



Constitution and Bylaws of the National Pan-Hellenic Council University of Michigan

Updated April 2008

Constitution

Article I

Section I: Name

The official name of the organization shall be the University of Michigan chapter of the National Pan-Hellenic Council, Inc.

Section II: Purpose

The purpose of the National Pan-Hellenic Council (NPHC) shall be to enhance fellowship among the predominantly African-American fraternities and sororities on campus through closer interaction among each other in the interest of improving social and philanthropic relations and increased communication with the University population. It shall also provide a focusing agent by which NPHC members can come together and channel their combined strength for the benefit of their individual organizations, the NPHC as a whole, and the student body at the University of Michigan.

Section III: Composition

- A. The University of Michigan chapter of the National Pan-Hellenic Council shall reflect the composition of the National Pan-Hellenic Council and consist of only chapters recognized by their national organization. The members of the University of Michigan Chapter shall consist of Alpha Phi Alpha Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Alpha Kappa Alpha Sorority 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.
- B. Active Chapter. An active chapter is a chapter that has paid all due and has all rights and privileges granted in the Constitution and Bylaws.
- C. Probationary Expansion Chapter. A probationary chapter is an organization seeking to re-establish an active chapter at the University of Michigan. Said organization must be an established nationally recognized National Pan-Hellenic Council fraternity or sorority. While under a probationary period, members of the organization will have (1) vote in the Legislative body; however, its members will be ineligible for executive or judicial office. Probation shall last the duration of one full semester.
- D. Suspended Chapter or Organization. A suspended chapter is a chapter that has lost its active status membership in the council due to a violation of national or local council bylaws, and/or violations of said organizations national bylaws.
- E. Inactive Chapter. A chapter that has not paid due and/or fines in the allotted time given by the judiciary committee.

Section IV: Voting

Each active chapter shall have (2) votes, which may be exercised by the organization's two official delegates or duly authorized alternates. Chapters consisting of four or less members will have two votes if at least one of their members is present. For chapter five or more, if only one delegate is present the chapter receives only (1) vote. In the event of a tie vote, the President will serve as a tiebreaker.

Section V: Quorum

A quorum shall consist of at least one representative from 2/3 of the active chapters.

Section VI: Amendments/Ratification

This constitution of the National Pan-Hellenic Council can be amended by a 2/3 majority vote of all the active chapters, following the approval of the seconded motion to enact such changes. Amendments to the Constitution and Bylaws will become effective the following academic year or otherwise noted in the amendment.

- A. Amendments must be submitted in written form to the executive board one week prior to discussion.

Article II

Section I: Elected Officers

The National Pan-Hellenic Council will consist of elected officers, which will be called the Executive Board.

- A. President, who shall be the presiding officer of the council and chair its meetings when President. The President will be a non-voting member of the council except in the event of a tie, and serve as the official spokesperson for the council.
- B. Vice-President, who shall assist the chair in the administration of the Council's business, and shall preside in the official session in the absence of the President, The Vice-President shall also serve as the executive board's representative on all Committees.
- C. Secretary, who shall keep the minutes of the council meetings and distribute copies of the minutes to all active chapters prior to each meeting. The Secretary will be responsible for compiling the official calendar of the Council one month prior to the 1st day of said semester. The Secretary will also keep a running tally of attendance at all NPHC meetings and sponsored functions for the purpose of levying fines.
- D. Treasurer, who shall monitor all financial transactions and concerns of the National Pan-Hellenic Council. Also, the treasurer shall maintain current financial records of the organization at all times; prepare a semester budget presented at the 1st council meeting of the said semester. The Treasurer is responsible for the collection of receipts and funds, and the presentation of weekly reports. The Treasurer shall also serve as the co-chair fundraising committee.
- E. Parliamentarian, who shall keep records of the constitution and all amendments and maintain order in all meetings using Robert's Rules of Order as a reference point; The Parliamentarian shall serve as the chair of the disciplinary committee, also be responsible for the preparation and presentation of contractual agreements between active chapter and the Council
- F. Co-Fundraising Chair, who shall be responsible for all coordination and execution of efforts solely to raise money for the council.
- G. Community Service Chair, who shall be responsible for organizing and facilitating community service events, with the minimum requirement of one per month.
- H. Publicity Chair, who shall be responsible for all publications and promotions for the council.

Section II. Eligibility

All officers must be enrolled students and active member of active chapters of The National Pan-Hellenic Council-UofM chapter prior to the term election is sought. Officers must be enrolled for the fall semester of their elected term. The position of President requires at least one-year service on the Executive Board prior to the term election is sought; unless no candidate with one-year of service on the Executive Board is available as a candidate.

Section III: Term of Office

The term of office for all positions shall be one year.

Section IV: Election of Officers

Applications for office are due one week prior to Election Day with two nominating signatures. One signature must be from a current executive board member.

On day of election Candidate will deliver a speech not to exceed 5 minutes. Elections will follow each office.

Section V: Removal/Impeachment of Officers

In the case of attempted removal of an Executive Officer the following procedure applies.

- A. To formally remove or impeach an officer, an active member of an active chapter must formally submit a written allegation stating how the officer has failed to perform his or her duties, to the executive board one week prior to discussion.
 - i. Upon receipt of written statement, the Executive Board, excluding the officer in question, shall determine with a majority vote if there are grounds for an impeachment proceeding.
- B. The officer in question shall be informed in writing of the proceedings within 24 hours of the complaint being submitted.
- C. If a motion is made to remove the President from office, the next succeeding officer in the order of election shall call the meeting and run the proceedings.
- D. If the Executive Board determines an impeachment proceeding must take place, impeachment will be determined at a mass council meeting by a two-thirds majority vote of active chapter representatives.
- E.

Section VI: Order of Succession

In the event that an executive officer is unable to perform his or her duties or is unable to be in attendance at the University Michigan for any reason, then the following order of succession shall be implemented: Parliamentarian to Treasurer; Treasurer to Secretary; Secretary to Vice-President; Vice President to President.

Until a proper election process can be held, the office of Parliamentarian shall be filled by an NPHC member who is appointed by the President.

In the event that a promoted officer cannot or does not wish to take his or her new office, then the officer must occupy the new office until an election process can be held to fill the vacancy. The aforementioned officer has the option of returning to his or her former position or yielding that position to another NPHC member selected through the election process.

Article III

Section I: Meetings

Council meetings shall take place weekly on a day of the week to be determined by the Executive Board, at the beginning of the academic year.

Section II: Executive Board

The Executive Board shall meet at a time prior to the council meeting, to determine agenda, programming, and other council issues.

Section III: Attendance

Each active chapter shall have two chapter representatives to serve as voting representatives at council meetings. Failure of a representative to attend 75% of meetings may result in fines of the member's organization and/or temporary removal of that representative's voting rights and funding privileges. The disciplinary committee will consider the matter and make a recommendation to the full council.

All Executive Board members are expected to fulfill 100% attendance. The disciplinary committee will consider the matter and make a recommendation to the full council.

Bylaws

Article I- Organizational Planned Events

Section I: Founders' Day Clause

The National Founders' day of each respective organization within the National Pan-Hellenic Council shall be reserved solely for said organization as it regards programming/sponsorship, or public organizational activity of any kind (e.g. December 4th is solely reserved for Alpha Phi Alpha Fraternity Inc.). Each respective organization is also entitled to monopolizing one day additional to the National Founders' Day. However, this entitlement is restricting to within three calendar days of said Founders' Day before or after day. Other member chapters shall not host and/or have official advertisement for events on days reserved as National Founders' Days.

- A. Sponsorship includes hosting and/ or official advertisement

Section II: Penalties for Violations of Founders' Day Clause:

Should an active chapter within the NPHC violate the Founder's Day Clause, that active chapter shall be subject to a fine of up to \$500 and removal from the next NPHC sponsored step show. The fine shall be paid to the National Pan-Hellenic Council and the violated organization, with the split being 50-50. Failure to pay the fine, in a time period allotted by the judiciary committee, will result in suspension from the NPHC.

Section III: Programming Calendar Submission Clause:

All active chapters shall submit programming semester calendars to the NPHC Executive Board no later than two month prior to the first day of said semesters. This will allow the E-board

substantial time to mitigate any scheduling conflicts between active chapters in a positive way for all sides, which shall be done no later than one month prior to the first day of said semester. All scheduling conflicts will result in direct mediation by the NPHC E-board and the affected organizations. The agreed upon changes from the mediation must take place within two weeks of the decision.

Should an active chapter be late in their semester calendar submittal, said active chapter cannot and will not be protected by or have privilege to Article I of the NPHC Bylaws, with the exception of Section I and II. However, protection and privilege to the Article I can be reinstated via a 2/3 vote of the council.

Section IV: Exclusive Calendar Day Allotment Clause:

All active chapters will be entitled to (5) calendar days throughout the academic year, which are to be submitted to the NPHC E-board with the submission of the following Fall semester calendar. These dates shall be nonconsecutive to each other. Active chapters will be notified of overlaps and conflicts of these days within (14) days of calendar submittal. Said overlaps and conflicts shall not be mediated by the NPHC E-board, but instead an agreement must be reached by the active chapters involved. Resolutions to conflicts and overlaps must be reported back to the E-board no later than (10) days of original notification. Should a resolution not be reached within that (10) day period, preference for said days shall be determined by the NPHC E-board. Notice of the E-board's decision will come no later than (4) calendar days from the end of the (10) day period.

Section V: Penalties for Violations of Sections III and IV Policies Clause:

Should an active chapter within the NPHC that has not followed the above outlined protocol of planned events proceed in violation of said protocol (e.g. set up a program on an overlapped day despite not submitting a calendar on time), that organization shall be fined up to \$250, paid to the National Pan-Hellenic Council. Failure to pay the fine, in a time period allotted by the Judiciary Committee will result in suspension from the NPHC.

Article II National Pan-Hellenic Council Community Service Events

Section I: Description

Responsibility for all National Pan-Hellenic Community Service Events will fall under the jurisdiction of the Community Service Committee. The committee will be headed by a chair. The chair will organize a minimum of (1) community service event per month

Section II: Community Service Attendance

Attendance policy for these events is as follows: Active chapters (5) or larger must have at least two representatives present, while chapters of four (4) or less must have at least one representative present at all community service events in each semester. Failure to comply with 75% of attendance will result in an organizational fine, up to \$100.

Section III: Interaction

Each active chapter, in addition to National Pan-Hellenic Council community service events, shall be responsible for working with at least (2) active chapters per academic year, in the form of a fundraiser, community service program, social program (non-party), or community activism.

Article III Finances

Section I: SOAS

The National Pan-Hellenic Council will maintain a checking account in the Student Organization Account Services office, under the organization's name, to hold all funds received by National Pan-Hellenic Council.

Section II: Dues

At the start of each semester the NPHC Executive Board shall set the dues to be approved by a majority vote of the council at the first meeting of the semester. Each active chapter shall pay said dues as an active member per capita fee to the National Pan-Hellenic Council.

These dues will be collected in the Fall and Winter semesters at a date determined by the treasurer. Until the payment of membership dues, no organization can be recognized as an active chapter of the National Pan-Hellenic Council

Article IV: Disciplinary Agreement

Section I: Agreement

All organizations that are a part of the NPHC are subject to all rules, fines, dues, and punishments set up by the National Pan-Hellenic Council. Further, as members of the University of Michigan Greek Community, National Pan-Hellenic Council members agree to adhere to the rules, judicial processes, and requirements of the Greek Activities Review Panel and the Hazing Task Force. Furthermore, as members of the University of Michigan Chapter of the National Pan-Hellenic Council, active chapters will comply with National organizational policies deeming member organizations as non-hazing organizations.

Section II: Greek Activities Review Panel

- A. The Greek Activities Review Panel shall have jurisdiction over causes referred to them by the N.P.H.C. General Council, member organizations, or individual members, involving an organization's violation of guidelines and rules delineated by the Constitution and Bylaws of the N.P.H.C. Further, the National Pan-Hellenic Council may refer an organization to the Greek Activities Review Panel, for failure to comply with fines, due payment, and or other specific conduct violations determined by the N.P.H.C. (for example: Step Show Conduct Violations). Further, an organization under sanctions from the N.P.H.C. may appeal an N.P.H.C. decision to G.A.R.P.
- B. G.A.R.P. will be co-chaired by the NPHC Executive Vice President who will serve as one of the four Chief Justices.
- C. In the case that a conflict of interest exists for the NPHC Chief Justice, or the hearing requires the testimony of the Chief Justice as a witness, the active NPHC Justices must select among themselves a member to serve as acting Chief Justice, until the completion of said hearing.
- D. The NPHC Legislative Body will elect a maximum of eight (8) and a minimum of four (4) active members to serve on GARP at the second NPHC meeting of the calendar year.
- E. No more than two (2) members per chapter may serve at the same time on the Board. This does not include the Executive Vice President.
- F. Vacancies and Removal: In the case where a Justice is no longer able to fulfill his/her duties and must vacate their position, the President may elect someone to fill the vacated seat, or leave the position unfilled. If a Justice fails to complete his/her duties to the satisfaction of the Executive Board, General Council, and/or G.A.R.P. membership, the Council may follow the same procedures of officer impeachment to remove a Justice.
- G. All further procedures and specifics of G.A.R.P. are defined in the G.A.R.P. Bylaws.

Section III: Hazing Task Force

- A. The NPHC Parliamentarian will serve as a NPHC liaison to the Hazing Task Force.
- B. A maximum of four (4) and a minimum of two (2) active NPHC members will be appointed to the Hazing Task Force by the current NPHC Parliamentarian at the end of the Fall semester.
- C. The term of office will last until the end of the next calendar year.
- D. The HTF will handle complaints of hazing regarding the four Greek councils.
- E. The procedures for the HTF are defined in the Greek Community Policy Regarding Hazing.

Article V: Pledge

The National Pan-Hellenic Council will officially open every meeting with the recitation of the National Pan-Hellenic Council Pledge.

Article VI: Attendance

Attendance requirements for active chapters of the National Pan-Hellenic Council are as follows: In order for an activity to be considered mandatory, the chair should bring the proposal before the general body for a vote. Each active chapter must attend activities that are deemed mandatory by the vote. Failures to attend mandatory events are punishable by fines, up to \$100. Failure to pay fines in the time allotted by the Judiciary committee will result in suspension from the NPHC.

Article VII: Fines

- A. Failure to pay fines in the time period allotted by the Judiciary Committee will result in suspension until fines are paid.

Article VIII: Representation

A nationally-recognized chapter with no undergraduate members can be represented on the council by the designated graduate advisor of the chapter. The advisor may pay dues, vote, and actively participate in all NPHC functions. The advisor's presence will not, however, the attendance policies will not apply.

Article IX: National Pan-Hellenic Council Committees

Section I: Fundraising Committee

The Fundraising Committee shall be responsible for general fundraising duties of the Council.

- i. Composition - The Fundraising Committee will consist of a minimum of (4) appointed active member of active chapters of the University of Michigan Chapter of the NPHC.
- ii. Responsibilities - The Fundraising Committee will be responsible for at least (2) fundraising projects per academic year other than the NPHC Icebreakers or step shows.
- iii. Fundraising Co- Chairs - The Community Service Chair will be an elected position not on the Executive Board. The Fundraising Co- Chairs will be responsible for

organizing committee meetings and reporting the results bi-weekly at NPHC meetings. The Chair is also responsible for attending Executive Board Meetings.

Section II: Community Service Committee

- A. The Community Service Committee will be responsible for all service projects organized by NPHC
 - iv. Composition - The Community Service Committee will consist of a minimum of (4) appointed active member of active chapters of the University of Michigan Chapter of the NPHC.
 - v. Responsibilities - The Community Service Committee will be responsible for organizing a minimum of (1) community service event per month.
 - vi. Community Service Committee Chair - The Community Service Chair will be an elected position not on the Executive Board. The Service Project Committee Chair will be responsible for organizing committee meetings and reporting the results bi-weekly at NPHC meetings. The Chair is also responsible for attending Executive Board Meetings.