



**Constitution and By-Laws
Of the
National Pan-Hellenic Council**

**Albany State University
Albany, Georgia**

NATIONAL PAN-HELLENIC COUNCIL, INC. of ALBANY STATE 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. The intent of the National Pan-Hellenic Council since 1930 has been to bring together our organizations in the understanding that we all possess a different perspective of the very same vision. The stated purpose of the National Pan-Hellenic Council is “Unanimity of thought and action as far as possible in the conduct of Greek-lettered collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations.” To achieve unanimity, we, the individual members of the National Pan-Hellenic Council must overcome what divides us and forge a unity whole-heartedly dedicated to the principles of service, education, and leadership. To ignore these duties is to deny the very foundation of our collective and individual existence.

ARTICLE I – NAME

The official name of the organization shall be the National Pan-Hellenic Council of Albany State University. Henceforth, it should be referred to as “the council”

ARTICLE II- PURPOSE

The purpose of the National Pan-Hellenic Council shall be to create and maintain high standards in the life of fraternities and sororities by addressing, coordinating, and developing actions strategic on matters of mutual concern to the member organizations as well as 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 Albany State 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-MEMBERSHIP

Membership in the Council shall be restricted to the NINE Historically African American Greek Letter Organizations that are recognized by the administration of the University and the National Pan-Hellenic Council. 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.

ARTICLE IV-OFFICERS

Each executive board position is on a rotation currently set in founding order. Upon the completion of the current rotation (after Iota Phi Theta has served as President) the rotation will then resume in the order of the National Pan-Hellenic Council's emblem. 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.

ARTICLE V- MEETINGS

Section 1: Regular Meetings

At the beginning of each school semester the members of the Council shall decide upon the time, place, and date of the meeting for that particular semester.

Section 2: Executive Board Meetings

The president may call special meeting of the council and/or executive board and special committees

Notifications must be given by mail (campus or email) and phone by the corresponding secretary to each of the Council delegates/ representatives starting time, date, place, and purpose of the said meeting.

Section 3: Closed Meetings

Executive board meeting are closed to the general public. Special committee chairs attendance upon request/invitation to executive board meetings.

ARTICLE VI- COMMITTEES

Section 1: Standing Committees

The standing committees of the Council shall be Community Service, Current Event, and Social Chair.

Section 2: Special Committees

Special Committees may be formed by the executive board as deems necessary to help carry out the duties of the council.

Section 3: Appointments

The chair of the standing committees and special committees shall be appointed by the President or Vice- President with the approval of the Executive Board.

It is the responsibility of the committee chair to accumulate committee membership to help carry out the duties obligated to the committee.

Section 4: Council of Presidents

Meets with Greek Life Coordinator throughout the semester to stay abreast of new policies and procedures, attend at least one advisory council meeting, liaisons between organization and Office of Student Life & Activities

ARTICLE VII- FINANCE

Dues: Dues are due at the beginning of the each semester from each active member organization

The Fiscal Year for the National Pan-Hellenic Council is January 1-December 31 (not to be confused with the Academic Calendar Year from Mid August-Late April)

ARTICLE VIII- PARLIMENTARY PROCEDURES

The council of Albany State University shall observe Robert's **Rule of Order (Revised Edition)** as the official guide to conducting its regular business meetings.

QUORUM-XI

A quorum shall consist of five (5) representatives. All representatives shall be from different member organizations and shall be in good standing with the Council and their representative organizations.

In the event that all organizations are not active with the Council, the quorum shall consist of one-half (1/2) the active membership plus one.

ARTICLE X- AMENDMENT PROCEDURES

Proposed amendments to this Constitution shall be submitted in writing by individual organization or member(s) of the Council. It shall be submitted in detail at two (2) consecutive regular meetings. A three-fourth (3/4) vote of the Council members shall be necessary to pass amendments or constitute changes to this Constitution.

BY LAWS

ARTICLE 1- MEMBERSHIP

Section 1: Membership

Membership in the Council shall be restricted to individuals who are in good standing with their respective Greek Letter Organization. Each Greek Letter Organization must submit the names of members who are enrolled at Albany State University at the beginning of each semester to the President and Advisor of the Council.

Section 2: Representation

Membership in the Council of Albany State University shall be limited to two (2) members of each Service Greek Letter Organization that holds an active membership. Those members shall be called delegates.

Section 3: Appointments

A.) Delegates to the Council shall be appointed by their respective organization and their names shall be submitted in writing at the last regular meeting in April and/ or within eight (8) days after the beginning of each semester.

Section 4: Rights and Duties

Members of the council may serve for one full year and shall stand for re election or re appointment by their respective organization at the end of their term of office.

All members' organizations shall be members of the council as long as they are in good standing with the council, their national office, and the University at large. Once admitted to the council a Greek Letter Organization may not resign; the penalty for resigning will be the loss of recognition by the administration of the University and the Council of Albany State University.

ARTICLE II - JUDICIARY BOARD

Section 1: Composition

In the event of necessity, the Judiciary Board shall consist of one representative from each of the active member organizations. These are the representative to the council. The Parliamentarian of the Council shall also serve on the Judiciary board as the presiding officer.

Section 2: Purpose

The purpose of the Judiciary Board shall be to hear, review, investigate, and pass judgment on any Greek Letter Organization or member of one of these organizations accused of violating any rule or regulation set forth by the Council of Albany State University.

Section 3: Powers and Duties

The Judiciary Board:

- a) shall have the right to sever on individual or organization activities with the Council and recommend that activities be served with the University for a specified period;
- b) shall have the right to recommend to the University that an individual or organization sever its relationship with the University for a specified period;
- c) Shall have the right to levy taxes (fine) on an organization and/or individuals in that organization in accordance with the violation, and
- d) Shall ensure that all recommendations concerning punitive measures be submitted to the Advisor. All recommendations must be acted upon or enforced by the Advisor within in seventy two (72) hours of receiving them from the Councils Judiciary Board.

Section 4: Proceedings

- a) The Judiciary Board shall notify organizations or individuals at least seventy two (72) hours in advance of the hearing in writing by hand delivery if possible and otherwise by registering mail at the last mailing address of the organization or individuals involved. The notice shall contain the following:
 1. the date, time, and place of hearing
 2. a statement of the specific charges and
 3. The names of witnesses schedule to appear.
- b) All cases presented to the Judiciary Board shall observe the following regulations:
 1. the hearing and all other deliberations shall be closed

2. Any member of the Board shall disqualify himself is his/her personal involvement in the case is of such nature as o be determined to the interest accused of the Council.
 3. The decisions of the Judicial Board shall be by majority vote.
 4. Any person accused and found guilty of trying to saw, threaten, influence, etc. any member of the Judiciary Board shall be suspended from the Council and shall be then subject to appear before the Judiciary Board.
 5. The Judiciary Board shall provide a written copy of all offenses to the Vice President for Student Affairs, the Council Advisor, and each member's organization.
 6. The secretary of the Judicial Board shall log a written summary of the case and judgment in a special logbook.
 7. All proceedings of the judiciary Board shall be recorded on tape. Any member of the Judiciary Board who tells a non-Council individual about any member who is before the Judiciary Board will also will be subject to disciplinary sanctions, also.
- c) all accused organizations and/or individuals shall have the following rights:
1. the right to call witnesses in his/her their behalf
 2. the right to present evidence in his/her their behalf
 3. the right to cross examine
 4. the right to advised of his/her their right to appeal the decisions of the Judicial Board and,
 5. The right to have counsel or lawyer present at all hearings.

ARTICLE III- FINANCE

Section 1: Assessments

- a) Dues for membership in the Council of Albany State University shall be One Hundred Dollars (\$100.00) per semester for each member organization excluding the Summer Semester.
- b) Member organizations that have not paid their dues after two (2) weeks into the semester shall be deemed delinquent; therefore ineligible to vote or hold office and subject to any other penalty so specified by the Judicial Board.

Section 2: Delinquent Debts Due to the Council

All delinquent debts, fines, assessments, and/or penalties shall be turned over to the advisor for disposition.

Section 3: Fines and Penalties

- a) Members organizations shall be fined Twenty Dollars (\$20.00) per missed meeting and shall be declared delinquent and lose its voting rights until that fine is paid.

- b) All organizations shall be fined fifty (\$50.00) dollars for less than thirty (30%) percent participation/attendance in council events. All absentees must be approved by the Advisor of the Council (48) hours prior to the event in order to avoid a penalty.
- c) All member organizations shall be fined seventy five (\$75.00) if non Greek and/or graduate Greek participants in the Greek Show. The organizations will then become eligible to compete. Graduate Greeks and non-enrolled Greeks may step in the exact last step of the show as the respective organizations depart from center stage.
- d) All fines and penalties are to be turned over to the Council Advisor for enforcement; if cooperation is not secured five (5) days after initial notice to the offending organization. The Secretary of the Council shall make initial contact with the offending organization.

Section 4: Bills

The Council's Treasurer shall dispose of all debts as they appear before the Council. All checks for payments shall bear the signature of the Treasurer, President, and/or the Advisor for the Council. The advisor shall serve as a check and balance system for the treasury, receiving a copy of all blank statements.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Officers

- A. President
- B. Vice President
- C. Recording Secretary
- D. Corresponding Secretary
- E. Treasurer
- F. Parliamentarian
- G. Historian/Public Relations

ARTICLE V-OFFICERS

Section 1: Term of Office

Office of the Council of Albany State University shall serve for a period of one (1) full academic year

Section 2: Powers and Duties

A) President

The President shall:

- Preside at all business meeting (when business is being considered the presiding officer cannot delegate his duty to preside to some other member);

- Call meetings to order, announce in its proper order the business which should come before the Council;
- Assign the floor to members who desire to present motions or speak;
- State motions which have been properly proposed and seconded and restate all motions which are not clear;
- Vote in cases of ties;
- Sign all orders necessary to carry out the will of the Council;
- Appoint committees as directed by the By-Laws or by the motion of the assembly; and perform all other duties that may be assigned to him by the By Laws or rules of the Council.

B) Vice President

The Vice President shall;

- Assume temporarily the office of the President in case of absence or incapacity of that office;
- Have the right to introduce, discuss, and vote on all motions, unless he/she is the presiding officer of the meeting; and
- In absence of the President he/she assumes all of the powers, duties, and privileges and responsibilities of that office.

C) Recording Secretary

The Recording Secretary shall;

- Act as an assistant to the president by taking minutes and being ready to explain at any time all pending business;
- In absence of the President and Vice President, preside and have all of the powers, duties, and privileges and responsibilities of that office;
- Carefully kept an accurate and authentic record of the proceedings of the organization;
- Be able to furnish exact wording of motions;
- Authenticate all records by his/her signature;
- Provide copies of minutes of previous meetings to all members;
- Provide the President with detailed memoranda of matters to come up under each section of the order business;
- Have copies of the Constitution and By Laws, membership rosters, and a list of all communities and their members; and
- Have the right to introduce, discuss, and vote on all motions.

D) Corresponding Secretary

The Corresponding Secretary shall;

- Write the official letters of the organization and keep file of all correspondence;
- Have the right to introduce, discuss, and vote on all motions; and

- In the absence of the Secretary, assume the duties, powers, and privileges of that office.

E) Treasurer

The Treasurer shall;

- Be the custodian of all the funds of the Council
- Be responsible for collecting money due the Council and for its safe keeping;
- Keep an accurate record of all funds collected;
- Be able to account for all funds by furnishing a financial statement at any time showing the financial status of the Council.
- Be responsible for the payment of all the Council debts and vouchers;
- Have the right to introduce, discuss, and vote on all motions; and
- In the absence of the Corresponding Secretary, assume the duties, powers, and privileges of that office.

F) Parliamentarian

The Parliamentarian shall;

- Serve in a advisory capacity to the presiding officer;
- Give advice as the rule or order of the meeting;
- Be responsible for the behavior of the members and if the President so directs, may expel members from the room;
- Have the right to introduce, discuss, and vote on all motions; and
- In the absence of the treasurer, assume all of the duties, powers, duties, and privileges of that office.

G) Historian/Public Relations Chair

It shall be the duty of the Historian to:

- Keep NPHC website updated monthly.
- Check NPHC website guestbook for new entries bi-weekly.
- Take pictures at all NPHC events.
- Keep a NPHC scrapbook of events with pictures
- Responsible for all publicity coverage of NPHC events
- Responsible for press releases, flyers, radio ads, and etc.
- All officers shall perform other duties as prescribed by ASU-NPHC or so deemed necessary by the President.

Section 3: Vacancies and Removal of Officers

- a) In the event the entire Executive Board positions cannot be filled for any reason, the Advisor of the Council shall appoint officers.
- b) In the event only part of the Executive Officers is filled the President of the Council may appoint someone qualified to the Board.

- c) Any officer or organization may be removed from office by a three-fourth (3/4) vote of the delegates of the Council and his/her place shall be filled by a delegate from the next organization to hold a position in the organizational structure of the Council.

Section 4: Installation Ceremony

Installation of officers shall be at the beginning of the new academic year.

ARTICLE VI- DELEGATES

Section 1: Qualifications

- The Council shall be composed of two (2) delegates from each active member organization.
- Good standing
- Selected by chapter they will represent
- Be a chapter member of the organization representing

Section 2: Duties

- Vote
- Chapter representatives
- Term is one academic year beginning at the first regular meeting of the Council of the academic year.
- Attend every regular meeting of the Council.

Section 3: Alternate Delegates

Shall meet all the qualification for official delegates and be able to fulfill all duties of official delegate in the case of an official delegate's absence. Written notice must be submitted to the Council president (48) hours in advance. Each organization shall name at least two (2) alternates

ARTICLE VIII- MEETINGS

Section 1: Regular Meetings

The meeting date, time, and place shall be established at the beginning of each academic semester as outlined in the Constitution. Prior to each meeting, the Recording Secretary shall serve notice of the agenda for the meeting.

Section 2: Special Meetings

Any member shall have the right to request that a special meeting be called; however, the right to convene a special meeting shall be the sole responsibility of the President or Advisor of the Council.

ARTICLE IX- ORDER OF BUSINESS

The Council shall observe the following order of business at a regular meeting:

1. Call to Order
2. Reading and disposition of the minutes of the previous meeting
3. reports of Boards and Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Announcements
8. Adjournment

ARTICLE X- VOTING

Each organizations is entitle to one (1) vote. A majority vote shall be sufficient to carry all requests except where otherwise provided for in this Constitution or in the By-Laws.

Once the policies are adopted by a majority of the affiliated organization, these policies become binding on the member's organization.

ARTICLE VII- GREEK WEEKS

Greek weeks shall so be defined as a seven (7) day week during fall or spring semester that a particular organization granted by the council uses to sponsor a variety of events for the campus and promote organization's principles, social aspects, academics, scholarship, service, and other positive functions/endeavors to the student body of Albany State University; May include educational programs, discussion or debates, variety shows, parties, and etc.

Weeks shall be selected by G.P.A community service, random draw, Founder's Week of the particular organization, the national week of that particular organization or however the Council votes to agree on.

Section 1: Greek Week Guidelines

In the event that an organization is celebrating a particular week so granted by the Council, if any other organization wishes to have a program, ticket sale, co-host/sponsor/host, etc. any event, the so desiring organization must first submit a written report to the chapter president at least two (2) weeks prior to the event. After which it then must be submitted to the Advisor of the Council for

official documentation prior to the event. If the request is not obtained and/or permission is not granted prior to the event, the violating organization will be subject to the following penalties:

- 1st Offense - Fine in the amount of \$1000.00 dollars (\$500.00 of those dollars shall be awarded to the Council and \$500.00 of those dollars shall be awarded to the organization that was violated.)
- 2nd Offense – Fine in the amount of \$3000.00 dollars (\$1500.00 of those dollars shall be awarded to the Council and \$1500.00 of those dollars shall be awarded to the organization that was violated) as well as all of the remaining events for the semesters shall be canceled. In the event that the organization has already celebrated their week the following semester (Fall or Spring) no events will not be granted, inclusive of intake, probates, presentations, parties, etc. The only exceptions that will be permitted are programs mandated by the national organization, advisory council, or the Albany State University National Pan-Hellenic Council. In addition, official documentation will be sent to the respective organizations national office informing them of the excessive misconduct.
- 3rd Offense - Fine in the amount of \$5000.00 dollars (\$2500.00 of those dollars shall be awarded to the Council and \$2500.00 of those dollars shall be awarded to the organization that was violated) as well as all of the remaining events for the semester and the following (2) semesters (Fall and Spring) inclusive of intake, probates, presentations, parties, etc shall be canceled. The only exceptions that will be permitted are programs mandated by the national organization, advisory council, or the Albany State University National Pan-Hellenic Council. In addition, official documentation will be sent to the respective organizations national office informing them of the excessive misconduct.

In the event of the NPHC week, organization members of the Council promotes, host/co-host/sponsor, ticket sale, etc. any event or function in the name of the affiliate organization without the written consent of the Council prior to hosting the event/activity will be fined in the amount of \$5000.00 and awarded to the treasury of the Council.

- 1st Offense - Fine in the amount of \$1000.00 dollars awarded to the council treasury.
- 2nd Offense – Fine in the amount of \$3000.00 dollars to the council treasury as well as the remaining events for the semester. In the event that the organization has already celebrated their week the following semester (Fall or Spring) events will not be granted, inclusive of intake, probates, presentations, parties, etc. In addition, official documentation will be sent to the respective organizations national office o informing them of the excessive misconduct.
- 3rd Offense - Fine in the amount of \$5000.00 dollars to the council treasury as well as the remaining events for the semester and the following (2) semesters (Fall and Spring) inclusive of intake, probates, presentations, parties, etc. In addition, official documentation will be sent to the respective organizations national office informing them of the excessive misconduct.

ARTICLE VIII- BACCHUS & GAMMA

Members of the ASU-NPHC will serve as members of GAMMA; Greeks Advocating for the Mature Management of Alcohol. ASU-NPHC will send at least (2) representatives to each Bacchus & Gamma Meeting and/or event. No clear decision was reached regarding members failing to participate in Bacchus & Gamma events, therefore, participation for the 2010-2011 academic year will determine how and/or if sanctions will be drafted by the council for those in non compliance. It is in good faith that all member organizations participate for the 2010-2011 academic year. Additional guidelines pertaining to the above can be voted on at such time at the last meeting of the 2010-2011 year.

ADDEUM

ALBANY STATE UNIVERSITY POLICY AFFECTING GREEK ORGANIZATIONS (NPHC) AND ADVISOR

See ASU Survival Guide for changes and updates. The Office of Student Life & Activities reserves the right to change/update policies and procedures as it sees fit to student lead club/organizations at any time