



DEPAUW UNIVERSITY

Est. 1837

The Constitution & Bylaws of the National Pan-Hellenic Council, Inc. of DePauw University

PREAMBLE:

We, the representatives of historically black established community service fraternities and sororities, similar in structure and background with undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate historically black Greek letter fraternities and sororities, especially those on the campus of DePauw University, recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that the needs can be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and by the National Pan-Hellenic Council, Incorporated constitution and bylaws.

ARTICLE I.

NAME

The name of this organization shall be the National Pan-Hellenic Council, Inc. of DePauw University, hereinafter referred to as "NPHC of DePauw University."

ARTICLE II.

OBJECTIVES

The objectives of the NPHC of DePauw University shall be to:

1. Serve as a governing body of all affiliate organizations.
2. Promote awareness of affiliate organizations, National Pan-Hellenic Council, Inc. and DePauw University Greek Life.
3. Foster unity and understanding among all affiliate organizations of National Pan-Hellenic Council, Inc.
4. Serve as a resource for DePauw University in matters concerning National Pan-Hellenic Council, Inc.
5. Address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations and to serve as a conduit for such action plans.
6. Promote superior scholarship as basic to intellectual achievement.
7. Promote service to the community as a basic principle of Black Greek organizations.

ARTICLE III.

MEMBERSHIP

There shall be three classes of membership: Regular, Special, and Non-Voting Guest. The Regular membership of NPHC of DePauw University shall be comprised of affiliate organizations of the National Pan-Hellenic Council fraternities and sororities recognized by and in good standing with the DePauw University Student Government. Regular membership has privileges, such as voting rights.

The Special membership of NPHC of DePauw University shall be comprised of affiliate organizations of the National Pan-Hellenic council fraternities and sororities that are not recognized by and in good standing with the DePauw University Student Government, but have members that are full-time students of DePauw University. Special membership has no voting rights.

Non-Voting guest membership is given to historically minority sororities and fraternities that have no governing body on campus. Non-voting guest may only be given membership after majority approval of voting delegates. Those organizations applying for non-voting guest status must make a presentation to NPHC about why they would like



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membership, and benefits of their membership. Once they receive non-voting guest status, renewal of the membership shall be attained after one academic school year if they wish to renew their membership.

Regular and Special classes of membership are ultimately limited to the nine recognized national members of the National Pan-Hellenic Council, Inc.

ARTICLE IV.

OFFICERS

1. The officers of the NPHC of DePauw University shall be President, Vice President, Treasurer, Secretary and Parliamentarian/Member at Large. Ideally at least 50% of the member chapters shall be represented on the Executive Board.
2. The officers shall be representatives from the regular member organizations in the NPHC of DePauw University.
3. The officers shall serve a term of one year. Terms are based on the academic calendar.

ARTICLE V.

MEETINGS

1. Regular: The NPHC of DePauw University shall hold at least one meeting bi-weekly, in accordance with the DePauw University Calendar.
2. Exec: The Executive Board of the NPHC of DePauw University shall hold at least one meeting weekly, in accordance with the DePauw University Calendar. Per the President's discretion, a meeting may be cancelled when required.
3. Special: A special meeting of the NPHC of DePauw University may be called by the President when necessary and shall be called by upon the written request of any regular and special member organization at DePauw University.
4. The delegate from each member organization shall be responsible for notifying their chapter members of all regular and special meetings of the NPHC of DePauw University. It is the delegate's responsibility to communicate, either in writing or by voice, the opinion of the chapter.
5. All formal meetings of the NPHC will observe parliamentary procedure.

ARTICLE VI.

NATIONAL PAN-HELLINIC COUNCIL, INC. OF DEPAUW UNIVERSITY

1. It is the duty of the NPHC of DePauw University Executive Board to administer all business related to the overall welfare of NPHC, compile rules governing the NPHC, including but not limited to intake rules, that do not violate the sovereignty and privileges of regular membership chapters.
2. Membership- The NPHC of DePauw University shall be composed of one delegate from each member organization.
3. Delegates to the NPHC of DePauw University shall be selected by their respective chapter to serve for a term of one year.
4. When a delegate vacancy occurs, it shall be the responsibility of the member organizations concerned to select a replacement within two weeks to notify the NPHC secretary of his/her name, address, and a telephone number. When a meeting of NPHC occurs while a delegate vacancy exists, a member of that organization shall fulfill the duties of the delegates in all NPHC business.



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5. These officers shall serve as the Executive Board of the NPHC of DePauw University and shall have powers and duties as prescribed in the bylaws of the DePauw University NPHC.
6. All of the member organizations shall constitute a quorum for the transaction of business.
7. Voting
 - a. The voting members of the NPHC of DePauw University shall be the delegates of each chapter holding regular membership.
 - b. All of the voting members of the NPHC of DePauw University must be in attendance to vote upon decisions.
 - c. Two-thirds of the voting members of the NPHC of DePauw University shall be required to re-vote on already agreed upon decisions.

ARTICLE VII.

NPHC of DEPAUW UNIVERSITY ADVISOR

1. The advisor of the NPHC of DePauw University shall be a Greek Life Coordinator (GLC) appointed by the Office of Fraternity and Sorority Life.
2. The GLC shall serve in advisory capacity to the NPHC of DePauw University.
3. When available, a “financially active” graduate member of a NPHC organization serving as a faculty or staff member at DePauw University may serve as a co-advisor. This person will be appointed by the Dean of Students or the Dean of Campus Life.
4. If there is a vacancy in the position of the Dean of Campus Life, the advisor will be appointed by the Dean of Students or the exiting Dean of Campus Life.

ARTICLE VIII.

STANDING COMMITTEES

Committees and, member at large, and other special officers as necessary to carry out the work of the NPHC of DePauw University shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

ARTICLE IX.

VIOLATIONS

Violations of any regulations of this constitution or its related Bylaws or the national constitution shall be occasion for penalties as stated in the corresponding documents. If no penalty is noted, a penalty will be established by the NPHC of DePauw University in conformity with the National Pan-Hellenic Council, Inc. and at the discretion of the Executive Council with the approval of Regular membership.

ARTICLE XI.

AMENDMENTS

This constitution may be amended by a majority vote of the voting members of the NPHC of DePauw University provided notice of the proposed amendment has been given in writing at the preceding regular meeting.



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BYLAWS

Of the National Pan-Hellenic Council, Inc. of DePauw University

Approved: March 29th, 2010

ARTICLE I. – ORDER OF BUSINESS

The order of business should be as follows:

- I. Call to Order
- II. Roll Call
- III. Approval of the Agenda
- IV. Guest Speakers
- V. Executive Reports
 - a. Vice President
 - b. Secretary
 - c. Treasurer
 - d. President
 - e. Advisor
- VI. Unfinished Business
- VII. New Business
- VIII. Announcements
- IX. Adjournment

ARTICLE II. –FINANCES

1. **FISCAL YEAR.** The fiscal year of the NPHC of DePauw University shall be in accordance with the DePauw University fiscal year.
2. **VOUCHERS.** The signatures of the advisor and treasurer shall be required for vouchers issued on behalf of the National Pan-Hellenic Council of DePauw University to the accounting office. For transactions over \$500, the approval of delegates is also required.
3. **PAYMENTS.** All payments due to the National Pan-Hellenic Council, Inc. of DePauw University shall be made to the treasurer, who shall record them. Checks shall be made payable to the National Pan-Hellenic Council, Inc. of DePauw University.
4. **MEMBERSHIP DUES AND DEBT**
 - a. The dues of the NPHC of DePauw University shall be determined by an assessment of national and regional dues needed.
 - b. All NPHC membership dues shall be entered into the budget under Priority Level three.
 - c. All NPHC of DePauw University dues shall come from non-allocated (outside of DePauw University) accounts.
5. **PENALTIES**
 - a. All penalties will be imposed by the Executive Board, Judiciary Board, the President and/or the Treasurer. Any individual that is member of an affiliated organization found in direct violation(s) of the Constitution & By-Laws will be subject to the disciplinary action of the Executive Board.
 - b. Penalties can include but are not limited to the following: loss of privilege to be represented at “Meet the Greeks”, last pick of weeks for events, loss of privilege to request donations from the NPHC budget.

Ratified: September 24, 2009



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ARTICLE III- SELECTION OF OFFICERS

1. The delegates of NPHC of DePauw University shall elect the executive officers of the NPHC of DePauw University.
2. EXPERIENCE REQUIREMENT- The President must be a contributing member of NPHC of DePauw University for one full year before elections. In the event that no one is eligible or willing to fulfill the position of president, nominations are open to the general body, to include those who have not been an NPHC member for a year.
3. ELIGIBILITY FOR ELECTIONS
 - a. All officers must have a GPA of 2.50 or above, to be checked/confirmed by the Greek Life Coordinator.
 - b. The president and vice president must be a full time student of DePauw University.
4. ELECTION TIME
 - a. The NPHC of DePauw University officers shall be elected during April.
 - b. All officers will serve for one academic year.

ARTICLE IV – ELECTION PROCESS

1. NOMINATIONS

- a. Nominations for officers are restricted to one nomination and one second per organization per officer. Council representatives are to notify their respective organizations of the date for election of officers.
 - i. No organization may second their nomination.
- b. At the meeting before or at the meeting for elections, prospective names for officers are to be submitted for acceptance or denial. Only voting representatives of each active organization may nominate a candidate or second a nomination.
 - i. All nomination procedures must be done in order of succession with voting/appointment for each office to follow nominations and subsequent presentations for each office:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Parliamentarian/Member at Large

2. Presentations/Speeches

- A. The duties and responsibilities of each office must be read to the candidates by the presiding officer.
- B. At the end of each speech and any other discussion, the elections will be held. Any candidate receiving a two-thirds (2/3) majority vote shall be declared the winner and will officially take office at the last General Council meeting in April.



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- C. The nominees for President will have two (2) minutes to give a brief speech as to why they feel they are qualified for the office in which they are seeking. All other nominees will have a limit of one minute for their speech.

3. Elections

- A. Nominations will be held at the first general body meeting in April.
 - a. In the event that the first general body meeting falls after the second week in April, an emergency meeting may be held for the purpose of nominations.
- B. Elections will be held at by the last week in April. In the event that the proceeding meeting after nominations does not fall in April, an emergency meeting may be held for official elections.
- C. Elections shall be conducted by secret ballot adhering to the order of succession.
- D. Candidates must win by two-thirds (2/3) majority vote.
- E. In the event of a tie, there will be a run-off between the candidates with the highest number of votes. All other candidates will be eliminated. In the event of another tie after the run-off, the President will cast the deciding vote after consulting with the Executive Board.
- F. Each active member organization has one (1) vote.
- G. Elections results will be tabulated immediately following each vote by the Vice President.

ARTICLE V- Officer Duties

1. The President shall:

- a. Have the overall responsibility for the operation of the NPHC of DePauw University.
- b. Call and preside at all NPHC of DePauw University Executive Board meetings.
- c. Call and preside at all regular and special meetings of the NPHC of DePauw University.
- d. Review and approve all NPHC of DePauw University memos, letters, public relations, and press releases.
- e. Serve as member ex-officio of all NPHC of DePauw University committees.
- f. Maintain a complete and up-to-date President's file, which will include one copy of the current constitution, bylaws and standing rules, current budget, current correspondence and materials from the National Pan-Hellenic Council, Inc. copies of the agendas and other pertinent materials in the NPHC cabinet.
- g. Properly represent fraternal men/women of DePauw University at official functions, meetings, conferences, events, and at all times.
- h. Attend the National/ Regional Meetings of NPHC.
- i. Attend the student congress Allocations meeting with the treasurer.
- j. Prepare the Board of Trustee Reports each semester.

2. The Vice President shall:

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- a. Perform duties of the President in their absence, inability to serve or at their request.
 - b. Supervise any committee chairs unless otherwise provided for in the bylaws or constitution.
 - c. Maintain an activity file.
 - d. Head all programming.
 - e. Supervise the overall NPHC Calendar and forward all conflicts to the judicial committee.
 - f. Reserve all meeting and event rooms on e-services.
3. The Secretary shall:
- a. Keep up-to-date roll of delegates of the NPHC of DePauw University and call it at all Council meetings.
 - b. Keep full minutes of all meetings of the DePauw University NPHC and Executive Board actions.
 - c. Maintain a complete and up to date file which includes the minutes of the meetings of NPHC of DePauw University and all current correspondence.
 - d. Be responsible for official correspondence of the NPHC of DePauw University unless otherwise provided for.
4. The Treasurer shall:
- a. Be responsible for the general supervision of the finances of the NPHC of DePauw University.
 - b. Be responsible for preparation of the annual budget and, following the approval of NPHC of DePauw University provide a copy to each DePauw University member organization.
 - c. Receive all payments due to the NPHC of DePauw University collect all dues and give receipts.
 - d. Be responsible for prompt payment of all bills of the NPHC of DePauw University.
 - e. Maintain up-to-date financial records; give a financial report at each regular meeting of the NPHC of DePauw University and an annual report at the close of their term of office.
 - f. Prepare for and attend the Student Congress Allocation Hearings.
 - g. Chair the fund raising committee.
5. Parliamentarian/ Member at Large:
- a. Shall make sure meetings are conducted by Robert's Rule of Order.
 - b. Attend all Congress meetings on behalf of NPHC.
 - c. Report all pertinent information from congress to NPHC in a timely manner.
 - d. Keep record of all distributed penalties.

ARTICLE VI.-THE EXECUTIVE BOARD

The Executive Board Shall:

1. Appoint a chaplain during the first two weeks of their election and the chaplain shall be responsible for offering prayer at each NPHC of DePauw University meeting.
2. Appoint an Interfraternity Liaison, Panhellenic Council, and Multicultural Greek Council Liaison who shall attend their respective meetings and report to the NPHC of DePauw University.
3. Appoint Standing and Special Committees and their Chairpersons, and, make these appointments recognize representation from all member organizations.
4. Announce Judicial Committee during the first two weeks of their election. The judicial committee shall be comprised of the Vice President of NPHC and the Chapter President of all affiliate organizations. If the Chapter President is not a full time DePauw Student, than the highest ranking full time DePauw Student will serve.
5. Administer routine business between meetings of the NPHC of DePauw University when advisable and such other business has been approved for action by the NPHC of DePauw University votes.

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6. Report all action taken by the Executive Board at the next regular meeting of the NPHC of DePauw University through the Secretary and record the action in the minutes of the meeting.
7. In the event of the premature vacancy of the office of the President, the current Vice President will assume the title and duties of President. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election.
8. All officers will be required to attend all 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.

ARTICLE VII.- STANDING COMMITTEES

1. The standing committees of the NPHC of DePauw University shall be Social, Historian, and Community Service.
2. The Vice President will appoint the Chairs for social, historian, and community service no later three weeks into her/his term of office. The Executive Board shall grant final approval.
3. In case of vacancy, the Executive Board will appoint a replacement.

Article VIII- DELEGATE RESPONSIBILITIES

All Delegates shall have these responsibilities:

1. Liaison. The primary duty of the delegate is to serve as the communication link between their chapter and the Council.
2. Knowledge. The Delegate is responsible for being familiar with the Agreements and Resolutions of the NPHC and delivering them to their chapter.
3. Stabilizer. The Delegate should always work to stabilize forces within their chapter and to strengthen chapter/Council relations.
4. Involved. The Delegate is to be an active and cooperative member of NPHC.
5. Educator. The Delegate must work to educate their chapter on basic NPHC ideals such as unity and promotion of friendship.
6. Attendance. The Delegate must attend all meetings. If they will not be present, it is the Delegate's responsibility to see that the designated substitute takes their place.
7. Financial. Must be a financial member of their respective chapter.

Article IX- IMPEACHMENT

1. Eligibility: All elected officers may be subject to impeachment consistent with violation of any article of the NPHC of DePauw University Constitution and Bylaws.
2. Procedure: Any active member organization may bring an officer of the NPHC of DePauw University Executive Board up for impeachment with Due Cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda.
3. Notification: All chapter presidents will be notified in writing of the alleged charges, the Executive Board member accused, and the date and time of the complaint.

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4. Hearing: The Judiciary Board (Vice President of NPHC and the Presidents of each active organization) will convene and formally hear the accusations of the sponsoring organization and the rebuttal from the accused NPHC officer.

ARTICLE X- ADMINISTRATION OF INTAKE

1. Intake shall be done only during the fall and spring .
2. Chapters are subject to (Inter)National Headquarters as well as DePauw University policies.

ARTICLE XI- NEW MEMBER EDUCATION AND INITIATION

1. An interested person must be at least a second semester freshman student to be eligible for membership intake and join.
2. A new member may be initiated whenever she/he has met the requirements of the fraternity or sorority to which she/he is joining as long as it follows the guidelines from the Office of Fraternity and Sorority Life. The NPHC cannot interfere with specific chapter membership intake processes.
3. All chapters must follow the Office of Fraternity and Sorority Life policy and guidelines as stated in the membership intake packet.

ARTICLE XII- ATTENDANCE POLICY

1. For events sponsored or endorsed by the National Pan-Hellenic Council, Inc. of DePauw University 50% of each membership organizations' roster should be in attendance. Common courtesy dictates that, when an exception is granted the organization not meeting expectations will alert the NPHC.
2. All organizations must attend 100% of the general body meetings.
3. All organizations must inform the Secretary via e-mail of an absence at least 24 hours prior to an NPHC general body meeting; excuses will be accepted at the President's discretion. Failure to do so will result in an absence to be counted towards the required 100% attendance, with penalties proceeding.
4. Chapters with only one member must attend at least 50% of all NPHC activities and 100% of all general assembly meetings, unless excused. Failure to do so will result in penalties to be established by the executive board.
5. The members of the NPHC executive board will be responsible for determining whether excuse will be deemed acceptable.
6. If an excuse is deemed unacceptable then the members of the NPHC executive board can determine the proper penalization.

ARTICLE XIII. –EVENTS

1. NPHC of DePauw University shall host at least one of the following events each semester:
 - a. Philanthropy/ Community Service Project
 - b. Social/Unity Event
2. NPHC of DePauw University shall host at least one of the following events on an annual basis:
 - a. Information Session on the Member Organizations
 - b. Scholarship Event
3. CALANDER OF EVENTS
 - a. Each chapter will pick a random number corresponding to the order as to the selection of weeks one week before the budget is due to Student Congress for the upcoming semester.



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- i. Weeks will be chosen in conjunction with the Multicultural Greek Council, with the same rules applying to each organization.
- b. Weeks will start on Sunday and end on the Saturday after the active organizations last program ends (i.e. party and/or house party), but may be shorter if the chapter chooses.
- c. All Chapter Calendars will be due the week after budgets are turned in; if there is a conflict, then the executive board will inform the chapters involved to resolve such conflicts.
- d. The Vice President must review all calendars and contact all organizations with conflict within one week of submission. Those organizations have three days to resolve the conflict and report back to the Vice President. Any conflicts that cannot be negotiated within those three days will be discussed with the advisor.
- e. The Vice President will then give the calendar to each delegate.
- f. Any organization may decide to have an event on any of the remaining open days, but must submit a written proposal to the Vice President two weeks in advance. The Executive Board will then decide the approval of the event within three days.
- g. Any organizations that would like to make an agreement with another organization to hold an event during another organization date/week may do so. A letter of consent must be signed by the presidents of both organizations and presented to the Executive-Board two weeks prior to the event.

ARTICLE XIV. HAZING

1. All forms of hazing and/or pre-initiation activities which may be hazing are strictly prohibited.
2. Hazing is defined according to DePauw University Policy as “any action or experience expected of new or current members of an organization or team, regardless of their willingness to participate, that humiliates or degrades them, or risks emotional or physical harm.”

ARTICLE XV. EXTENSION/EXPANSION

The National Pan-Hellenic Council, Inc. of DePauw University will endorse the expansion of their council to include the nine chapters recognized by the National Pan-Hellenic Council. No other member organization will be allowed full voting membership. The nine organizations are as follows: Alpha Phi Alpha Fraternity, Incorporated, Alpha Kappa Alpha Sorority Incorporated, Delta Sigma Theta Sorority, Incorporated, Iota Phi Theta Fraternity, Incorporated, Kappa Alpha Psi Fraternity, Incorporated, Phi Beta Sigma Fraternity, Incorporated, Omega Psi Phi Fraternity, Incorporated, Sigma Gamma Rho Sorority, Incorporated, and Zeta Phi Beta Sorority, Incorporated. Please refer to the Office of Fraternity and Sorority Life Expansion packet.

ARTICLE XVI. Rules of Order

The NPHC of DePauw University shall be governed by Robert’s Rule of Order Newly Revised except in matters of specifically provided for in the Constitution, Bylaws, and Standing Rules. The majority is required for matters of business unless otherwise defined in Robert’s Rules of Order, the Constitution, or these Bylaws.

ARTICLE XVII- Quorum

A quorum can be announced when there is a majority of the active voting delegates whose organizations have a good financial status. Established quorum for meetings is considered two-thirds (2/3) for the General Council Meeting and Executive Board meetings.



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ARTICLE XVII. AMENDMENT

These Bylaws may be amended by two-thirds of the voting delegates of the NPHC of DePauw University, providing notice of the proposal membership has been given in writing at the preceding regular meeting.