

# Tulane University National Pan-Hellenic Council

## Constitution and By-Laws

### ARTICLE I: NAME AND ORGANIZATIONAL UNITS

Section 1: The name of the organization shall be the Tulane University National Pan-Hellenic Council (hereafter referred to as TU-NPHC).

Section 2: The organizational units of the National Pan-Hellenic Council shall be the following incorporated undergraduate fraternity and sorority chapters: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Delta Sigma Theta, Iota Phi Theta, Omega Psi Phi, Sigma Gamma Rho, Phi Beta Sigma, Zeta Phi Beta (herein referred to as the affiliate members).

### ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be:

- a. to serve as the governing body of all affiliate organizations
- b. to promote higher standards of scholarship, a greater degree of culture, closer social fellowship and a stronger inter-fraternal spirit among the affiliate members;
- c. to coordinate most activities to benefit member organizations;
- d. to stimulate affiliate organizations to foster and sponsor projects which encourage educational, moral and cultural progress of the campus and community;
- e. to serve as a forum for the consideration of issues or mutual interest to affiliate organizations; and
- f. to educate the Tulane University population about NPHC and its member organizations.

### ARTICLE III: COUNCIL STRUCTURE

Section 1: The Council shall have advisers who shall consist of the professional staff from the Office of Fraternity and Sorority Programs and a representative from the New Orleans National Pan-Hellenic Council

Section 2: The Council shall consist of the President, Vice President, Secretary, Treasurer, and delegates of the member organizations.

### ARTICLE IV: MEMBERSHIP

Membership in the Tulane University National Pan-Hellenic Council shall be open to the nine recognized historically black Greek organizations who are in good standing with the University and their respective local, regional and international bodies.

Section 1: Active members shall be those organizations meeting the criteria of this Constitution and have met all financial obligations and responsibilities of active members. To maintain active membership an organization must meet the following requirements:

- a. the organization must have an active charter on campus;
- b. each organization must be in good standing with their local, regional and international bodies; and
- c. submit a chapter roster to the NPHC Secretary by the second meeting of each semester.
- d. pay dues as outlined in Article X

Section 2: Inactive membership are those organizations who are:

- a. currently suspended;
- b. excessive lack of participation and/or violation of the NPHC attendance policy; and/or
- c. not participated in an event the Council deemed as mandatory.

Section 3: To be reinstated into the Tulane National Pan-Hellenic Council, the organization must submit a letter of intent to the NPHC President and Adviser, and follow the requirements for active membership in the TU-NPHC. The Executive Board has final approval for reinstatement.

#### ARTICLE V: MEETINGS

Section 1: Regular meetings of the Council shall be held at least bi-weekly basis at a place to be designated by the Council. The day and time of these meetings shall be established by the Council.

Section 2:

- a. Special meetings may be held only after notice has been given to the President or delegate of each member organization.
- b. Emergency meetings shall be any meeting that is called within 48 hours without written notice.
- c. The attendance policy shall be enforced at Special and Emergency meetings.
- d. Special/Emergency meetings shall be called by the President and/or Adviser of the TU-NPHC.

Section 3: No official business shall be transacted at a special meeting, except that for which the meeting has been called.

Section 4: Name of delegate must be submitted to the Executive Board by the first TU-NPHC meeting of the semester.

Section 5: The delegate or the Chapter President for that semester must be present at each meeting in order to vote at that meeting. If none of the aforementioned can be present, they must contact either the President or Secretary of the TU-NPHC at least 24 hours prior to the meeting in order to acquire an excused absence. Non-compliance with this aforementioned process will result in the chapter receiving an unexcused absence.

Section 6:

- a. Attendance shall be taken at the start of each meeting.
- b. After one unexcused missed meeting, the chapter in question will be fined \$10.00.
- c. Fines obtained for missed meetings must be paid by a date to be determined by the President.
- d. Fines not paid by the date set by the President will result in an additional fine of \$25.00.
- e. One semester constitutes a complete attendance cycle.

Section 7: Quorum shall constitute at least two-thirds of the member organizations who are in good standing with the Council and the University.

Section 8: All meetings shall be conducted in accordance to Robert Rules of Order.

## Article VI: Expansion

Section 1: Organizations can only be added to the TU-NPHC through:

- a) the formal written request of an NPHC member organization not currently recognized by the university;
- b) the interest of the Director or Associate Director of Fraternity and Sorority Programs
- c) the interest of a simple majority of recognized organizations in good standing with the university
- d) the formal written request of the Vice President of Student Affairs.

Section 2: The criteria for expansion include but are not limited to status of Greek Life on campus, average size of chapters, intake statistics, whether the group has been previously chartered at the university and interest from non-Greek students in the pursuit of a new NPHC organization. Proposals for city-wide or multi-campus chapters will not be accepted.

Section 3: Expansion must be supported by the Vice President for Student Affairs and the Office of Fraternity and Sorority Programs before a vote is taken by the TU-NPHC.

Section 4: The proposing organization must make a presentation to the present council including what they hope to gain from being on campus, a chapter constitution, and a tentative calendar. The proposing organization should be prepared to pay dues and have a delegate to TU NPHC.

The proposal for expansion must be passed by a two-thirds vote of member organizations in good standing with TU-NPHC. If the vote passes, the TU-NPHC must follow its expansion policy under the supervision of their advisor and the Office of Fraternity and Sorority Programs.

## ARTICLE VII: OFFICERS AND DUTIES

- Section 1: The Executive Board of the TU-NPHC shall be the President, Vice President, and Secretary/Treasurer.
- Section 2: The President shall have the following duties:
- a. preside over all meetings of the Council;
  - b. appoint with the help of the Executive Board, all standing committees, Directors and Ad Hoc Committees, as necessary;
  - c. submit a written report following the term of office to be filed in the TU-NPHC files with the TU-NPHC Adviser. Format of which to be specified by the Adviser;
  - d. represent the TU-NPHC at all official functions of the University,
  - e. serve on a committee along with the Director of Fraternity and Sorority Programs upon receipt of an official complaint against a sorority/fraternity, and
  - f. shall vote only in case of a tie.
  - g. attend or send a designee to New Orleans NPHC meetings
- Section 3: The Vice President shall have the following duties:
- a. preside at meetings of the Council in the absence of the President;
  - b. be responsible for the proper functioning of the TU-NPHC standing committees assigned at the start of the term in office by the Executive Board;
  - c. report to the Executive Board on the standing of these committees;
  - d. work with the Executive Board in appointing memberships to all committees;
  - e. attend the chairperson's committee meetings as they see fit;
  - f. shall educate the Council as to issues of risk reduction;
  - g. shall educate chapter social chairs each semester;
  - h. serve as a representative of the TU-NPHC as deemed necessary by the TU-NPHC President; and
  - i. submit a written report following the term of office to be filed in the TU-NPHC files and with the TU-NPHC Adviser.
- Section 4: The Secretary/Treasurer shall have the following duties:
- a. prepare and preserve an accurate account of all NPHC meetings, furnishing copies to all members groups within 48 hours after the meeting;
  - b. call the roll of each individual representative chapter at the start of each TU-NPHC meeting;
  - c. handle all correspondence; and
  - d. submit a written report following the term of office to be filed in the NPHC files and with the NPHC Adviser. Format of which to be specified by the Adviser.
- a. keep accurate accounts of all financial aspects of the Council and make reports of the same at each meeting;
  - b. submit a written report for the minutes;
  - c. authorize all warrants and financial disbursements approved by the TU-NPHC;
  - d. devise a semester budget for the approval of the Council;

- e. keep a current and accurate report of the financial status of each (Council) member.
- f. present all financial records, checkbooks, and bank statements, along with a written annual report, of the previous fiscal year at the January meeting, and prepare the financial report required by the National office when required; and
- g. to maintain the budgets of the individual committees.

## ARTICLE VIII: REMOVAL

Section 1: Any member of the TU-NPHC shall be able to initiate removal procedures of an officer of the Council on the following grounds:

- a. Not carrying out duties as outlined in this constitution
- b. Mismanagement or misuse of TU-NPHC funds.
- c. Not maintaining the minimum required credit hours (12) or 2.0 cumulative grade point average during the course of office.
- d. Inappropriate conduct and/or behavior.

Section 2: The removal procedure shall be as follows:

- a. Said Council member shall contact the President of the TU-NPHC in the case of other elected officers, or the Vice President in the case of the President, and shall submit to the office a written statement including substantiated grounds for removal of the officer in question.
- b. The notified officer shall contact the officer in question and state that removal procedures have been initiated against said officer.
- c. At the following TU-NPHC meeting, any member of the Executive Council shall read the statement of removal intent. The Council member submitting the statement and the officer in question may answer questions. A vote on removal will occur at the next scheduled meeting.
- d. A two-thirds vote of the Council will be necessary to remove the officer.
- e. If a two-thirds vote is received, the officer shall be considered removed and shall be replaced according to the procedure described in Article VII, Section 4.

Section 3: Any executive member belonging to a chapter which is suspended, the removal procedure shall be left up to the Council.

## ARTICLE IX: ELECTIONS AND VOTING

Section 1: Nominations for officers shall be taken at the first meeting in the month of April.

Section 2: Eligibility

- a. Nominees must have been initiated in one of the active aforementioned member organizations in good standing and must be an eligible full time student of Tulane University (i.e. 12 credit hours with a cumulative 2.00 grade average) prior to taking office.
- b. Delegates for that academic year cannot be a member of the TU-NPHC Executive Board.

- a. Should there be a chapter with 2 active members or less, the delegate may also be a member of the TU-NPHC Executive Board.
- c. All prospective officers shall be members of one of the active aforementioned member organizations in good standing and must be a full-time student of Tulane (or Loyola University for Citywide Chapters) (i.e. 12 credit hours with a cumulative 2.00 grade point average).
- d. No chapter may hold more than two officer positions.
  - a. Should there be an insufficient amount of qualified members to hold officer positions; the Council President shall appoint members to those positions by the last meeting in April.

Section 3: Elections shall be held at the second council meeting in the month of April and shall serve for a term of one academic year.

Section 4: Officers will be inducted during the last meeting of the academic year. This allows for a training and transition period between April and July.

Section 5: Officers shall be elected by a simple majority of the voting delegates of the Council with each member organization having one vote.

Section 6: If an officer position (other than President) becomes vacant, the Executive Board shall appoint a replacement. If the presidency becomes vacant, the Vice President shall temporarily fill the position until a special election can be held.

Section 7: Should the election of an officer position result in a tie, there will be a runoff election held at a special meeting (to be arranged by the President) at which the nominees shall deliver a speech to the voting delegates as to why they should be elected.

#### ARTICLE X: COMMITTEES

Section 1: The TU-NPHC shall have the following standing committees: Academic, Public Relations, Service, and Programming.

Section 2: The Academic Committee shall be responsible for recognizing once each semester all NPHC students who excel academically and shall coordinate any other programs deemed necessary to enhance the academic enrichment of the Council.

Section 3: The Public Relations Committee shall be responsible for all advertisement, publicity, publications and presentations of the TU-NPHC.

Section 4: The Service Committee shall be responsible for the coordination of community service projects for the Council, and working with the Panhellenic and Interfraternity Councils on joint programs.

Section 5: The Programming Committee shall be responsible for the planning of all-Greek social functions sponsored by the TU-NPHC, and planning any activities that are needed for fund raising projects.

Section 6: These committees shall be suspended by the President in the event that the Council membership is less than 5 people per chapter.

## ARTICLE XI: FINANCE

### Section 1:

- a. Dues for the TU-NPHC shall be \$10.00 per semester for every active member of each member organization of the TU-NPHC who attends Tulane.
- b. Dues for each semester shall be paid by the second meeting in the form of a chapter check, cashier's check or money order. Cash will not be accepted for any reason.
- c. A late fee of \$5.00 will be assessed for each meeting that the dues have not been paid.

Section 2: All warrants and financial disbursements approved by the Council shall be authorized by the President and Treasurer of the Council.

## ARTICLE XII: CONDUCT PROCEDURES

### Section 1:

- a. The TU-NPHC through its conduct committee, has power of supervision over its member chapters. Recommendations of the TU-NPHC Judicial Committee are subject to approval or modification by the Vice President for Student Affairs or designated representative. Violations of the Code of Student Conduct may, at the discretion of the Vice President for Student Affairs or designated representative, be referred to the University conduct system or to the TU-NPHC for adjudication.
- b. There may be instances when a violation will be reviewed by the Committee, but no action will be taken against the entire chapter for insufficient grounds.

### Section 2:

- a. The TU-NPHC Executive Board and one delegate from an NPHC chapter shall serve as official members of the Conduct Committee (excluding the delegate of the chapter under review).
- b. The names of the judicial delegates shall be submitted at the beginning of the semester and appointed by the Executive Board.
- c. The President of the NPHC shall serve as the Chairperson of the Conduct Committee. The Chairperson will preside at all meetings and will rule on all questions of order and procedure. In this capacity, s/he will schedule hearings, provide appropriate information, and witnesses, ensure that all involved have been notified of the hearing, read the charges, and summarize

the relevant information for the record as the first step of the hearing process. The Chairperson shall be responsible for writing referral and recommendation letters.

- d. In the case of a Conduct Committee member's chapter being involved, that member shall remove him/herself from the deliberations and decisions of that case. If the Chairperson's chapter is involved in the hearing, the Vice President of the NPHC shall serve as the Chairperson.
- e. A Conduct Officer from the Office of Student Conduct shall serve as an Adviser to the Conduct Committee. The Adviser is an ex-officio member and shall not participate in voting. The Adviser will witness the entire hearing process to ensure due process.

Section 3: VOTING

- a. A quorum shall consist of at least 2/3 of the committee members, not including the Chairperson. There must be quorum to convene a hearing and to call for a vote.
- b. In the case of a vote, majority shall rule.
- c. The Chairperson of the Conduct Committee shall vote in the case of a tie.

Section 4: ATTENDANCE

- a. The Judicial/Conduct Committee
- b. The chapter under review
  - a. Only the executive board shall be in attendance: Chapter President, Vice-President, and Secretary/Treasurer
- c. TU-NPHC Advisor
- d. Director or Assistant Director of Fraternity and Sorority Programs

Section 5: There shall be a separate document outlining specific Conduct Procedures after said document has been adopted by the Office of Student Affairs.

### ARTICLE XIII: ACTIVITY/PARTY SCHEDULING

Section 1: By the second meeting of each semester, each organization's dates for their respective events must be submitted to the Council Secretary in order to be included on the NPHC calendar.

Section 2: If a change is necessary, notification to the TU-NPHC must be made two weeks in advance. Involved groups will be expected to compromise and negotiate an equitable solution. Community service functions take precedence over social functions.

Section 3: If the funds from a social event are to be used for a community service project, it should be stated from the onset and printed on all publicity.

Section 4: All chapters are expected to follow the TU-NPHC and/or Tulane University social function policies.



Section 5: It is expected that the TU-NPHC will sponsor one community service event/project and one social event per semester. These events will be coordinated by the Service or Programming Committees respectively.

Section 6: It is expected that a minimum of ten percent (10%) or one member of each chapter, whichever is greater, will attend each open event sponsored by another chapter.

Section 7: Any event deemed mandatory by the president requires at least 10% chapter participation. Failure to participate in such an event will result in a letter to the Office of Fraternity and Sorority Programs and that chapter's sponsoring graduate chapter noting the lack participation.

#### ARTICLE XIV: AMENDMENTS

This Constitution may be amended by two-thirds vote of the voting delegates of the Active group membership of the TU-NPHC at two consecutive meetings.

**Adopted spring 2006.**

**Revised spring 2008.**

**Revised spring 2009.**

**Revised spring 2011.**