member (delegate) at each meeting for the entire duration of the meeting. If this requirement is not met, a \$25.00 fine will be assessed.
- B. If their delegate is not present at roll call there shall be a fine assessed of \$10 to the chapter. The fine imposed will be due at the following NPHC general body meeting.
- C. If not paid by the next general body meeting, the organization will forfeit their right to vote at the said meeting and participate in any NPHC related events at Austin Peay State University.
- D. \$25.00 fine will be assessed for leaving meetings early without prior notification.
- E. When petitioned by three (3) or more member organizations, or upon his or her own initiative, the President may call a special meeting.

### **Section 3: Conduct of Meeting**

- A. Excessive profanity and abusive language will not be tolerated. General warning will be issued to general body regarding profanity or disruption. Next occurrence, individual will be asked to leave and fined at the discretion of the judicial officer.
- B. All cell phones, pagers, two-ways and other communication devices, unless permitted by Executive Board must be silenced.
- C. It is mandatory for the removal of anyone who fails to comply with the flow of business.