

# National Pan-Hellenic Council (NPHC) at Clemson University

## Constitution & Bylaws

### PREAMBLE

*We, the members of Clemson University's National Pan-Hellenic Council, Inc. recognizing the need for cooperation and coordination of activities of collegiate Greek letter fraternities and sororities and recognizing that there are certain areas of action and programming that can be 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

The name of this organization shall be the National Pan-Hellenic Council, Inc. of Clemson University, hereinafter referred to as, NPHC.

### Article II. Purpose

The purpose of NPHC shall be to serve as a governing board for the NPHC organizations at Clemson University

- (a) to promote the wellbeing of the affairs of NPHC
- (b) to create and maintain high standards in the life of fraternities and sororities.
- (c) to foster an understanding of the structure and method of operation among the affiliate organizations
- (d) to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organization.

### Article III. Membership

**Section 3.01** Membership in the NPHC shall include Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc.

**Section 3.02** ACTIVE chapters shall be the affiliate national fraternities and sororities, which have met and maintained the requirements of the NPHC of Clemson University. To maintain active status, a member organization shall maintain at least 2.7 grade point average each semester; meet their national requirements and be in good judicial standing with Clemson University and the NPHC of Clemson University.

**Section 3.03** Chapters that fail to meet the requirements above in section two (2) will be put on probation and have mandatory intervention from NPHC with support from the Fraternity and Sorority Life staff. If the chapter fails to meet the cumulative grade point average requirement for two consecutive semesters, they will become inactive.

**Section 3.04** INACTIVE chapters shall be the affiliate national fraternities and sororities that have failed to meet NPHC of Clemson University requirements as stated in Article III Sections 2 and 3. The chapter will lose its delegate voting, reserves dates and participation in collaborative events.

- (a) For an inactive member organization to become active, a re-activation fee of \$25 will be imposed.

**Section 3.05** Inactive organizations shall have no voice in NPHC affairs. They may attend meetings for observational and informational purposes only. They will not be considered active until the NPHC of Clemson University requirements are satisfied.

#### **Article IV. Voting**

**Section 4.01** Voting will consist of the presidents, one from each member organization, as the permanent delegate. Each organization must provide one permanent delegate (the president) and one permanent substitute delegate at the beginning of the semester for the semester unless chapter size makes it not possible to do so. If the president cannot be in attendance, the substitute delegate from that member organization can vote on that organization's behalf.

**Section 4.02** Each member organization's delegate can also be a representative of the executive board, except for the NPHC President however consideration would be made dependent on chapter size and could act as a member of the Judicial Board.

**Section 4.03** Voting can take place 30 minutes prior to General Body if schedules allow, and the final decisions announced by the President at the General Body Meeting. If that is not possible, voting will take place during the General Body Meeting.

**Section 4.04** In the event of a tie, the President will decide the final vote.

**Section 4.05** Voting shall be done by paper ballot or private vote.

## **Article V. Constitution Updates and Amendments**

**Section 5.01** The Constitution shall be amended by a simple majority (51%) vote of the voting delegates present and voting at any General Body

**Section 5.02** Amendments may be proposed by a reference from a previous General Body, the Executive Board, Standing Committees, and delegates.

**Section 5.03** All proposed amendments should be submitted in email to the executive board through the Secretary at least 14 days prior to the next General Body

## **Article VI. Meetings and Attendance**

**Section 6.01** No executive board member can miss more than 2 consecutive meetings during a term. More than 2 consecutive or 3 total unexcused absences during a term will result in the loss of the office with exception of General Body if not the delegate for their organization. With notification and legitimacy voted upon by the executive board can an executive officer be excused, and it not reflect as an absence.

**Section 6.02** General Body will be held once a month for the academic year except for the months of May and December.

**Section 6.03** The agenda of General Body is designated by the President and executive board.

**Section 6.04** General Body should not extend a 60-minute time frame once meeting is commenced.

**Section 6.05** Quorum must be met by each organization with a majority (50% + 1) of unexcused members. Chapter Presidents are required to notify the Secretary 24 hours in advance of GBM with the expected attendance. It is Presidents' responsibility to manage excuses, but NPHC Executive Board can question management of excuses if there is a concern.

- (a) Valid excused absences consist of conflict work or class requirements and must be accompanied by valid documentation at the determination of the chapter president.

**Section 6.06** All unexcused members must be present at roll call to be counted present for the meeting. Executive members are not representatives for roll call.

**Section 6.07** Each member organization is required to meet quorum for each general body meeting. The chapter will be required to pay a fine of \$25 to resume activities and attend meetings. They will have two weeks after the notification to pay their debt. The executive board can excuse extenuating circumstances.

**Section 6.08** The General body will convene at the discretion of the President and the Executive Board based on timeline as outlined in Article VI, Section 2.

**Section 6.09** All special meetings shall be called by the President and each member organization shall be notified of a special meeting at least 72 hours/3 days prior to the meeting unless immediate action is required.

- (a) In the case of a special meeting the president (or delegate) of each affiliated member organization must be present
- (b) If an affiliated member organization cannot be present at a special meeting; approval for absence must be received by the NPHC President

## **Article VII. Finance**

**Section 7.01** Dues and assessments from affiliate organizations, money raised through council fundraising initiatives, and annual CUSG Funding Board allocations shall finance the Council.

**Section 7.02** Beyond annual dues, dues and assessments are recommended by the Executive Board and approved by the General Body.

**Section 7.03** NPHC operates on a fiscal year from July 1 to June 30.

**Section 7.04** The fiscal budget shall be approved by the Executive Board by the second meeting of the fall semester.

**Section 7.05** Each affiliate organization shall pay annual dues as established in the constitution which are due by the second meeting of the spring semester.

- (a) Member organizations must submit payment for annual council dues of \$50.00 by the end of each spring semester remain active.
- (b) Active member annual dues of \$10 per member are due by the end of each spring semesters.
- (c) Member organizations with 3 or less members are not subject dues per member.

**Section 7.06** Any member organization that has any financial obligation, with exception of NPHC dues discussed with treasurer, to the council left unpaid by the conclusion of the semester will forfeit the right to intake for a year.

**Section 7.07** The re-activation fee for an inactive member organization to become active is \$25.00.

## **Article VIII. Requirements of Executive Board**

**Section 8.01** The Executive Board shall consist of the President, Vice President, Secretary, Parliamentarian, Treasurer and Historian.

**Section 8.02** The Executive Board shall meet weekly at such time and place agreed to by the majority of its members.

**Section 8.03** It shall be the duty of the Executive Board to act for the NPHC in the interim between General Body; deliberate on all policies and problems; approve the time and place of General Body.

**Section 8.04** The general requirements to be eligible to hold an executive office in the Clemson University Council of the NPHC are as follows:

- (a) Have a 2.7 cumulative grade point average.
- (b) Be in good standing academically and financially with their local and national organizations.
- (c) Not graduate before their term in office will end.
- (d) Be available to attend all scheduled and called meetings and perform the duties of their office unless otherwise excused.
- (e) Term for executive board members is calendar year (January to December)
- (f) Chapter Presidents are not eligible to serve as NPHC President.

## **Article IX. Elections**

**Section 9.01** The offices of President, Vice President, Secretary, Parliamentarian, Treasurer and Historian shall be selected through application and voting process.

- (a) Applications for executive board positions will be posted by the October General Body meeting of each year. Those interested in applying for an executive board position are expected to complete the application.
- (b) At the November general body meeting voting for each position will take place starting with president then vice president, secretary, treasurer, parliamentarian, and historian. The process for elections is as follows:

**Section 9.02** The term of office for each officer shall be one calendar year (January 1 – December 31). Officers shall be appointed by a designated meeting in November. The new officers will shadow their predecessors for the remainder of the Fall semester and will take office at the first meeting of the Spring semester.

**Section 9.03** The offices of President and Vice-President shall not be from the same organization. Additionally, no organization shall be represented in the executive board more than once twice, except if the open candidate pool is limited to a certain number of organizations.

**Section 9.04** Each term for executive officers will begin on January 1st and end on December 31st. Once elected, the executive officer will be recognized as the elect and shadow their predecessor before transition.

**Section 9.05** If a vacancy in the office of President, Vice President, Secretary, Parliamentarian, Treasurer, or Historian occurs during the year, individuals who meet the eligibility requirements stated in Article VII, Section 4, will have an opportunity to apply and be voted on by the General Body to fill the vacancy. If the vacancy cannot be filled, the officer next in line will take over the responsibilities of that office for the remainder of the term.

## **Article X. Executive Board Officer Duties**

**Section 10.01** President – The President shall be the Chief Executive of the Council. The President of the NPHC is authorized to speak on behalf of the organization or authorize any others speaking on behalf of NPHC. The duties of the President include:

- (a) Serve as the Chairperson of the Executive Board
- (b) preside over all meetings of the Executive Board and the General Body
- (c) appoint committee chairpersons and committee members.
- (d) serve as Ex-Officio member of committees when necessary.
- (e) order and approve the disbursement of funds of the Council and to co-sign checks when necessary.
- (f) call special meetings whenever appropriate.
- (g) represent NPHC at council presidents' meetings.
- (h) represent the NPHC at any University function.
- (i) perform duties of the chief officer
- (j) ensure that the NPHC operates in accordance with the Constitution.

**Section 10.02** Vice President – The Vice President shall assist the President in the performance of duties and preside in the absence or incapacitation of the President. The Vice President is the head of programming for the council. The duties of the VP include:

- (a) Chairing the NPHC planning committee
- (b) Planning the annual fall fest stroll off.
- (c) Serving as point of contact for Homecoming Float build unless delegated to another exec board position.
- (d) Planning NPHC Week
- (e) Planning other events as determined by the Executive Board

**Section 10.03** Secretary - The Secretary shall attend all meetings of the Executive Board and General Body and shall record and distribute the minutes of all meetings. Additional duties of the secretary include:

- (a) Keep a permanent record of all minutes utilizing the NPHC Box accounts including but not limited to exec board, general body, NPHC presidents' meetings, and committee meetings.

- (b) If unable to be at a meeting to take minutes, identify someone to take minutes in the secretary's place.
- (c) Check the NPHC email account (cunphc@clermson.edu) weekly and share any relevant communication with the exec board and respond as needed.
- (d) Maintain the NPHC listserv to ensure all members of the council receive communications.
- (e) Notify council of meeting, collect attendance, and sending out pertinent information in an appropriate timeline.

**Section 10.04** Treasurer – The treasurer will be responsible for the financial management of the council. Duties include:

- (a) collect all dues and other money for the council and deposit all money within five days of receipt.
- (b) Maintain up to date financial records including information for both the on campus and off campus bank account.
- (c) Send out Dues and manage notification of any fines assessed throughout the year.
- (d) Create the council budget and present it to the exec board and general body for approval.
- (e) With help of the President, create the annual CUSG Funding Allocation Request

**Section 10.05** Parliamentarian - The Parliamentarian shall advise on all questions of parliamentary procedure upon request by the President. Additional duties include:

- (a) maintain order at all meetings
- (b) conduct at least one workshop with instructions on proper parliamentarian procedure according to the Robert's Rule of Order
- (c) Is responsible for the ordering stoles for graduating seniors each semester.

**Section 10.06** The Historian is responsible for the Public Relations for the Council. Duties include:

- (a) Maintain the council website and social media accounts
- (b) Create graphics and flyers for the council as needed
- (c) Create opportunities for exposure for both the councils and its chapters

**Section 10.07** Organize annual or semesterly photoshoots to ensure the media/photo content for the council stays current.

## **Article XI. Committees**

**Section 11.01** The standing committees of the NPHC shall be Constitution Revision, Fundraising, Planning Committee, Public Relations, and Community Service. Each committee is responsible for a collaborative NPHC event each semester as deemed necessary by the General Body or Executive Board.

- (a) Community Service/Philanthropy Committee shall receive and evaluate recommendations for community service projects and present recommended service projects to the General Body.
- (b) Planning Committee shall receive and evaluate recommendations for all social event programming, also including NPHC Week and fall fest activities and present recommended ideas for Fall Fest and NPHC week activities to the General Body.
- (c) Fundraising Committee shall focus strategically on methods to bring in money to further provide the financial support NPHC requires to function properly.
- (d) Public Relations Committee shall focus on ways of improving the avenues of which the NPHC voice is heard.

**Section 11.02** Standing committees shall consist of any member of the member organizations. The student must:

- (a) Be in good standing academically and financially with their local and national organizations.
- (b) Be available to attend all scheduled and called committee meetings

**Section 11.03** Other committees as may be deemed necessary to carry on the work of the Council shall be appointed by the President with the approval of the Executive Board.

## **Article XII. Founders Weeks and Reserve Dates**

**Section 12.01** Each active NPHC member organizations will be afforded one week (hereafter referred to as Reserve Week) whose date is determined in the constitution and six days (hereafter referred to as Reserve Dates) during each academic year (3 per semester).

**Section 12.02** Reserve Weeks and Reserve Dates will be respected by all organizations. No group shall have an event open to the public, (specifically Clemson University students) or non-members to coincide with the Reserve Dates/weeks of another. The organization's President and NPHC advisor must clear special cases including formal rushes and informational meetings within 7 days. The NPHC advisor will rule on extenuating circumstances.

**Section 12.03** If, however, a group has selected a reserve date and does not use it they are responsible for notifying the NPHC advisor and executive board two weeks prior to scheduled event. Extenuating circumstances may dictate a period of no less than five days at the discretion of the executive board. If they fail to do so a fine of \$100 will be imposed, and they will be last for date selection for the following academic year



**Section 12.04** If an organization has an event that coincides with the Reserve Week or Reserve Date(s) of another, the case shall be brought before the judicial committee to assess the appropriate fine of \$100-\$600 within two weeks.

- (a) A member's affiliation with an organization while hosting or promoting that coincides with Reserve Week or Reserve Date(s) of another is also subjects to fine by Judicial Committee findings

**Section 12.05** The assignment process of Reserve Dates will take place during the last a President's meeting of each semester to select reserve dates for the upcoming semester. In the case that an organization is not represented by collegiate members, the advisors or sponsoring Graduate Chapter must be notified for this meeting.

**Section 12.06** Reserve Weeks is the period that is designated for the observance of that organization's founding. The specified period of any Reserve weeks is defined as Sunday- Saturday. If weeks cross, the involved member organizations will meet with the judicial board if a decision cannot be reached amongst themselves. The Reserve Weeks for the active NPHC member organizations are:

- (a) Alpha Phi Alpha- Week of February 23rd
- (b) Alpha Kappa Alpha- First full week of February
- (c) Kappa Alpha Psi- Week of October 16
- (d) Omega Psi Phi- Week of November 17
- (e) Delta Sigma Theta- Second full week of February
- (f) Phi Beta Sigma- Last full week in January
- (g) Zeta Phi Beta- Last full week in February
- (h) Sigma Gamma Rho- Week of November 12
- (i) Iota Phi Theta - Week of September 19th
- (j) NPHC Week - Week of Homecoming (if it is the week of October 16th, it will be the following week)

**Section 12.07** Reserve Dates are the three days per semester that each chapter can specify for their activities. These three days will be specified by a lottery system.

**Section 12.08** The order of the lottery pick will be determined by picking numbers in order of national founding dates; always starting with: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc.

- (a) After each eligible chapter has had an opportunity to select their first Reserve Date, each organization will again draw a number, which will determine the order in which they can select their second Reserve Date, and so forth. Three reserve dates will be chosen per semester.

- (b) If for some reason the first organization is unable to draw first (i.e. dues have not been paid), the second organization will select first.
- (c) Any conflicts with non-reserve dates on the calendar must be resolved amongst the involved organizations

**Section 12.09** Bonus Reserve Dates are additional days that can be selected by organizations who do not have a Reserve week, as outlined in the constitution, in the specified semester. Up to 3 optional days can be selected by the organization at the same meeting as Reserve Dates/Reserve Weeks

- (a) Chapters who have the option for the bonus reserve dates can choose to use none, one, two, or all three dates. Once selected these dates are governed by the same rules as Reserve Dates/Weeks.
- (b) Selection of bonus Reserve Dates will happen after all chapters have completed selection of their regular semesterly reserve dates.
- (c) Based on Reserve Weeks outlined in the constitution, the following chapters are eligible for Bonus Reserve Dates in the Fall: Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta, Phi Beta Sigma, Alpha Phi Alpha
- (d) Based on Reserve Weeks outlined in the constitution, the following chapters are eligible for Bonus Reserve Dates in the Spring: Kappa Alpha Psi, Sigma Gamma Rho, Omega Psi Phi

**Section 12.10** Chapters and chapter members may post on social media during others reserve weeks but not during the specific event times of that week but cannot post on individual reserve dates.

### **Article XIII. Council Events**

**Section 13.01** In the case that the Council has a specified meeting, program or event that was voted on as an event of the council, it is the duty of each affiliate member organization to be present and appropriately dressed, at the said event.

- (a) A member organization can petition the President and the Secretary for permission to not attend an NPHC sanctioned event, given that the member organization has a legitimate conflict, and obtains a written excuse from the President, to be forwarded to all delegates, who will be responsible for sharing this information with their respective organizations. Petitions must be received at least 72 hours prior to said event.
- (b) If written consent is NOT obtained from the president, then each affiliate member organization will be represented at the said event. Representation shall be representative of quorum, which shall be present for the duration of the said event.
- (c) If any member organization is found in violation of this requirement, they will be assessed a citation of \$25 for each member under the representation quota, with the option to appeal the citation through the Judicial Committee.

- (d) The citation price per person may vary according to special events (i.e.: retreats, banquets etc.).

## **Article XIV. Mediation & Judicial Process**

**Section 14.01** The Judicial Board Committee shall be a special committee of the Council that deals with violations of the Constitution and By-Laws of the Clemson University NPHC.

**Section 14.02** The committee will consist of the Council President, Secretary (to record minutes) and the NPHC advisor as the Ex-Officio member and delegates from each chapter.

**Section 14.03** The programs of the Council and its member organizations cannot violate any provisions of the NPHC Constitution and By-Laws, University policies or any of the organizations' national policies.

**Section 14.04** Any violation of this Constitution or its related By-Laws shall be administered through the Mediation and Judicial process of the Council.

**Section 14.05** The Parliamentarian will coordinate all mediation and judicial processes.

**Section 14.06** Any alleged violation of the NPHC Constitution and/or By-Laws will be initially adjudicated through the mediation process. If this process is inappropriate or has been unsuccessful, the matter will be referred to the Judicial Committee

- (a) All mediations must take place within two weeks of receipt of the written violation

**Section 14.07** Judicial Board Process is outline as the following

- (a) The time should be convenient for all participants.
- (b) The participants will consist of the President, the delegates, the Secretary (to record minutes), NPHC advisor and judicial committee
- (c) Agenda for Judicial hearing
  - (i) Secretary should take written minutes of the hearing
  - (ii) Identification of alleged violation and findings of the mediation process
  - (iii) Representatives explain their position
  - (iv) Discussion of questions of all participants
  - (v) Excuse the organization(s) being accused
  - (vi) Deliberation by Judicial Committee, if necessary 2/3 majority vote by the judicial committee
  - (vii) Announcement of findings to all participants
  - (viii) The Secretary will follow up with a written summary of the hearing, including any findings or sanctions
- (d) All member organizations must abide by the sanctions levied against the accused organization(s) by the Judicial Committee

**Section 14.08** Appeal request should be provided in writing to the NPHC Parliamentarian within one week of the assessment.

**Article XV. Amendments**

**Section 15.01** A \$250 incentive will be awarded, at the end of the spring semester, to the fraternity OR sorority with the highest cumulative G.P.A. with the minimum being at least 3.0 for the academic year

