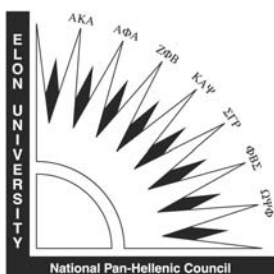




Elon University National Pan-Hellenic Council Delegate Manual



National Pan-Hellenic Council Delegate Manual

Prepared for the
Elon University National Pan-Hellenic Council

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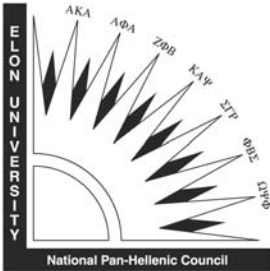
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CONTENTS

	page
I. NPHC OVERVIEW.....	1
A. Basic Expectations of Fraternity Membership	
B. College Council	
C. An Effective NPHC	
II. CHAPTER REPORTING.....	5
A. Delegate Responsibilities	
B. Chapter Reporting in Perspective	
III. COMMITTEE WORK.....	8
A. Committee Descriptions	
IV. PARLIAMENTARY PROCEDURE.....	10
A. Meetings	
B. Things to Remember	
V. AMENDMENTS.....	13
A. Definition of an Amendment	
B. Guidelines for Proposing an Amendment	
VI. NPHC OFFICERS.....	16
A. Hierarchy of NPHC	
APPENDICES.....	20
A. Constitution	
B. Bylaws	
C. Judicial Procedures	
E. Contact Information	



NPHC Overview



NPHC OVERVIEW

While NPHC affiliate organizations recognize the social aspect of Greek college life, the primary purpose and focus of member organizations remains community awareness and action through educational, economic, and cultural service activities. NPHC affiliates and their respective members have pledged to devote their resources to service in their respective communities, realizing that the membership experience of NPHC organizations goes beyond organizational membership during an individual's college career. A lifetime commitment to the goals and ideals of each respective organization is stressed. The individual member is also expected to align himself with a graduate/alumni chapter, following graduation from college, with the expectation that he/she will attend regular chapter meetings, regional conferences and national conventions, and take an active part in matters concerning and affecting the community in which he or she lives.

The need to form campus-based councils to represent NPHC affiliate organizations is not motivated by a "separatist" philosophy. The establishment of councils assists in maintaining a distinct identity as "service based organizations," as opposed to organizations that may be strictly social in nature; NPHC, Inc. does not advocate a disassociation from NIC, NPC, or NALFO organizations on college campuses. The council's purpose is to promote unity and expose members to the "service for life" philosophy and foster leadership development and scholarship. Furthermore, the National Pan-Hellenic Council provides a forum for participation and interaction among the members of affiliate organizations and the organizations themselves. It provides for a stronger unified voice and a stronger unified body. The continued advocacy for the establishment of local councils not only stems from tradition, but also from the realization that many colleges and universities maintain organization registration policies requiring an organization to belong to a national organization and that national organization to a national umbrella organization, in order to function on that respective campus.

College Council

The purpose of the NPHC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, the NPHC promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local councils of the NPHC and provides leadership training for its constituents.

The objectives of the Elon University National Pan-Hellenic Council shall be to serve as a governing body of all affiliate organizations, promote awareness of affiliate organizations, NPHC, and Elon University Greek Life, foster unity and understanding among all affiliate organizations of the Elon Pan-Hellenic Council, serve as a resource for Elon University in matters concerning National Pan-Hellenic Council, Incorporated, address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations and to serve as a conduit for such plans of action, and promote superior scholarship and intellectual achievement.

A college NPHC is the local governing body that consists of delegates from chapters of the eligible NPHC fraternities and sororities on campus. The College National Pan-Hellenic Council is responsible for local NPHC operation in accord with National Pan-Hellenic Council policies and procedures.

Each National Pan-Hellenic Council is responsible for establishing a constitution, bylaws and Intake regulations. While each National Pan-Hellenic Council (hereby referred to as NPHC)

works out the details of its own operation, there is a framework provided for all College NPHC's. Effective NPHC's will adopt regulations that carry out the provisions as recommended by the NPHC.

NPHC is a forum; its effectiveness is determined by the respect given by its members and the rest of the campus community. To be influential it must reflect solid characteristics of a well-organized group. NPHC can function most effectively when its member fraternity and sorority representatives are knowledgeable about proper NPHC procedures and dedicated to working together in a spirit of harmony.

It is advantageous to individual chapters and to NPHC as a whole, for each chapter to select the best qualified member as its delegate to the National Pan-Hellenic Council. To represent the chapter effectively, the representative must be informed and knowledgeable about proper NPHC procedures. To represent the interfraternal spirit effectively to the chapter, he must be a respected, knowledgeable chapter member who is strongly committed to fraternal ideas and who understands the value of cooperative effort.

Intake rules and regulations are only one aspect of National Pan-Hellenic Council operations. Each NPHC should meet with frequent regularity throughout the school year and should adopt programs of real value to the Greek Community and campus at large.

Fraternity men and sorority women on every campus can make NPHC stand for something worthwhile in the life of that campus. As expressed in many fraternity and sorority creeds, hymns, and mottos NPHC members are dedicated to uphold good scholarship, to set high standards of ethical conduct, and to work in harmony and understanding with each other to further the ideals and values of fraternal life. High moral and ethical principles are basic to all NPHC fraternities.

By working together, NPHC organizations can develop strong chapters that better serve students of Elon University.

Rights of Chapters

NPHC and all advisors working with them must bear in mind that the authority of the National Pan-Hellenic Council is only that authority given to them by the member chapters. The National Pan-Hellenic Council Executive Board and advisors guide; they do not decide. However, the National Pan-Hellenic Council and its member groups are here at the liberty of Elon University.

NPHC Advisor

An NPHC Advisor is the person whose responsibility is to counsel Elon University NPHC as to its goals, programs and regulations. The National Pan-Hellenic Council Advisor usually is a university administrator but may be a qualified alumnus of an NPHC fraternity and/or hired by the University or a volunteer capacity, as stipulated in the Elon University Foundations of Excellence.

The role of an advisor is to provide guidance, counsel and support, assisting the NPHC to function effectively in accordance with NPHC policies and university standards. Decisions are made by the National Pan-Hellenic Council based on the authority given to them by the member fraternity chapters.

NPHC Office

A well-organized NPHC office is essential for every campus where there are NPHC groups. It is vital to efficient operation to establish a permanent location for keeping NPHC records and files. It is important that permanent records are kept in a central a location and are accessible to NPHC officers.

An Effective National Pan-Hellenic Council

To have an effective National Pan-Hellenic Council, its purpose should encompass the following:

- Provide an organization with a constitution and bylaws which unites member fraternities fairly within the framework of NPHC.
- Coordinate activities, establish orderly procedures, provide for programs in addition to Intake, and to promote the common welfare.
- Promote the growth of individual chapters and of the fraternity community.
- Organize and sponsor a Intake program which provides all chapters opportunities for growth through continuous Intake and initiation of new members.
- Maintain the highest possible academic, social, and moral standards, as all NPHC groups are committed to these goals.
- Assist in furthering the men's programs on campus.
- Understand the composition of NPHC and the duty of elected delegates to represent their chapter opinions rather than individual conviction.
- Promote good public relations which represent Greek membership and Greek Life to the campus and the community in a positive manner.
- Give service to community and campus.
- Promote friendship, harmony, and unity between members, chapters, faculty, administration, and campus groups.

Priorities for NPHC

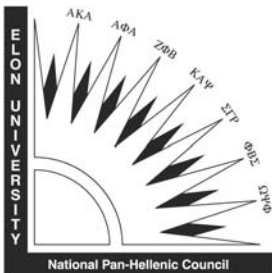
NPHC as an organization must have strong leaders who know, understand, and believe in NPHC. NPHC as a membership coordinator should provide simple Intake rules, public relations programs, and continuous support for all members to the Greek Community. NPHC, as a program facilitator, should provide programs on a campus-wide scale to strengthen the Greek community by working together and to establish credibility with the rest of the campus.

The Delegates Responsibility

Each delegate should act in accordance with the policies and procedures set by NPHC and Elon University National Pan-Hellenic Council. The delegates should represent their respective fraternities or sororities and the National Pan-Hellenic Council in furthering Greek life and keeping harmony between all the fraternities and sororities. The delegates have a responsibility, more than any other Greek member, to promote a positive image and to help strengthen the Greek community.



Chapter Reporting



CHAPTER REPORTING

Delegate Responsibilities

Liaison. First and foremost, the delegate's job is to serve as a liaison between his chapter and the council. This task needs special attention and thoroughness. Delegates receive information from formal meetings and through the NPHC list serve. Information can be on a variety of different subjects. Any of the four officers may have information to pass along as well as the NPHC advisors and Office of Greek Life. The flow of information can also go from fraternities to the council.

Meetings. The meetings are a time for council officers to tell the delegates specific items they will need to bring back to their chapter. The meetings also allow for the delegates to bring up certain issues that they or their respective chapters would like discussed.

Prior to adjournment time will be allotted for discussion and allowing the delegates to bring forward issues of their own to be announced. The delegate announcements can be anything they feel is necessary to announce. The delegate may wish to report a special event going on in their fraternity that they wish NPHC to support, or a proposed amendment to the bylaws. Delegates are expected to send chapter reports to the Secretary no later than the Sunday before each General Body meeting.

Deadlines are set for responses to council meeting topics, and for financial payments. It is very important that the delegate is aware of these deadlines and meets them. NPHC has a fine system and any missed deadlines will result in a fine to the delegates' fraternity. (See constitution and bylaws)

Mailboxes. Each chapter has a mailbox in the second drawer of the filing cabinet in the Office of Greek Life, Moseley 209, as well as a mailbox in the Elon University mailroom. The delegate and the chapter are responsible for checking the previously mentioned mailboxes for any information not brought up at the meeting, and items being sent to the chapter and its officers. Items found in the mailboxes should be treated just as important as things discussed at the formal meeting of NPHC or the Chapter. These materials may also have a deadline that various chapter officers will need to meet and it is the responsibility of the delegate to make sure the appropriate persons get their mail. Mailboxes should be checked at least twice a week to keep current.

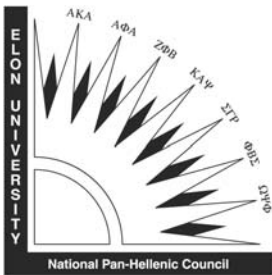
Voting. Many issues brought up by NPHC require a vote from all of the chapters, i.e. amendments to the bylaws, Intake rules, or special items. Each fraternity and sorority is allowed one collective vote and it is the delegates' responsibility to take the vote and bring it back to the meeting by the appointed deadline.

Chapter Reporting in Perspective

It is stressed that the delegate is the main link between each chapter and the Council. The delegate needs to stay current with NPHC issues and discuss them with his chapter accurately and timely. Different issues require different approaches and it is up to the delegate to differentiate. The issues that are very serious and important should be given the special attention they need. Serious and/or sensitive issues may require special attention and may necessitate a meeting with his chapter's advisor or his chapter's executive officers, if the issue is that serious. For routine and/or less serious matters, the delegate may only need to make an announcement at his chapter meeting. Whatever the case, the delegate is held fully accountable for any and all communication between his/her chapter and NPHC.



Committee Work



COMMITTEE WORK

Committee Descriptions

Standing Committees and special officers that may be necessary to carry out the work of the Elon University National Pan-Hellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

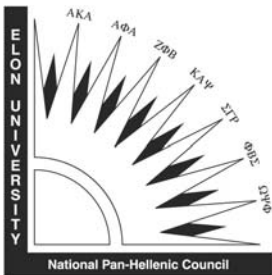
The standing committees and liaisons of the Elon University NPHC Council shall be Service, Scholarship, Stepshow and Special Events.

The Delegates Responsibility

Each delegate must serve on committees at the request of the executive board. The NPHC officers decide who will be on the committees. Committee rosters will be released by the second or third NPHC meeting of the year. It is then their responsibility to serve as a good committee member. The delegate shall attend all of their committee meetings, unless rightfully excused, and fulfill any committee requirements given to them by the chair of that committee. All of the committees are important and the delegates should treat them this manner. The delegate should realize that their service on these committees can benefit the NPHC Council and will in turn benefit their fraternity.



Parliamentary Procedures



PARLIAMENTARY PROCEDURE

Meetings

All formal NPHC meetings practice parliamentary procedure. The agenda of all meetings goes as follows:

- I. Call to Order; Roll Call
- II. Approval of Minutes
- III. Special Guests
- IV. Officer Reports
 - A. President
 - B. Vice President
 - C. Treasurer
 - D. Secretary
- V. Committee Reports
- VI. Advisor Report
- VII. Unfinished Business
- VIII. New Business
- IX. Chapter Reports
- X. Greek Announcements/Open Forum
- XI. Adjournment

Meeting Procedures

The procedures to know for meetings are below:

- The President will call the meeting to order by hitting the gavel once.
- The secretary will call roll by the fraternity name, for example he will call out "Phi Gamma" instead of Joe Smith. The delegate will answer "present".
- The Secretary will then ask if there are any corrections to the minutes from the previous meeting. If so, someone will announce the correction, and the VP will correct it. Anyone may announce a correction. If there are no corrections, then the minutes will stand.
- The President will ask for officer reports next. He will address each officer and chairperson as "Sir" or "Madam" followed by their title. They will in turn say "Mister/Madam President, may I speak?" He will respond with "yes you may" and they will make their announcements. This will continue until all officer and committee reports have been given.
- The President will next ask for any unfinished business. This can be anything from a previous meeting that someone wishes to discuss further. Anyone can have unfinished business. They need to stand and say "Mr./Ms. President, may I speak?" He/she will respond with a "yes", and they can make their announcement. If there is not any unfinished business, the meeting will continue.
- The President will next ask for new business. The same procedures apply as before from the unfinished business section; however, this business has never been talked about before.
- The rest of the meeting is set aside for Greek Announcements. This is more informal, and it gives the delegates a chance to stand and announce anything that

has to do with their fraternity. It usually is something like a project they are working on or a date party that they have coming up. The delegate stands, says their name and the fraternity they are a member of, and then makes any announcements they have.

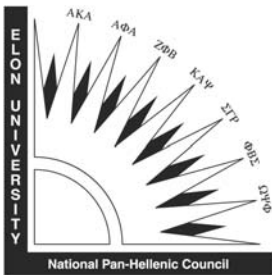
- The President then hits the gavel twice and adjourns the meeting.

Things to Remember

The attire for all NPHC meetings is business casual unless stated otherwise prior to the meeting. Meetings will be set each academic year and last for approximately one hour. It is important not to be late. The location of the meetings can be found posted on the Greek Life Website.



Amendments



AMENDMENTS

Definition of an Amendment

An Amendment is a change or addition to any of the NPHC bylaws. Appendix B contains a current copy of the bylaws.

Guidelines for Proposing Amendments

Listed below are guidelines that must be met for proposing an amendment:

- An organization can make an amendment, but just one person cannot.
- An amendment can be any change or addition to the current NPHC bylaws.
- It is necessary to type a proposed amendment exactly as it would be if it passed. It must state the rule or regulation identifying section number, the amendment itself, and the fraternity name that is proposing it.
- The proposing organization must submit the amendment to the President of NPHC one week prior to the meeting at which they would like to present the amendment.
- The organization needs to make one copy for each of the active organizations and a copy for NPHC and distribute them at the NPHC meeting.
- When the NPHC President asks for any new business at the meeting, the delegate from that organization should stand, state the amendment and any comments as to why his organization feels this is in everyone's best interest to change. Also at this time, a discussion can take place among everyone present at the meeting.
- Next, all of the delegates need to take the proposed amendment back to their chapter and take a chapter vote on whether or not they agree with the amendment. The vote needs to take place some time between the NPHC meeting at which the amendment was proposed and the next NPHC meeting.
- At the NPHC meeting following the meeting when the amendment was proposed, a roll call vote takes place when the President asks for unfinished business. A roll call vote means that the secretary calls the roll and when an organization's name is called out, that delegate answers "yes" or "no".
- Two-thirds of the active organizations have to vote "yes" in order for the amendment to pass; otherwise, it does not pass.
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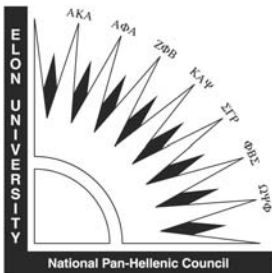
The Delegate's Responsibility

The delegate of the proposing chapter has the responsibility of bringing the amendment to NPHC and persuading them in favor of it. Obviously this is something that the delegate's chapter wants to be changed or added, and the delegate should keep in mind that s/he is his/her organization's main link to NPHC and to the other fraternities. This delegate should be prepared to answer questions and to be knowledgeable about the proposal.

The other delegates have the responsibility of bringing the proposed amendment back to their chapters. These delegates need to ask as many questions as they can and become as informed as they can. These delegates should keep in mind that they are their chapter's main link to NPHC as well, and their chapter will rely on them for helping to make the right decision in their vote. These delegates need to be prepared to answer their chapter's questions and concerns when they bring the proposed amendment before the chapter.



NPHC Officers



NPHC OFFICERS

Hierarchy of NPHC

See appendix A and B

NPHC Advisor

The NPHC Advisor oversees all activities concerning NPHC. His/her position as the Advisor is a full-time administrative position on the campus. He/she has final authority over all of the other officers and members of NPHC.

The Executive Council consists of the President, Vice President, Secretary, and Treasurer. Collectively, they are next in the chain of command. Within this group, however, the President has final authority.

Executive Council

See appendix A and B.



Appendices

