



**The NATIONAL PAN-HELLENIC COUNCIL, INC.  
(Kennesaw State University Chapter)**

**CONSTITUTION and BY-LAWS**

**Preamble**

We, the representative 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 there are certain areas of action and programming that can be best realized by formal organization, 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. at the Kennesaw State University, hereinafter to be referred to as the “NPHC” in this constitution. Member Organizations for the council include: Alpha Kappa Alpha Sorority, Incorporated; Alpha Phi Alpha Fraternity, Incorporated; Delta Sigma Theta Sorority, Incorporated; Zeta Phi Beta Sorority, Incorporated; Iota Phi Theta Fraternity, Incorporated; Kappa Alpha Psi Fraternity, Incorporated; Sigma Gamma Rho Sorority, Incorporated; Phi Beta Sigma Fraternity, Incorporated; Omega Psi Phi Fraternity, Incorporated.

**Article II - Purpose**

**Section 1:** The purpose of the organizations within the NPHC at the Kennesaw State University shall be:

- A. To govern, monitor, and coordinate its member organizations and to provide a means through which the organizations make a united and constructive approach to fraternity and sorority life.
- B. To encourage and maintain superior level of scholarship for members and member organizations.
- C. To promote superior standards of service and leadership.
- D. To create a harmonious working relationship amongst member organizations.
- E. To facilitate the establishment and development of undergraduate chapters of the member organizations.
- F. To preserve the cultural heritage of the NPHC member organizations.
- G. To encourage member organizations to develop programs to meet the needs of their respective communities.
- H. To act in accordance with the NPHC and the Kennesaw State University policies and procedures.
- I. To address, coordinate, and develop action strategies on matters of mutual concerns to member organizations.
- J. To foster an understanding of the structure and method of operation among the member organizations.

**Article III: Membership**

**Section 1: Membership in NPHC**

- A. Full membership shall consist of Kennesaw State University chapters of the nine traditionally African-American Fraternities and Sororities. Each Fraternity and Sorority must have fulfilled all obligations required by SABAC and the Office of Fraternity & Sorority Life in order to be a registered sorority/fraternity at Kennesaw State University.
- B. Once recognized as a member of the NPHC of Kennesaw State University, the organization must be provided with the NPHC Constitution, and complete subsequent training in the compliance with regulations set forth by the regional/national NPHC Councils.

## **Section 2: Delegates**

- A. Internal membership of the NPHC shall consist of one representative from each organization. This representative shall serve as the “delegate.”
- B. Each delegate to the NPHC must be an active member in good standing and a financially cleared member within his or her respective organizations.
- C. If the delegate is unable to attend a meeting they are responsible for notifying the Secretary and/or NPHC Advisor via email of their absence 48 hours prior to the meeting. Failure to submit notice via email within the time frame will result in a \$20 fine to be paid at the following NPHC General Body Meeting.

## **Section 3: Voting**

- A. Each delegate shall have one vote, thereby allowing each member organization one vote.
- B. Each executive board officer shall have one vote except the President. The President shall only vote in the event of a tie.

## **Section 4: Quorum**

- A. A quorum shall exist at NPHC General Body Meetings when at least 2/3 of the eligible voting delegates are present.
- B. A quorum shall exist at NPHC Sponsored Events when half plus one of the active chapter is present, unless otherwise specified by the NPHC executive board.

## **Section 5: Delegate responsibilities**

- A. Each delegate responsibilities shall include but not limited to:
  - 1. Be present at all NPHC General Body Meetings.
  - 2. Voting on behalf of their chapter.
  - 3. Bring issues and concerns of the chapters to NPHC.
  - 4. Share information from each meeting to their respective chapters.
  - 5. Presenting a report on behalf of his or her chapter at each meeting.
  - 6. Serving on at least one committee during his or her term of appointment.

## **Section 6: Good Standing**

- A. In order for a chapter to be in good standing with the Office of Fraternity and Sorority life they must:
  - 1. Complete the Registered Student Organization registration process on Owlife.kennesaw.edu.
  - 2. Be nationally financial as well as have all local NPHC dues and fees paid.
  - 3. Have a semester grade point average of at least a 2.65.
  - 4. Be in good standing with the Department of Student Conduct and Academic Integrity (SCAI).
- B. If a chapter does not meet the standards that are described to be in good standing then they will be considered in bad standing with the Office of Fraternity and Sorority life. Bad standing includes:
  - 1. A chapter will not be allowed to reserve space on campus.
  - 2. A chapter will not be allowed to host any events.
  - 3. A chapter will not be able to choose/host a full week.
  - 4. A chapter will have no voting privileges at NPHC General Body Meetings.

## **Article IV: Executive Board**

### **Section 1: Duties and Powers**

#### **A. President.**

- 1. Preside over all meetings of the Executive Board and the General Body.
- 2. Nominate and/or appoint officers or committee members, whose appointments are not herein otherwise provided for, and which the NPHC By-Laws shall establish. These appointments shall expire at the end of the existing term.
- 3. With the advice and consent of the majority active representatives present (2/3 of the eligible voting delegates present) conduct business transactions on behalf of the NPHC, including making contractual agreements and verbal treaties with consultation of the NPHC advisor.
- 4. May call special Council meetings or meetings with member organization presidents/member

organizations when appropriate.

5. The president will maintain a rapport with university officials.
6. Interpret and enforce this Constitution and By-Laws, and perform all duties in accordance with the position and office, including executive privilege when applicable.

**B. 1<sup>st</sup> Vice-President**

1. Assist the President in the performance of their duties.
2. During the absence and/or inability of the President to render and perform all duties or exercise all powers set forth in this Constitution.
3. Responsible for representing the NPHC on a University level, to include University committees and Student Government.
4. Oversee committees and maintain committee reports.
5. Coordinate and serve as chairperson of the NPHC Judicial Board.
6. Preside over Judicial Board meetings.
7. Coordinate at least two NPHC educational events (per semester) including but not limited to, Convocation and NPHC Week.

**C. 2<sup>nd</sup> Vice President**

1. In the President and Vice President's temporary absence, perform the duties of that office.
2. Coordinate two educational/professional workshops per semester for the council.
3. Coordinate two fellowship/social events per semester for the council.
4. Coordinate NPHC programs and events in conjunction with first Vice President.
5. Coordinate at least one NPHC community service project per semester.
6. Coordinate philanthropic opportunities for the council.
7. Perform any other duties as assigned by the President.

**D. Secretary**

1. Shall be responsible for keeping a record of attendance for NPHC representatives for all meetings, activities, and programs.
2. Shall be responsible for notifying members of the NPHC regarding internal affairs (e.g. meetings, notices, fines, etc.).
3. Shall be responsible for e-mailing and distributing minutes of each meeting to all organizations and their advisors within 72 hours.
4. Shall be responsible for e-mailing the executive body and general body all respective minutes and agendas at least 72 hours before their respective meetings.
5. Shall maintain a permanent file of all current and past minutes, constitutions, and bylaws to be filed and held at the Office of Fraternity & Sorority Life (OFSL).
6. Compile a master schedule of all NPHC member organization activities.
7. Manage a NPHC student contact directory of active members.

**E. Treasurer**

1. Be responsible for the general supervision of the finances of the NPHC.
2. Maintain current financial record and give a financial report at each regular NPHC General Body Meeting.
3. Receive all payments due to the NPHC, collect all dues and provide receipts.
4. Be responsible for the prompt payment of all bills of the NPHC.
5. Collect money at all NPHC events.
6. The treasurer will get all financial transactions approved by the NPHC advisor before proceeding with any/all purchases.
7. Oversee the Fundraising Committee (if applicable).
8. Plan and execute at least one fundraiser each semester for the council.
9. Create NPHC budget with the approval of the NPHC Advisor and Executive Board Members.

**F. Public Relations Coordinator**

1. Oversee any/all Social Media Components

2. Oversee Marketing for the council such as (not limited to) flyers, banners, promotional materials for events, etc....
3. Take pictures at events to assist with NPHC brochures, etc.

**G. Parliamentarian**

1. The parliamentarian is responsible for ensuring the meetings are conducted in orderly fashion in conjunction with the NPHC Constitution and the most current edition of *Robert's Rules of Order Newly Revised*.
2. Interpret and enforce this Constitution and By-Laws, and perform all duties in accordance with the position and office.
3. Parliamentarian will enforce appropriate behavior at meetings. Excessive profanity and abusive language will not be tolerated. General warning will be issued to general body regarding profanity or disruption. Next occurrence, individual will be asked to leave and fined at the discretion of the executive board. All cell phones, tablets, laptops and other communication devices, unless permitted by Executive Board must be silenced.
4. Parliamentarian reserves the right to remove anyone who fails to comply with the flow of business.

**Section 2: Vacancies**

- A. If, in the course of a term, an officer is removed or resigns, or for any reason cannot complete the term for which he/she was elected, a motion can be made to fill the vacancy.
- B. Candidate must be a member in good standing, and the candidate must express verbally or in writing the reasons that he/she should be considered.
- C. The remaining executive board members shall appoint the member to the position.
- D. In the event the President shall step down from their position the Vice-President will assume responsibility immediately for the presidency position.

**Section 3: Removal**

- A. Any officer elected by the members, may be subject to review and/or removal from the office by a majority vote whenever, in their judgment, the best interest of the NPHC would be served thereby. However, such removal shall be done without prejudice.

**Section 4: Resignation**

- A. Any officer that feels he/she can no longer fill their they must submit a letter of resignation to the OFSL.
- B. If the executive board acknowledges that an officer has not fulfilled the expectations of their positions, the board has the power to vote to impeach the officer. The impeachment must be held at a secured executive board meeting and must have a majority vote.

**Article V: Elections**

**Section 1: Nomination and Election Procedures.**

- A. Nominations for elected officers shall be taken from the floor during the first general body meeting in October. Nominees must be present in order to accept the nomination.
- B. Nominees shall submit a resume, a letter of intent stating his/her qualifications and platform, and any other documentation required by the University to the secretary within seven days of nomination.
- C. The secretary shall distribute all letters of intent to the chapter delegates and presidents by second general body meeting in October
- D. Nominees shall have three minutes to present his/her platform to the general body at the second general body meeting in October. The general body shall have five minutes to ask questions of each nominee.
- E. The secretary shall prepare the ballot of all nominees for each position.
- F. Elections shall be held at the first general body meeting in November.
- G. Officers shall be elected by a majority vote. In the event of a non-majority vote, the council will re-discuss the candidates for an additional 2 minutes, another ballot vote will be taken, if there is still a tie, the council Vice President will cast the tiebreaking vote after consultation with the full executive board.

H. The officers shall serve for a term of one (1) calendar year, from January to December.

**Section 2: Eligibility for Nomination.**

- A. Nominees shall be in good financial and academic standing with the affiliate chapter.
- B. Nominees shall be matriculating undergraduate students at the University.
- C. Nominees shall have a 2.65 adjusted cumulative grade point average.
- D. Nominees shall be able to attend all executive board and general body meetings.
- E. Nominees shall have one year of membership in the Council in order to run for president.

**Section 2: Restrictions.**

- A. One person shall not hold more than one elected position.
- B. The NPHC President and the NPHC Treasurer cannot be from the same chapter.

**Article V: Advisor**

**Section 1: Eligibility**

- A. Kennesaw State University staff member from the Office of Fraternity & Sorority Life shall serve as the direct advisor for the Kennesaw State University NPHC and attend all general NPHC meetings and executive board meetings. The council may also vote to have assistance from an Advisor from the local NPHC Chapter.

**Article VI: Meetings**

**Section 1: Regular Meetings**

- A. General Body meetings will be held as deemed necessary by the executive board on Wednesdays at 5 p.m.
- B. The President shall give 24 hours notice to the general membership through verbal & written communication if the meeting is canceled.

**Section 2: Special Meetings**

- A. Special meetings may be called at the request of the President, who shall give 72 hours notice to the membership through verbal & written communication (if time permits).

**Section 3: Executive Board Meetings**

- A. Executive Board meetings shall be held weekly or as deemed necessary by the executive board.

**Section 4: Mandatory**

- A. Each NPHC organization shall be represented by at least one active member (delegate) at each meeting for the entire duration of the meeting. If this requirement is not met, a \$20.00 fine will be assessed.
- B. If the fine not paid at that meeting an additional \$10 fine will be assessed to the chapter. If not paid by the next general body meeting, the organization will forfeit their right to vote until fine is paid and will be in bad standing with the NPHC and OFSL.

**Bylaws of the National Pan-Hellenic Council  
Kennesaw State University**

**Article I: Programming**

**Section 1: Founders' Day/Charter Day**

- A. Each chapter will automatically have their respective local charter date and National Founding Date to publicly celebrate in the form of a program, event, and or social.
- B. Should an active chapter with the NPHC violate the Founder's Day/Charter Day clause by hosting an event at the same day and time, the active chapter shall be subject to a fine of \$50 or be forced to cancel the event.
- C. In the case that an organization is not openly celebrating their founders day, and/or another organization has an event that is closed to the members and prospective members of that respective organization, then the fine shall be waived and they will not be required to forfeit their scheduled event.

**Section 2: Chapter Weeks**

- A. Each chapter that is in good standing will have the option to select one week throughout the academic year. All weeks will begin on Sunday and end on Saturday, therefore, given each chapter 7 days within their week (if applicable and if the chapter chooses to host a week).
- B. Chapters will select their weeks in order of academic standing.
- C. Should another active chapter within the NPHC host a program during another NPHC chapter's week, without prior consent, that chapter shall be subject to a fine of \$50 or be forced to cancel the event.

**Section 3: NPHC Programs**

- A. An event will be considered an NPHC Sponsored event when it is passed by a majority vote from the general membership.

**Section 4: NPHC Week**

- A. NPHC Week will be held every year on a week that does not conflict with any NPHC chapter's week or Greek week.
- B. All events for NPHC week will be voted upon by the general membership.
- C. Every NPHC chapter must meet quorum at all NPHC week events unless prior notice is sent to the NPHC Advisor or Secretary.
- D. If a chapter does not meet quorum by the start of the event or choses not to participate in an event, they will be subject to a \$50 fine.

**Section 5: Event Acknowledgement Form**

- A. The Event Acknowledgement Form will be found on the FSL Owl Life page and must be turned in by all NPHC organizations at least 48 hours prior to their event taking place.
- B. If an organization does not complete the Event Acknowledgement Form before the 48-hour window, the chapter risks having their reservation removed and their event cancelled.

**Article II: Standing Committees**

**Section 1: Judicial Board**

- A. The NPHC shall be a self-governing organization with an independent Judicial Board, which shall have jurisdiction over cases involving alleged member organization violations, including but not limited to:
  - 1. The NPHC Constitution and Bylaws, Code of Conduct, and other policies.
  - 2. The rules and regulations of the Student Code of Conduct, KSU, and FSL
  - 3. The general values-based conduct of fraternal organizations.
- B. The NPHC Judicial Board shall be composed of one NPHC Justice from each active member organization, chosen by that member organization, and shall be chaired by the NPHC Vice President.
- C. In order to serve as the NPHC Justice for a Member Organization on the NPHC Judicial Board, an individual must meet the following requirements:
  - 1. Be an active member or new member in good standing of a full member

- organization.
2. Possess and maintain an adjusted cumulative GPA of a 2.65.
  3. Be devoted to the general ideals and principles of fraternity and sorority life and conduct themselves in a professional manner consistent with the Mission and Purpose of the NPHC, as defined within this Constitution.
  4. Have a working knowledge of the NPHC Constitution and Bylaws, the Student Code of Conduct, FSL policies, NIC Standards, Robert's Rules, and FIPG risk management policies.
  5. Not be a current member of the NPHC Executive Board or serve as his member organization's NPHC Delegate.
  6. Must complete formal judicial policies and procedures training prior to serving on an NPHC Judicial Board hearing.
- D. The term of office for NPHC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each member fraternity; or upon his election to serve on the NPHC Executive Board or as his member fraternity's NPHC Delegate or Alternate Delegate for the NPHC General Body.
- E. The Judicial Board shall perform all duties and be subject to all regulations contained within the NPHC Judicial Policy in the Bylaws.
- F. The NPHC Vice President will select three (3) Judicial Board Justices, as predetermined by an alphabetical rotation of the member organizations, to serve on the Hearing Panel to hear a case. In the event the NPHC Judicial Board rotation for service on a hearing falls upon an NPHC Justice whose member organization is involved in the alleged violation, the rotation will skip to the next member organization in the alphabetical rotation.
- G. All NPHC Judicial Board hearings shall be conducted in accordance with the following requirements:
1. All NPHC Justices assigned to an NPHC Judicial Board hearing shall be present in order to conduct business on behalf of the NPHC Judicial Board.
  2. Each NPHC Justice assigned to an NPHC Judicial Board hearing is required to attend the hearing. Failure of an NPHC Justice to attend an NPHC Judicial Board hearing for which he was assigned shall result in their member organization being referred to the NPHC Vice President for potential judicial review.
- H. All NPHC Judicial Board hearings shall operate utilizing the following voting policies:
1. Each NPHC Justice serving on an NPHC Judicial Board hearing shall have one vote.
  2. A majority vote shall govern all actions of the NPHC Judicial Board.
  3. The NPHC Vice President shall refrain from casting a vote.

### **Article III: Membership Intake Programs**

#### **Section 1: Membership Intake**

- A. Each member Fraternity/Sorority shall adhere to its own national guidelines regarding intake procedures, in addition to adhering to the Membership Intake Policy, established by the Assistant Director for Fraternity & Sorority Life in the Office of Fraternity & Sorority Life.
- B. New members of the fraternity/sorority system are expected to support and abide by the constitution and by-laws of the NPHC.

#### **Section 2: New Member Presentation**

- A. No explicit or revealing attire is to be worn by the new members or other Neophyte Presentation participants.
- B. New Members or other Neophyte Presentation participants should not remove any articles of clothing unless revealing a letter shirt or another article of clothing during the Neophyte Presentation.
- C. Items are not to be thrown into the audience.
- D. No alcoholic beverages are to be consumed prior to or during the Neophyte Presentation based on Kennesaw State University rules and regulations.
- E. References to hazing and/or other illegal activities will be not allowed.
- F. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, punching, caning, etc. that may cause harm. (Canes, staffs, sticks etc. may be used as part of the performance but may not be used as a weapon to threaten or harm another individual).

- G. No profane language (in any language) including the N-word, gestures/chants, music or speech will be used during the Neophyte Presentation.
- H. No members of the organization may dance provocatively with any members of the audience.
- I. All music must be the radio-edited versions.
- J. Chants/sayings/songs will not allude to any other Greek organization, individual, or student group during the presentation.
- K. There are to be no references to any individual(s) departing from the Membership Intake Process.
- L. Disruptions by other attending organizations will not be tolerated. This includes, but is not limited to: walking through the presenters' Neophyte Presentation, talking over the presenting organization, derogatory speech or comments and death marches, but allows for cheering or calls in response to greetings
- M. The duration of the Neophyte Presentation will be no longer than 90 minutes after the designated start time. Neophyte Presentations may not be scheduled to begin after 9:00 pm and must start within 30 minutes of the scheduled time. Please note that if the event starts late, it will still need to finish by the end time outlined on the Neophyte Presentation Agreement.
- N. In the event of a fight or other altercation during the Neophyte Presentation, individuals involved will be removed immediately. If a member of the presenting organization is involved, the Neophyte Presentation will be stopped immediately and the Neophyte Presentation will not be rescheduled.
- O. The presenting organization will be responsible for ensuring the site is left in its original state after use and that belongings will be taken from the site within the time allotted in the reservation submitted to the Department of Student Life.
- P. Organizations are to meet with the council Advisor 15 business days prior to the Neophyte Presentation to go over and have presentation details approved. After confirmation, the requested organization may proceed with planning through event services.
- Q. A Fraternity and Sorority Life staff member must be in attendance at all Neophyte Presentations.
- R. All actions of organization, current and new members, must adhere to the Student Code of Conduct.
- S. Violation of these guidelines will result in a referral to the Director of Fraternity and Sorority Life and could result in the sanctions as follows upon the discretion of the Department of Fraternity and Sorority Life:
  - 1. Fine of \$25 per active chapter member (new and current members), per infraction.
  - 2. No presentation show for the next "line" or group of initiates
  - 3. Violation of one (1) rule of the aforementioned result in (a) and 3+ rules result in (a) and (b)
  - 4. All infractions of the above items are subject to the discretion of the Department of Fraternity and Sorority Life.

#### **Article IV: Records and Record Inspection**

##### **Section 1: Records**

- A. This organization shall maintain adequate and current accounts, books and records. All such books, accounts, and records shall be kept in the Office of Fraternity & Sorority Life wherein access is available to the membership.

##### **Section 2: Certification and Inspection of the Constitution**

- A. The original or a copy of this Constitution, as amended or otherwise altered to date, shall be open to inspection by the representatives, the executive board, and the advisor.

##### **Section 3: Check Requisition Forms**

- A. All check request forms and other orders of monetary payment shall be submitted to the treasurer and the advisor after approval of the executive board.

##### **Section 4: Contracts**

- A. No member shall have the power or authority to bind the organization by any written or oral contract unless written consent is received by the advisor.



## Article V: Finance

### **Section 1: Financial Procedures**

- A. The following policies and procedure govern our financial accounts and monies:
  - 1. All funds shall be kept at a local bank.
  - 2. All accounts shall require two signatures (NPHC Advisor and Treasurer).
  - 3. All accounts shall be reconciled and balanced monthly.

### **Section 2: Membership Dues**

- A. Each organization is responsible for submitting a current active roster by the second meeting of each semester to the NPHC Advisor and Secretary of the NPHC.
- B. Each NPHC member organization shall be assessed \$100.00 per each semester. Check or Money Order should be made payable to KSU NPHC.
- C. Membership dues must be paid by the third meeting of each semester.
- D. Dues not paid by the deadline shall accrue a penalty of \$25.00, and will no longer be in good standing with the Office of Fraternity and Sorority Life.

### **Section 3: Fines**

- A. Notice of fines will be sent out to the chapter delegate, chapter president, and the chapter's advisor on the same day as the NPHC General body meetings from the NPHC Treasurer.
- B. All fines will be due a week from the time that the notice is sent out.
- C. If a chapter would like to contest a fine, an email must be sent to the NPHC Treasurer and the NPHC Advisor within 48 hours.
- D. Unpaid fines will lead to a chapter being in bad standing with the Office of Fraternity and Sorority Life.

## Article VI: Amendments and Ratification

This Constitution may be altered, amended or appealed by a majority of members voting at any annual, regular or special meeting, and only after each representative has reviewed the proposed amendment. SABAC and the Office of Fraternity & Sorority Life must also approve any changes made.

### **Section 1: Ratifications**

- A. This Constitution and By-laws may be amended with a majority vote (2/3 of the eligible voting delegates present will make up the vote).
- B. This Constitution shall come effective when ratified by 2/3 of the eligible voting delegates and all other constitution shall be null and void.
- C. A constitution revision should take no longer than four (4) weeks to complete.
- D. The Office of Fraternity & Sorority Life must receive all amendments and revisions.