

**INDIANA STATE UNIVERSITY
NATIONAL PAN-HELLENIC COUNCIL
CONSTITUTION**

Preamble

We, the constituent member fraternities and sororities of the National Pan-Hellenic Council of Indiana State University (hereafter referred to as the NPHC-ISU), 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-ISU 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, which will hereafter be commonly referred to as "NPHC-ISU."

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 \$15.00 per member each 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 Friday of each academic year.
- D. Chapters with late dues will be assessed a late fee of \$20.00 per member to be paid by the end of the academic semester.
- E. If the chapter fails to pay their dues or fines, they will be sanctions (Refer to Article XVI for Sanctions and Due Process)

Article V: Structure

Section 1. Executive Board: The Executive Board of NPHC shall consist of the President, Vice President, Director of Programming, Parliamentarian, Secretary, and Treasurer.

Section 2. Chairmen: The Chairmen of NPHC shall consist of Public Relations, Community Service, Philanthropy, and Academic.

Section 3. 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.

Section 4. Nominating Committee: The Nominating Committee shall consist of: NPHC-ISU advisor(s), and one representative from each active organization who is not on the current ballot. The main role of the committee is to organize, disburse, and facilitate all activities in regards to the elections. In the event of a tie, the Nominating Committee shall be responsible for breaking all ties in regards with the election.

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 (Refer to Article XIII for voting format)
- 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/Director of Fraternity & Sorority Life for consideration.
- C. Each active organization must have four credential and financial Alumni/Graduate chapter Advisors
- D. Completion of at least 175 community service hours per academic semester proof of National and Regional clearance
- E. Do not miss more than two 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
 - a. New intakes are included in semester dues
- I. Participate in all NPHC activities by 51 percent of chapter members
- 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 or the 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 and the 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
 - a. 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 criteria:

- 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 referred to Indiana State University Office of Student Conduct and Integrity for review and adjudication
- 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. If any of the above criteria are not met, the active organization will be sent to the NPHC Advisor/Director of Fraternity and Sorority Life

Article IX: Council Expectations and Duties

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

- A. 51 percent of the active members of each organization must participate
- B. A \$5 fine per member not in attendance will be assessed to the member organization.

Section 2. General Council Representation: General Council of NPHC shall be composed of no less than two individuals for each organization per meeting.

- A. Of the two or more individuals present at NPHC meetings, there shall be one designated Chapter Representative per organization, whom will be granted the ability to cast one vote on all matters and proceedings at said meetings respectively.
- B. 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

- C. 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
- D. Only those members delegated as chapter representatives at the beginning of each semester shall be allowed to vote at official meetings
- E. Each active member organization is responsible for two delegates to attend Tri-Council meetings.
 - a. 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
 - b. Executive Board members can count as a delegate.
 - c. If not approved, they will not be allowed to vote on all matters and proceedings.

Article X: Executive Board

- A. 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.
- B. The Executive Board hereby is prohibited from amending the constitution or the bylaws without the approval of the body.

Article XI: Executive Board Positions and Duties

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 and serve as Co-Chair member of all committees with exception of the nominating committee
- 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. Represent NPHC in all dealings with Student Government, the Indiana State University Administration, and agencies outside the organization
- G. 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
- H. 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 plan programs for Executive Officers workshops
- C. Shall serve as a liaison between NPHC and each fraternity/sorority chapters officers
- D. Shall meet with each President to find out their concerns and how NPHC can help the chapter
- E. Shall assist the fraternity/sorority chapter that may be assigned to him/her by the President

Section 3. Parliamentarian

- 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 keep copies of the Robert Rules of Order Newly Revised
- F. Shall perform any other duties assigned to him/her by the President
- 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 write all revisions of the Constitution and Bylaws
- K. Shall explain constitutional issues to the general membership as needed, particularly before a vote on amendments to the Constitution and Bylaws
- L. The Parliamentarian must assess all fines directly after incident—if not done so, no fine can be assessed at a later date
- M. The Parliamentarian 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/Director of Fraternity Sorority Life

Section 4. Director of Programming:

- A. Coordinate social activities of the Council
- B. Submit report of events and plans
- C. Work with the Community Service Chair to coordinate all community service efforts

Section 5. Treasurer:

- A. Receive and issue receipts for funds

- B. Issue all vouchers for the expenditure of funds that have been approved by the President
- C. Receive all monies and deposit the exact amount
- D. Issue checks for the expenditure of all funds upon receipt of vouchers properly executed
- E. Maintain accurate records of the receipt and expenditures of funds
- F. Keep a record of fines and report to council after each meeting

Section 6. 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 or 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 XII: Chairmen Positions and Duties

Section 1. Public Relations

- A. Shall be responsible for all multimedia. (Photos, videos, etc.)
- B. Shall maintain all social networks in regards NPHC-ISU.
- C. Shall be responsible for all NPHC-ISU publicity and advertisement.

Section 2. Community Service/Philanthropy

- A. Shall oversee and organize all community service events sponsored by NPHC-ISU
- B. Shall provide a sign-in sheet at next regularly scheduled general council meeting- following each NPHC sponsored community service activity to verify participation of 51 percent of members. (refer to Article IX section 1.)
- C. Shall be responsible for all gift-in-kinds and philanthropic endeavors.

Section 3. Academic

- A. Shall oversee and coordinate all educational events of NPHC-ISU
- B. Shall be responsible for the disbursement of all scholarships provided by NPHC-ISU

Section 4. Fundraising

- A. Shall oversee and coordinate all fundraising endeavors sponsored by NPHC-ISU
- B. Must hold at least two fundraising events each semester

Article XIII: 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 2.5 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 (a minimum of one academic semester and attend $\frac{3}{4}$ NPHC meetings
- 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 shall be submitted two week prior to the nominating committee.
- 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 second Wednesday of November.
- B. Officers shall be elected by a simple two-thirds majority of the voting delegates of the Council with each member organization having one vote
- C. All elections will be held by secret ballot

Section 3. Term of Offices:

- A. Each elected officer shall serve for one year, from the second Wednesday of November through the second Wednesday in November; however, the outgoing officer is responsible for training the incoming officer during the week between elections and installations.

Article XIV: 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 NPHC 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 a 2.5 and is not in good judicial standing with Indiana State University and or his/her own chapter, the officer in question must be served properly. This action shall be effective within one week after confirmation of ineligibility (See Article XVI for Sanctions and Due Process)
- 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 and must be served properly
- C. Any officer may be removed from office due to lack of performance or abuse of office
- D. Any officer may be removed from office for the following reasons:
 - a. By the body for a breach of duty
 - b. Failure to represent NPHC in a positive manner
 - c. Failure to maintain a 2.5 GPA
 - d. Failure to remain with good standing with Indiana State University Student Conduct and Integrity
- E. A written document of all alleged charges must be served to the officer by the Vice President of Standards and signed by the NPHC advisor before the officer can be removed from his/her position
- F. A sanction hearing must occur by the beginning of the second NPHC meeting with the NPHC advisor present as a witness to ensure due process. After the defense has been presented, further action taken by the NPHC will be determined by the simple majority of a two-thirds vote

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 XV: General Council Meetings

Section 1. The council shall be conducted in a professional, business manner and shall abide by Robert's Rules of Order Newly Revised

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. All voting matters shall follow a simple two-thirds majority vote

Article XVI: Distribution of the Constitution

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

Article XVIII: Sanctions, fines, and Due Process

Section 1. In the event a member of NPHC fails to comply with and/or uphold any of the mandates as outlined by this Constitution, the member organization can be sanctioned

- A. Fineable offenses include:
 - a. Excessive cursing during a meeting
 - b. Talking out-of-turn during a meeting
 - c. Disruptive behavior during a meeting
 - d. Unexcused tardiness or leaving a meeting early without an excuse to the President/Advisor
- B. Offenses that can be sanctioned include:
 - a. Missing a mandatory council-sponsored event
 - b. Political or social misrepresentation of the council
 - c. Failure to maintain 51% of chapter representation respectively at NPHC sponsored event
- C. A written document of all alleged charges must be served to the violator by the Parliamentarian and signed by the NPHC advisor no later than the next NPHC meeting before an officer can be removed from his/her position or a general member of NPHC can be fined or sanctioned
- D. A hearing must occur by the beginning of the second NPHC meeting with the NPHC advisor present as a witness to ensure due process. After the defense has been presented, further action taken by the NPHC will be determined by the simple majority of a two-thirds vote of the chapters present at the meeting. Possible actions include but are not limited to:
 - a. Fines of \$5 per incident which will be deducted from the violator's chapter account
 - b. Possible sanction by NPHC
- E. If the council feels that the incident outweighs the fine, the council reserves the right to sanction the violator. If a member of NPHC is sanctioned, a fee of \$40 will be deducted from the violator's chapter account. In the event a sanction is upheld, the council reserves the right to bar the offender from future meetings and NPHC sponsored events.

Section 2. When a letter requesting reinstatement is received by the President, the President shall present it at the next meeting. That officer or violator can be reinstated by a 2/3 vote of the chapters present.

Article XIX: 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 Vice President of Standards, 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 2014

October _____, 2014, Executive Board Meeting

- _____ President
- _____ Vice President
- _____ Parliamentarian
- _____ Director of Programming
- _____ Treasurer
- _____ Secretary
- _____ NPHC Advisor