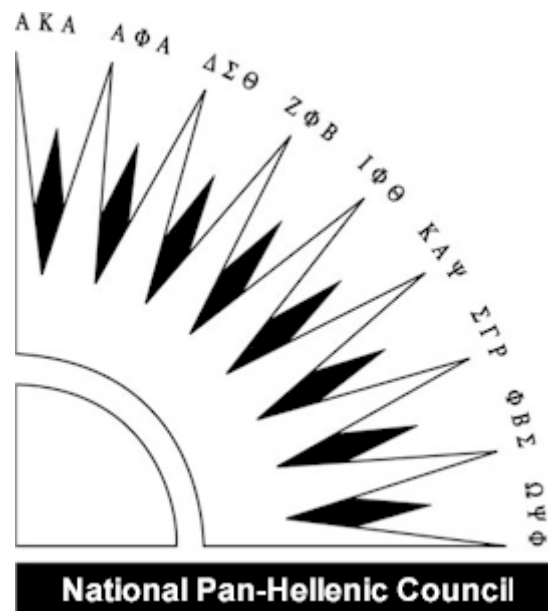


Constitution and Bylaws

Of The



National Pan-Hellenic Council, Inc. of

Wake Forest University

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Constitution and Bylaws

(As revised October 1, 2005)

PREAMBLE

We, the representatives of historically established community service fraternities and sororities, 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 best be 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. of Wake Forest University”; hereinafter referred to as “NPHC”.
- Section 2. The name shall always reflect the physical location of this organization and stand separate by the name from the national body. No document from this organization shall read simply National Pan-Hellenic Council, Inc.

ARTICLE II – PURPOSE

The purpose of the NPHC shall be: to create and maintain high standards in the life of fraternities and sororities; to perpetuate constructive fraternity and sorority relationship; to foster an understanding of the structure and method of operation among the affiliate organizations; to address, coordinate and develop action strategies on matters on mutual concern to the affiliate organizations; and to serve as the conduit for such action plans as may be developed, and to govern and serve as the judicial body of member organizations in accordance to the standards set by this Constitution and Bylaws.

ARTICLE III – MEMBERSHIP

- Section 1.1 Membership in the NPHC shall be restricted to those fraternities and sororities recognized by the national body, which include: Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc. and any other

affiliate organization of the NPHC as may, from time to time, be granted membership. No other organization shall have the right to participate.

- Section 1.2 If a fraternity/sorority is not in good standing (as defined by the University), then their membership is suspended in the Council until compliance with the University's standards has been successfully completed.
- Section 1.3 Fraternities/Sororities not recognized by the Council must complete colonization procedures before applying for membership.
- Section 2.1 Active members shall be in good standing with the University, and be financial with their respective organization on all levels (local, regional and/or provincial, and national).
- Section 2.2 Inactive members shall be any member(s) who have failed to pay the required dues and/or maintain good standing with the University or their respective organization.
For an inactive member to become active, a reactivation fee may be imposed.
- Section 2.3 Any member organization who is suspended automatically forfeits all benefits accruing from membership in the Council until all terms of the suspension have been satisfied. This decision can be overruled by majority Council vote.

ARTICLE IV – REPRESENTATION

- Section 1.1 Each member organization shall be represented by one (1) currently matriculating delegate and one (1) Executive Board member, appointed by their respective organization.
- Section 1.2 Each delegate shall be entitled to one (1) vote.
- Section 2.1 The names of the delegate of each member organization must be submitted in writing to the Council Secretary by the second meeting of each semester.
- Section 2.2 If a member organization fails to submit the names of the delegate by the second meeting of each semester, then said organization forfeits its voting privileges until such names are submitted.

ARTICLE V – OFFICERS

Section 1.1 The appointed officers shall be President, Vice-President, Secretary, and Treasurer. The officers shall be appointed by their respective organizations and shall serve on a rotation schedule.

The rotation schedule shall occur as follows:

Year 1: President (A), Vice-President (B), Secretary (C), Treasurer (D)

Year 2: President (B), Vice-President (C), Secretary (D), Treasurer (A)

Section 2.1 The President shall:

- Serve as the Chief Administrative Officer of the Council
- Preside over and set the agenda for all regular and special meetings of the Council
- Call special/emergency meetings
- Appoint all non-elected officers and standing committee chairpersons and special committee chairpersons not otherwise provided for in the constitution of the Council
- Serve as a non-voting member of the Council except in the event of a tie
- Focus and coordinate Service and Philanthropy events

The Vice-President shall:

- Preside at all Council meetings in the absence of the President
- Serve as the official spokesperson and representative for the Council in the absence of the President
- Oversee all committee activities
- Oversee all stages and transactions involved in the annual NPHC Step Show
- Shall be appointed co-chair of the Step Show committee of the following year
- Chair of Special Events

The Secretary shall:

- Take minutes at all special/emergency, general, and executive board meetings
- Be responsible for keeping minutes on file and submitting required copies to all Council members at or before the preceding executive board and Council meetings
- Keep roll of the Council and take roll at each meeting
- Be in charge of securing rooms for Council meetings and activities
- Be responsible for all Council correspondence
- Keep copies on file
- Notify members of all meetings and events

- Collect Greek Column articles and work with Interfraternity Council (IFC) and Panhellenic (PHC) chairs to complete the newsletter
- Approve and hang all flyers and other publicity

The Treasurer shall:

- Handle all financial affairs and budgeting of the Council, maintaining all necessary accounting records
- Handle all disbursements that require the majority approval of the Council
- Give a monthly financial status report
- Prepare a written budget for the following year by the first meeting of the academic school year for approval of the body
- Receive and disburse all funds, maintain proper accounts thereof, and give written reports on a weekly basis and to render a full report on the close of his/her term of office
- Provide receipts for all monies spent upon request
- Hold a special deposit account whereby funds are to be disbursed by the Treasurer *and* President only

- Section 3.1 The term of office shall be one (1) fiscal year (June 1st to May 31st).
- Section 4.1 The rotation and installation of officers shall occur during the last three meetings of the spring semester. The appointments/rotation shall be announced to the Council no later than the third-to-last meeting of the spring semester. Nominations shall commence no later than the second-to-last Council meeting of the spring semester. Rotation shall occur no sooner than the second-to-last Council meeting of the spring semester.
- Section 5.1 Each current officer is responsible for the grooming of the incoming officers into the Council.
- Section 6.1 In order for a representative to be considered for an officer's position, he or she must have attended three consecutive regular meetings of the Council. Candidates for President, Vice President, and Secretary must have completed one (1) semester of membership in their respective chapters. There is no length of chapter membership requirement for the Treasurer position.
- Section 7.1 All appointees for any office shall submit a platform on the day of elections listing the reasons why they feel they qualify for the office to which they are to rotate.
- Section 8.1 In order to maintain a balance in leadership amongst participating fraternities and sororities and to insure that no one organization shall

dominate the roster of officers, the officers shall rotate as specified in Section 1.1.

- Section 9.1 Any officer may be removed by a three-fourths (3/4) vote of the members of the Council and his/her place filled by any of the official representatives after a special election. These results of said election shall be determined by a majority vote.

ARTICLE VI – EXECUTIVE BOARD

- Section 1.1 The executive board shall consist of the rotated officers, the immediate past President or some representative from the previous administration with working knowledge of the Council business and the Presidents of member organizations in good standing with the University.
- Section 2.1 This Executive Board shall meet before the first regular meeting of the academic year to set an agenda and to discuss all matters relative to the business of the Council. The board shall meet after the last regular meeting of the year to set the tone for the upcoming year and to finalize all fiscal and other obligations of the Council from the previous year.
- Section 3.1 The Executive Board shall make all decisions when school is not in session or when any issue does not fall under definite jurisdiction of any Council committee.

ARTICLE VIII – STANDING COMMITTEES

The Standing Committees of the Council shall be: determined at a later date.

ARTICLE IX – MEETINGS

- Section 1.1 There shall be no less than one (1) regular meeting held each month during the academic year. Regular meetings require attendance by the executive board and delegates from each organization.
- Section 2.1 The Executive Board shall meet weekly during the academic year.
- Section 3.1 At the beginning of each school term, the Council shall decide upon the meeting time, place and dates of regular meetings and executive board meetings for that year.
- Section 4.1 Special meetings may be called at the discretion of the President, and notification must be given by the Secretary to the Council representatives of each member organization that states the time, place and purpose of said meeting.

Section 5.1 Notification of special meeting shall be given no less than three (3) days prior to the meeting, unless immediate action is necessary.

ARTICLE X – FINANCE

Section 1.1 The fiscal year of the Council shall be from June 1st to May 31st inclusive.

Section 2.1 The signature of the President, Treasurer and Advisor shall be required to bind the name of the Council to any contracts.

Section 3.1 All checks issued on behalf of the Council shall be signed by the President, Treasurer and Advisor.

Section 4.1 All payment due to the Council shall be made to the Treasurer, who shall record them and provide a receipt.

Section 5.1 The dues of each member organization shall be established by last meeting of each fiscal year.

Section 5.2 All dues and fines shall be paid within two (2) weeks after notification from the Treasurer.

Section 5.3 Any member organization that has not paid its dues or fines by said date shall be considered delinquent. Any chapter considered delinquent shall lose its vote until delinquency is resolved.

Section 5.4 A \$5.00 fine shall be assessed on any chapter not represented by a delegate at a regular meeting or an officer at any executive board meeting, without prior notification of at least 2 hours. If the delegate is late a fine of \$1.00 shall be levied. If a delegate is more than 15 minutes late, the member organization shall be considered absent and subject to a \$5.00 fine and loss of voting privileges.

Section 5.5 Any Council officer absent without an approved excuse for a business meeting shall be subject to the same fines as absent delegates.

Section 6.1 All fines shall go into the Council account to be distributed as the Council deems fit.

ARTICLE XI – AFFILIATION

Section 1.1 This Council is an affiliate of the Nation Pan-Hellenic Council, Inc.

Section 2.1 This Council has no financial relationship to the NPHC other than annual undergraduate Council dues.

ARTICLE XII – POWERS

- Section 1.1 The Council shall retain authority, by two-thirds (2/3) vote, to suspend member organizations for a period not to exceed one (1) year provided that charges shall have been served upon the member organization by the Council and the member organization, shall be given at least ten (10) days to answer such charges in a full hearing before the Council.
- Section 2.1 The Council shall have no authority to remove any suspension which it imposes by a two-thirds (2/3) vote.

ARTICLE XIII – NON-DISCRIMINATION CLAUSE

- Section 1.1 The Council shall not discriminate on the basis of race, reed, national origin, ancestry, sex, age, handicap or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exemption.

ARTICLE XIV – AMENDMENTS

- Section 1.1 This Constitution may be amended by a three-fourths (3/4) vote of the delegates of the financial member organizations (present and voting) at a regular meeting of the Council.
- Section 2.1 All amendments to this Constitution must be presented in writing to the Executive Board who will present it to the membership, allow time for discussion, and vote for acceptance/approval at the following meeting. The amendment shall become part of this Constitution as an addition to Section 1 of this Article.

ARTICLE XV – CODE OF CONDUCT

- Section 1.1 The Council reserves the right to promote a Code of Conduct for its member organizations. This code stresses the importance of conduct and actions befitting Black Greek Letter Organizations (Fraternities and Sororities). Any action or mode of conduct not within the standards set by the national bodies of member organizations will not be tolerated or condoned by the Council. The Council takes the following postures:

Liability

The Council disavows responsibility of member organizations and their individual members who are in violation of both the letter and spirit of the NPHC doctrine.

The Council disavows responsibility of member organizations and their individual members who are in violation of both the letter and spirit of this Constitution.

Hazing

All forms of hazing, whether occurring before, during or after the pledge period are not condoned. Any activities prohibited by the national bodies of member organizations, the University, and the State of North Carolina shall be banned.

Hazing as defined in the Wake Forest University Student Handbook is “any planned or created situation, on or off campus, that is demeaning to an individual; produces mental, emotional, or physical duress, harassment, or ridicule; or which threatens or endangers the health, safety, and well being of any person.”; and as defined in the North Carolina General Statutes as “to annoy any student by playing abusive or ridiculous tricks upon him, to frighten, scold, beat or harass him, or to subject him to personal indignity.” Such activities include, but are not limited to: paddling or striking in any manner; marking, branding or tattooing (includes face painting); telephone duty; sober driving duty; treasure or scavenger hunts; road trips; kiss lists; performing calisthenics (e.g., sit-ups, runs, etc.); carrying of items such as rocks, shields, swords, books, paddles, etc.; preventing or restricting class attendance or sleep; and any other activities which are not consistent with the regulations and policies of Wake Forest University and the State of North Carolina.

All member organizations and their individual members are required to sign Wake Forest University’s “Statement of Understanding and Willingness to Abide by University Hazing Policies” each semester.

Any member organization that does not adhere to these policies shall be subject to penalties administered by their national body, Wake Forest University, and the State of North Carolina.

Inter-Greek Relations

The Council shall not condone the actions of any member organization or its individual members who threaten or inflict harm in any form upon another organization or its individual members. Such actions shall not be taken lightly by the Council. Said actions cheapen the purpose of this Council and go against the spirit of “unanimity of thought” and of the doctrine of the NPHC.

It is posture of the Council that member organizations shall strive to uplift one another and motivate one another to excellence. Anything less shall not be tolerated.