

NATIONAL PAN-HELLENIC COUNCIL, INC. of INDIANA UNIVERSITY

CONSTITUTION

PREAMBLE

We, the representatives of historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing that their certain areas of action and programming that can best 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

Section 1. The name of this organization shall be the National Pan-Hellenic Council (NPHC) of Indiana University.

ARTICLE II- PURPOSE

- Section 1.** The purpose of NPHC is to:
- A. Promote an atmosphere of mutual respect and cooperation between the historically African American fraternities and sororities.
 - B. Facilitate cooperative activities and functions with all of the Greek councils on the campus of Indiana University.
 - C. To encourage positive relations with all other Greek councils on the campus of Indiana University.
 - D. Disseminate information for a better understanding of Greek functions and purpose throughout the larger community of the university.
 - E. Support and encourage high academic accomplishments.
 - F. NPHC shall abide by the rules set forth by the National NPHC body.

ARTICLE III - POWERS

Section 1. Individual Organizations

- A. Each active member organization has one vote on all matters and proceedings.
- B. Each member of the organization has the right to function autonomously when conflicts arise between the actions and proceedings of IU-NPHC and their national or chapter constitutions (with written verification from a higher and proper authority).

Section 2. General Body

- A. The general body has the voting power on all matters.
- B. The general body has the power to elect officers.
- C. The general body has the power to impeach officers.

Section 3. Executive Board

- A. The president shall serve as chairmen at all meetings (regularly scheduled or otherwise).
- B. The Executive Board shall have the power to call an emergency meeting of the general body which necessitates action between general council meetings. A report must be made at the next regular meeting regarding the emergency meeting.
- C. The Executive Board has the right to override any constitutional interpretation of the Parliamentarian.

Section 4. Judiciary Board

- A. The Judiciary Board shall consist of the 1st Vice President and the presidents of each active organization.
 - 1. It has the power to deliver mandates to the member organizations and review constitutional disputes on bylaws, violations, and to mediate organizational disputes.
 - 2. The Judiciary Board is to act as the official judiciary-sanctioning group.
 - 3. The Judiciary Board must inform the council of all decisions.
- B. The Judiciary Board's decision is final with a majority vote, unless accused organization appeals the decision.
 - 1. The General Council will then vote on the Judiciary Board's decision by a 2/3 vote.

C. Judicial Proceedings

1. The organization with a dispute must first contact the 1st Vice President of IU-NPHC with a formal written complaint.
2. The 1st Vice President of IU-NPHC will then set a meeting with the presidents of the organizations, who have conflicts, to discuss possible solutions.
3. If the problem is resolved in Article III, Section 4, C, 2 of Judicial Proceedings, then no further actions will be taken.
4. If the dispute was not resolved, the 1st Vice President of IU-NPHC will summon the Judiciary Board with written suggested solutions to be voted upon.
5. If 1st Vice president is a member of one of the organizations involved within the dispute, then the President shall handle the Judicial Proceedings with the 1st Vice President. The President will then give final possible solutions regarding the dispute.
6. If accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing, by the next General Council meeting following the hearing between both organizations.

Section 5. The University

- A. The National Pan-Hellenic Council of Indiana University is under the jurisdiction of Indiana University and must adhere to all rules and regulations thereof.

ARTICLE IV - MEMBERSHIP

Section 1. The following recognized fraternities and sororities are members of the local IU-NPHC chapter; Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., and Omega Psi Phi Fraternity, Inc. The Greek lettered organizations stated above are considered active or inactive in status at Indiana University. No other organizations shall have the right to participate within the IU-NPHC chapter.

Section 2. Criteria for Active Membership

- A. Adhere to the rules and regulations and policies contained herein the constitution and by-laws of IU-NPHC.
- B. Obtain financial status each semester by paying dues

- C. Be responsible for at least one community service project per semester in the Indiana University and Bloomington communities.
- D. Participate actively in all IU-NPHC events.
- E. Not miss more than two meetings per semester.
- F. Inactive organizations will be held accountable for all violations against the IU-NPHC constitution and bylaws of its member organization. These violations must be resolved before the start of the probationary period in order to reactivate membership.
- G. Active IU-NPHC organizations cannot sponsor, pair, or facilitate any event with an inactive organization. If so, that active organization will be sent to Judiciary Board for further actions.
- H. **THERE ARE NO WITHDRAWALS FROM IU-NPHC WHATSOEVER.**
- I. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members are included in semester dues. If dues are not paid by the second general council meeting of that semester, the organization becomes inactive and must adhere to criteria for membership in Article IV of the IU-NPHC constitution.

Section 3. Representatives of IU-NPHC shall be limited to two (2) individuals for each organization. Unless an organization has a membership of three (3) or less then, only one (1) individual is required to become a representative. All representatives have to be in good academic and financial standing with their respective organization. Only those members delegated as chapter representatives or alternates at the beginning of each school semester shall be allowed to vote at official meetings.

Section 4. Active members shall be the members who have paid all required dues and assessments.

Section 5. NPHC may nominate two (2) members to serve as representatives or alternates to the following organizations: Black Student Union and the National Association for the Advancement of Colored People.

Section 6. Executive Board members do not function as representatives and cannot vote unless by proxy.

Section 7. Executive Board members must be an active member of their respective organizations.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Officers

- A. President
- B. Vice President
- C. 2nd Vice President
- D. Secretary
- E. Treasurer
- F. Parliamentarian
- G. Historian
- H. Public Relations

Section 2. Term of Office

- A. Each elected officer shall serve for one year, March through March. However, the outgoing officer is responsible for training the incoming officer from the time of elections (last meeting in March) until the last meeting of the spring semester at which time training will be finished.

Section 3. Selection and Training

- A. New officers shall be elected the last meeting in March.
- B. All candidates for each office must be from active member organizations.
- C. Candidates who have been recently initiated are allowed to seek office.
- D. The period from March through April will serve as a training period during which the newly elected officers will become familiar with their duties of the office. The new officers will facilitate the last meeting in April and all meetings thereafter and within their term of office.

Section 4. Succession

- A. In the event of the premature vacancy of the office of the President, the current 1st Vice President will assume the title and duties of President. The 2nd Vice President then moves to the 1st Vice President position and assume all duties of that position. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election.

Section 5. Attendance

- A. All officers will be required to attend all IU-NPHC meetings which shall include general council, judiciary, and executive board meetings. If an officer

is not able to attend, a one (1)-day notice must be given to the President (except for emergencies, in which case every attempt should be made to contact the President). If the officer does not comply, they will be subject to impeachment from failure to perform duties as an officer.

Section 6. No more than two (2) officers of the Executive Board shall be members of the same organization.

Section 7. The duties of IU-NPHC officers shall be as follows:

A. President

It shall be the duty of the President to:

1. Preside over all meetings and to enforce the constitution and by-laws of the Council.
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Declare the results of Council voting, stating passing, failed, or tie.
4. Call special/emergency meetings.
5. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Council.
6. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation.
7. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
8. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Council's treasury accounts.

B. 1st Vice President

It shall be the duty of the 1st Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. Serve as ex-officio member of all committees
3. Develop special programs and projects to further the development of IU-NPHC.

4. Chair at least one standing committee.
5. Be responsible for all IU-NPHC social events
6. Present a written report at each meeting.
7. Act as liaison between the IFC, MCGC, and PHA Greek councils.

C. 2nd Vice President

It shall be the duty of the 2nd Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. Serve as ex-officio member of all committees.
3. Develop special community service programs and projects to further the development of the IU-NPHC.
4. Chair at least one standing committee.
5. Be responsible for all IU-NPHC community service events.
6. Present a written report at each meeting.

D. Secretary

It shall be the duty of the Secretary to:

1. Maintain accurate minutes of all proceedings at general council meetings, executive board meetings, and general council meetings.
2. Keep minutes with the following information:
 - a. Every motion
 - b. The name of the representative and organization who introduced the motion, as well as the name of the seconder and his/her respective organization.
 - c. The action taken on the motion.
 - d. Date, time, and place of the next general council meeting and/or executive committee meetings.
3. Compile all minutes in the Official IU-NPHC Record Book.
4. Present the minutes from the previous meeting to the body for approval prior to the start of the following general council meeting.

5. Have on hand all records and information committed to his/her care, including a copy of the IU-NPHC constitution and by-laws.
6. Preside over all meetings in absence of the President, 1st Vice President, and 2nd Vice President.
7. Conduct the correspondence of the Council, both within the membership and outside of the membership.
8. Maintain a correspondence file and read any copies of correspondence before the Council.
9. Maintain a roster of all member organizations which should include chapter advisors, chapter presidents, voting representatives, and the alternates.
10. Maintain a roster of all IU-NPHC executive officers
 - a. Each roster should contain:
 - i. Name, IU-NPHC Position, Chapter, Organization
 - ii. Current campus mailing addresses
 - iii. Current local phone numbers
11. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members by use of e-mail, telephone and by posting notices in individual mailboxes.
12. Reserve all meeting rooms.
13. Assist the 1st and 2nd Vice President with planning and publicity for all major social events.
14. Present a written report at each meeting.
15. Collect all written excused absences and keep a file.
16. Reserve rooms for NPHC business and emergency meetings.
17. Be responsible for ordering and keeping an inventory of all supplies.

E. Treasurer

It shall be the duty of the Treasurer to:

1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues. He/She must give a written status report at each meeting.
2. Give receipts for all fines or dues as they are paid and keep record of these transactions.
3. Submit dues and bills to the council.
4. Deposit all funds received, after verification by the executive committee.
5. Issue checks upon receipt of vouchers.
6. Prepare a budget for the following year by the first meeting in April for approval by the body.
 - a. Note: This budget must be prepared by the current treasurer and the newly elected treasurer. The budget shall be approved for the upcoming year by the Council (majority vote) by the last meeting in April.
7. Preside over all meetings in the absence of the President, 1st Vice President, 2nd Vice President, and Secretary.
8. Advise executive board in regards to financial standing and recommend possible expenditures.
9. Shall have name on all financial accounts.
10. Sign on financial accounts.

F. Parliamentarian

It shall be the duty of the Parliamentarian to:

1. Be well versed in Robert's Rules of Order.
2. Be well versed in the IU-NPHC constitution and bylaws, and any amendments made to them.
3. Be responsible for the enforcement of the IU-NPHC constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.
4. Serve as interpreter in the case of any procedural dispute.
5. Assist the President in keeping order in all meetings.

6. Remove any representative from any meeting at the request of the President or the body.
7. Keep a voting record of all official motions and/or resolutions that come to the council. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.

G. Historian

It shall be the duty of the Historian to:

1. Keep NPHC website updated monthly.
2. Check NPHC website guestbook for new entries bi-weekly.
3. Take pictures at all NPHC events.
4. Keep a NPHC scrapbook of events with pictures.

H. Public Relations Chair

It shall be the duty of the Public Relations to:

1. Responsible for all publicity coverage of NPHC events
 2. Serve as a liaison between Inter-fraternity Council, Multi-Cultural Greek Council, and Pan-Hellenic Association
 3. The campus e-mail distributor
 4. Responsible for press releases, flyers, radio ads, and IDS releases
- I. All officers shall perform other duties as prescribed by IU-NPHC or so deemed necessary by the President.

ARTICLE V – DUTIES OF IU-NPHC ADVISOR

Section 1. It shall be the duty of the IU-NPHC Advisor to:

1. Attend all Greek Affairs emanating from the yearly programs set-up by IU-NPHC.
2. Attend all of the meetings of IU-NPHC, both regular and emergency meetings.
3. Perform other duties as prescribed by IU-NPHC or Greek Life.

4. He/She shall not vote or pay dues.
5. Shall have name on all financial accounts.
6. Sign on financial accounts.

ARTICLE VI - AMENDMENTS

- Section 1.** The IU-NPHC Constitution and Bylaws may be amended by a petition from any respective organization approved by IU-NPHC by two-third (2/3) majority vote.
- Section 2.** The amendment must presented in writing at least one (1) regular meeting prior to the one (1) 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.
- Section 3.** The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.
- Section 4.** Every third (3rd) year the constitution and by-laws shall be revised and updated, unless requested by the NPHC executive council or its advisors.

ADOPTED SPRING 2005
January 24, 2005, Eighth General Council Meeting
Jeremy Morris, President
Abby Jellinek, 1st Vice President
Antoine Jones, 2nd Vice President
Jasmine Wright, Secretary
Jared Dawson, Treasurer
Darren Blakely, Parliamentarian
Kelli Gaston, Historian
Maya Wilkes, Historian