

**CONSTITUTION  
OF  
Elon University Chapter of the National Pan-Hellenic Council, Incorporated**

Adopted Spring 1998  
Amended November 2005  
Amended Spring 2007  
Amended Spring 2008  
Amended Fall 2009  
Amended Spring 2011  
Amended Fall 2014  
Amended November 17, 2015

**PREAMBLE**

We, the representatives of 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 realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws and by the National Pan-Hellenic Council, Incorporated Constitution and Bylaws.

**ARTICLE I - NAME**

**Section 1.** The name of this organization shall be the NATIONAL PAN-HELLENIC COUNCIL, INC., hereinafter referred to as "NPHC."

**Section 2.** All Undergraduate Councils chartered by this organization shall be designated as the "National Pan-Hellenic Council, Inc. of Elon University".

**ARTICLE II – PURPOSE & OBJECTIVES**

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:

1. To serve as a governing body of all affiliate organizations
2. To promote awareness of affiliate organizations, NPHC, and Elon University Greek Life
3. To foster unity and understanding among all affiliate organizations of the Elon Pan-Hellenic Council and the Elon Interfraternity Council.
4. To serve as a resource for Elon University in matters concerning National Pan-Hellenic Council, Incorporated.
5. To 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.
6. To promote superior scholarship and intellectual achievement

## **ARTICLE III - MEMBERSHIP**

### **Section 1.**

Affiliate Membership. Affiliate membership in NPHC shall 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 the individuals of those chapters who are in good standing with their chapters 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 at the collegiate level. Affiliate membership shall also include local undergraduate and alumni councils chartered by the NPHC.

### **Section 2. Eligibility for Affiliate Membership.**

There shall be two classes of membership:

a. **Recognized.** The recognized membership of the Elon University National Pan-Hellenic Council shall be composed of all affiliate organizations of the National Pan-Hellenic Council fraternities and sororities **recognized by and in good standing** with the Elon University (i.e. not on judicial status, dues paid in full and on time, good participation, meeting university grade eligibility, etc.). Membership is ultimately limited to the nine recognized national members of the National Pan-Hellenic Council, Incorporated.

b. **Probationary.** The probationary membership of the Elon University National Pan-Hellenic Council shall be composed of organizations transitioning in through the recognition phases of Elon University. This membership and its restrictions exist temporarily until an organization is fully recognized by Elon University. (Restrictions will be decided by the Executive Officers and the Office of Greek Life).

## **ARTICLE IV - OFFICERS**

**Section 1.** The officers of the Elon University National Pan-Hellenic Council Executive Board shall be the President, Vice President, Director of Finances, Director of Administration, Director of Public Relations and Director of Special Events.

**Section 2.** The Executive Board officers shall be representatives from the recognized member organizations in the Elon University National Pan-Hellenic Council.

**Section 3.** The officers shall serve a term of one year, beginning no later than the third meeting in February.

**Section 4.** Any officer failing to perform his/her duties as outlined shall appear before the NPHC Delegates who shall decide the proper course of action. Removal from office must be done by a vote of 2/3 the chapter delegates.

**Section 5.** The November town hall meeting shall be used to hold elections from the applied candidates. Applications to apply for Executive Board positions must go out no later than two weeks prior to the meeting to present candidates.

## **ARTICLE V - MEETINGS**

**Section 1.** The Elon University National Pan-Hellenic Council shall hold at least one general body meeting every other week in accordance with the Elon University Calendar. The general body meetings will alternate with the bi-weekly Executive Board meetings.

**Section 2.** A special meeting of the Elon University National Pan-Hellenic Council may be called by the President when necessary.

- a. Meeting may be called by any recognized member organization at Elon University upon the written request and approval by the President.

**Section 3.** The president or alternate from each member organization shall be responsible for notifying their chapter members of all regularly scheduled and special meetings of the Elon University National Pan-Hellenic Council.

## **ARTICLE VI – COUNCIL BUSINESS**

**Section 1.** It is the duty of the Elon University NPHC Executive Board to administer all business related to the overall welfare of the Elon NPHC; compile rules governing the NPHC that include that are not limited to membership intake rules, that do not violate the sovereignty and privileges of recognized membership chapters.

## **ARTICLE VII - VOTING PROCEDURE**

**Section 1.** The voting members of the NPHC shall be the delegates of each chapter holding recognized membership.

**Section 2.** A majority (2/3) of the member organizations shall constitute a quorum for voting purposes

**Section 3.** Presidents have voting rights within the Council but any member of the NPHC has voice. The alternate delegate has voting rights in the absence of the primary delegate (meaning each chapter is to receive one vote).

## **ARTICLE VIII - NPHC ADVISOR**

**Section 1.** Elon University shall appoint the NPHC Advisor. An undergraduate NPHC chapter shall have two or more chapter advisors.

- a. The chapter advisors should consist of no less than One (1) faculty advisor and one (1) active affiliated alumni chapter member.

**Section 2.** The advisor shall serve in advisory capacity to the NPHC. Advisors shall be active with their respective local chapters of the affiliate fraternities and sororities.

## **ARTICLE IX - FINANCE**

**Section 1.** Membership Dues and Assessments. Membership Dues to the Elon Chapter of NPHC are \$15 per each member per semester.

**Section 2.** Budget. The projected annual NPHC budget for the following academic year shall be presented to the general body at the last meeting of the fall semester.

- a. The finalized budget will be presented following the Student Government Association budget hearing.

**Section 3.** The fiscal year shall be July 1 to June 30.

## **ARTICLE X – COMMITTEES**

**Section 1.** Standing Committees. The Standing Committees of the NPHC shall be: Service, Scholarship, Step Show, Publicity and Special Events.

**Section 2.** Ad-Hoc Committees. The Executive Board may form such other committees as it deems necessary to carry out the duties of the NPHC.

**Section 3.** Each organization of five or more members will submit the names of 1-2 members to serve on each standing committee. In the event a chapter's membership is lower than five members, individuals will be asked to serve on as many committees as their membership permits.

## **ARTICLE XI - VIOLATIONS**

Violations of any regulations of this constitution or its related Bylaws shall be occasion for penalties established by the Elon University National Pan-Hellenic Council in conformity with the Elon University Office of Greek Life, Elon University Judicial Procedures, Elon University Student Handbook, and the National Pan-Hellenic Council, Inc.

## **ARTICLE XII - AMENDMENTS**

This constitution may be amended by a two-thirds vote of the recognized; voting delegates of Elon University National Pan-Hellenic Council provided notice of the proposed amendment has been given in writing at the preceding scheduled meeting.

## **BYLAWS OF THE ELON UNIVERSITY – NATIONAL PAN-HELLENIC COUNCIL**

### **ARTICLE I. - FINANCES**

1. **FISCAL YEAR.** The fiscal year of the Elon University National Pan-Hellenic Council shall be in accordance with the Elon University Office of Greek Life fiscal year.
2. **CONTRACTS.** Contracts can only be signed by the Elon University Vice President for Business and Finance after the endorsement of the Elon University NPHC President and Treasurer.  
**Contracts must be processed through the advisor, who will pass it onto the Director of Student Activities.**
3. **CHECKS.** The signatures of the Director & Assistant Director of Greek Life shall be required for checks issued on behalf of the Elon University National Pan-Hellenic Council.
4. **PAYMENTS.** All payments due to the Elon University National Pan-Hellenic Council shall be made to the Council and placed under the responsibility of the treasurer, who shall record them. Checks for payments shall be made payable to the Elon University National Pan-Hellenic Council.
5. **MEMBERSHIP DUES AND FEES.**
  - a. The dues of each recognized member organization shall be \$15 per each individual member per semester. A late fee charge of \$5 dollars per member chapter will be assessed for each week that member chapter is delinquent.
  - b. The dues of each recognized member organization shall be payable on or before the Elon University NPHC second meeting of each semester.
  - c. The dues shall be imposed using the member rosters provided to the Elon University Office of Greek Life due each semester, not including Winter Term.
  - d. Failure to pay dues or other fines will result in a loss of chapter voting privileges, voice and vote, until the above-mentioned dues and fines are cleared.

### **ARTICLE II. - SELECTION OF OFFICERS**

1. The NPHC presidents shall elect the officers of the Elon University NPHC.
2. **EXPERIENCE REQUIREMENT**

The aspiring applicant for President and Vice President must be active members of the National Pan-Hellenic Council for a minimum of one semester before elections.
3. The NPHC Executive President shall not be President of any of the NPHC chapter affiliate organizations.
4. **ELIGIBILITY FOR ELECTIONS**
  - a. Each officer must have and maintain at least a cumulative 2.50 GPA.
  - b. Each officer must be a full-time student as defined by Elon University.
4. **ELECTION PROCEDURES AND TERMS**
  - a. The NPHC officers shall be elected by a simple majority by the end of the fall semester.

- b. All officers will serve for one calendar year.
- c. In the event of a tie a run-off will be held. IN the case of a tie during the subsequent run-off the outgoing Executive Board shall decide the winner barring the voice of any individual running for election of the position in question.

## 5. LINE OF SUCCESSION

In the event that an Executive Board position is vacated due to resignation, death, or other inability to fulfill executive duties the line of succession shall be as follows:

1. Should the President's office become vacated, the Vice President shall assume the role and duties of the President. The Director of Administration will then have 48 hours to decide whether or not to accept the position of Vice President.
  - a. Should the Director of Administration accept the position of Vice President then the Director of Finances will have 48 hours to decide whether or not to accept the position of Director of Administration
2. In the event that a position continues to remain vacant due to resignation, death or other inability to fulfill executive duties then a special election shall be held. The Election Procedures and Terms in Article II of the Bylaws shall apply and an election will be conducted in a speedy fashion at the earliest convenience and availability of the general body.

## ARTICLE III - OFFICER DUTIES

1. The President shall:
  - a. Have the overall responsibility for the operation of the Elon University NPHC
  - b. Call and preside at all scheduled and special meetings of the Elon University NPHC
  - c. Call and preside at all NPHC Executive Board meetings
  - d. Review and sign all NPHC checks and contracts
  - e. Review and approve all NPHC memos, letters, public relations, and press releases
  - f. Maintain a complete and up-to-date President's file which will include copy of the current constitution, bylaws and standing rules, current budget, current correspondence and materials from National Pan-Hellenic Council, Inc., copies of the agendas and other pertinent materials
  - g. Properly represent fraternal men/women of Elon University at official functions, meetings, conferences and events as necessary
  - h. Attend the SGA Budget meeting with the treasurer
2. The Vice President shall:
  - a. Perform duties of the President in their absence, inability to serve or at their call.
  - b. Chair the Step Show Committee
  - c. Plans both annual step show and yard show
  - d. Serve as Parliamentarian, including the administering of fines and sanctions
  - e. Serve as the Judicial Board Chair
3. The Director of Administration shall:
  - a. Maintain a current roster of the presidents and alternative delegates of the NPHC to be used to check attendance during official meetings
  - b. Keep detailed and accurate minutes of all meetings of the Elon University NPHC and Executive Board actions

- c. Maintain a complete and current file which include the minutes of the meetings of the Elon University NPHC and all current correspondence
  - d. Be responsible for official correspondence of the NPHC unless otherwise provided for
  - e. Make minutes readily available for affiliate chapter members
  - f. Serve as chaplain.
4. The Director of Finances shall:
- a. Be responsible for the general supervision of the finances of the Elon University NPHC
  - b. Be responsible for preparation of the annual budget and, following the approval of the NPHC Council, for providing a copy to each Elon University member organization
  - c. Be responsible for the prompt payment of all bills of the Elon University NPHC
  - d. Maintain up-to-date financial records; give a financial report at each regular meeting of the NPHC and an annual report at the close of their term of office
  - e. Prepare for and attend the SGA Budget Hearings
5. The Director of Public Relations shall:
- a. Chairs the publicity committee
  - b. Create all marketing materials on behalf of NPHC
  - c. Attain all appropriate approval for posting promotional materials on behalf of NPHC
  - d. Manage all NPHC social media accounts
6. The Director of Special Events shall:
- a. Chair the special events committee
  - b. Plans fall NPHC Week and spring programming
  - c. Coordinates senior send-off

#### **ARTICLE IV. - THE EXECUTIVE BOARD**

The Executive Board shall:

1. Appoint a Student Government Association Representative who shall attend Student Government Association meetings and report the business of the National Pan-Hellenic Council to the Student Government as well as report the business of the Student Government Association to the National Pan-Hellenic Council, Standing and Special Committees.
2. Administer routine business between meetings of the NPHC when advisable and such other business has been approved for action by the NPHC council votes
3. Report all action taken by the Executive Board at the next scheduled meeting of the NPHC and record the action in the minutes of that meeting

#### **ARTICLE V. - NPHC DELEGATES**

1. The representatives of the general body shall be composed of the chapter president and one alternate from each recognized chapter.
2. The chapter president and alternate delegates to the NPHC shall be selected by their respective chapter to serve for a term of one year.
3. When a delegate vacancy occurs, it shall the responsibility of the respective member organization concerned to select a replacement within two weeks and to notify the NPHC secretary of her/his

name, address, and telephone number. When a meeting of NPHC occurs while a delegate vacancy exists, a member of that organization shall fulfill the duties of the delegates in all NPHC business.

4. Delegate Responsibilities:

- a. Attend all presidents' council meetings on time. Anyone that is absent or more than five minutes late without notifying the Director of Administration a day prior will be fined \$10.
- b. Report chapter updates and events to the council in a manner deemed acceptable by the Executive Board
- c. Maintain records complete with constitution, bylaws, roster, budget, agendas and any other information given by the executive board or Greek life
- d. Act as the liaison between the NPHC and respective chapters

**ARTICLE VI. - STANDING COMMITTEES**

1. The standing committees of the Elon University NPHC shall be Service, Scholarship, Step Show Publicity and Special Events.
2. Committee chairs will be appointed by the current NPHC executive board

**ARTICLE VII. - ADMINISTRATION OF INTAKE**

1. All member organizations shall be in compliance with Elon University Rules & Regulations. Intake will take place during the fall and spring semester, and Winter Term, not during the summer.
2. A person must be enrolled at Elon University and have completed a minimum of 12 semester hours with a cumulative 2.5 GPA to be eligible for membership intake.
3. Upon entering their respective organizations individual students are required to maintain a cumulative 2.5 GPA to be deemed active.

**ARTICLE VIII – ACTIVE MEMBERSHIP**

Effective Spring 2015, if a member of an organization falls below the cumulative 2.5, then they are considered on probation for one semester, and are no longer privy to the full rights and privileges of an active NPHC member.

- a. The student will be required to meet with the Office of Greek Life to determine an academic plan immediately. A follow up meeting will be required near the midterm of the semester to review progress.
- b. The student will not be able to participate in all active and passive programming days/weeks, including the Organization Fair.
- c. The student will not be able to participate in the NPHC sponsored social activities including the Fall or Spring Step Show and After-Party and the NPHC week during their semester of probation. The student will not be able to run for the NPHC Executive Board.



d. Upon the completion of the semester of probation, if the student has brought their GPA back up to a 2.5 then all full rights and privileges of an active NPHC member will be reinstated. If the student has not brought their GPA back up to a 2.5 after the semester of probation, then they are considered \*inactive.

6. Effective Spring 2015, if an organization as a whole falls below a cumulative GPA of 2.5, then they are deemed on probation for one semester, and are no longer privy to the full rights and privileges of an active NPHC organization.

a. The organization will be required to meet with the Office of Greek Life to determine an academic plan immediately. A follow up meeting will be required near the midterm of the semester to review progress.

b. During the semester of probation, the organization will continue to have all active and passive programming days/weeks, and participate in the Organization Fair.

c. The organization will not be able to participate in the Fall or Spring Step Show and After-Party and the NPHC week during the semester of probation.

d. Upon the completion of the semester of probation, if the organization has brought its GPA back up to a 2.5 then all full rights and privileges of an active NPHC organization will be reinstated. If the organization has not brought its GPA back up to a 2.5 after the semester of probation, it is considered \*inactive.

e. If a student or organization is considered inactive, all privileges of an active NPHC member or organization will be revoked. (Participation in Step shows, parties, organization fair, NPHC Celebration Week, etc.)

#### **ARTICLE IX – ATTENDANCE POLICY**

1. For events sponsored or endorsed by the Elon University National Pan-Hellenic Council, 75% of each member organizations' roster should be in attendance no later than 15 minutes after the set start time of all events. The member organization must also notify the Executive Board of any individuals that will be late or have to leave early.

2. A fine of \$20 will be assessed to each member chapter for failure to achieve the required 75% attendance at events sponsored or endorsed by the Elon University National Pan-Hellenic council.

3. Those not attending must submit a notice by Chapter President or delegate to Executive Board (3) days prior to event.

#### **ARTICLE X – ANNUAL EVENTS**

The Elon University NPHC shall host or participate in each of the following events on an annual basis:

a. Philanthropy Project

b. Community Service Event

- c. Social/Unity Event
- d. Information Session on the Member Organizations
- e. Scholarship Event
- f. Step Show

## **ARTICLE XI – MEMBER ORGANIZATIONS’ CALENDAR**

### Section I: Definition of Events

A Programming Week will be defined as having sole programming rights from Sunday to Saturday of the permitted week. No other organization will be allowed to actively program during another organization’s week.

Active programming is defined as a program in which the chapter is engaged and requires attendance and participation of individuals outside of the sponsoring organization..

Passive programming is defined as a program that does not require the physical attendance of Elon-affiliated students, faculty or staff aside from chapter members. This includes but is not limited to advertising/fundraising tables, coat and/or canned food drives. Passive events do not require a pre-approved date, however, if an organization would like to do a passive program on the approved date of another NPHC organization's active programming, they are to email the organization president and NPHC advisor to ensure there is no conflict.

#### NPHC Sponsored Events

- a. NPHC events will be pre-determined by the Director of Special Events. All NPHC council members will be required to attend all NPHC sponsored events unless proper notification was provided to NPHC President and NPHC Advisor. Organizations may not host events on the same date as an NPHC sponsored event.

#### NPHC Service Events

- a. Service event dates will be pre-determined by the Director of Finance. All NPHC members will be required to complete 15 service hours per semester, with the exception of in-season athletes who will complete 10 service hours per semester.

### Section II: Calendar Planning Process

1. Calendar planning will occur at the last presidents’ council meeting of the spring semester led by the NPHC Vice President. All chapter presidents are required to attend this meeting to select dates for the following academic year.
2. Each organization may select a programming week in either the fall or spring semester each academic year. In addition to one programming week, each organization will may select up to four programming days throughout the academic year, including winter term.

### Section III: Calendar Adjustments

Adjustments to the Elon-NPHC calendar will be made by the NPHC Vice President. All requests will be reviewed by the NPHC Vice President, NPHC President and NPHC Advisor.

1. An organization may request additional active programming dates with at least two weeks’ notice.
2. An organization may request to host a party or public social event during fall, winter or spring

semesters with 4 weeks' notice. Organizations will be limited to two individual parties or public social event per year; Organizations, however may host an infinite number of parties or public social events in collaboration with other student organizations.

#### Section IV: NPHC

##### Parties

- a. Homecoming Party: Sororities and fraternities will collaborate to host the Saturday homecoming party on alternative years.

#### **Section V: Exceptions to the Calendar Policy**

##### **Multicultural Experience Weekend**

Multicultural experience weekend is coordinated by the office of Admission. NPHC affiliate organizations will follow the guidelines set forth by the Assistant Director of Multicultural Recruitment in requesting to do programs during that weekend. If a party is to be allowed during that weekend then this party will be hosted by NPHC.

##### **Founders' Day**

Organizations will not be permitted to host an event on another organization's founders' day.

##### **New Member Presentations**

Organizations will have the rights to host their show by following the set guideline.

1. Notify the Greek Life Office as to when the new member showcase/probate is expected.
2. Notify the Chapter President if date occurs during another organizations week two weeks prior to the date.

These guides allow the organization to host their new member showcase, it does not grant the privilege of party or any other activity. Any additional activity will need to be approved by the NPHC advisor.

#### **Section VI: Penalties**

In the event that an organization does not follow the guidelines set forth in the NPHC constitution the following penalties will be enforced. These guidelines apply to programming that is open to Elon and the surrounding community.

First Offense: \$100 fine

Second Offense: \$200 fine and loss of a program

Third Offense: \$300 Fine

Each offending organization should be notified in writing no later than 14 days after the offense. They will then be allowed 30 days to pay the fine after the President of the offending organization has been notified.

#### **ARTICLE XII - HAZING**

1. All forms of hazing, pledge day, and/or pre-initiation activities which may be construed as hazing are strictly prohibited.
2. Hazing is defined, according to North Carolina statutes, as "to annoy any person by playing abusive or ridiculous tricks upon him/her, to frighten, scold, beat or harass him/her, to subject

him/her to personal indignity.” Hazing is further defined by the Office of Greek Life as “any action taken or situation created intentionally whether on or off campus, to produce mental, emotional, or physical discomfort, embarrassment, harassment, or ridicule.”

#### **ARTICLE XIII. - EXTENSION/EXPANSION**

The Elon University Chapter of the National Pan-Hellenic Council will endorse the expansion of their council to include the nine chapters recognized by the National Pan-Hellenic Council, Inc. No other member organizations will be allowed. The nine organizations are as follows: Alpha Phi Alpha Fraternity, Incorporated, Alpha Kappa Alpha Sorority, Incorporated, Delta Sigma Theta Sorority, Incorporated, Iota Phi Theta Fraternity, Incorporated, Kappa Alpha Psi Fraternity, Incorporated, Phi Beta Sigma Fraternity, Incorporated, Omega Psi Phi Fraternity, Incorporated, Sigma Gamma Rho Sorority, Incorporated, and Zeta Phi Beta Sorority, Incorporated.

#### **ARTICLE XIV. - RULES OF ORDER**

The Elon University NPHC shall be governed by Robert’s Rules of Order except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules. The majority is required for matters of business unless otherwise defined in Robert’s Rules of Order, the Constitution, or these Bylaws.

#### **ARTICLE XV. - AMENDMENT**

These Bylaws may be amended by two-thirds vote of the voting members of the Elon University NPHC, providing notice of the proposal has been given in writing at the preceding scheduled meeting.