

NATIONAL PAN-HELLENIC COUNCIL, INC.

Emory University Chapter

CONSTITUTION
Spring 2013



PREAMBLE

We, the representatives of the 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, recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can 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

The name of this organization shall be the National Pan-Hellenic Council, Inc. of Emory University, hereinafter referred to as “National Pan-Hellenic Council, Inc.” or “NPHC of Emory” or “NPHC.” The National Headquarters of the NPHC shall be referred to as “the Council.”

ARTICLE II – PURPOSE

The purpose of the National Pan-Hellenic Council, Inc. shall be: to create and maintain high standards in the life of fraternities and sororities; to perpetuate constructive fraternities and sororities while fostering an understanding of the structure, differences, and methods of operation among the affiliate organizations; to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations; and to serve as the conduit for such action plans as may be developed to insure constructive fraternity and sorority relations.

ARTICLE III – MEMBERSHIP

Section 1.

Membership in the National Pan-Hellenic Council at Emory University shall include Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., in good standing with Emory University and their national organizations. Organizations must meet qualifications for student organizations at Emory to be in good standing.

Section 2.

Non-Discrimination Clause: This Organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, or handicap.

Section 3.

Each organization, with a collective membership of more than ten (10) active members within their respective chapter at Emory University, will be required to appoint two (2) active members to serve as delegates and one (1) active member as the assigned substitute for their organization. If an organization’s membership is nine (9) or below active members within their respective chapter at Emory University then only one (1) appointed delegate whom is an active member will be required and the one (1) assigned substitute delegate whom is an active member will be optional.

Section 4. Voting

The voting members shall be the registered delegates of each organization holding membership in good standing. Each affiliate organization will have one vote. Two-thirds of voting members shall be required to amend the constitution, bylaws or any other documents affecting the General Body or respective organizations. A majority vote shall be required to carry all other questions. Executive Board officers may not vote. The President of NPHC shall vote only in case of a tie.

ARTICLE IV – OFFICERS/Executive Board

Section 1. Elected Officers. The elected officers shall be President, Vice-President, 2nd Vice-President, Secretary, Judicial Board Chairman, Treasurer, and Historian. These officers shall be elected by affiliate organizations.

Section 2. Qualifications of Officers. All officers must be in good standing academically and financially with their respective NPHC affiliate organization. All officers shall have and maintain a cumulative GPA of 2.5. No more than two (2) members from any one (1) organization may serve as officers. Should there be more vacancies than willing representatives from chapters, the position shall be open to any organization willing to fill it. NPHC Executive Board members shall not serve as their chapter's delegate.

Section 3. Election and Terms of Office

- a. There shall be an annual election in April. Nominations shall be made in the form of applications made from the chapter organizations. No more than three (3) nominations can be made from each chapter. At the following meeting, the General Council Body shall elect a candidate to occupy the upcoming officer position(s).
- b. All candidates shall be required to give a speech, not exceeding five (5) minutes, detailing their reasons for seeking office and their qualifications. Candidates should also be prepared to answer one (1) question from each affiliate organization.
- c. The mode of elections shall be at the General Body's discretion by secret ballot after direct nomination from respective chapters. The nominee receiving simple majority shall be elected. In the case of a tie, a run-off shall be held between the candidates. The candidate receiving the highest number of votes shall be declared the winner. In the case of two (2) consecutive ties, the current president will cast the deciding vote.

Section 4. The Executive Board shall:

1. Appoint all standing and special committees, assuring that each organization is represented in these appointments.
2. Administer routine business meetings of NPHC when advisable and such other business as has been approved for action by the General Body vote.
3. Report all action taken by the Executive Board at the next regular meeting of the General Body through officer reports and record the action in the minutes of that meeting.

4. Meet every 2nd and 4th Tuesday of the month as well as be present at all general body meetings.

Section 5. Vacancies and Impeachment

- a. Should the office of President be permanently vacated, the Vice-President shall immediately succeed into the office of President until the Executive Board can convene. The Vice-President shall have first right of refusal to fill the vacancy. Should that Vice President move forward, all respective Vice Presidents, as well as Secretary, Treasurer, and Judicial Board Chairman, will follow suit in being given the opportunity to move forward. Should they choose to stay in their positions, nominations from respective organizations will be taken keeping in mind that each NPHC organization should be represented on the Board. Elections shall take place at the meeting following these nominations.
- b. Officer Removal Policy – A NPHC Executive Officer may be removed by a two-thirds vote of the NPHC Executive Board with advisor approval.

Section 6. Appointed Officers:

- a. The Appointed Officers will be two (2) Co-Outreach Chairs. The officers will not be official executive board members, and cannot overlap onto the board, but will be appointed by the executive board to fulfill the inter-council and community outreach needs of the board. To be appointed to these positions applicants must be in good standing academically and financially with their respective NPHC affiliate organization, and have and maintain a cumulative GPA of 2.5.

ARTICLE V - DUTIES

All officers are required to give a bimonthly report at every meeting.

Required: NPHC officers are required to attend all the NPHC meetings. If an officer's absence is unavoidable, a written communication should be submitted to the Advisor 24 hours prior to the meeting.

Violations: If any officer is absent from two (2) NPHC meetings in one semester without permission from the President or Advisor, the NPHC Executive Board (officers) may, with Advisor’s approval, impeach said officer.

President shall:

- Have overall responsibility for the operation of the NPHC
- Call and preside at all regular, Executive Committee and special meetings of the NPHC, ensuring that they are conducted with decorum and discipline
- Chairs the Planning Committee
- Appoint committees and serve as ex-officio member of all committees
- Represent, or appoint a representative for, NPHC at all meetings dealing with the welfare of the Council
- Attend all Greek Board of Directors meetings as NPHC delegate
- Confer with the Executive Board concerning appointments of delegates to committees

- Remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with exception of impeachment matters
- Maintain a complete up-to-date President's file of all material pertinent to the running of the Council
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- Enforce the laws and by-laws of this Constitution
- Maintain a working relationship with the NPHC Advisor & Office of Sorority & Fraternity Life and serve as liaison between the University, the community, other Councils, and NPHC

1st Vice President shall:

- Perform the duties of the President in his/her absence, inability to serve, removal from office, or at his/her call.
- Preside over all NPHC committees and be responsible for any special projects assigned by the Executive Board
- Serve as Programming and Community Service Committee chairs
- Serve as Academic Committee chair
- Serve as delegate to the Multicultural Student Council.
- Serve as alternate delegate to the Greek Board of Directors (GBOD)
- Maintain a close working relationship with the President
- Be responsible for assisting the President as requested and shall serve as liaison between all committees and the general body, with the exception of the Judicial Board
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

2nd Vice President shall:

- Perform the duties of the 1st Vice-President in his/her absence, inability to serve, removal from office, or at his/her call.
- Serve as Social Activities Committee Chair
- Be responsible for maintaining order in NPHC meetings according to Robert's Rules of Order
- Serve as Nomination Committee chair
- NPHC Greek Week Chair
- Serve as Judicial Board Chairman of the NPHC Judicial Board (J-Board)
- Be responsible for handling all impeachment requests, determining their validity, and reporting them to the Judicial Board
- Enforce the laws and by-laws of this Constitution
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

Secretary shall:

- Keep an up-to-date roster of the members of the NPHC, and take roll call at every NPHC meeting
- Be responsible for keeping a record of attendance for all representatives at meetings, activities and programs

- Be responsible for keeping an accurate and strict record of all proceedings of the Council and shall keep record of all documents of the Council
- Be responsible for keeping an accurate record of minutes for all meetings, keeping these minutes readily available at all times and distributing these minutes to all NPHC organizational Presidents
- Be responsible for keeping a current calendar of all NPHC and individual organization events
- Be responsible for the official correspondence of the Council and correspondence with the NPHC Advisor
- Serve as Public Relations Committee chair
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

Treasurer shall:

- Be responsible for the general finances of the NPHC
- Be responsible for the prompt payment of all bills of the NPHC
- Receive all payments due to the NPHC, collect all dues and inform the President of those member fraternities/sororities that may be financially ineligible to vote
- Be responsible for all deposits, balancing of the checkbook, and writing of receipts as well as notifying members of the NPHC regarding all internal affairs (e.g. fines, notices, etc...)
- Be responsible for the preparation of an annual budget to be approved at the beginning of each calendar year
- Maintain all financial accounts of the NPHC via the NPHC Advisor
- Serve as Fundraising Committee chair
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

Historian shall:

- Take pictures at all NPHC events and maintain an organized file (digital and otherwise) of photos.
- Handle all publicity for the Council.
- Draft an NPHC newsletter, which will be distributed to the campus at least once per semester.
- Have on hand all records and information committed to his/ her care including:
 - A copy of this constitution.
 - A roster of all member organizations.
 - A roster of chapter advisors, presidents, and voting representatives.
 - A roster of all NPHC officers.
 - Current campus mailing addresses and local phone numbers of those listed above.

Co-Outreach Chairs shall:

- (1) Attend all inter-council meetings and serve as members of any inter-council committees,
- (2) create and sustain any inter-council /Emory community initiatives and programs, (3) assist the 2nd Vice President with the planning of inter-council Greek Week, (4) foster and

sustain inter-council relations and communications, and (5) any duties given to them by the Executive board.

ARTICLE VI – DELEGATES/REPRESENTATIVES RESPONSIBILITIES

All delegates are required to submit a meeting report after each meeting to their respective chapter presidents and shall have these responsibilities:

Liaison: The primary duty of the delegate is to act as a liaison between the NPHC and his/her chapter. This involves giving a full report of every NPHC meeting to his/her chapter, and following through with any request of his/her chapter of the NPHC.

Stabilizer: The delegate should be a stabilizing force within his/her chapter, always working towards stronger Council relations. He/she should act as a calm, unbiased mediator in any problem.

Knowledge: The delegate is responsible for being familiar with agreements and resolutions and the NPHC of Emory.

Involved: The delegate is to be active in all NPHC functions, and cooperate in all activities in a timely fashion.

Educator: The delegate must educate his/her chapter on basic NPHC ideas, as he/she works to improve the Council spirit in his/her chapter.

Attendance:

Required: NPHC Delegates are required to attend all NPHC meetings (special or general body) which are typically held the first and third Tuesdays of the month. If a delegate's absence is an emergency, the substitute delegate is required to be present.

If a delegate arrives to the meeting 10 minutes after the Secretary completes roll call, the delegate will be marked absent.

Violations: Delegate absences totaling two (2) meetings will be required to pay a twenty-five dollar (\$25) fine before any events governed under the Office of Sorority & Fraternity Life can take place on campus. For every one (1) meeting missed following, the fine payment of fifty dollars (\$50) will be assessed. The meeting absences totals are restarted at the beginning of each semester. Payment of fines is due 30 days after notice of fine. For every week exceeding the 30 days, a ten-dollar (\$10) late fee will be taxed on top of the fine that is already due.

ARTICLE VII – ORDER OF BUSINESS

The order of business shall be:

- I. Call to Order
- II. Additions to Agenda
- III. Officer's / Committees' Report
 - a. 1st Vice- President / Programming and Community Service
 - b. 2nd Vice President / Social Activities / Judicial
 - c. Secretary / Public Relations
 - d. Treasurer / Fundraising
 - e. President / Assessment

- f. NPHC Advisor
- IV. Old Business
- V. New Business
- VI. Announcements

ARTICLE VIII – COMMITTEES

The Standing committees of the NPHC shall be: Fundraising, Budget & Finance, Public Relations, Community Service and Academic Programming, Social Programming, Nomination/Election, and Constitution and Bylaws.

Fundraising, Budget & Finance (chaired by Treasurer):

- Plan and recommend a budget to the Executive Committee
- Recommend financial policies to the Executive Committee
- Advise Executive Committee on ways to raise funds for expenditures

Public Relations (chaired by Secretary):

- Promote all activities of the Council in the form of flyers, public service announcements, and/or ways deemed necessary to the Council
- Provide the media with news leads or background information on NPHC organizations and chapter events

Community Service and Academic Program Committee (chaired by 1st Vice President):

- Propose programs, projects and/or activities jointly implemented by organizations
- Establish at least one program each semester that continuously propels the body towards its purpose
- Coordinate with other standing committees for support and implementation
- Implement at least one academic program annually to support the academic pursuits of all members of NPHC
- Implement at least two community service projects to be participated in by all member organizations, which will be carried out throughout the academic school year.

Social Activities Committee (Chaired by the 2nd Vice President)

- Coordinate activities that promote unity and cohesion amongst the organizations of the NPHC in the form of socials and other events decided upon by the Council

Nomination/Election Committee (chaired by the 2nd Vice President):

- Will be comprised from the members of the Executive Committee
- To be responsible for the nomination of officers for elections
- Receive nominations of persons to serve as officers of the NPHC from affiliate member organizations
- Prepare a slate of candidates for office to be presented to the General Body
- Organize and conduct elections
- Develop guidelines for Elections
- Tabulate the votes and report same to the General Body

Constitution and Bylaws: (chaired by 2nd Vice President)

- Receive and evaluate recommendations for changes in the Constitution and Bylaws
- Present recommended changes to the General Body

Planning Committee: (chaired by the President)

- Establishes the calendar of events/weeks for the member organizations

Special Committees:

- The Executive Committee may form such other committees, as it deems necessary to carry out the duties of the NPHC.

ARTICLE IX – FINANCE

The fiscal year of the NPHC shall be January 1 to December 31.

Section 1. Contracts

The signature of the President and the Treasurer shall be required to bind the NPHC.

Section 2. Payments

All payments due to the NPHC shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the National Pan-Hellenic Council.

Section 3. Membership Dues

- Semester dues for each NPHC member organization shall be an assessment of \$15.00 per member of each organization. Said dues shall be made payable by the second meeting of the fall and spring semesters. Failure to do so will result in the loss of the ability to sponsor on-campus programs. If not paid within 30 calendar days from invoice, organizations will be assessed a \$50.00 late fee, and an additional \$15.00 for every day in arrears.
- However, if excessive tardiness of dues becomes a burden an additional penalty fee will be assessed according to J-Board mandate.
- Suspended member organizations or those not in good standing shall pay dues by the first (1st) meeting of the semester that they are to be reactivated.

Section 4. Fines

- Organizations will have 30 days from receipt of an invoice to pay. Failure to do so will result in the loss of the ability to sponsor on-campus programs.

ARTICLE X – MEETINGS

Section 1. Frequency

The meetings of the Council will be held every first and third Tuesday of the month.

Section 2. Quorum

A quorum to convene and transact business shall consist of two-thirds (2/3) of the voting members.

Section 3. Special Meetings

The President shall call all special meetings. Each organization shall be notified of a special meeting in writing at least 24 hours prior to the meeting. Said meetings shall be composed of a quorum and adhere to the rules and procedures of regular meetings.

Section 4. Absences

An excuse of absence must be submitted, to the Secretary, for approval by the Executive Committee at least two business days in advance or within 24 hours of absence.

Section 5. Reports

All officers are required to give a bimonthly report at every meeting. At least one (1) delegate must attend the meeting in order to give a meeting report to their respective chapter presidents.

ARTICLE XI – AMENDMENTS

This Constitution shall be provisionally amended by a two-thirds (2/3) vote of the NPHC General Council membership, provided notice of the proposed amendment has been given in writing at the preceding regular meeting of the NPHC.

**NATIONAL PAN-HELLENIC COUNCIL, INC.
Emory University Chapter
BYLAWS**

ARTICLE I- RISK MANAGEMENT

Section 1. Hazing

Joint Position Statement Against Hazing

Council of Presidents

National Pan-Hellenic Council, Inc.

PREFACE

The organizations of the National Pan-Hellenic Council, Inc. (NPHC) are committed to nurturing the ideals of sisterhood and fraternalism in an atmosphere of responsibility and respect. We are also committed to upholding the dignity and self-respect of all persons seeking membership therein. Hazing is antithetical to this commitment and is prohibited by the rules of each NPHC organization. In 1990, the member organizations of the NPHC jointly agreed to disband pledging as a form of admission. At the dawn of a new millennium, we the members of the National Pan-Hellenic Council do hereby reaffirm our unequivocal opposition to hazing and those who seek to perpetuate it.

RESOLUTION

WHEREAS the National Pan-Hellenic Council, Inc. (NPHC) is comprised of local councils drawn from the ranks of 1.5 million college and professional members of the nine historically African-American fraternities and sororities, namely: 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. and Iota Phi Theta Fraternity, Inc. and the Council of Presidents of these member organizations who come together on issues that promote the common purposes and general good for which these organizations exist; and

WHEREAS these NPHC organizations, operating through chapters located in the United States, the Caribbean, Europe, Africa and Asia, are proud of their commitment since 1906 to scholarship, community service, leadership and the promotion of sisterhood and brotherhood in an atmosphere of respect and responsibility; and

WHEREAS these NPHC organizations are likewise committed to promoting the self-respect and dignity of all persons seeking membership in the respective organizations; and

WHEREAS hazing is antithetical to this commitment and is strictly prohibited by the constitution, policies and procedures of each NPHC organization; WHEREAS "pledging" has been officially abolished as a process for membership and pledge "lines" have similarly been

abolished; and all members and prospective members are prohibited from engaging in hazing, pledge or pre-pledge "lines"; and

WHEREAS in 1990 the NPHC organizations issued a joint statement announcing the elimination of pledging and each has instituted within its respective organization a revised membership development and intake process; and

WHEREAS each NPHC organization has instituted strong policies against hazing and has taken steps to reinforce and strengthen its stand against prohibited conduct; and

WHEREAS as we begin this new century and a renewed commitment to the fundamental principles of brotherhood, sisterhood, human dignity and mutual respect, the NPHC organizations desire to make their commitment against hazing abundantly clear and fully intend for every member, prospective member, parent, university and the general public to be aware of the individual and collective position of the organizations against hazing; and

WHEREAS these NPHC organizations further desire to make known their respective commitment to hold any person who engages in hazing individually and personally liable to the victim and to answer to the law and the organization; and will hold such persons to respond in monetary damages, civil and criminal penalties and severe disciplinary action by the organization, including expulsion; and

WHEREAS the definition of hazing has been held to include any action taken or situation created that involves or results in abusive, physical contact or mutual harassment of a prospective Fraternity or Sorority member; and that any such action is considered hazing, whether it occurs on or off the Fraternity or Sorority premises, campus or place where chapters or prospective members meet; and that hazing has also been described to include any action that results in excessive mutual or physical discomfort, embarrassment or harassment; that such activities include, but are not limited to, paddling, creation of excessive fatigue, physical or psychological shock, morally degrading or humiliating activities, late work sessions that interfere with scholastic activities and any other activities inconsistent with fraternal law and regulations and policies of the affiliated educational institution and federal, state or local law; and

WHEREAS such illegal conduct is inimical to the principles for which each organization stands and fails to foster respect for fellow members or preserve human dignity;

BE IT RESOLVED AND RESTATED WITH EMPHASIS ANEW that hazing, pledging, pledge "lines", pre-pledge "lines" or post-intake hazing are strictly prohibited by these NPHC organizations; and

BE IT FURTHER RESOLVED, RESTATED AND MADE KNOWN that these NPHC organizations are committed to eradicate the scourge of hazing; and to that end

That the intake process has been recodified by each organization, which permits the conduct of intake only when specifically authorized by the officer placed in charge of the process and only

at such times, places and in the presence of persons specifically authorized and certified to conduct the intake process;

That prospective members and the parents of collegiate applicants are advised that hazing is not a requirement for membership, nor is it tolerated;

That members and prospective members must attest that they are fully aware of the organization's policy against hazing and will not engage in prohibited conduct and that the organization will fully cooperate with law enforcement authorities and with university officials in the investigation and prosecution of hazing or other illegal activity;

That members and applicants for membership are also put on written notice that they will be held responsible to the organization for violation of policies against hazing and the organization will pursue full remedies allowed by law to obtain indemnification for damages caused by the actions of the members or applicants who participated in illegal, unauthorized or prohibited conduct despite notice to refrain from such conduct;

That each organization shall enforce severe penalties, including expulsion, for proven violations of its policies against hazing and impose sanctions against a chapter involved and cooperate with the university in implementing sanctions by the university;

That members and applicants for membership shall be required to immediately notify the national office of the Fraternity or Sorority, the local chapter advisor, university officials and law enforcement officials of any observed hazing incident or improper activity believed to be in violation of the policy against hazing, without fear of reprisal and their application for membership will not be affected by so doing; and, indeed, failure to report known violations may disqualify a candidate for membership; and, finally,

That these NPHC organizations shall continue to encourage their members to participate in activities which promote high scholastic achievement, sisterhood, brotherhood, loyalty and leadership; and shall continue to affirm sound values and the worth of every member working together to accomplish organizational goals and serve the community.

Section 2. Alcohol and Drugs

“The NPHC is concerned about the governing problem of substance abuse through the consumption of alcohol and the use of drugs, especially on college campuses. This is due to the alarming number of disastrous incidents in which alcohol and drugs play a part and the adverse health conditions caused by and relating to substance abuse. The NPHC position is that the sale or consumption of alcohol or drugs at any NPHC council sponsored event on campus or at any student’s residence or other facility is strictly prohibited. NPHC strongly suggests that every undergraduate council offer educational programs specifically addressing the problems of and solutions to substance abuse on or around the local campus”

- a. The Executive Committee and/or the National Pan-Hellenic Council shall not use their funds to purchase any alcoholic beverages.

- b. The possession, sale, or use of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCES while on campus premises or during a fraternity/sorority event or at any event that an observer would associate with a fraternity/sorority, is strictly prohibited.

ARTICLE II STEP SHOWS

Section 1. NPHC Position Statement on Step Show Conduct

The National Pan-Hellenic Council recognizes that “step shows” are a creative and unique form of artistic and musical entertainment, especially at the undergraduate level. At most colleges and universities, students who are members of Greek-letter fraternities and sororities participate in such forms of entertainment as a means to promote and enhance the image of their respective fraternal organization and to showcase the talent of their membership. Step shows provide students, parents, faculty members, college and university officials, and the public a forum to better understand the unique culture (e.g., history and traditions) of African American fraternities and sororities.

Section 2.

Although step shows enhance the undergraduate experience, they should not involve the degradation and/or belittlement of any other Greek-letter organizations, including fraternities and sororities affiliated with the NPHC, National Association of Latino Fraternal Organizations, National Interfraternity Conference, National Association Latino Fraternal Organizations and the National Panhellenic Conference.

Section 3.

Further, step shows, which take the form of dancing, singing, and/or skits, should not be performed using lewd, indecent, or obscene behavior. Although freedom of expression is valued by this organization, performances of such reproach are not only inconsistent with the negative stereotyping which often overshadows the positive philanthropic and global projects undertaken by NPHC organizations.

ARTICLE III– JUDICIAL BOARD

Section 1.

By this Constitution, The National Pan-Hellenic Council inaugurates an undergraduate judicial hearing board for the purpose of adjudicating violations of the NPHC and/or the University policies and regulations. Said judicial entity shall hereinafter be known as the NPHC Judicial Board.

Section 2.

All the functions, guidelines, policies, and procedures of the Judicial Board shall be encompassed in the NPHC Judicial Board Procedure. The aforementioned manual shall be employed and interpreted as an Article to the NPHC Constitution.

Section 3.

The voting membership of the National Pan-Hellenic Council defines and classifies the judicial procedures utilized when chapters are in violation of the NPHC Constitution and Bylaws.

Section 4.

- Adjudicate factual and alleged violations of the NPHC and/or the University policies and regulations per the University's judicial process.
- Shall consist of one (1) member of each member organization in good standing, approved by the Advisory Selection Committee

ARTICLE IV. Planning Committee

Section 1. Purpose

The purpose of the Planning Committee is to determine the calendar of events for the next semester for the organizations of NPHC. This process is designed to facilitate fairness while respecting each organizations events/weeks.

Section 2. Planning Committee Membership

The Planning Committee is the council of student organizations' presidents/chairs of the NPHC, designed to coordinate any events, social functions and/or meetings that are held off campus as well as on the campus of Emory University. The president of the NPHC, respectively, is the chair of the Planning Committee. The secretary of the NPHC shall serve as the official secretary of the Planning Committee. The body of the Planning Committee shall be the presidents/chairs of organizations under NPHC umbrella that are currently registered with Campus Life, in good standing with NPHC, Sorority & Fraternity Life, or in transitional status per Sorority & Fraternity Life operational policies. In the event that a president/chair cannot attend a meeting a representative may be designated. Each organization is able to assign two alternate representatives-other than the president/chair-at the first Planning Committee meeting of that semester. If neither the president nor either of the representatives is present at the meeting, the organization shall not be represented at said meeting. No person shall answer more than once at the meeting's roll call.

Section 3. Voting

Half plus one of members of the organization shall establish quorum. If quorum is not present, meetings may be held, but votes cannot be taken, and votes shall be postponed until the next meeting. The next meeting shall take place within five (5) business days of the meeting in which quorum is not met. If quorum is not present at the subsequent meeting, a vote can be taken, and majority will be necessary for business to take place. Only the president/chair of the absent organization shall be able to cast a vote. No one organization shall vote on behalf of another organization. Thus, each organization shall have one vote per issue. The president of the NPHC shall not be allowed to vote. In the case of a tie, the NPHC Executive Board (exec board) shall make the final decision. The final result of the voting process is binding upon all the organizations.

Section 3 4. Events that Require Permission

An event is defined as a “function in which attendance is expected outside the host organization, but without the intention of increasing membership within that particular organization”. This shall not include general meetings, booths, informational meetings and closed community service projects.

Section 4-5. Establishing the Calendar

During the last Planning Committee meeting of each semester, the committee shall establish dates and weeks for the following semester. The **first order of business in creating the calendar shall be the placing of Homecoming, Dooley’s Week, and annual events.**

Homecoming and Dooley’s Week are completely off limits to sponsor a week. Note: A precedent event shall be considered an annual event if it has been held in the same week or on the same week or on the same occasion (i.e. Homecoming) for three (3) consecutive years. In the event Homecoming is moved to a week that has already been designated that organization will be allowed to keep their week.

An organization may bid for one week per semester. Before organizations are allowed to bid on weeks, NPHC shall be allowed to establish a week, if they so desire. After gaining a week, an organization must have at least four on-campus programs of the seven days planned by submitting the Event Registration forms to the Office of Sorority & Fraternity Life at least 3 weeks prior to the first day of the designated week. Weeks shall start on Sunday and run through Saturday. Only the organization assigned to a week may plan events on said week, unless permission is granted by the organization. After the calendar is closed, an organization must attain approval from the OSFL to add an event to the calendar to be placed on a first come, first serve basis.

All respective Founders' Days will be off limits with regards to programming without requested and approved consent of the respective organization.

If more than one organization bids on a week, precedence may be used to establish which organization is to be awarded the week in question. The qualifications for establishing precedence shall be:

- 1) Annual Events
- 2) National Founding Date of nationally recognized organizations
- 3) Local Founding Date of nationally recognized organizations

These shall be the levels of precedence. If more than one organization meets the same qualifications for establishing precedence, then precedence can be claimed by a subsequent level (i.e. if more than one organization claims Annual Event, one of the organizations may claim National Founding Date, or Local Founding Date). If multiple organizations still have similar precedence claims or if neither of the conflicting organizations is able to claim precedence, then the week shall go to the conflicting organization that can prove that it was last held the week in question. If it cannot be established who last held the week, then a vote shall be taken of the

body to determine who shall have the week. Precedence will be lost by failing to host or hold an on-campus event as submitted and approved.

Section 6. Penalties

The Judicial Board will adjudicate all matters of the Planning Event Rules. If an organization fails to hold scheduled activities for at least four (4) days within its week, the following will occur: After the 1st offense, they will receive last choice in the next bidding process with no regard to annual events, national founding date or local founding date. After the 2nd offense occurs within two academic years, they lose their right to host a week that academic year. In the case of a tie, the Judicial Board will break the tie.

Penalties shall be given by the Judicial Board within twenty-five (25) business days after the judicial process has been completed for conducting or publicizing any events of other chapters of their organization or the perception that it is connected to an NPHC organization during the week of a chapter without the written approval of that organization. Evidence shall be provided by the organization making the claim. The defending organization shall be allowed to defend itself before the Judicial Board.

Fines for violating the rules which includes conducting events during the weeks of an organization without the approval of that organization shall include but not limited to:

- First Offense: \$1,000
- Second Offense: \$1,500
- Third Offense: \$2,000 and your organization will lose the ability to host a week for (4) semesters.

Fines will be paid to the NPHC and the NPHC will then distribute seventy percent (70%) of the fine total to the offended organization. Thirty percent (30%) will remain with NPHC.

Fines shall be based on a 3-year window. For example, if an organization receives a fine in a particular semester, but does not receive another fine for 5 years, the latter fine will not be deemed as a second offense. However any fines accumulated within a 3-year period will be deemed as multiple offenses.

ARTICLE V– AUTHORIZATION

The President and the Executive members of the NPHC are authorized to speak on behalf of the organization. The President and only the President shall be authorized to sanction any others speaking or voting on behalf of the NPHC.

ARTICLE VI – PARLIMENTARY AUTHORITY

The most recent edited edition of Robert’s Rules of Order shall govern in all matters not provided for in this Constitution and Bylaws.

ARTICLE VII – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the NPHC General Council membership.