



The Constitution and By-Laws of the
National Pan-Hellenic Council
of
The College of Charleston

ARTICLE 1-NAME

- Section 1. This organization shall be called the National Pan-Hellenic Council of the College of Charleston and shall be referred to as CofC-NPHC.
- Section 2. The CofC-NPHC chapter shall maintain active status with the National Pan-Hellenic Council, Incorporated.

ARTICLE II- PURPOSE AND EMPHASIS

- Section 1. The purpose of the CofC-NPHC chapter shall be:
- A. To create and maintain high standards in the life of fraternities and sororities.
 - B. To perpetuate constructive fraternity and sorority relationships.
 - C. To foster an understanding of the structure and method operation among the affiliate organizations.
 - D. To address, coordinate, and develop action strategies on matters of mutual concern to affiliate organizations.
 - E. To serve as the conduit for such action plans as may be developed
- Section 2. The emphasis of CofC-NPHC chapter shall be:
- A. To contribute to the political, spiritual, social, economic, and cultural life on the campus of the College of Charleston and the surrounding areas through the presentation of programs.
 - B. To give avid support to the upward mobility of the students on the campus and the youth of the community.

ARTICLE III- MEMBERSHIP

Section 1. The members of the College of Charleston National Pan-Hellenic Council shall consist of the organizations represented and recognized by the National Pan-Hellenic Council and the College of Charleston. These include:

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

Section 2. Each affiliate member organization shall notify the Council, in writing, of the names, email addresses, and phone numbers of its official members. Only the official representatives of an affiliate organization are authorized to vote. Two votes are allotted to each active member organization.

Section 3. Active member organizations shall be:

- A. Those affiliated organizations that have paid the required dues by the required deadline.
- B. In good standing with the College according to the prescribed guidelines in the Student Handbook for Organizations and the College of Charleston Office of Fraternity and Sorority Life.
- C. Those in good standing according to their National guidelines.

Section 4. Inactive member organizations shall be those who do not follow the guidelines as stated in Article III, Section 3.

Section 5. Consequences

- A. Inactive member organizations shall not be recognized by the governing body of CofC-NPHC, will lose access to the CofC-NPHC calendar, will have all NPHC house access revoked, will lose the ability to participate in Borelli awards, etc. until deemed active.
- B. If a member organization chooses to secede from the general body, they will lose their recognition by the College of Charleston Office of Fraternity and Sorority Life.

ARTICLE IV- EXECUTIVE OFFICERS

Section 1. The elected officers of CofC-NPHC shall be: President, Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Greek Relations, Historian and Member(s) at Large. Community Service and Step Show chair will be appointed by the NPHC Executive Board.

- A. The executive board shall consist of the executive officers elected by the general body and/or appointed by the council.
- B. Executive officers are required to attend all executive board meetings and general body meetings.
- C. Executive officers shall prepare a report to be introduced at the beginning of each executive board meeting and general body meeting.
- D. Executive Officers, whether elected or appointed, shall have a Cumulative GPA of at least a 2.5/4.0 scale.
- E. All officers shall serve one term in office. One term is equivalent to two FULL academic semesters.
- F. After new officers are elected, they must attend a mandatory new officers training retreat.

Section 2. Elections

- A. Elections and voting will take place during the last NPHC general body meeting of the academic year.
- B. All officers must fill out the required application for the position he/she desires.
- C. Each nominee will be allowed time to present themselves and their platform to the general body.
- D. The power of two votes will be granted to each member organization recognized by the CofC-NPHC. If a tie occurs, there will be a re-vote. In a situation where there is another tie, the current president will break the tie and the vote will stand.

Section 3. Responsibilities of the Officers

- A. The President shall:
 - a. Be the chief executive officer of the Council
 - b. Preside over all Executive Board and General Body meetings
 - c. Represent the Council as the official spokesperson of the CofC-NPHC
 - d. Create an Agenda for all meetings
 - e. Cast a tie-breaking vote in the case one is needed
 - f. Have served on the Executive Board or in a comparable leadership position.
- B. The 1st Vice President shall:
 - a. Assume the duties of the President in his/her absence
 - b. Oversee Programs that implement our National Programs

- c. Keep the master calendar up to date
 - d. Preside over the calendar code
 - e. Advise the Council President on proper parliamentary procedure in accordance with the Council Constitution and the current edition of Robert's Rules of Order.
 - f. Establish and maintain decorum at meetings.
- C. The 2nd Vice President shall:
- a. Oversee and Coordinate special events such as "Meet the Greeks" during the Fall semester, NPHC week, Pep Supper and any other council events as the council sees fit.
 - b. Serve as the liaison between all Greek organizations.
 - c. Make sure all Fraternities and Sororities are aware of events, times, and locations. Be directly responsible for oversight of all committee activities.
- D. The Secretary shall:
- a. Record the minutes of all Council proceedings and keep official records.
 - b. Have the primary responsibility for communicating with the Council members and coordinating all Council correspondence.
 - c. Record and distribute the minutes of all Council meetings.
 - d. Take attendance at the beginning of every meeting.
 - e. Bring an updated copy of the bylaws to EVERY meeting.
 - f. Oversee all room reservations for council meetings and events.
- E. The Treasurer shall:
- a. Receive dues from organizations and record it.
 - b. Maintain financial records of all receipts and disbursement of cash in the CofC National Pan-Hellenic Council account.
 - c. Co-sign with the President for all disbursements of Council funds.
 - d. Submit an official report at each business meeting.
 - e. Notify each affiliate member organization assessment (ie. dues, fines, etc.).
- F. The Historian shall:
- a. Maintain an active log of the council programs and activities
 - b. Remain in constant contact with active affiliate organizations in order to obtain photos and pictures of events
 - c. Attend the programs of active organizations in order to take pictures
 - d. Supervise the NPHC website and all social media accounts
 - e. Oversee CofC-NPHC Public Relations and Advertising.
- G. Member(s) at Large shall:
- a. Be contingent upon whether an organization is not represented on the executive board.

- b. Serve on committees as needed.

H. Community Service Chair shall:

- a. Develop council-wide service opportunities.

I. Step Show Chair shall:

- a. Plan and coordinate the annual CofC-NPHC step show.

Section 4. Impeachment

A. Policy

- a. An officer will be up for review if that person accumulates more than two unexcused absences from any council meeting. (Executive Board or General Body).
- b. Grounds for impeachment include but are not limited to excessive unexcused tardiness, unexcused absences, not performing the duties of that office, or student conduct violations.
- c. Any Executive Board member who misses more than four excused absences of an Executive Board and/or General Body meeting will be under review and sanctions will be decided by the Executive Board. These can extend from being replaced or any other sanctions deemed by the Executive Board by a popular vote. Excused absences are defined as proper notification to the Advisor and the President 24 hours prior to the scheduled meeting.

B. Review Policy

- a. Any active member of the CofC-NPHC Council may recommend to the highest ranking officer, not under review, that an officer be evaluated.
- b. The highest ranking officer, not under review, shall have the authority to initially evaluate that officer.
- c. The highest-ranking officer, not under review, shall present the issue to the Executive Board/Committee.
- d. The Executive Board shall submit a copy of written complaint to the person under evaluation, and shall request that the person respond within forty-eight hours.

ARTICLE V- DELEGATES

Section 1. Each active chapter of CofC-NPHC shall have two appointed delegates to represent the chapter. In extenuating circumstances, the chapter will be responsible to send another chapter representative.

Section 2. All Delegates shall have these responsibilities:

- A. The primary duty of the delegate(s) is to serve as the communication link between their chapter and Council.
- B. The delegate(s) is responsible for being familiar with the Constitution and By-Laws of the CofC-NPHC and delivering them to their chapter.

- C. The delegate(s) should always work to stabilize forces within their chapter and strengthen chapter/council relations.
- D. The delegate(s) is to be an active and cooperative member of their chapter and of CofC-NPHC.
- E. The delegate(s) must work to educate their chapter on basic ideas such as unity and promotion of friendship.
- F. The delegate(s) must attend **All** meetings. If they will not be present, it is the Delegate's responsibility to see that the designated proxy take their place.
- G. Must be a financial and active member of their respective chapter.
- H. Their respective chapter must be active at the College of Charleston and recognized by their national organization.

Section 3. General Body Meetings

- A. Meetings of CofC-NPHC General Body shall be made regular, as deemed necessary, by the Executive Board.
- B. Special meetings may be called by the Executive Board when necessary.
- C. General Body meetings shall be held bi-weekly, unless informed otherwise by the Executive Board.
- D. A quorum for transaction of business shall consist of representatives of at least half of the affiliated member organizations.

Section 4. Executive Board Meetings

- A. All appointed officers shall serve as ex-officio members of the Executive Board (without a vote)
- B. The Executive Board shall meet as necessary to carry out the business of CofC-NPHC Chapter between regularly scheduled Council meetings.

ARTICLE VII-FINANCES

Section 1. The operating budget of the Council shall be obtained by assessing each affiliate member organization an amount agreed to by the Council.

Section 2. The Council budget for the next fiscal (academic year) shall be approved by vote of the council at its last general body meeting in April.

Section 3. The fiscal (academic year) shall be from the first day of school until the last day of classes.

Section 4. All payments and contracts need to be signed by the Treasurer and Advisor(s) and reviewed by the President in order to have a binding agreement.

Section 5. Dues must be paid by the second general body meeting of each semester.

1. Dues not paid by _____ are considered delinquent and chapters will lose their right to be represented on CofC NPHC. Dues not paid by _____ will require chapters to pay a reinstatement fee.

ARTICLE VIII-AMENDMENTS

Section 1. Amendments to the Constitution shall be reviewed each semester.

Section 2. Proposed Amendments from each affiliate organization shall be submitted to the Executive Board in written form two meetings before the last general body meeting of that semester.

ARTICLE IX-RATIFICATION

Section 1. This constitution shall become effective immediately after ratification by majority vote in the General Body meeting of the National-Pan Hellenic Council.