Clemson University Council of the National Pan-Hellenic Council
Constitution
2009-2010

We, the members of the Clemson University Council of the National Pan-Hellenic Council, Inc. recognizing the need for cooperation and coordination of activities of collegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of action and programming that 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-Laws.

Article I – Name

Section 1. The name of this organization shall be the National Pan-Hellenic Council, Inc. of Clemson University, hereinafter referred to as, NPHC.

Article II – Purpose

The purpose of National Pan-Hellenic Council, Inc. of Clemson University (NPHC) shall be:

a. to serve as a governing board for the National Pan-Hellenic Council organizations at Clemson University
b. to promote the well being of the affairs of National Pan-Hellenic Council
c. to create and maintain high standards in the life of fraternities and sororities
d. to foster an understanding of the structure and method of operation among the affiliate organizations
e. to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organization

Article III – Membership

Section 2. ACTIVE chapters shall be the affiliate national fraternities and sororities, which have met and maintained the requirements of the National Pan-Hellenic Council, Inc. of Clemson University. In order to maintain active status, a member organization shall maintain at least a 2.5 grade point average each semester; meet their national requirements, and be in good judicial standing with Clemson University and the NPHC of Clemson University.

Section 3. Chapters that fail to meet the requirements above in section two (2) will be put on probation and have mandatory intervention from the Greek Life staff. If the chapter fails to meet the cumulative grade point average requirement for two consecutive semesters, they will become inactive. If individuals do not have a 2.5 after 2 consecutive semesters (summer sessions with 12 hours included), they cannot step in the annual Fall Fest step show.

Section 4. INACTIVE chapters shall be the affiliate national fraternities and sororities that have failed to meet NPHC of Clemson University requirements as stated in Article III Sections 2 and 3. For an inactive member organization to become active, a re-activation fee of $25 will be imposed.

Section 5. Inactive organizations shall have no voice in NPHC affairs. They may attend meetings for observational and informational purposes only. They will not be considered active until the NPHC of Clemson University requirements are satisfied.

**Article IV – General Assembly & Voting**

Section 1. The General Assembly will consist of the delegates, one from each member organization.

Section 2. Each member organization must provide one permanent delegate and one permanent substitute delegate to the General Assembly.

Section 3. In the event of a tie, the President will render the final vote.

Section 4. Voting shall be done by show of hands of delegates, and voting by proxy is prohibited.

Section 5. Each organization must decide which member shall represent them at all NPHC meetings for the current semester. Organizations have to provide the name of their representative at the first meeting of the semester. Name of permanent substitute of current semester must be submitted at the same time.
Section 6. Where the Constitution and By-Laws do not address appropriate decorum, Robert’s Rules of Order shall govern.

Article V – Meetings & Attendance

Section 1. The General Assembly will convene at the discretion of the President and the Executive Board.

Section 2. All special meetings shall be called by the President and each member organization shall be notified of a special meeting at least three days prior to the meeting, unless immediate action is required.

a. In the case of a special meeting, the president (or delegate) of each affiliated member organization must be present.

b. If an affiliated member organization cannot be present at a special meeting, approval for absence must be received from the NPHC President.

Section 3. No executive board member can miss more than 2 consecutive meetings during a term. More than 2 consecutive or 3 total unexcused absences during a term will result in the loss of the office.

Section 4. Executive council officers, can decide by voting to excuse another officer if notified in advance with a legitimate reason for being absent according to university absentee guidelines. If the officer is not excused, the absence will effect the requirements of Article V, Section 3.

Section 5. Any organization missing more than one unexcused meeting in one semester will be put on probation. The chapter will be required to pay a reactivation fee of $25 in order to resume activities and attend meetings. They will have two weeks after the hearing date to pay their debt. Extenuating circumstances can be excused by the executive board.

Article VI – Finance

Section 1. Dues and assessments from affiliate organizations, and money raised through its fundraising initiative shall finance the Council.

Section 2. Dues and assessments are recommended by the Executive Board and approved by the General Assembly.
Section 3. NPHC operates on a fiscal year from January 1 to December 31.

Section 4. The fiscal budget shall be approved by the Executive Board by the second meeting of the Spring semester.

Section 5. Each affiliate organization shall pay annual dues as established by the General Assembly which are due by the second meeting of the spring semester.

Article VII – Executive Board

Section 1. The Executive Board shall consist of the President, Vice President, Secretary, Parliamentarian, and Treasurer

Section 2. The Executive Board shall meet at least once a month at such time and place agreed to by the majority of its members.

Section 3. It shall be the duty of the Executive Board to act for the NPHC in the interim between General Assembly; deliberate on all policies and problems; approve the time and place of General Assembly.

Article VIII – Officer Eligibility

Section 1. The general requirements to be eligible to hold an executive office in the Clemson University Council of the NPHC are as follows:
   a. Have a 2.5 cumulative grade point average.
   b. Be in good standing academically and financially with their local and national organizations.
   c. Not graduate before their term in office will end.
   d. Be available to attend all scheduled and called meetings and perform the duties of their office unless otherwise excused.

Article IX – Elections & Vacancies

Section 1. The offices of President, Vice President, Secretary, Parliamentarian, and Treasurer shall be slated through interview and application process. Each chapter may nominate up to two members for each of the five executive board positions.
The offices of President and Vice-President shall not be from the same organization. No organization shall be represented in the executive board more than once, except in the absence or inactivity of another affiliate organization.

Section 2. The term of office for each officer shall be one year. Officers shall be appointed by a designated meeting in November. The new officers will shadow their predecessors for the remainder of the Fall semester and will take office at the first meeting of the Spring semester.

Section 3. The term of office for each officer shall be one year. Officers shall be appointed by a designated meeting in October. The new officers will shadow their predecessors for the remainder of the Fall semester and will take office at the first meeting of the Spring semester.

Section 4. If a vacancy in the office of President, Vice President, Secretary, Parliamentarian, or Treasurer occurs during the year, individuals who meet the eligibility requirements stated in Article VIII- Section 1 will have an opportunity to apply and interview for the vacancy. If the vacancy is not able to be filled, the officer next in line will take over the responsibilities of that office for the remainder of the term.

**Article X – Quorum**

Section 1. A simple majority (51%) of the member organization representatives shall constitute a Quorum to transact business.

**Article XI – Authorization**

Section 1. The President of the NPHC is authorized to speak on behalf of the organization. The President shall authorize any others speaking on behalf of NPHC.

**Article XII – Violations**

Section 1. The programs of the Council and its member organizations can not violate any provisions of the NPHC Constitution and By-Laws, University policies or any of the organizations’ national policies.

Section 2. Any violation of this Constitution or its related By-Laws shall be administered through the Mediation and Judicial process of the Council.
Article XIII – Amendments

Section 1. The Constitution and By-Laws shall be amended by a simple majority (51%) vote of the voting delegates present and voting at any General Assembly.

Section 2. Amendments may be proposed by: reference from a previous General Assembly, the Executive Board, the Constitution and By-Laws Committee, Standing Committees of the General Assembly, and delegates.

Section 3. All proposed amendments shall be submitted in writing to the Constitution and By-Laws Committee through the office of the Secretary at least 7 days prior to the General Assembly.

Section 4. The Constitution and By-Laws Committee shall distribute each proposed amendment with its recommendation to the Executive Board and all affiliated organizations at least 7 days prior to the General Assembly at which they are to be acted upon.

Article XIV – Ratification

Section 1. A two-thirds (2/3) majority vote will be necessary to ratify this constitution.
Clemson University Council of the National Pan-Hellenic Council
By-Laws

Article I – Dues & Re-activation Fee

Section 1. Member organizations must submit payment for annual council dues of $50.00 by the second meeting of the spring semester in order to remain active.

Section 2. The re-activation fee for an inactive member organization to become active is $25.00.

Article II – Officer Duties

Section 1. President – The President shall be the Chief Executive of the Council. The President shall serve as the Chairperson of the Executive Board; preside over all meetings of the Executive Board and the General Assembly; appoint committee chairpersons and committee members; serve as Ex-Officio member of all committees; order and approve the disbursement of funds of the Council and to co-sign checks when necessary; call special meetings when-ever appropriate; represent the NPHC at any University function; perform duties of the chief officer; insure that the NPHC operates in accordance with the Constitution.

Section 2. Vice President – The Vice President shall assist the President in the performance of duties and preside in the absence or incapacitation of the President. They will also coordinate and implement national programmatic thrusts under the advisement of the National President, to be carried out through local councils.

Section 3. Secretary - The Secretary shall attend all meetings of the Executive Board and General Assembly, shall record and distribute the minutes of all meetings; Keep a permanent record of all minutes; keep the official record of all necessary correspondence. The Secretary shall collect and compile historical data pertaining to the Clemson University Council of NPHC. They are the coordinator of public relations and responsible for public relations of all NPHC events, and the maintenance of the NPHC website.
Section 4. Treasurer – The treasurer shall collect all dues and other monies for the council and deposit all monies within five days of receipt; submit a typed financial report showing all transactions at the first meeting of each meeting of each month; so-sign checks with the President, Advisor, or Graduate Assistant upon the receipt of vouchers properly executed. Vouchers for expenditures must be submitted to the treasurer for expenses approved by the General Assembly.

Section 5. Parliamentarian- The Parliamentarian shall advise on all questions of parliamentary procedure upon request by the President; maintain order at all meetings; conduct at least one workshop with instructions on proper parliamentary procedure according to the Robert’s Rule of Order, and shall preside as Chairperson of the Constitution and By-Laws Committee.

**Article III – Committees**

Section 1. The standing committees of the NPHC shall be Constitution Revision, Fundraising, Fall Fest, Public Relations and Community Service. Each committee is responsible for a collaborative NPHC event each semester.

a. **Community Service/Philanthropy Committee** shall receive and evaluate recommendations for community service projects and present recommended service projects to the General Assembly.

b. **Constitution Revision Committee** shall review the constitution and bylaws, draft proposals to amend the constitution and bylaws, and present a draft proposal to the General Assembly.

c. **Fall Fest Committee** shall receive and evaluate recommendations for fall fest activities and present recommended ideas for Fall Fest activities to the General Assembly.

Section 2. Standing committees shall consist of any member of the member organizations. The student must:

a. Be in good standing academically and financially with their local and national organizations.

b. Be available to attend all scheduled and called committee meetings.

Section 3. The President, with the approval of the Executive Board, shall appoint the chairman of each committee.

Section 4. The Judicial Committee shall be a special committee of the Council that deals with violations of the Constitution and By-Laws of the Clemson
University NPHC. The committee will consist of the 1st Vice President (chairman), Secretary (to record minutes), one representative of each member organization (preferably the delegate to the General Assembly, not to include a delegate from the accused organization) and the NPHC advisor as the Ex-Officio member. The name of the delegate from each affiliate organization shall be turned into the 1st Vice President no later than at the second meeting of the spring semester.

Section 5. Other committees as may be deemed necessary to carry on the work of the Council shall be appointed by the President with the approval of the Executive Board.

**Article IV – Founder’s Weeks & Reserve Dates**

Section 1. The purpose of this policy is to promote unity among the NPHC member organizations. It is to allow everyone an equal opportunity to exposure.

a. Each active NPHC member organizations will be afforded one week (hereafter referred to as Founder’s Week) and four days (hereafter referred to as Reserve Dates) during each academic year.

c. Founder’s Week and Reserve Dates will be respected by all organizations. No group shall have an event to coincide with the Founder’s or Reserve Day of another. Special cases including formal rushes and informational meetings must be cleared by the organization’s President and NPHC advisor within 2 weeks. Extenuating circumstances will be ruled on by the NPHC advisor.

c. In the event that an organization has an event that coincides with the Founder’s Week or Reserve Date(s) of another, the case shall be brought before the judicial committee to assess the appropriate fine of $100-$600.

d. The assignment process of Founder’s Week and Reserve Dates will take place during a President’s meeting in the month of March for the upcoming academic year.

i. In the case that an organization is not represented by collegiate members. The advisors or sponsoring Graduate Chapter must be notified for this meeting.

Section 2. Founder’s Week is the period of time that is designated for the observance of that organization’s founding. The specified period of any Founder’s Week is defined as Sunday-Saturday. In the event that weeks cross, the
involved member organizations will meet with the judicial board if a
decision cannot be reached amongst themselves.
The Founder’s Weeks for the active NPHC member organizations are:
Alpha Phi Alpha- Week of February 23
Kappa Alpha Psi- Week of October 16
Omega Psi Phi- Week of November 17
Phi Beta Sigma- Last full week in January
Omega Psi Phi- Week of November 17
Zeta Phi Beta- Last full week in February
Sigma Gamma Rho- Week of November 12
Alpha Kappa Alpha- 1st full week of February
Delta Sigma Theta- 2nd full week of February

Section 3. Reserve Dates are the four days that each chapter is able to specify for
their activities. These four days will be specified by a lottery system.

a. The order of the lottery pick will be determined by picking
   numbers in order of national founding dates; always
   starting with:
   1. Alpha Phi Alpha Fraternity, Inc.
   2. Alpha Kappa Alpha Sorority, Inc.
   4. Omega Psi Phi Fraternity, Inc.
   5. Delta Sigma Theta Sorority, Inc.
   6. Phi Beta Sigma Fraternity, Inc.
   7. Zeta Phi Beta Sorority, Inc.
   8. Sigma Gamma Rho Sorority, Inc.

b. After each eligible chapter has had an opportunity to select
   their first Reserve Date, each organization will again draw
   a number, which will determine the order in which they can
   select their second Reserve Date, this will continue until
   four reserved dates are chosen.

c. If for some reason the first organization is unable to draw
   first (i.e. dues have not been paid), the second organization
   will select first.

Section 4. Any member organization (or its members) found to solicit or advertise
any event open to the public that conflicts with the Clemson University
Council or a member affiliate will be referred to the Judicial Committee.

Section 5 In the case that the Council has a reserved date and specified program,
it is the duty of each affiliate member organization to be present at
the said event.
a. A member organization can petition the President for permission to not attend an NPHC sanctioned event, given that the member organization has a legitimate conflict, and obtains a written excuse from the President, to be forwarded to all delegates, who will be responsible for sharing this information with their respective organizations.

b. If written consent is NOT obtained from the president, then each affiliate member organization will be represented at the said event. Representation shall consist of 65%, which shall be present for the duration of the said event.

c. If any member organization is found in violation of this requirement will be referred to the Judicial Committee.

Section 6  
All member organizations must abide by the sanctions levied against the organization by the Judicial Committee. Any organization found to be in violation of levied sanctions will be subject to review by the Judicial Committee.

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**Article V– Mediation & Judicial Process**

Section 1.  
The coordination of all mediation and judicial process will be coordinated by the Vice President.

Section 2.  
Any alleged violation of the NPHC Constitution and/or By-Laws will be initially adjudicated through the mediation process. If this process is inappropriate or has been unsuccessful, the matter will be referred to the Judicial Committee (refer to Article III, Section 4).

Section 3.  
Complaints should be provided in writing to the NPHC Vice President within one week of the occurrence.

Section 4.  
Mediation Guidelines:

a. All mediations must take place within two weeks of receipt of the written complaint.

b. The time should be convenient for all participants.

c. The participants will consist of the Vice President, the Secretary (to record minutes), a neutral mediator (a faculty or staff member who is not a member of or advisor to the organizations involved), and two representatives (preferably one being the President) from the involved organization(s).

d. Agenda for Mediation
   i. Secretary should take written minutes of mediation
   ii. Identification of alleged violation
iii. Representatives explain their position
iv. Discussion of questions of all involved parties
v. Select a fair and reasonable course of action, if necessary by a 2/3 majority vote
vi. Secretary will follow up with written summary of meeting, including any findings or sanctions
e. If the mediation is not successful, the issue will be referred to the NPHC Judicial Committee by request of the Vice President within two business days of the mediation.

Section 5. Judicial Committee:
a. All Judicial Committee hearings must take place immediately following the next NPHC meeting if an earlier time cannot be agreed upon.
b. The participants will consist of the Vice President (chairperson), the Secretary (to record minutes), one representative of each member organization (preferably one of the delegates to the General Assembly), the NPHC Advisor as an ex-officio member, and two representatives (preferably one being the President) of the involved organization. If the Vice President is a member of the involved organization(s), their vote will be given to the Parliamentarian.
c. Agenda for Judicial Committee Hearing
   i. Secretary should take written minutes of the hearing
   ii. Identification of alleged violation and findings of the mediation process
   iii. Representatives explain their position
   iv. Discussion of questions of all participants
   v. Excuse the organization(s) being accused
   vi. Deliberation by Judicial Committee
   vii. Announcement of findings to all participants
   viii. The Secretary will follow up with a written summary of the hearing, including any findings or sanctions

Section 6. All member organizations must abide by the sanctions levied against the accused organization(s) by the Judicial Committee

Article VI—Academic Achievement

Section 1. A $500 scholarship awarded to the organization with the highest cumulative G.P.A. at the end of the spring semester.