Constitution and Bylaws

PREAMBLE

We, the representatives of this historically established community of service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizes the need for coordination and cooperation in activities of intercollegiate Greek Lettered fraternities and sororities. These chapters of intercollegiate Greek Lettered fraternities and sororities are recognized by formal organization and do hereby establish such an organization and bind ourselves to abide by the provision of the following Constitution and Bylaws.

Article I. Name
Section 1: This intercollegiate collaboration of Greek-Lettered fraternities and sororities, shall be known as the National Pan-Hellenic Council Incorporated of Columbus State University, and also known hereinafter as the CSU NPHC.

Article II. Purpose
Section 1: The Purpose of the National Pan-Hellenic Council Incorporated of Columbus State University shall be:

1. To create and maintain high morals between fraternities and sororities.
2. To perpetuate constructive fraternity and sorority relationships, between members of the National Pan-Hellenic Council, as well as other Greek Councils and Chapters represented on the campus of Columbus State University.
3. To foster an understanding of the structure and method of operations among the affiliate’s organizations.
4. To coordinate action strategies on matters of mutual concern to the affiliate organizations.
5. To make every available effort to create Greek unity, coordination, and congruence through the promotion of trust, respect, and teamwork between each member organization.

Article III – Non-Discrimination
Section 1. The CSUNPHC shall follow all local, state, federal and university laws and regulations. The CSUNPHC is responsible for following regulations against racial and other types of discrimination, sexual harassment (including domestic violence, stalking and criminal sexual misconduct), hazing (in any form), and the university’s alcohol and drug policies.

A. CSUNPHC agrees that the organization and all of its members will not discriminate against anyone on the basis of race, color creed, religion, age, disability, sex, sexual orientation, national origin, political opinions or veteran status.
B. CSUNPHC agrees that it will not engage in any activity construed as sexual harassment, or condone sexual misconduct in any form.
C. CSUNPHC agrees that it will not support or encourage any activities that place an individual at risk, whether physically or emotionally that may or may not be part of an initiation to join or be recognized as a member of an affiliate organization.
D. CSUNPHC agrees that if any member of CSUNPHC is aware or becomes aware of any violations of the provisions contained in this article, they will immediately report the violation or suspicion of such violations to the Fraternity and Sorority Life Advisor.

Article IV. Membership
Section 1: The Council shall be composed of affiliate chapters of the national organizations that comprise the National Pan-Hellenic Council. Membership in the National Pan-Hellenic Council Incorporated of Columbus State University shall include:
Section 2. Membership in the NPHC Council shall be comprised of National members. They are such fraternal organizations associated with National and/or International organizations approved by the Administration of Columbus State University and the NPHC Council.

Section 3. One (1) representative shall represent each member organization of the NPHC Council. The voting representative shall be an active member of his respective organization and the alternate shall be a designated member of that same organization. Member Fraternities should be classified as follows:

1. **Full Member:** Any fraternity chapter, which has been chartered by their inter/national organization. Full membership grants the Member Fraternity all rights, privileges and responsibilities under the IFC Constitution, excluding voting privileges, holding positions on the IFC Executive Board, or holding positions on the Fraternal Conduct Board.

2. **Associate Member:** Any fraternity colony of an inter/national organization. Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution, excluding voting privileges, holding positions on the IFC Executive Board, or holding positions on the Fraternal Conduct Board.

Section 4. The individuals of each Member Fraternity will be defined as follows:

1. **Active Member:** An active member shall be defined as any man who has been initiated into any IFC fraternity at Columbus State University, and who is on the current member roster on file with the Office of Fraternity and Sorority Life.

2. **New Member:** A new member shall be defined as any man who has started the New Member process at Columbus State University, and who is on the current New Member roster on file with the Office of Fraternity and Sorority Life.

Section 5. Officers and voting delegates are required to attend all NPHC meetings and events. Officers are allowed one absence per semester. Each additional absence are subject to fines according to Article VI of the By-Laws.

Section 6. No organization representative may be on Academic Probation.

Section 7. In order to be a member of the NPHC Council, Fraternities must achieve colonization status from their national organizations and must meet chapter average membership.

1. Any colony must adhere to the Columbus State Expansion Procedures. This document can be found on the Fraternity and Sorority Life Website.

**Article V. Membership Policies:**

**Section I Responsibilities**

A. Abide to the Fraternity and Sorority Life Expansion Procedures
B. Any chapter that is recognized by The Columbus State University National Pan-Hellenic Council and its national organization during the given semester shall be allowed one (1) vote by the Chapter Representative, also known as the voting representative. See Article XII for academic probation stipulations.

C. Each affiliate organization shall be entitled to one (1) voting representative and one (1) alternative representative. The alternate representative shall only vote when the voting representative is unavailable. The voting representative will be recognized before the actual vote.

D. The affiliate NPHC Chapters shall appoint voting representatives, (1) Chapter Representative and (1) Alternative Representative, also known as a General Body or Delegate.
   - Each chapter organization is required to have a delegate at each general body meeting. In the case that the delegate cannot make the meeting, CSUNPHC requires all chapters list an alternate delegate.
   - The delegates, if possible should have a GPA of 2.5
   - The delegates shall be chosen by the individual chapters of the NPHC.
   - The names of the (1) voting delegate and (1) alternative delegate, are required to be submitted to the current NPHC Vice-President.

Section 2: Requirements for all chapters, to be considered financial, regular or associate members continue as follows:

A. Maintain an active roster that includes a minimum of two (2) members.
B. Shall have a Chapter/Alumni advisor.
C. A Columbus State University Faculty advisor is required
D. Shall pay $10.00 per semester. Deadline to pay dues will be stipulated by the Council Executive Board.
E. Only chapters who are in good standing with their national organization may participate with the CSU NPHC.

Section 3: Violations of Membership Policies are punishable by fines to the affiliated organization. The offending chapter, in full, must pay fines within two weeks of notification. The scheduled fees are listed below:

Schedule of Fees:
   - At least one member must be at the Council meetings. Failure to have representation will result with a written warning. Any following violation will result in a $50 fine PER MEETING.
   - Late payment of Council Dues: $10.00 PER WEEK (up to four (4) weeks).
   - Sponsoring any program, event, project, or any gathering that can be construed as such, without the explicit and written consent of the CSU NPHC president and vice president, as well as the organization’s chapter president during their organization assigned week. $175.00 PER EVENT.
   - Any organization that violates academic probation stipulations shall be fined $50 per occurrence/per member.
   - Failure to submit the Intake for Intake Form or the Week Checklist Packet will result on a $50.00 fine.
   - Any assessed fines not paid in a timely manner can and most likely will affect your organization’s good standing within CSUNPHC.
   - Any chapter who reaches the maximum amount of fines ($200.00/semester) will be placed automatically on social probation for the remainder of the semester. All social events will be cancelled and can only perform academic, service, or philanthropy events. The chapter will also lose privileges to host their “week”.

Article V - Officers
Section 1: The elected officers of the CSUNPHC will be the President, vice-president of Intake, Vice President of Programming, Vice President of Finance, and Vice President of Standards and Conduct. A term of office is one year, or until a successor is elected.
Section 2: Members that are selected to serve as an officer must be full time enrolled in school at CSU and cannot be eligible for graduation until the end of their term.

Section 3: The election of officers will take place at the April meeting. The term of office shall be from January to December.

Section 4. In the event that any Executive Officer fails in the duties of office, this officer may be removed from office by a written request for removal submitted to the entire council. This request must be confirmed by a two-thirds (2/3) majority vote of all member organizations actively attending and participating in the NPHC Council.

Officer Duties

A. It shall be the responsibility of the President to:
   a. Preside over all meetings of the CSUNPHC.
   b. Have general responsibility for ensuring that the programs and activities of the CSU NPHC are implemented.
   c. Represent this Council with the national body of NPHC and the public.
   d. Be one of the signatures on the Council’s checking account.
   e. Countersign all vouchers for disbursement.
   f. Appoint all standing committee members and ad hoc committee chairs and members, except as noted elsewhere in these bylaws.
   g. Be ex-officio on all committees except the Nominating Committee.
   h. Appoint the appointed officers of the CSUNPHC and announce these appointments at the April meeting to the Council.
   i. Ensure that all reports required by the national NPHC organization are submitted in a timely manner.
   j. Chair the Executive Board of this Council
   k. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
   l. Oversee all Philanthropy and community service initiatives.

B. It shall be the responsibility of the Vice-resident of Standard and Conduct to:
   a. Preside over Council meetings in the absence of the president and at other times when requested to do so by the Council president or the Executive Board.
   b. Assist the president in the execution of his/her duties.
   c. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
   d. Take the minutes of all meetings of CSUNPHC, and the Executive Board of the CSUNPHC whether the meetings are regular, special or annual.
   e. Upload a draft version of the minutes in accordance with the provisions in the Standing rules.
   f. Sign and date all approved minutes.
   g. Retrieve all correspondence from the CSUNPHC’s post office box and read the correspondence when requested to do so.
   h. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
   i. Have a working knowledge of Robert’s Rules of Order Newly Revised (RONR).
   j. Bring to every meeting of CSUNPHC, a copy of RONR, the CSUNPHC bylaws, and the Bylaws/Constitution of the national NPHC
   k. Oversee the fine schedule set in these bylaws.

C. It shall be the responsibility of the Vice President of Programming to:
a. Update the social media as needed or directed to reflect changes in officers, programs being sponsored by the CSUNPHC or its undergraduate NPHC council.
b. Update the calendar of events to reflect activities of all active member organizations
c. Monitor each committee on a regular basis and assist with concerns as needed
d. Chair the individual program committees, assuring that each special committee has a chair person and at least 3 to 7 members.
e. Promote all NPHC activities;
f. Work steadily with the chapters to plan events, activities, and meetings to promote chapter relations;
g. Coordinate all activities with regards to Homecoming, Greek Week, and Member Education;
h. Compile a monthly newsletter to be sent to chapter presidents and Fraternity advisors associated with Columbus State University’s NPHC. This newsletter shall also be sent out to the Panhellenic and NPHC Council chapters and advisors, along with chosen University officials;
i. Responsible for creating all publications for the NPHC (flyers, banners, display board, etc.)
j. Keep CSUninvolve updated.

D. It shall be the responsibility of the Vice President of Finance:
   a. Receive all funds being submitted to the CSUNPHC, giving a receipt for all monies received.
   b. Maintain records on all financial transactions.
   c. Give the treasurer all funds collected and in return receive signed receipt for all monies given to the treasurer.
   d. Be bonded at a level set by National NPHC.
   e. Be one of the signatures on the CSUNPHC checking account.
   f. Provide a financial report at every meeting of CSUNPHC or as ordered by the president or Executive Board.
   g. Submit all documents, books, ledgers, financial statements, for audit in accordance with the Standing Rules.
   h. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
   i. Assure at least one chapter or faculty advisor is scheduled and present at all NPHC events where there will be an exchange of monies.
   j. Oversee the academic policies.

E. It shall be the responsibility of the Vice President of Recruitment and Intake to:
   a. Serve as Recruitment coordinator by overseeing all Recruitment activities of the National Pan-Hellenic Council.
   b. To serve as committee chair for publicity
   c. Organize promotional tables and materials to attract men to fraternal life;
   d. Organize monthly NPHC 101 informational sessions during the academic year
   e. Organize a recruitment committee consisting of representation from each chapter;
   f. Coordinate a Recruitment schedule approved by the General Assembly;
   g. Coordinate a fraternal life informational session for incoming freshman during each orientation session;
   h. Will serve as the Co-Chair of the NPHC Judicial Board and attend all meetings scheduled by the Board.

Article VI: Meetings

Section 1: Regularly scheduled meetings of the CSUNPHC will occur bi-weekly on a day and time set by the council. (At the President’s discretion) and given notification if changes occur.

Section 3: A majority of the representatives of the CSUNPHC can call by the Executive Board or upon request special meetings. The notice for such meetings must be e-mailed to all members of the CSUNPHC at least 5 days prior to the meeting. Only the items named in the call to the meeting can be discussed at a special meeting.
Section 4: Quorum of the voting member chapters must be present to conduct business. Quorum shall be established as a majority (half of the voting members plus one). A quorum shall be necessary to conduct any business.

Section 5: If a member wishes to invite their undergrad chapter advisor of their organization, they must notify the CSUNPHC president within 5 days prior to the meeting. The CSUNPHC president then must send an invitation to ALL undergraduate chapter advisors within 72 hours prior to the upcoming meeting.

Section 6: The CSUNPHC president has the liberty to invite undergraduate chapter advisors to any meetings as he/she seems necessary.

Section 7: If a snow emergency or some other emergency or conflict occurs, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

Article VII – Executive Board

Section 1: The Executive Board of the CSUNPHC is composed of the elected officers.

Section 2: Members of the CSUNPHC who are not officers or committee chairs may attend the meetings of the Executive Board provided they receive permission to do so from the president.

Section 3: The Executive Board generally supervises the affairs of the CSUNPHC in between regular meetings, except they cannot amend the constitution, bylaws, standing rules, or change any action adopted by the council.

Section 4: The Executive Board has the authority to appoint ad hoc committees as the need arises for the CSUNPHC and for its own operations.

Section 5: The Executive Board, at a minimum, must meet monthly, but can meet as often as the need arises. The quorum for such meetings will be a majority of the officers.

Section 6: The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment. If the Executive Board is meeting in person, and an officer requests to meet via an electronic platform that is also permissible. A vote by any electronic means may be authorized by the president. The Executive Board may establish its own rules on electronic meetings including voting procedures, notice, quorum, etc.

Article VIII - Committees

Any member NPHC can chair a committee. Committees will be open to all members of individual chapters. If committees are not filled, appointments to individual committees will be made at the discretion of the chair. Executive board members will make every attempt possible to ensure that every chapter is represented throughout the committee makeup.

Section 1: The standing committees of the CSUPHC will be the following: Program, Budget, Nominating, and Constitution/Bylaws/Standing Rules.

Section 2: All committees will consist of no fewer than 3 and no more than 7 members.

Section 3: The president is ex-officio on all committees except the Nominating Committee.

Section 4: The Executive Board may create special committees as they see fit to meet the goals of the Council. (Examples: Budgeting, Internal Audits, Fundraising, Promotions)
Section 5: Standing/Special committees may meet electronically. If a standing committee is meeting in person and a member of the committee wants to attend the meeting via an electronic platform that is also permissible.

ARTICLE IX Council Advisor
Section 1: The NPHC Council Advisor shall be the designated administrator as appointed by the Office of Student Life and Development.

Section 2: The duties of the advisor shall include, but are not limited to attending each NPHC Council meeting, to confer with the officers, to uphold all Columbus State University policies, to enforce the NPHC Council Constitution, By-Laws, and Recruitment Rules and Regulation, and to serve as a liaison between the NPHC Council and the faculty and administration of Columbus State University.

Section 3: The NPHC Council Advisor shall be allowed to select and send a substitute advisor if he/she is unable to attend any meeting.

Section 4: The advisor reserves the right to make administrative decisions on behalf of the NPHC Council when deemed appropriate.

Article X- Parliamentarian Authority
Section 1: The rules contained in Robert’s Rules of Order Newly Revised shall govern the CSUNPHC in all cases to which they are applicable.

Article XI- Amendment
Section 1: This constitution can be amended by 2/3 vote at a regularly scheduled meeting of the CSUNPHC, or a special meeting called to amend the constitution, provided that the proposed amendments have been presented at the council meeting at least 30 days prior to the meeting in which they will be voted on.

Section 2: if amendments to this constitution will be voted upon at a special meeting called to amend the constitution, the secretary must submit the proposed amendments to all members electronically at least 30 days in advance of the special meeting.

Article XII- Academic Probation
Section 1: Semester GPA’s will be used to determine each chapter’s eligibility about their academic standing in accordance to Greek life standards. A Semester GPA below 2.5 will result in academic probation.

Section 2: No chapter organization that is on academic probation will be eligible to vote during the semester they are on academic probation. The chapter members also will not hold any nominated positions on the executive board during their academic probationary time. Members can participate in general body discussion and volunteer to help with committees.

Section 3: Chapter’s on academic probation will not be eligible to hold social events on campus. (Parties, interest meetings, new member presentations, or fundraisers with 100% profits going to their organization, etc.)

Section 4: Chapter organization that is on academic probation will be allowed to only host 2 social events per semester.

Section 5: Chapters who do not successfully complete their academic probation or any probation status set forth by CSU NPHC or the Office Of Fraternity and Sorority Life, will be placed on suspension and will only be allowed to host academic or community services/philanthropy events.