Preamble
We, the constituent member fraternities and sororities of the National Pan-Hellenic Council of Indiana State University (hereafter referred to as the NPHC), do establish this Constitution and enter a mutual pledge to work together for these specific purposes: to serve as the governing body of the constituent member fraternities and sororities; to develop unity, cooperation and coordination of activities among constituent member fraternal organizations of the NPHC at Indiana State University realizing each of their goals, and to promote the common interests of the University as an educational institution in service to the State of Indiana. The Council in dealing with individuals or constituent member fraternities and sororities of the NPHC in matter of expansion, pledge, or judicial consideration, shall not use race, creed, color, gender, religion or national origin as a factor in its decisions.

Purpose
The purpose of NPHC is to promote an atmosphere of mutual respect and cooperation among historically Black fraternities and sororities, encourage positive relations between other Greek organizations and councils on the campus of Indiana State University, support and encourage high academic achievement, facilitate a learning atmosphere for students encourage involvement in institutional and community settings, and increase overall civic engagement.

Article I: Name
The name of the organization shall be the National Pan-Hellenic Council at Indiana State University (NPHC).

Article II: University Compliance
This organization shall comply with all policies and regulations of Indiana State University, as well as with all local, state and federal laws.

Article III: Council Finances
A. Active member fraternity and sororities will be assessed a rate of $15 (per active member) each academic semester
B. Payment of dues will include cost of all NPHC council sponsored events unless co-sponsored with non NPHC organizations
C. Dues are to be paid to the Office of Fraternity & Sorority Life by the fourth Wednesday of each academic semester in both the fall and spring
D. Chapters with late dues will be assessed a late fee of $50.00 to be paid by the end of the academic semester
E. If the chapter fails to pay their dues or fines, they will be sanctioned

Article V: Structure

Section 1. Executive Board: The Executive Board of NPHC shall consist of the President, Vice President, Director of Programming, Director of Standards & Scholarship, Director of Public Relations & Social Media, Secretary, and Treasurer.

Section 2. General Body: The General Body is made up of active members of NPHC organizations represented on Indiana State University’s campus who are in good academic and financial standing with their respective organization.

Article VI: Membership

Section 1. Non-Discrimination: Except as protected by federal or legislative act, this organization shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in conduct of its activities or the selection of its members.

Section 2. Organizations: The following organizations are recognized fraternities and sorority members of NPHC: Zeta Rho Chapter of Alpha Phi Alpha, Epsilon Xi Chapter of Alpha Kappa Alpha, Zeta Nu Chapter of Delta Sigma Theta, Zeta Psi Chapter of Phi Beta Sigma, Iota Theta of Zeta Phi Beta, Beta Beta Chapter of Sigma Gamma Rho, Delta Zeta Chapter of Iota Phi Theta, Alpha Zeta Chapter of Kappa Alpha Psi and Chi Sigma Chapter of Omega Psi Phi. These fraternities and sororities have been admitted through the admission process in Article VII.

Section 3. Benefits of Membership: Fraternities and sororities in good standing with NPHC shall have the following benefits:

A. A vote in all aspects of business of NPHC
B. The privilege of sponsoring social events, parties, fund-raisers, formal dances, community service projects and educational events
C. The ability to qualify for recognition for Indiana State University as a registered student organization and all privileges and services associated with that distinction

**Article VII: Admission to the Council**

**Section 1. Chartering:** Upon invitation of a National Social Fraternity or Sorority to charter on the campus and upon approval of NPHC at Indiana State University, that charter shall be recognized as a full voting member of the Council.

The charter process shall consist of:

A. Cumulative chapter grade point average of 2.5 each semester

B. All members of active organizations must remain in good academic standing (2.5 individual GPA) and good conduct standing according to Indiana State University policy
   1. If an active member organization fails to maintain a chapter GPA of 2.5 they will be referred the NPHC Advisor/Assistant Director of Fraternity & Sorority Life for consideration.

C. Each active organization must have at minimum one credential and financial Alumni/Graduate chapter Advisor.

D. Completion of 100 community service hours per academic semester proof of National and Regional clearance

E. Do not miss more than one Tri-Council meeting per semester

F. Chapter reports presented to the Council weekly.

G. Adhere to the rules, regulations, and policies contained herein the Constitution and Bylaws of NPHC

H. Obtain financial status each semester by paying dues by the fourth Wednesday of each Fall and Spring semester
   1. New intakes are included in semester dues

I. Participate in all NPHC activities by 50 percent of chapter members (excused absences are allowed for NPHC members attending class. NPHC members missing council events must notify the Treasurer and provide evidence of their excuse.)

J. Resolution of any violations against NPHC Constitution and Bylaws by its member organizations. These violations must be resolved and written proof provided to either the NPHC Advisor/Assistant Director of Fraternity & Sorority Life by the fourth Wednesday of the start of each academic semester
K. Active NPHC organizations cannot co-sponsor, pair, or facilitate any event with an inactive organization
L. If any of the above admission criteria are not met, the active organization will be sent to the NPHC Advisor/Assistant Director of Fraternity of Fraternity & Sorority Life for consideration
M. For new admission or reactivation into NPHC or reactivation into NPHC, all above must be completed within 16 weeks

Article VIII: Fraternal Chapter Recognition by Indiana State University:

Section 1. The University
A. The NPHC at Indiana State University is under jurisdiction of Indiana State University and must adhere to all rules and regulations thereof
B. The Office of Fraternity and Sorority Life (FSL) is recognized as the advisory component at Indiana State University
   1. As such all documents required by FSL must be submitted by active member organizations in a timely manner as requested by FSL

Section 2. Member of fraternal organizations within NPHC shall both receive official recognition and be in good standing with Indiana State University, only if the chapter meets all of the following criterions:
A. Dissolution of organizing groups of auxiliary groups affiliated with any NPHC fraternity/sorority organizations.
B. Submission of an electronic chapter roster(names, addresses, and local telephone numbers of all current members) via Interactive Collegiate Solutions (ICS) and a paper copy to the NPHC Advisor and the Office of Fraternity & Sorority Life by the second Tri-Council meeting of each semester
C. Completion of all paperwork required by the Office of Fraternity and Sorority Life
D. Agreement to adhere to the Non-hazing guidelines of Indiana State University, the State of Indiana, and each organization’s Headquarters
E. Agreement that all new and active members complete a new membership card, read and sign the Non-hazing Policy, and receive a member bill of rights
   1. If an active member organization is accused of hazing in violation to State and University guidelines, allegations of such activities will be reviewed and
F. Agreement of member fraternity/sorority to notify the Office of Fraternity and Sorority Life of intake schedule

G. Agreement of a member fraternity/sorority to end their membership selection and intake period two weeks prior to the Fall and Spring semester final exam periods

H. Agreement to conduct a meeting with chapter advisor and the chapter for membership before national approval of candidates’) initiation

I. Strict adherence to continuance of fraternity/sorority to the Membership and intake Process as affirmed by the National Pan-Hellenic Council Inc.

J. Strict adherence to continuance of the fraternity/sorority to the procedures and policies of NPHC

K. Continuous maintenance of the required cumulative GPA of 2.5 for the chapter

L. Each active member fraternity/sorority shall be required to abide by the policies of the Late Night Dance Program

M. If any of the above criteria are not met, the active organization will be sent to the NPHC Advisor/Assistant Director of Fraternity and Sorority Life

**Article IX: Council Expectations and Duties**

**Section 1. Community Service:** NPHC must complete one joint community service project per semester

A. 50 percent of the active members of each organization must participate. (excused absences are allowed for NPHC members attending class. NPHC members missing council events must notify the Treasurer and provide evidence of their excuse.)

B. The NPHC Advisor will assess any active member organization a $50.00 fine for failure of any member organization that fails participate in NPHC sponsored community service projects by 50 percent of active member organization

C. A sign-in sheet will be provided by the Director of Programming-at next regularly scheduled general council meeting- following each NPHC sponsored community service activity to verify participation of 50 percent of members

**Section 2. General Council Representation:** Representatives of NPHC shall be limited to two individuals for each organization.
A. All representatives have to be in good standing academically and financially with their representative organization and be in good standing judicially with Indiana State University.

B. Constituent member fraternal organizations of NPHC shall lose both council voting privileges and voting privileges of dates for chapter-sponsored dances, and possible suspension from NPHC, if after two consecutive semesters below a cumulative GPA of 2.5, the chapter is on probation with NPHC; after one semester above a cumulative GPA of 2.5 that chapter will be released from its probation.

C. Only those members delegated as chapter representatives or alternatives at the beginning of each semester shall be allowed to vote at official meetings.

D. Each active member organization has one vote on all matters and proceedings.

E. Each active member organization is responsible for two delegates to attend Tri-Council meetings.
   1. When membership does not allow for participation of two delegates, the active member organization must submit documentation highlighting the reason(s) and be approved by majority vote of the Executive Council for participation in all Tri-Council meetings.
   2. If not approved, they will not be allowed to vote on all matters and proceedings.

Section 3. Organizational Liaison: NPHC may nominate one member to serve as NPHC representative to attend meetings of Student Government Association, and any other organizations identified by the Executive Board.

A. This representative does not have to be a member of the Executive Board but can be a member of any active member organization.

B. Meeting minutes must be submitted by the representatives to meetings outline in Section 2.

Article X: Executive Board Positions and Duties:

The Executive powers of NPHC shall be vested in the Executive Board. The elected officers shall comprise the Executive Board and they shall coordinate all activities of NPHC between regular meetings. At each regular meeting, the Officers will report their activity and seek the approval of the body.
Section 1. President:
A. Serve as Chairperson of the Executive Board; preside at all meetings of the Executive Board and Tri-Council meetings along with Interfraternity Council and Panhellenic Association Presidents.
B. Appoint the chairperson and members of all committees
C. Approve all vouchers for expenditure and the budgeted funds for the Council
D. Write and plan an agenda for each meeting of NPHC and the Executive Board
E. Submit final report of accomplishments and suggestions to the new Executive Board at the end of his/her term
F. Train and assist the President-elect at the beginning of his/her term
G. Represent NPHC in all dealings with Student Government, the Indiana State University Administration, and agencies outside the organization
H. Assign delegates from any NPHC organization to represent NPHC by attending meetings held by Student Government, Indiana State University Administration, and agencies outside the organization with approval of Council
I. Shall meet with each President to find out their concerns and how NPHC can help the chapter
J. Only votes to break a tie

Section 2. Vice President
A. Assist the President in the performance of duties and preside during the absence of the President
B. Shall coordinate activities of the Council
C. Shall appoint the Chairmen
D. Shall plan programs for Executive Officers workshops
E. Shall serve as a liaison between NPHC and each fraternity/sorority chapters officers
F. Shall meet with each President to find out their concerns and how NPHC can help the chapter
G. Shall assist the fraternity/sorority chapter that may be assigned to him/her by the President
H. Select a Chairman for each committee along with suggestions from Executive Board and NPHC Advisors
I. Shall evaluate each Chairman and report to the Executive Board
J. Shall replace Chairmen who do not fulfill their duties
Section 3. Director of Standards & Scholarship

A. Shall remind NPHC officers about University standards

B. Maintain order in meetings and fine those out of order accordingly

C. Shall keep a record of fines and report to Treasurer after each meeting

D. Develop sufficient expertise to advise the President on matters of parliamentary procedure and Senate rules

E. Shall be a member of Judiciary Board

F. Shall keep copies of the Robert Rules of Order

G. Shall assist the presiding officer in following parliamentary procedure and act as the reference person on questions relating to the Constitution and Bylaws

H. Shall ensure that policy decisions are within limits established by the Constitution and Bylaws

I. Shall act as reference for all constitutional or bylaws questions that arise between annual meetings

J. Shall co-write all revisions of the Constitution and Bylaws with the NPHC Advisor

K. Shall explain constitutional issues to the general membership as needed, particularly before a vote on amendments to the Constitution and Bylaws

L. Shall explain constitutional issues to the general membership as needed, particularly before we vote on amendments to the Constitution or Bylaws

M. Shall explain each motion before it is voted upon

N. Shall assess fines for all breaches of Robert Rules of Order during all general and executive council meetings
   A. Fines will not exceed $5.00 per incident (i.e. talking out of turn, disorderly conduct during meetings)
   B. The Director of Standards & Scholarship must assess all fines directly after incident—if not done so, no fine can be assessed at a later date
   C. The Director of Standards & Scholarship shall assign and collect all fines no later than the following Executive Board meeting
      a. Any active member that fails to pay fines before the end of the academic year may be referred to the NPHC Advisor/ Assistant Director of Fraternity Sorority Life
      b. Any active member that fails to pay stipulated fines will be assessed a late fee of $10.00 per week thereafter
Section 4. Director of Programming:
A. Serve as Chair on all NPHC projects and programs
B. Coordinate community service projects with the consent of the council
C. Promote programming collaboration in the Greek community
D. Keep an accurate calendar of all NPHC council and member organization events
E. Assist President with the planning of programs for Executive Officers (workshops)
F. Serve as a liaison among NPHC and each fraternity and sorority chapter officers
G. Select a Chairman for each committee with suggestions from Executive Board and Greek Advisors and evaluate each Chairman and report to the Executive Board
H. Replace Chairmen who do not fulfill their duties

Section 5. Director of Public Relations & Social Media
A. Take all pictures/videos at NPHC events
B. Keep fliers, pictures and other publications for the council electronically
C. Develop all marketing materials for council events
D. Responsible for maintaining all social media accounts for the council
E. Collaborate with the VP of Programming on publicizing council events
F. Assist in coordinating AFLV council submissions

Section 6. Treasurer:
G. Receive and issue receipts for funds
H. Issue all vouchers for the expenditure of funds that have been approved by the President
I. Receive all monies and deposit the exact amount
J. Issue checks for the expenditure of all funds upon receipt of vouchers properly executed
K. Maintain accurate records of the receipt and expenditures of funds
L. Keep a record of fines and report to council after each meeting
M. Assess fines for all breaches of Robert Rules of Order during all general Executive Council meetings

Section 7. Secretary
A. Shall record the minutes of all meetings of the Executive Board and NPHC meeting
B. Shall keep a permanent record of same and any special call meetings, draft and execute any correspondence assigned by the President of by Executive Board
C. Shall keep the official records of the organization
D. Shall write and distribute all memos and letters necessary for NPHC to function effectively
E. Distribute copies of minutes to each fraternity/sorority delegates and Executive Officers

Article XI: Election Process, Terms of Office, and Training

Section 1. Requirements for Nominations:
A. Nominees at the time of election must have a cumulative GPA at/or above 2.7 and be in good standing with the Student Conduct and Integrity and NPHC
B. Nominees must be a full time student of an active undergraduate chapter at Indiana State University before and throughout the term of office
C. Nominations for all NPHC officers will not be limited to members who have served on the Executive Board, but will be open to any active member of a fraternity or sorority in good standing
D. Nominees must be in good financial standing with their representative organizations
E. Non-compliance with any of the stated requirements for office shall void a nomination prior to office elections of if violations occurring during the term of office. Violation shall lead to removal from office
F. Nominations for officers will be accepted two weeks prior to election date
G. No more than two members of the Executive Board shall be members of the same organization (unless the number of organizations is less than three)

Section 2. Election Procedures:
A. The date of the annual election of the Executive Officers will be the first Wednesday of April
B. A majority vote from the entire NPHC membership shall be required for the election of the officers (one vote per chapter)
C. All elections will be held by secret ballot

Section 3. Term of Offices: Each elected officer shall serve for one year, from the first Wednesday of April through the first Wednesday in April; however, the outgoing officer is responsible for training the incoming officer during the week between elections and installations.

Article XII: Conditions of Office

Section 1. Attendance:
A. All Executive Officers are required to attend all NPHC meetings which shall include Tri-Council and Executive Board meetings.
B. If an officer is unable to attend, a one-day notice must be given to the Secretary (except for emergencies, in which case every attempt should be made to contact the President)
C. If the President is absent, the Vice President will serve in the capacity of the President
D. If an officer does not comply they are subject to impeachment for failure to perform duties as an officer.

Section 2. Removal of Officers:
A. If any officer does not maintain a cumulative GPA of 2.7 and is not in good judicial standing with Indiana State University and or his/her own chapter, that officer shall automatically lose their position. This action shall be effective within one week after confirmation of ineligibility
B. Any officer who is absent for three consecutive Executive and/or regular NPHC meetings shall be declared ineligible to serve the remainder of his or her term at the conclusion of the third meeting
C. When a letter requesting reinstatement is received by the President, the President shall present it at the next meeting. That officer can be reinstated by a 2/3 vote of the chapters present
D. Any officer may be removed from office due to lack of performance or abuse of office
E. Any officer may be removed from office for the following reasons:
   1. By the body for a breach of duty
   2. Failure to represent NPHC in a positive manner
   3. Failure to maintain a 2.7 GPA
   4. Failure to remain with good standing with Indiana State University Student Conduct and Integrity

Section 3. Filling of Officer Vacancies:
A. When the Office of President is vacated prior to the normal election date, the Vice President shall assume the duties of the President until elections are held to replace the Office of President
B. When any of the Executive Offices other than President are vacated, the offices may be filled by open elections.

Article XIII: General Council Meetings
Section 1. The council shall be conducted in a professional, business manner and shall abide by Robert’s Rules of Order

Section 2. There shall be no less than two meetings of NPHC council each month. Special meetings can be called by the President or on written application to the President by an active member of a fraternity or sorority at any time

Section 3. No Executive Officer of appointee shall have a vote in legislative matters of the council. The President shall vote only in the case of a tie vote.

Section 4. A quorum consisting of 2/3 of the representatives of the constituent member fraternities/sororities shall be required to carry on the business of the Council

Section 5. It is the responsibility of the Secretary to prepare and distribute minutes of the previous meetings to each voting member of the NPHC at Executive Council and general council meetings

Section 6. Minutes of the previous meetings shall be made available to any request made by active member organizations of NPHC

Article XIV: Distribution of the Constitution

Section 1. The President of each active member fraternity and sorority in the Council shall be given by the Director of Standards & Scholarship a copy of the Constitution of NPHC. This is to occur no later than the second meeting of each semester

Article XV: Duties of NPHC Affiliate Chapter Advisors

Section 1. It shall be the duty of NPHC Advisor to:
B. Attend functions sponsored by NPHC
C. Attend Advisor Meetings held by the Office of Fraternity & Sorority Life
D. Attend at least one chapter meeting a month
E. Perform other duties as prescribed by the Office of Fraternity & Sorority Life
F. Sign on all financial accounts
G. Complete all forms required by the Office of Fraternity and Sorority Life
Section 2. Advisor Restrictions
A. They shall not vote in any Executive or General Council meetings
B. They shall not pay dues to their respective chapters

Article XVII: Amendments

Section 1. The NPHC Constitution and Bylaws may be amended by a petition from any respective organization approved by the General Council’s 2/3 majority vote
A. The amendment must be presented in writing at least one regular meeting prior to the one at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor
B. The revised Constitution shall become effective immediately when ratified by 2/3 majority vote of the General Council

Section 2. Every year the Constitution and Bylaws shall be reviewed and if necessary, revised and updated by the Director of Standards & Scholarship, unless requested by the General Council, Executive Board, or Office of Fraternity & Sorority Life

Section 3. All changes/amendments in the Constitution and Bylaws must be read entirely to the General Council at a regularly scheduled council meeting
A. If no corrections are to be made, at the next scheduled General Council meeting, a motion shall be made to accept the initial reading
B. Upon ratification, the Bylaws shall be the code of Fraternal Association Conduct governing NPHC at Indiana State University
C. The council shall review the Bylaws by the last meeting of each spring semester

Adopted fall 2016
November _____, 2016,
___________________________ President
___________________________ Vice President
___________________________ Parliamentarian
___________________________ Director of Programming
___________________________ Secretary
___________________________ Treasurer

Rev. October 2016 13
Active Member Organizations Fall 2016

___________________________ Alpha Phi Alpha Fraternity, Inc.
___________________________ Kappa Alpha Psi Fraternity, Inc.
___________________________ Omega Psi Phi Fraternity, Inc.
___________________________ Phi Beta Sigma Fraternity, Inc.
___________________________ Zeta Phi Beta Sorority, Inc.