



Vanderbilt University

Constitution & By-laws

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Article I. Name and Nature

The name of the organization shall be the National Pan-Hellenic Council of Vanderbilt University, Nashville, Tennessee.

Article II. Mission

It is the mission of the National Pan-Hellenic Council to promote cooperation and harmony between member organizations, and between members, and other campus organizations in developing the best possible image for the Greek community.

The purpose of the National Pan-Hellenic Council shall be as follows:

- i. To act as a unifying body that promotes community service, campus involvement and success for each active organization.
- ii. To mediate disputes between member organizations and those between member organizations and other campus organizations. iii. To promote positive inter-Greek relations among the Inter-Fraternity Council, PanHellenic Council, and the campus community.
- iii.

Article III. Membership

Section 1. Member Organizations

- i. The membership shall consist of any organization that affiliates itself with the National Pan-Hellenic Council, (Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho and Iota Phi Theta) and is both recognized and in good standing with Vanderbilt University and its respective national organization.

Section 2. Active Membership

Active Membership is defined as member organizations retaining full voting rights and eligibility for funds allocation. To maintain active membership status, affiliate organizations must:

- i. Complete at least twelve projects annually, and each type of project must be conducted at least twice throughout the academic year. Project types include: educational program, social, community service activity, sexual assault awareness and prevention, and academic. A summary of each project must be submitted to the NPHC Director of Programming. These summaries must be submitted quarterly at the following dates: The day before Fall Break, The day before Winter Break, The day before Spring Break, and The Last Day of Classes. Failure to complete all project types by the last day of classes of the spring semester shall result in social suspension for two academic months in the following semester. (As stated in Section 3, Subsection i)
 - a Exceptions may be granted upon the chapter advisor's approval
- ii. Have two members participate in each event sponsored or co-sponsored by the Vanderbilt Chapter of the National Pan-Hellenic Council.
 - a Exceptions may be granted upon the chapter advisor's approval

- iii. Each member organization must pay chapter dues of \$50.00 (fifty) dollars twice during the academic year. The first semester payment is due on or before October 1st and the second semester payment is due on or before February 1st. If not paid, the council's advisor shall hold the delinquent organization's activities fund account until the dues are paid.

Section 3. Violations and Punishments

- i. Any single violation of the above criteria without reasonable explanation cosigned by the council's advisor shall be followed with a \$50.00 (fifty) dollar fine that shall be assessed. The NPHC Executive Board shall determine if the explanation is reasonable by a majority vote. The vote shall determine if the fine shall be enforced. In the event of a second violation of the previous or different criteria without reasonable explanation shall be fined \$100 (one hundred). In the event of a third violation the organization shall be reduced to social probationary status for at least two academic months determined by a vote of the NPHC Executive Board. Social probation consists of an organization being banned from sponsoring or being affiliated in any way with a social event.

Article IV. Structure and Powers

"The executive board offices shall be filled on an application basis with each interested member of the council submitting a form with their desired positions, as well answer questions related to the position. The council shall then vote on every position, with each organization receiving 1 vote. Voting shall be done by the president of each organization or an assigned, approved proxy. The answers to the questions included on the application shall be made visible to the council prior to voting taking place. The candidate for each position that receives the most votes will be awarded that position. In the event of a tie, the NPHC advisor shall vote on which candidate receives the position. "The responsibilities of the executive board are as follows:

Section 1. Officers

- i. President - The President has the following duties:
 - a. The President of the Vanderbilt Chapter of the National Pan-Hellenic Council shall preside over all NPHC meetings.
 - b. Enforces the Constitution and conducts all meetings, at their discretion in accordance with Robert's Rules of Order.
 - c. Meets regularly with the Vanderbilt Administration.
 - d. Is the sole voice of representation for the Executive Board.
 - e. Declares the results of the Executive Board's voting.
 - f. Calls special or emergency meetings
 - g. Appoints all chairpersons not otherwise provided for in the constitution.
 - h. Represents the Council at civic and social functions, or when the Council is called upon by other organizations for representation.

- i. Delegates administrative duties to executive officers and calls for reports from them as well as chairpersons as he/she deems necessary.
 - j. Can request the removal of any person from the Council meeting based upon disruption of meeting with the majority vote of the council.
 - k. Establishes the agenda for each meeting and sends it in advance, no later than the night before the meeting date.
- ii. Vice-President - The Vice-President has the following duties:
 - a. Acts in the place of the President when necessary.
 - b. Serves as the Council's project chair and is responsible for the coordination of the Council's projects and collecting affiliate member chapter community and educational service reports
 - c. Maintain files of all reports and submit a copy to the Office of Greek Life
 - d. Coordinates all tri-council activities
 - e. Maintains and facilitates the event calendar for NPHC member organizations
- iii. Secretary - The Secretary has the following duties:
 - a. Maintains accurate minutes of all proceedings at executive board meetings and emergency meetings with the following information:
 - 1. Every motion.
 - 2. The name of the representative and organization that presented the motion, as the name of the seconding member and their organization.
 - 3. The action taken on the motion, i.e. a tabulation of all votes.
 - 4. Date, time and place of the next meeting.
 - b. Compiles all minutes in the Official NPHC Google Drive.
 - c. Presents the minutes of the previous meeting to the body for approval prior to the start of the current meeting.
 - d. Submits a copy of the General Body Meeting minutes to the NPHC Google Drive by 2 days after the meeting.
 - Presides over all meetings in the absence of the President and Vice- President.
 - e. Conducts the correspondence of the council, both within and outside the membership.
 - f. Maintains a correspondence file and reads any copies of correspondence before the Council.
 - g. Notifies all participating member organizations of NPHC functions.
 - h. Reserves all meeting rooms.
 - i. Assists Director of Publicity in duties as needed.
- iv. Treasurer – The Treasurer has the following duties:
 - a. Keeps an accurate account of all funds received and disbursed.
 - b. Provides receipts for all funds spent upon request.

- c. Deposits all funds received after verification by the Council.
- d. Presents a financial status report to the body at each regular meeting or whenever requested by the President or Vice – President.
- e. Presides over all meetings in the absence of the President, Vice – President and Secretary.
- f. Ensures collection of dues through the University
- g. It shall be the duty of the newly named Treasurer to obtain all documents, reports and balance sheets from the previous office holder.
- h. Create a tentative budget to be voted on by the council.
- i. Complete the student services fee application with the amount agreed upon by the council.
- vi. Director of Programming –
The Programming Chair has the following duties a.
Reports to the NPHC Vice-President
 - b. Attend all weekly NPHC Council Executive Board;
 - c. Solicit program ideas from members of the NPHC and create a calendar of events sponsored by the council
 - d. Directs the NPHC events that are required by Greek Council
 - e. Coordinate and execute the programming initiatives of the council including, but not limited to: NPHC Week, educational events, community service/philanthropy events, NPHC dinners and social events.
 - f. Ensures that each member organization completes their annual projects
- vii. Director of Publicity –
The Publicity Chair has the following duties
 - a. Attends all NPHC Council Executive Board and General Body Meetings.
 - b. Reports to the NPHC President
 - c. Works closely with the Programming Chair to coordinate publicity for meetings, special events, and other activities sponsored by the NPHC. This includes, but is not limited to: flyers, t-shirts, email, newsletters, etc.
 - d. Coordinates chapter, organization, and council announcement efforts in order to solicit support from other student organizations for NPHC Programs
 - e. Collects photos and promotional materials
 - H. Handles all publicity for the Council, including social media.

Section 2. New Members

When NPHC members have been newly added or reactivated, in order to hold the position of president or vice president, the member must be active for at least one academic year prior to elections.

Section 3. Judicial Review Board

- i. Until the advent of an official Judicial Review Board, the executive board of the Vanderbilt Chapter of the National Pan-Hellenic Council has the power to handle internal disputes between member organizations.

Section 4. Succession

- i. In the case of the resignation of an officer of the Council, applications shall be open for a council member to apply for the position. The executive board shall then make a decision on who shall obtain that office based on their interview and application.
- ii. Members of the executive board shall serve for the entire calendar year, with their term beginning January 1st and ending December 31st of the year.

Section 5. The University

- i. The National Pan-Hellenic Council is under the jurisdiction of the University and must adhere to all university rules and regulations thereof.
- ii. The University has power over all Greeks in association with the National Fraternal Office of each respective member organization.
- iii. Any violation of the University guidelines or rules and authority of the Greek Life Advisor shall be considered a violation of active membership and is subject to the punishments outlined above (See article III, Section 3, i for consequences). Additional consequences shall be at the discretion of the University.

Article V. Standing Committees

- j. Committees to the Council may be formed by a majority vote of the Council.

Article VI. Meetings

Section 1. Meeting Format

- i. The President shall serve as chairperson at all scheduled and emergency meetings.
- ii. The Secretary, at the discretion of the President shall maintain order during the meetings.
- iii. Any misconduct (as outlined in proper parliamentary protocol and includes, shouting, yelling, cursing excessively, disrespect to other members, guests, or advisor, disruption of someone who has the floor to speak, and etc.) from any member chapter may result in a fine by the Secretary. If misconduct continues, the president reserves the right to implement the following in order:
 - a. 1st offense: a verbal warning to the person who has been disorderly
 - b. 2nd offense: a fine of \$25.00 shall be charged to the chapter that the person represents.
 - c. 3rd offense: the person shall be asked to leave the meeting and the chapter shall lose all voting rights for that meeting and the next. Also, the chapter shall be counted as absent from the meeting and shall be fined the proper amount for being absent (See Article IX Section IX for consequences). Extended suspension of these privileges is at the discretion of the body.

Note: if the chapter is considered absent from enough meetings, the chapter may be placed on probation among other things as outlined in the constitution. (See Article III, Section III, i for consequences)
- iv. Each meeting shall run according to Robert's Rules of Order at the discretion of the President.

- v. Chapter presidents or an assigned proxy shall be able to motion on behalf of their chapter during general body meetings

Section 2. Format Agenda. The following agenda shall be adhered to at all scheduled non – emergency meetings:

- k. Call to Order
- 2 ii. Guest Speakers
- 3 iii. Review of
Previous Minutes
- 4 iv. Correspondence
- v. Officer's Reports
- vii. Special Reports
 - viii. Unfinished
Business
- ix. New Business
 - x. Advisor's Report xi.
Announcements and Chapter Reports
 - xii. Adjournment

Section 3. Admittance to Meetings

- i. All scheduled Council meetings are open to all NPHC members unless otherwise specified by the body. All other visitors must contact the NPHC President for admittance.

Section 4. Meeting Schedule

- i. The executive board shall meet as needed to plan for general council meetings.
- ii. The general council shall meet monthly to vote on proposed ideas from the executive board.

Article VII. Voting

- i. Each member organization of the Council shall have only one (1) vote on specific matters specified by the President otherwise council shall abide by a vote per person.
- ii. Voting shall occur in the event that the Executive Board or Advisor suggests a change that affects the decorum or programming of any organization within the council.
- iii. "Chapter presidents shall vote on all matters"
- iv. Voting may only occur during a GBM when 50% of every chapter is present with exceptions being granted by the council's advisor.
- v. A majority shall carry any motion unless otherwise stated.
- vi. The Council President shall vote in the case of a tie.
- vii. Proxies are eligible to vote.

Article VIII. Activities Policy

- i. Every semester each organization is able to have one mini week and one All Rights Reserved day in addition to their respective Charter Day and Founders' Day. Each organization's Charter Day and Founders' Day are all rights reserved days unless otherwise specified by the organization and approved by the body, separately from the calendar.
- ii. The permission of the organization must be attained by a call or email to their President before any other organization can schedule an event during another's mini-week.
- iii. The reservations of open dates on the immediate upcoming academic calendar in the Greek Life Office are guaranteed on a first come –first served basis. The reservations shall be sent to the council's advisor via Vanderbilt email while CC'ing the current NPHC Vice President and Director of Programming.
 - a Organizations can begin submitting dates for the upcoming academic year beginning on the day following the last day of final exams of the spring semester and the window for submitting dates shall end exactly 31 days thereafter.(Unless overridden by the President)
- iv. In the event of two organizations submitting their calendar simultaneously, conflicts can be resolved between chapter presidents, the NPHC Vice-President, and the council advisor if necessary.
- v. The council shall sponsor events that meet the Greek Council priorities
- viii. All Rights Reserved dates cannot be selected during Homecoming Weekend, Parents Weekend, Rites of Spring Weekend, or any other official Vanderbilt University weekend that encompasses programming from Thursday to Sunday unless otherwise specified by the organization and approved by the body.
- ix. Changes to All Rights Reserved (ARR) Days and Mini-Weeks
 - a. Each organization's ARR day and mini-week are not to be changed unless approved by the council's advisor and/or a member of the Executive Board.
 - b. If the approved change interferes with any other organization's previously approved calendar event, the incumbent organization shall not be fined
 - c. The incumbent organization having previously approved calendar events shall receive \$200 paid by the organization who changed their all rights reserved week or day.
 - d. Fines shall be distributed equally by all incumbent organizations unless otherwise approved by the incumbent organization.

X. In the case that a chapter president also serves on the executive board, a proxy will need to be assigned to participate in all votes

Article IX. Fines

- i. For a chapter president missing a meeting without assigning a proxy (typically their Vice President) or giving a proper excuse (to be determined by the Executive Board), member organizations shall be fined \$20.00 (twenty) dollars for the first instance. Each subsequent absence shall incur an additional \$10.00 (ten) dollars to be paid in cash or check from chapter's personal account.
- ii. For being out of order in a meeting, each organization shall be charged \$25.00 (twenty-five) dollars.
- iii. For having an event during another's mini week or All Rights Reserved Day, the organization in violation shall be charged a \$500.00 (five hundred dollar) fine, payable to the chapter with All Right Reserved privileges, in cash or check from chapter's personal account. No student service fee money shall be used for fines.
- iv. All fines are to be paid in full by the next regular meeting of the Council. If not paid, the Council's advisor reserves the right to deny the chapter in violation access to their student service fee money.

Article X. Constitutional Amendments

- i. This constitution can be amended by a motion made at a regularly scheduled meeting of the Council. The motion shall be voted upon at the next regular meeting.
- ii. Amendments can be passed by a Majority vote of the Chapter President.

Article XI. Definitions

- i. Academic Program- A program that promotes academic success for the student body (ex. study hall, writing studio co-sponsor, etc.) Academic Program
- ii. All Rights Reserved Day- A day in which the specified organization is the only NPHC organization allowed to host an event on that day.
- iii. Community Service Program- An event that directly supports the Vanderbilt, Nashville, or broader community.
- iv. A day break in the consecutive days of a mini-week. Example: An organization can have their mini week on a Monday, Tuesday, and Thursday. The Wednesday in between would be a day off.
- v. Educational Program- A program that informs or trains the student body in a desired area or skill (ex. financial literacy, career building, etc.)
- vi. An event, performance, or activity that provides amusement or enjoyment.
- vii. General Body Meeting- A monthly meeting open to all members but at the very least chapter president.
- viii. Majority-51% or more. The amount required for any vote to pass.
- ix. Mini-Week- A set block of any 3-5 consecutive days with one "day off" granted to each organization in which no other organization can program events.
- x. Sexual Assault Program- A program that provides awareness about sexual assault and provides sexual assault prevention tips to the student body
- xi. Social Program- A program that provides entertainment to the student body
- xii. Proxy- A person who votes on behalf of their chapter when the chapter president is unavailable

