



Vanderbilt University

Constitution & By-laws

Adopted March 2, 2005

Last Revised November 2012

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, Pan- Hellenic Council and the campus community.

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 six projects annually, which will include one educational program, one social event, one community service activity, and one academic event,. Each project must be documented for the council by the organization

and will be submitted to the council March 1st.

- ii. Have 50% of their members participate in each event sponsored or co-sponsored by the Vanderbilt Chapter of the National Pan-Hellenic Council. In cases where a chapter has an odd number of members, the chapter will round up to determine the numbers of attendees required.
- iii. Each member organization must pay chapter dues of \$25.00 (twenty-five) 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.

Article IV. Structure and Powers

The Vanderbilt Chapter of the NPHC will be comprised of an executive board and a body of delegates. The executive board will consist of eight positions: President, Vice-President, Secretary, Treasurer, Parliamentarian/Historian, Director of Programming, Director of Publicity, and Director of Academics.

Section 1. Officers

- i. President - The President has the following duties:
 - a. The President of the Vanderbilt Chapter of the National Pan-Hellenic Council will 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, the night before the meeting.
- 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
- 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 Record Book or File.
 - c. Presents the minutes of the previous meeting to the body for approval prior to the start of the current meeting.
 - 1. Sends a copy of the minutes to each chapter delegate and executive member by 2 days after the meeting.
 - d. 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.
- iv. Treasurer – The Treasurer has the following duties:
- a. Keeps an accurate account of all funds received and dispersed.
 - 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. In charge of the submission of the Activities Fund application
- v. Parliamentarian/Historian –The parliamentarian has the following duties:
- a. Must be well-versed in Robert's Rules of Order, maintains order in NPHC meetings.
 - b. Must be well-versed in the Constitution and By-Laws of the National Pan- Hellenic Council.
 - c. Serves as an interpreter in the case of any procedural dispute.
 - d. Removes any member from any meeting at the request of the President of the Council after the passing of a majority vote of the council.
 - e. Imposes penalties according to the Council's fine system.
 - f. Presides over all constitutional amendment meetings and procedures.

The Historian has the following duties:

- a. Takes pictures at NPHC events.
 - b. Responsible for the NPHC section of the Greek Handbook.
 - c. Is to have on hand all records and information committed to his/ her care including:
 1. A copy of this constitution.
 2. A roster of all member organizations.
 3. A roster of chapter advisors, presidents, and voting representatives.
 4. A roster of all NPHC officers.
 5. Current campus mailing addresses and local phone numbers of those listed above.
- 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 and Delegate meetings;
 - c. Solicit program ideas from members of the NPHC and create a calendar of events sponsored by the council
 - d. 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.
 - e. Assist the Office of Greek Life Staff with the logistical planning of the annual NPHC Step Show
 - f. Oversee and lead a committee or group of volunteers to assist with program/event delegation and execution
- vii. Director of Publicity –The Publicity Chair has the following duties
- a. Attend all weekly NPHC Council Executive Board and Delegate meetings

- b. Reports to the NPHC Vice-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. Creates a publicity campaign for NPHC Week and the Annual NPHC Step Show
 - e. Responsible for ordering council paraphernalia
 - f. Coordinates chapter, organization, and council announcement efforts in order to solicit support from other student organizations for NPHC Programs
 - g. Collects photos and promotional materials
 - h. Handles all publicity for the Council.
- viii. Director of Academics – The Academic Committee Chair has the following duties
- a. Attend all weekly NPHC Council Executive Board and Delegate meetings
 - b. Serves at the Chair to the Academic Committee
 - c. Host monthly meetings with the Academic Committee
 - d. Develop and coordinate programs while providing resources to members of the NPHC that provide Academic support. This includes, but is not limited to: Tutoring Sessions, Study Breaks/Sessions, Career Building, Graduate/Professional School Preparations, etc.
 - e. Assist the Office of Greek Life Staff in organizing the “All Rights Reserved” selection process
 - f. Identify any outside programs, events or resources that would be beneficial to members of the NPHC and provide additional information
 - g. Represents the Council at academic-centered events

Section 2. Selection

- i. Timing-Selection of NPHC Officers will occur in the Spring Term of each academic year once all chapters have completed their intake processes for they semester
- ii. Selection Committee
 - a. The selection committee will consist of the chapter presidents of all NPHC chapters currently in good standing at Vanderbilt and the advisor(s) from the Office of Greek Life.
 - b. In the event that a chapter president is applying for the NPHC executive board, their chapter will send a replacement for the selection committee
- iii. Process
 - a. All applicants will submit an application to the NPHC advisor(s) by a predetermined date.
 - b. The selection committee will review the applications and interview all interested applicants.
 - c. After interviews have been completed, the selection committee will slate an executive board, filling each of the eight (8) positions.
 - d. A majority vote of the chapter representatives will be required to approve the slate.

Section 3. New Members

- i. Definitions
 - a. New members are NPHC members who have been added or reactivated in the past year.
 - b. Older members are NPHC members who have been active for at least one academic year.
- ii. New members are only permitted to hold a position on the executive board in the event that their chapter does not have an older member who is eligible for the board

- iii. New members will only be permitted to hold the positions of Secretary, Parliamentarian/Historian, Treasurer, Director of Programming, Director of Publicity, and Director of Academics.

Section 4. 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 5. Succession

- i. In the case of the resignation of an officer of the Council, that officer's organization will send another representative to the Council who will then take over that office.
- ii. The officers will transition during the first regular meeting following the decision of the selection committee.

Section 6. The University

- i. The National Pan-Hellenic Council and all member organizations are under the jurisdiction of the University and must adhere to all university rules and regulations thereof.
- ii. Any violation of the University guidelines or rules and authority of the Greek Life Advisor will be considered a violation of active membership and is subject to the punishments outlined in Article VIII. Additional consequences will be at the discretion of the University.

Article V. Standing Committees

- i. 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 Parliamentarian, at the discretion of the President shall maintain order

during the meetings.

- iii. a. During the meeting, the Parliamentarian will announce when 15 minutes has passed from the President's calling of the meeting to order. At that time, any organization whose representative is unaccounted for will be considered absent.
b. Absent member organizations will be fined \$20.00 (twenty) dollars for the first instance. Each subsequent absence will incur an additional \$10.00 (ten) dollars to be paid in cash or check.
- iv. 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 Parliamentarian. 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 will be charged to the chapter that the person represents.
 - c. 3rd offense: the person will be asked to leave the meeting and the chapter will lose all voting rights for that meeting and the next. Also, the chapter will be counted as absent from the meeting and will be fined the proper amount for being absent (See Article VI Section iii. for consequences). Extended suspension of these privileges is at the discretion of the body.
- v. Each meeting shall run according to Robert's Rules of Order at the discretion of the President.

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

- i. Call to Order
- ii. Guest Speakers

- iii. Review of Previous Minutes
- iv. Correspondence
- v. Officer's Reports
- vi. Judicial Board Report
- 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 will meet weekly to plan for general council meetings.
- ii. The general council will meet weekly 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.
- ii. A majority shall carry any motion unless otherwise stated.
- iii. The Council President shall vote in the case of a tie.
- iv. Proxies are eligible to vote.

Article VIII. Violations and Punishments

- i. In the event of a single violation of the proceeding articles, without reasonable explanation to the president of the NPHC, the NPHC Executive Board will vote on a presumptive minimum fine of \$50.00 to the offending chapter.
- ii. In the event of a second violation of the above criteria, without reasonable

explanation to the president of the NPHC, the NPHC Executive Board will vote on a presumptive minimum fine of \$100.00 to the offending chapter.

- iii. In the event of a third violation of the above criteria, without reasonable explanation to the president of the NPHC, the NPHC Executive Board will vote on a presumptive minimum sanction of probation for two (2) academic months for the offending chapter. Probation consists of an organization being banned from sponsoring or being affiliated in any way with social events. Probationary status also requires an organization to complete at least 20 hours of community and educationally related events by the end of the probationary period. A failure to do so may lengthen the term of probation, at the discretion of the council executive board.

Article IX. Activities Policy

- i. Every organization has one week or two mini weeks, Charter Day, Founder's Day, Back to School event, and two additional days that are All Rights Reserved (ARR).
- ii. ARR: No organization other than the organization which has the rights to that day is allowed to host events on or off campus.
- iii. Weeks go from Sunday – Saturday.
- iv. The permission of the organization must be attained by a call to their President before any other organization can schedule an event during another's ARR.
- v. Reserve open dates on the calendar in the Greek Life Office on a first come – first served basis.
- vi. Sitting on the wall and soliciting participation in one's event will not be considered an event in and of itself.
- vii. The council will sponsor one community service event, one educational event and one social event per semester.
- viii. ARR 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 ARR dates
 - a. Each organization's all rights reserve day and week are not to be changed unless approved by the body.
 - 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 shall be distributed equally by all incumbent organizations unless otherwise approved by the incumbent organization.

Article X. Fines

- i. For having an event during another's ARR day or week, the organization in violation will be charged a \$500.00 fine, payable to the chapter with ARR privileges, in cash or check.
- ii. No activities fee money will be used for fines.
- iii. 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 activities fee money.

Article XI. Constitutional Amendments

- i. This constitution can be amended by a motion made at a regularly scheduled meeting of the Council. The motion will be voted upon at the next regular meeting.
- ii. Amendments can be passed by majority vote of the Presidents of each member organization.