

**NATIONAL PAN-HELLENIC COUNCIL, INC.  
OF  
PURDUE UNIVERSITY  
CONSTITUTION AND BYLAWS  
PREAMBLE**

**We, the representatives of historically Black Greek Lettered Organizations (BGLO), founded on the precept of service to all mankind and designed to continue the coordination of activities for intercollegiate BGLO undergraduate chapter actions and programming, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws.**

**ARTICLE I – NAME**

**Section 1.** The name of this organization shall be the NATIONAL PAN-HELLENIC COUNCIL, INC. of Purdue University hereinafter referred to as “NPHCPU.”

**ARTICLE II - PURPOSE**

The purpose of the NPHCPU shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, the NPHCPU shall fellowship and high moral and ethical standards among Black Greek Lettered Organizations as well as the Black student population at Purdue University and provide service to the people, particularly the Black community, in the Greater Lafayette area as well as the Purdue University area.

**ARTICLE III – MEMBERSHIP**

**Section 1.** Affiliate membership in NPHCPU shall include Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc. and any other affiliate organization of the National Pan-Hellenic Council as may, from time to time, be granted membership. No other organization shall have the right to participate at the collegiate level. Any organizations not officially recognized or in good standing (withdrawal of recognition or suspension) are not permitted to be members of NPHCPU or attend meetings.

**Section 2.** All member organizations of the NPHCPU must be recognized as a chapter by Purdue University. If any organization is on probation for any reason, that organization has no say or vote on matters pertaining to the NPHCPU. It is at the discretion of the President to decide if that organization may sit in on meetings. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

## **ARTICLE IV – OFFICERS**

**Section 1.** Elected officers. The elected officers shall be President, Executive Vice President, Vice President of Operations, Vice President of Administration, Director of Council Affairs, Social Chair, and Compliance Officer. These elected officers shall be called the Executive Board. No member organization shall hold more than two (2) positions on the Executive Board. The President of NPHCPU and any Vice President of NPHCPU shall not be in the same member organization.

**Section 2.** Appointed Officers. The appointed officers shall be appointed as necessary by the president with approval from the Executive Board.

**Section 3.** Ex-Officio Members. The president and the advisor(s) shall serve as ex-officio members on all committees. They shall serve without vote.

**Section 4.** Executive Board members must maintain a 2.5 overall GPA to serve in their position.

## **ARTICLE V – NATIONAL PAN-HELLENIC ADVISOR**

**Section 1.** The NPHCPU advisor shall be a member of one of the affiliate organizations, if possible. THE NPHCPU should also have an advisor from the Office of Fraternity, Sorority, and Cooperative Life. The advisor will not have voting rights in NPHC but will serve in an advisor capacity.

## **ARTICLE VI – MEETINGS**

**Section 1.** Meetings shall be held regularly at the discretion of the NPHCPU president. The president shall issue a schedule of meetings at the beginning of the Fall and Spring semester.

**Section 2.** The President has the right to call emergency meetings giving at least 72 hours notice to each organization.

**Section 3.** Executive board meetings shall be held at the discretion of the NPHCPU president.

**Section 4.** Official business may not be conducted without a quorum present. A quorum is constituted for organizations that have 4 or more members as two (2) delegates. One delegate must be president or vice president and the other a chapter representative. For organizations with 3 or less members, only 1 chapter representative is defined as quorum.

**Section 5.** All official voting and discussion will be done in accordance with the latest edition of Robert's Rules of Order.

**Section 6.** Each member organization has one (1) vote. The voting member must not be an officer on the executive board (i.e. there must be a NPHC representative from each organization who will vote). Extenuating circumstances in which a member of the executive board must vote on behalf of their organization must be approved by the executive board.

**Section 7.** A majority of the present quorum will carry a motion or render a vote acceptable.

## **ARTICLE VII – COMMITTEES**

**Section 1.** Special Committees. The Executive Board may form such other committees, as it deems necessary to carry out the duties of the NPHCPU. The President shall appoint the chairperson and members of such other committees with the concurrence of the Executive Board.

## **BYLAWS**

### **Article I – Duties of the Officers**

**Section 1.** President duties include but are not limited to:

- Serve as Chairperson of Executive Board
- Preside over all meetings of the General Body and Executive Board
- Approve of all vouchers for expenditure of the budgeted funds
- Prepare the executive officer meeting agendas
- Keep advisor(s) abreast of the chapter's status, and other duties as assigned.
- Conduct an annual review of NPHCPU constitution and bylaws

**Section 2.** Executive Vice President duties include but are not limited to:

- Preside over all committees, both standing and appointed
- Keep an accurate record of all NPHCPU activities and its member organizations' activities throughout the year
- Coordinate and oversee all procedures and activities of the NPHCPU judicial board
- Attend and represent NPHCPU at FSCL Accountability Team meetings
- Preside over meetings in the absence of the president.
- Coordinate and oversee the NPHC Retreat to be held each semester

**Section 3.** Vice President of Operations duties include but are not limited to:

- Collaboration with other fraternity and sorority governing councils to execute community-wide programs i.e. FSCLS, Officer Training, NMO, Greek Awards, etc.
- Coordinate attendance for NPHC Executive Board and chapter presidents at CPLA, and ALFV/NBGLC. Preside over meetings in the absence of the President and Executive Vice President.

- Provide programs that will improve the scholastic achievements of member organizations and maintain/update academic file system.
- Responsible for coordinating NPHC study tables

**Section 4.** Vice President of Administration duties include but are not limited to:

- Prepare the general body meeting agendas
- Conducts all official correspondence of NPHCPU, maintains an up-to-date file of all current correspondence including materials received from the advisors as well as any other pertinent materials, submits reports of NPHCPU activities for publication
- Keep the official records of NPHCPU, maintain a permanent record of the minutes, prepare copies of the minutes for representatives of the NPHCPU, take roll at each meeting, and preside over meetings in the absence of the President and the vice presidents.
- Be responsible for the general supervision of NPHCPU finances. Shall keep accounts, deposits the organization's funds, and make expenditures in a manner approved by the Business Office for Student Organizations (BOSO).
- Be responsible for collecting payments due to NPHCPU and the collection of dues. Provide the advisor(s) and members with a report listing all transactions.
- Be responsible for preparation of an annual budget and provide copies of approved budget to member organizations.
- Be responsible for prompt payment of all bills of NPHCPU. Keep the NPHCPU advisor(s) informed of the financial status.

**Section 5.** Director of Council Affairs duties include but are not limited to:

- Coordinate all NPHCPU community service events
- Provide programs that will improve the philanthropic achievements of member organizations, and
- Adequately publicize NPHCPU community service events.
- Coordinates publicity of NPHCPU activities/events (e.g., social media presence preparing fliers, announcements in newspapers, display windows, tables and any other displays),

**Section 6.** Social Chair duties include but are not limited to:

- Coordinate all NPHCPU social events,
- Serve as chairperson for any NPHCPU unified events
- Serve as Chairman for NPHCPU Week of Events along with being the chairperson of the NPHCPU Step-Show planning committee.

**Section 7.** Compliance Officer duties include but are not limited to:

- Be responsible collaboration with other governing councils and the fraternity sorority and cooperative life office to plan and execute health and safety educational initiatives. Including but not limited to: Health and Safety Week, Sexual Assault Prevention, Hazing Prevention, and Sexual Health Week.
- Serve as Chief Justice of the NPHCPU Judicial Board

## **Article II – Executive Board Duties**

**Section 1.** Executive Board duties include but are not limited to: To meet and decide on issues in emergency situations, enforce judgments of the Judicial Board, to develop and maintain a relationship as a liaison between the Purdue University administration, and to promote a harmonious working relationship between the organizations that encompass the NPHCPU.

**Section 2.** A member of the Executive Board must forfeit their office if they leave the university during their term of office or become inactive within their own organization.

## **Article III – Judicial Board**

**Section 1.** Members. The Judicial Board of the NPHCPU shall consist of the Compliance Officer (Chief Justice), Vice President of Administration, and one member representative from each organization that is NOT on trial or involved in the incident at hand. If an organization is on trial, they do not have the right to vote on any decision. The Chief Justice will vote ONLY in the event of a tie. The advisor and Parliamentarian will be present at all judicial proceedings to ensure policy is followed and due process is given but will have no vote. If the Chief Justice's organization is on trial, the Vice President of Administration will chair the judicial proceeding and vote in the event of a tie.

**Section 2.** Meetings. The Judicial Board of the NPHCPU shall meet as needed. The Office of the Dean of Students has the right to take any action against any organization if university regulations are violated regardless of what the NPHCPU judicial board decides or determines to be an appropriate punishment for an organization.

**Section 3.** Judicial Board duties include but are not limited to: serving as justices at hearings of member organizations in response to fines and violations of the Constitution and Bylaws of the NPHCPU.

## **Article IV – Order of Succession**

**Section 1.** In the event that an executive officer is unable to perform his or her duties or is unable to be in attendance at Purdue University for any reason, then the following order of succession shall be implemented: Vice-President to President any open positions will be opened up to the general membership for voting in an election format. ANYONE can run for a position regardless of what chapter he or she is from only when another member of the same organization who held the office previously cannot fill the position. Until a proper election process can be held, an NPHCPU member who is appointed by the President shall fill the open position.

**Section 2.** In the event that a promoted officer cannot or does not wish to accept his/her new office, then the officer must occupy the new office until an election process is held to fill the vacancy. The aforementioned officer has the option of returning to his/her former position once the vacant office is filled.

## **Article V – Nominations for Officers**

**Section 1.** Nominations for officers shall be made by the second to last general body meeting and elections shall be held by the last general body meeting of the preceding semester. No person shall hold more than one office at a time. Officers shall be an undergraduate student enrolled at Purdue University West Lafayette campus and must be an active member of an organization recognized by NPHCPU during their term. To hold office, one must be in good academic standing with the University each semester. The term of office shall be for one (1) calendar year (January-December).

## **Article VI – Election Procedures**

**Section 1.** Procedure for the Election Meeting. At the election meeting, each nominee for office will be allotted a maximum of five minutes to orally present his/her qualifications and goals for the office being sought. The NPHCPU voting membership may then question a candidate for up to three minutes. If a nominee is unable to attend the election meeting, he/she must first notify the presiding officer of the absence and send a written statement outlining their rationale for seeking the office.

**Section 2.** Procedure for voting. Candidates may decline a nomination at any time. If only one candidate is nominated for an office, the President shall entertain a motion to elect by acclamation without need for written ballot.

**Section 3.** Method of voting. Voting will be conducted by written or electronic ballot. If on the first vote no candidate has received a majority, the candidate receiving the lowest number of votes shall be dropped from consideration and re-vote among the remaining candidates shall be taken. The process may be repeated until one candidate achieves a majority vote. The NPHCPU advisor(s) and one counter appointed by the President shall count the ballots. The President shall announce the outcome of each vote.

**Section 4.** The new executive board will be required to meet with the old executive board prior to the end of the fall semester. New executive board members must attend a yearly leadership retreat during the spring semester.

## **Article VII – Dues, Fines, and Violations**

**Section 1.** Dues for member organizations shall be \$12 per active chapter member per semester.

**Section 2.** Any member organization late, over 10 minutes, following call to order will be assessed a \$10.00 fine unless otherwise stated by the Executive Board.

**Section 3.** Any member organization absent from an NPHCPU unexcused general meeting will be assessed a \$20.00 fine that may be appealed to the Judicial Board.

**Section 4.** Two unexcused (2) absences in a single semester shall result in an organization being placed on probation without stipulations.

**Section 5.** Any member organization exceeding more than three unexcused (3) absences in a semester will relinquish their traditional week to NPHCPU. If the third unexcused absence comes before the member organization's traditional week in the current semester, then the member organization will lose that week. If the third absence comes after the traditional week of that semester, then the traditional week of that member organization in the following semester will be relinquished to NPHCPU.

**Section 6.** Any member organization failing to pay semesterly dues or fines by the last meeting of the fall semester will be assessed a \$15.00 late charge. Any member organization failing to pay outstanding dues by the first academic day of the next semester shall relinquish their traditional week to NPHCPU for that semester.

**Section 7.** Any member organization more than two (2) weeks delinquent on dues or fines shall be placed on probation. Any member organization failing to pay outstanding dues shall be suspended as an NPHCPU member. The suspended member organization may be reinstated once all outstanding bills are paid.

**Section 8.** Any member organization failing to have sufficient representation (25% of organization or more) at a mandated NPHCPU sponsored event shall be fined \$40 per event. NPHCPU has the right to change or adjust "sufficient representation" depending on the type of event (i.e. NPHCPU Retreat) and will announce that expectation one week prior to each event. Mandated events will be determined by the Executive Board at the first meeting of each semester. If a special case arises, the Executive Board has the right to deem an event as a mandated event as long as the body will be notified two weeks in advance.

**Section 9.** Absolute neglect of dues and absence policy within an academic year can result in disciplinary proceedings.

**Section 10.** Any NPHCPU organization sponsoring a separate event/activity during the same time as another NPHCPU organization without consent of the sponsoring organization will be assessed a fine of \$300.00 payable to the grieved organization. This includes traditional weeks and any activities approved by the NPHCPU. Exemptions will be made for mandatory programming requirements as determined by a national organization (national weeks, regional/leadership conferences, etc.). In which case, only notification, not permission, to the sponsoring organization is needed.

**Section 11.** The Executive Vice President must issue a written statement to any member organization found in violation of any section of Article VII of the Bylaws. This statement must include the observed violation, fine assessed, and appeal date.

**Section 12.** Reporting: Member organizations must report the following data to the Fraternity, Sorority, and Cooperative Life office by the end of each semester:

- i. current roster for the chapter including all members, and new members/neophytes;
- ii. membership forms on file for each individual member;
- iii. community service hours for the entire chapter; and
- iv. philanthropy dollars raised for the entire chapter.

If an organization violates this policy the chapter will not be eligible to participate in the NPHC Step Show.

## **Article VII - Social**

**Section 1.** NPHCPU shall be in charge of maintaining a calendar of its member organizations traditional week of events.

**Section 2.** Each member organization shall be allowed one (1) traditional week in the fall semester. A week is defined as the Monday proceeding the assigned weekend through Sunday including one optional social fundraising function. The traditional weekends are subject to change each calendar year. An organization's average chapter G.P.A of the previous academic semester shall be the deciding factor (from highest to lowest GPA) if an organization(s) wants the same week. If one or more organizations want the same week, of which an organization was suspended or on probation, then the organization in good standing with the NPHCPU shall have preference. An organization whose chosen week is not conflict shall have that week unless that organization decides to change it.

**Section 3.** Any organization wishing to alter the traditional week calendar, must submit a written request to the NPHCPU for approval at least two (2) weeks prior to the requested date.

**Section 4.** The first weekend in September following the start of the fall semester shall be the traditional week of the NPHCPU in which social events will be held. Additionally, the first week of classes shall be designated for the NPHCPU to hold collective events to make the incoming freshman aware of the Black Greek Lettered organizations as a whole on campus. The last full week in February shall be the traditional mini week of the NPHCPU.

**Section 5.** A member organization may petition to replace their traditional week with that of a suspended organization at any time during the suspension. Once a suspended organization is back in good standing, their traditional week(s) shall be reinstated if available.

**Section 6.** Any member organization wishing to use an open calendar date to host a public, money-generating event may submit a written request to the NPHCPU Executive Board at least two (2) weeks prior to the event. Criteria for selection will be based on (but not limited to) attendance to NPHCPU meetings and events.



## **Article VIII – Finance**

**Section 1.** All moneys in the treasury are the sole property of the NPHCPU.

**Section 2.** No organization may use any money in the treasury for personal use.

**Section 3.** All checks written by the NPHCPU will be countersigned by the Advisor, President and/or the Treasurer.

**Section 4.** Reimbursements will be handled with the permission of the Advisor, President and/or Treasurer. If a reimbursement is necessary, a valid receipt has to be given to the Treasurer with the amount of the purchase indicated.

## **Article IX – Regulations**

**Section 1.** NPHCPU shall coordinate the schedule of activity dates no later than the last Meeting of the Fall and Spring semester of every academic year.

## **Article X – Functions**

**Section 1.** NPHCPU shall sponsor at least one social activity per semester.

**Section 2.** NPHCPU shall coordinate at least one fundraising activity per semester.

**Section 3.** NPHCPU shall conduct at least one service project per month.

## **Article XI- Definitions**

**Section 1.** An NPHCPU probation shall be defined as a time period in which a member organization is under review by the NPHCPU. Any violations occurring during the probationary period will subject that organization to further disciplinary action. The member organization on probation will remain in good standing with the NPHCPU, with all rights and privileges therein.

**Section 2.** An NPHCPU suspension shall be defined as a time period in which a member organization is not in good standing, with voting privileges and assigned traditional week(s) revoked. Suspended organizations are exempt from paying dues during the suspended period). Dues will be prorated upon reinstatement of privileges. Attendance and participation in NPHCPU meetings and events will be subject to the approval by the NPHCPU Executive Board.

**Section 3:** All members must abide my NPHCPU Risk Management policy.

**Section 4:** All members must abide by NPHCPU Social Media policy.

## **Article XII- Amendments and Bylaws**

**Section 1.** Any member of the NPHCPU may propose an amendment to the Constitution and Bylaws to the Executive Board for review. Amendments to the

constitution require a two-thirds (2/3) vote for adoption. All amendments to the constitution or bylaws are subject to approval by the Office of the Dean of Students. Approved amendments will take effect immediately.

**Section 2.** Membership and participation are free from discrimination on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Last updated: September 26, 2020

October 6, 2020  
Date of Adoption

ANDrianna P.  
President's Signature

  
Advisor's Signature

October 6, 2020  
Date of Recognition

11-30-2020  
Student Activities and Organizations