



CONSTITUTION AND BYLAWS: NATIONAL PAN-HELLENIC COUNCIL, INC. AT WEST VIRGINIA UNIVERSITY

CONSTITUTION

PREAMBLE

We, the representatives of historically black established community service fraternities and sororities, similar in structure and background at West Virginia University, recognize the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities. Recognizing that there are certain areas of action and programming that can be best carried out by joint efforts of all such organizations, and believing that these needs can be best 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 – ORGANIZATIONAL NAME

Section 1. NAME

The name of this organization shall be the NATIONAL PAN-HELLENIC COUNCIL, INC. AT WEST VIRGINIA UNIVERSITY. Hereafter referred to as the NPHC at WVU.

ARTICLE II – PURPOSE, GOALS, OBJECTIVES

Section 1. PURPOSE

The purpose of NPHC at West Virginia University shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, NPHC at WVU promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local councils of NPHC at WVU, and provides leadership training for its constituents.

Section 2. GOALS

The goals of the NPHC include:

- Promote superior standards of scholarship, service, and leadership.
- Create a harmonious working relationships amongst affiliate organizations
- Preserve the cultural heritage of the historically Black community service Greek organizations
- Provide programs designed to enhance the social, cultural, and educational life of the campus minority community

- Act in accordance with The National Pan-Hellenic Council, Inc, and West Virginia University policies and procedures.
- Act upon matters of mutual concern to the affiliate organizations
- Foster an understanding of the structure and method of operation among the affiliate organizations
- Support Greek Unity in the effort to coordinate and plan all-Greek programs and to foster ongoing communication between the three governing councils in the Greek Life community

Section 3. OBJECTIVES

In the furtherance of the Mission statement, NPHC recognizes the following objectives. NPHC:

1. Serves as the communication link between/amongst the fraternities and sororities especially in matters such as scheduling workshops, programs, and events.
2. Works cooperatively with and contributes to other community groups.
3. Provides unity and economic empowerment through and by its member organizations.
4. Performs such other coordinating functions as set forth within the National Constitution and Bylaws of the NPHC or as determined by the National Executive Board of the NPHC, Inc.
5. In instances of NPHC AT WVU members' difficulties, all chapters involved shall do their utmost to restore harmony and prevent adverse publicity.
6. NPHC AT WVU will not impose any rule or penalty, which will violate any established policy or procedure of one or more of the NPHC affiliate organizations.
7. NPHC AT WVU must work with college/university administrators in an effort to build a constructive working relationship, which will lead to the furtherance of their joint objectives.
8. NPHC AT WVU will actively recruit chapters in their immediate area that are inactive with respect to NPHC.
9. NPHC AT WVU will insure that each NPHC affiliate chapter is granted equitable voting privileges within the established council.
10. NPHC AT WVU will pay all dues and assessments to local, regional, and national levels in a timely manner.

ARTICLE III – MEMBERSHIP

Section 1. NPHC MEMBERSHIP

Membership in NPHC shall be limited to the organizations that are members of the national body of National Pan-Hellenic Council, Inc. They include:

- Alpha Kappa Alpha Sorority, Inc.,
- Alpha Phi Alpha Fraternity, Inc.,
- Delta Sigma Theta Sorority, Inc.,
- Kappa Alpha Psi Fraternity, Inc.,
- Iota Phi Theta Fraternity, Inc.,
- Omega Psi Phi Fraternity, Inc.,
- Phi Beta Sigma Fraternity, Inc.,
- Sigma Gamma Rho Sorority, Inc.,
- Zeta Phi Beta Sorority, Inc.

Section 2. ACTIVE MEMBERS

Active members are hereby defined as active WVU undergraduate members of an active NPHC at WVU chapter.

Section 3. AFFILIATED MEMBERS

Affiliate members shall be recognized by NPHC at WVU as active undergraduate members of an inactive NPHC organization at WVU. Affiliate members must be recognized by a majority of the voting body before being allowed to represent their organization in meetings.

Section 4. NONDISCRIMINATION

In keeping West Virginia University's policy of nondiscrimination, our organization does not discriminate on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status and physical or mental ability or disability

ARTICLE IV – STRUCTURE

Section 1. EXECUTIVE BOARD

There shall be an Executive Board for NPHC at WVU.

Section 2. GOVERNING BOARD

- A Governing Board shall constitute the voting body for NPHC. The president of each chapter or designee shall serve as the voting delegate in NPHC matters and act on behalf of their chapter of membership. In cases where the president or designee is unable to attend, the chapter must provide a suitable proxy.
- The Governing Board shall be responsible for disciplinary actions and fines levied by NPHC with regards to conflicts of dates and conduct unbecoming.
- The Governing Board is the final word in all matters pertaining to NPHC and its member organizations. In the event that there is a rulings or policies not clearly outlined in this constitution that is levied, any member organization, regardless of inactive or active status, may be allowed to bring their complaint to the Governing Board to make a ruling on the matter within ten (10) working business days of filing a formal letter with NPHC.
- The Governing Board is to take no more than ten (working) business days to reevaluate the sanction and give the member organization the verdict.

Section 3. POLICY ADHERENCE

Our organization is willing to abide by all West Virginia University policies, procedures, and guidelines, especially relating to on or off campus activities which our organization may sponsor or in which we may participate.

ARTICLE V– EXECUTIVE BOARD

Section 1. COMPOSITION

The Executive Board shall consist of President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 2. RESPONSIBILITIES

The Executive board shall be responsible for the broad general policies of the NPHC and for instructing the Council regarding activities to be executed on behalf of the NPHC.

Section 3. ELIGIBILITY

Candidates for an Executive Board position must be a fulltime registered student at West Virginia University, a member of a chapter in good-standing with NPHC, have a 2.5 GPA, and be in good-standing with their chapter of membership. New members initiated within the same semester of elections are not eligible to run for President.

No more than two (2) members of the same fraternity or sorority can serve on the Executive Board at any time.

ARTICLE VI – ADVISOR

Section 1. UNIVERSITY ADVISOR

The NPHC Advisor shall be a University appointed by the Office of Fraternity and Sorority Life.

ARTICLE VII – MEETINGS

Section 1. MEETING DATES

The Governing Board shall meet twice monthly at a time and place determined by the Executive Board.

- Notices: Notices of the meeting shall be issued not less than 48 hours preceding the meeting and 24 hours preceding special meetings.

Section 2. OPEN MEETINGS

All NPHC meetings shall be open meetings except for any meetings deemed necessary to close at the discretion of the Executive Board.

Section 3. QUOROM

Two-thirds of the member chapters eligible to vote shall constitute a majority for the transaction of business.

Section 4. SPECIAL MEETINGS

The Executive Board may call emergency meetings as deemed necessary by the President.

- Notices: Notices of the emergency meetings shall be made 24 hours preceding the meeting.

Section 5. MEETING PROTOCOL

Meetings and business shall be governed by Robert's Rules Newly Revised Edition except in matters specifically provided for in the Constitution, by-laws, and/or standing rules.

Section 6. ATTENDANCE

Failing to attend NPHC business meetings will result in the following consequences.

1st absence = written warning

2nd absence = \$25 fine to chapter

3rd absence = \$50 fine + removal of one program during current or following semester

4th absence = organization will be deemed inactive and unrecognized as an active NPHC chapter

Section 7. TARDINESS

Failing to arrive on time for NPHC business meetings will result in the following consequences. Tardy is defined as arriving ten (10) minutes after publicized meeting start time.

1st absence = written warning

2nd absence = \$5 fine to chapter

3rd absence + = \$10 fine for each occurrence in the future.

Section 8. EXCUSED ABSENCES

Each chapter is allowed one written excused absence by giving a 24-hour notice in advance, per semester.

Section 9. SUSPENDED/UNRECOGNIZED CHAPTERS

- Organizations under suspension or unrecognized must still attend meetings to retain membership; excused absences by that organization after suspension will result in a fine.
- The organization loses the right to vote and is not entitled to any benefits during the semester suspension; this includes dates for events and participation in the program planning for the following semester.
- During suspension, annual dues are also required to maintain membership.

ARTICLE VIII –VOTING

Section 1.

Each member organization shall have one vote in all NPHC matters made by the president, unless privileges have been revoked.

Section 2.

It shall take a simple majority (50% plus 1) affirmative vote to approve all business of NPHC.

Section 3.

Executive Board members may only vote by secret ballot in the case of a tie. In the case of a tie of the Executive Board, the President shall vote. All secret ballots shall be kept on record for the remainder of the current semester. The President and advisor shall count all votes.

Section 2.

No Executive Board member shall be considered a voting delegate for his/her organization unless their chapter's membership is 2 members or fewer.

ARTICLE IX – DUES & FINES

Section 1.

The Executive Board has the power to levy fines and set dues on behalf of NPHC

Section 2.

Membership dues are fifty dollars (\$50) or ten dollars (\$10) per chapter member, per semester, whichever amount is greater.

Section 3.

- Payment of dues will be collected at the first meeting of the first full month of the semester (September and February).
- Payment of fines is due 14 days from the invoice receipt and appeals can be brought to the Executive Board of NPHC.
- Late payment of dues and fines – For every subsequent week that dues are delinquent, a ten dollar (\$10) late fee shall be imposed.
- If payment of dues and fines are not paid within one month of the due date, that organization will be deemed inactive and unrecognized as an active NPHC chapter.

Section 4.

NPHC has the discretion to set forth fines pertaining to social media.

ARTICLE X – AMENDMENTS

Section 1.

This constitution shall be amended by an affirmative two-thirds vote by the Governing Board

Section 2.

All proposed amendments shall be submitted in writing to the Executive Board at least 14 days prior to the

Governing Board meeting.

Section 3.

The Executive Board shall distribute each proposed amendment with its recommendation to the General Body and all affiliate organizations at least 14 days prior to the next Governing Board Meeting.

BYLAWS

ARTICLE I – DUTIES OF EXECUTIVE BOARD OFFICERS AND ADVISOR

Section 1. President

- A. Serve as chairperson of the Executive Board.
- B. Preside at all meetings of the Executive Board and the Governing Board
- C. Serve as ex-officio member of all committees
- D. Review all requisitions for budgeted funds
- E. Vote in case of a tie
- F. Serve as the official spokesperson for NPHC
- G. Maintain a complete and up-to-date President's file
- H. Serve as chairperson of the Judicial Board
- I. Serve on University committees as the official representative for NPHC, unless otherwise
- J. Perform all additional duties to this office as deemed by the Executive Board

Section 2. Vice-President

- A. Assist the President in the performance of their duties
- B. Preside over Governing Board meetings and Executive Board meetings in the President's absence
- C. Coordinate activities assigned by the President
- D. Responsible for the planning and oversight of the yard show and step show.
- E. Coordinate representatives from NPHC to attend Greek-related activities
- F. Coordinate preparation and activities for summer orientation/resource fairs
- G. Coordinate and update the programming calendar on behalf of NPHC
- H. Coordinate all programs and service projects for NPHC
- I. Oversight of the NPHC programming calendar and preside over program planning meeting
- J. Perform all additional duties pertaining to this office as deemed by the Executive Board

Section 3. Secretary

- A. Record and maintain the minutes of all meetings of the Executive Board and the Governing Board.
- B. Coordination of room reservations on behalf of NPHC Executive Board
- C. Publish and distribute minutes to Advisors and NPHC members within 48 hours of the meeting.

- D. Keep an up-to-date roll of the members of NPHC and keep accurate records of attendance at meetings
- E. Distribute the constitution and bylaws to each affiliate organization
- F. In concert with the treasurer, provide accurate records for fines.
- G. Responsible for the official correspondence of NPHC, which includes “thank you” letters, cards, and other correspondence deemed appropriate.
- H. In conjunction with the Vice President, assist with oversight of the NPHC programming calendar and co-preside over program planning meeting.
- I. Perform all additional duties pertaining to this office as deemed by the Executive Board

Section 4. Treasurer

- A. Responsible for the oversight of NPHC’s finances.
- B. Maintain and present the NPHC budget and distribute to the Governing Board.
- C. Approve all budget requisitions.
- D. Responsible for the prompt payment of all bills.
- E. Responsible for countersigning checks and maintaining the online checking account.
- F. Fill out year-end reports.
- G. Responsible for the collection of membership dues and fines and promptly deposit all monies received within 24 hours of receipt.
- H. Planning and implementing fundraising efforts on behalf of NPHC.
- I. Create monthly reports for NPHC showing beginning balance, cash received and source, cash disbursed and for what purpose, and a new balance. Copies of monthly reports shall become part of the NPHC minutes.
- J. Perform all additional duties pertaining to this office as deemed by the Executive Board

Section 5. Parliamentarian

- A. Assist the presiding officer in the interpretation of the Constitution and By-Laws.
- B. Enforce Robert’s Rules of Order, which shall be the official parliamentary guide for the conduct of meetings.
- C. Provide general order for all voting processes for the Governing Board. All vote counts shall be tallied and confirmed to the presiding officer.
- D. Interpret the rulings of the President and guide the council in all legal matters and be responsible for keeping the Constitution and By-Laws up to date and correct.

Section 6. Advisor

- A. The NPHC Advisor shall be a University appointed by the Office of Fraternity and Sorority Life.
- B. Must be a full-time faculty or staff member of the university (Medical Corporation employees are not eligible).
- C. Shall advise NPHC at WVU on matters involving budgeting, programming activities, policy and organizational operations.
- D. Provide training and support of student leadership development.
- E. All requests from permission to solicit funds on campus, reserve space in campus facilities, and grant request from the SGA Board of Finance must include the advisor’s signature.

- F. Advisor is required to be present at all events held on and off campus.
- G. Must be aware of all council meetings.

ARTICLE II – QUALIFICATIONS OF OFFICERS

- Section 1. Candidates for an Executive Board position must be a fulltime registered student at West Virginia University, a member of a chapter in good-standing with NPHC, have a 2.5 GPA, and be in good-standing with their chapter of membership. New members initiated within the same semester of elections are not eligible to run for President.

ARTICLE III – EXECUTIVE BOARD ELECTION PROCEDURE

- Section 1. Nominations for elections will be taken at the first Governing Board meeting in April. Nominees must be present to be nominated.
- Section 2. Officers shall be elected at the second Governing Board meeting in April and assume their positions at that meeting
- Section 3. Officers shall be elected by s a simple majority vote (50% + 1)
- Section 4. Votes shall be cast by secret ballot
- Section 5. Upon voting, if no candidate receives a simple majority, a runoff vote shall take place between the two candidates with the most votes. If a simple majority is still not reached, the election shall be decided by a majority vote of the members of the outgoing Executive Board.

ARTICLE IV – REMOVAL FROM OFFICE

- Section 1. A member of the Executive Board shall be removed non-voluntarily from office if he/she fails to fulfill his/her duties as a member of the Executive Board as outlined in these bylaws. Removal from office requires a 2/3 affirmative vote by the Executive Board.

ARTICLE V – FILLING AN UNEXPIRED TERM

- Section 1. In the event of the resignation or permanent disqualification of the NPHC President, the Vice President shall succeed in office until a President is elected during the next Governing Board Meeting.
- Section 2. In the event the resignation or permanent disqualification of an NPHC officer, the NPHC President shall appoint a successor with the confirmation of the NPHC Executive Board.

ARTICLE VI – PROGRAMMING

- Section 1. NPHC shall facilitate the selection process of educational programming date/week.
- Section 2. Each member organization shall be allotted one week per semester for educational

programming during which no other member organization can program without prior written consent. NPHC's President, Secretary, and Advisor must receive a copy of the consent letter.

- Section 2. In recognition of traditional events and founding dates, NPHC at WVU will honor and block off these dates for programming.
- Traditional Events – Dates that have been used by the same member organization for two or more consecutive years. Limit two per organization per year.
 - Programs and events hosted on national and chapter founding dates of member chapters, shall be hosted by that particular fraternity or sorority only, unless otherwise approved.
- Section 3. In recognition of our fraternal values and the importance of scholastic achievement in the NPHC community, additional days shall be awarded to chapters based upon the previous semester's chapter GPA (active and new member combination). GPA will not be rounded up. The schedule for additional days is follows:
- 4.00 – 3.00 = 5 programs per semester
 - 2.99 – 2.55 = 4 programs per semester
 - 2.54 – 2.50 = 3 programs per semester
 - 2.49 – 0.00 = 0 programs per semester
- Section 4. Co-programming: Two (2) additional dates will be provided to chapter for co-programming with Greek organizations. Chapters are free to co-program with other recognized student organizations (not Greek) as often they see fit – other member chapters will be able to program on that day.
- Section 5. Parties: Parties hosted by member chapters do not count toward programs and will not be facilitated, governed, or monitored by NPHC.
It's highly recommended that Chapters do not schedule parties on the same date
- Section 6. Passive Programs: Passive programs held during daytime hours [8:00am – 3:00pm] do not count toward the additional program allotment. Passive programs include fundraisers, philanthropy events, raffles, and promotional tabling between the hours of 8:00 am and 3:00 pm.
- Section 7. Cancelling a program: to cancel a program, a chapter representative must send an email notification to the Vice-President, President, and NPHC Advisor 14 days prior to the program. Failure to notify the officers 14 days prior to the program will result in \$75 fine.
- Section 8. Violations: Should a chapter host additional programs beyond their allotment a fine will be issued. Payment of fines is due 14 days from the invoice receipt and appeals can be brought to the Executive Board of NPHC. The fine schedule is as follows:
- 1st violation (per academic year) = \$50 fine
 - 2nd violation (per academic year) = \$100 fine
 - 3rd violation (per academic year) = referral to NPHC advisor

ARTICLE VII – COMMUNITY PARTICIPATION AND STANDARDS

Section 1. As members of NPHC, chapters are expected to participate and contribute to the advancement of our council. As a result, the NPHC Executive Board has authority require attendance/participation in circumstances of shared interest with 30 days notification.

Section 2. If a chapter is unable to participate or fulfill their commitment, they must notify the NPHC President and Advisor and provide a rationale at least 14 days prior to the event. Failure to notify 14 days prior will result in a \$75 fine assessed to the chapter.

Article X: Sanctions

Section 1: IMPEACHMENT

Upon report that the President of NPHC has displayed conduct unbecoming, that officer is subject to impeachment as outlined by the Constitution. Other members of the Executive Board can be removed only after being given a hearing, after which the remaining Executive Board is to vote on the continued status of the officer.

Section 2: MISCONDUCT OF GOVERNING BOARD MEMBER

Upon report that a member of the Governing Board has exhibited conduct unbecoming, that member shall be brought before the Governing Board. If the Governing Board by a two-thirds (2/3) vote finds that the member has exhibited such conduct, he/she is subject to the following sanctions:

- 1st Offense: Warning
- 2nd Offense: Removal from position

Section 3: MISCONDUCT OF NPHC MEMBER ORGANIZATION

Upon report of conduct unbecoming of NPHC has been displayed by a member organization, the President of NPHC is to call a meeting of the Governing Board, at which said member organization is to answer the allegations. If the member organization is found to have committed the allegations by two-thirds (2/3) vote of the Governing Board, the following sanctions are to be levied:

- 1st Offense: \$100
- 2nd Offense: \$200 and possible social probation
- 3rd Offense: Social probation of one (1) full semester
- 4th Offense: Social probation of one (1) full year

Section 4: ABSENCE OF MEETINGS

Failing to attend NPHC business meetings will result in the following consequences.

1st absence = written warning

2nd absence = \$25 fine to chapter

3rd absence = \$50 fine + removal of one program during current or following semester

4th absence = organization will be deemed inactive and unrecognized as an active NPHC chapter

Section 5: DEFINITION OF SOCIAL PROBATION

A. In addition to previously outlined criteria, member organizations are subject to be placed on Social Probation when one or more of the following criterion are met:

1. Compliance with the Office of Fraternity and Sorority Life Accreditation Program.
2. Semester or Cumulative Chapter GPA below 2.5

B. Social Probation includes:

- a. Loss of scheduled week and/or any social events that are hosted by the member organization on or off campus
- b. No participation in social events hosted by any registered organization at West Virginia University.
- c. Absolutely no parties (on or off campus) are allowed while on social probation.
- d. Social Probation shall be for a duration of one semester.

ARTICLE IX – AMENDMENTS

Section 1. These bylaws shall be amended by an affirmative two-thirds vote by the Governing Board

Section 2. All proposed amendments shall be submitted in writing to the Executive Board at least 14 days prior to the Governing Board meeting.

Section 3. The Executive Board shall distribute each proposed amendment with its recommendation to the General Body and all affiliate organizations at least 14 days prior to the next Governing Board Meeting.

