

CNU NPHC CONSTITUTION AND BYLAWS

Revised Spring 2023

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 at best be carried out by the joint efforts of all such organizations, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws.

Our differences may at times seem to separate us: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, and Iota Phi Theta; however our goals as Greeks are the same. The intent of the National Pan-Hellenic Council since 1930 has been to bring together our organizations in the understanding that we all possess a different perspective of the same vision. The stated purpose of the National Pan-Hellenic Council is “Unanimity of thought and action as far as possible in the conduct of Greek-lettered organizations.” Invariably, we must endeavor for the unity of purpose that our different letters seem to disparage. To achieve unanimity, we, the individual members of the National Pan-Hellenic Council must overcome what divides us and forge a unity whole-heartedly dedicated to the principles of service, education and leadership. To ignore these duties is to deny the very foundation of our collective and individual existence.

ARTICLE I – NAME

Section 1. The name of this organization shall be the CHRISTOPHER NEWPORT UNIVERSITY NATIONAL PAN-HELLENIC COUNCIL, INC. hereinafter referred to as “CNU NPHC.”

ARTICLE II – PURPOSE

Section 1. The purpose of the CNU NPHC is to foster cooperation and a positive and courteous discourse among its member organizations, focusing on matters of mutual concern, working collaboratively on projects to improve the community and support academic excellence. To this end, the NPHC will promote community service, host and support educational programs, and foster student leadership by providing meaningful executive board officers experiences. The NPHC will serve as a conduit for such action plans to perpetuate constructive fraternity and sorority relations.

ARTICLE III – NON-DISCRIMINATION CLAUSE

Section 1. The CNU NPHC shall follow all local, state, federal, and university laws and regulations. The CNU NPHC is responsible for following regulations against racial and other types of discrimination, sexual harassment (including domestic violence, stalking, and criminal sexual misconduct), hazing (in any form), and the university's alcohol and drug policies.

- A. CNU NPHC agrees that the organization and all of its members will not discriminate against anyone on the basis of race, color, creed, religion, age, disability, sex, sexual orientation, gender identity, national origin, political opinions or veteran status.
- B. CNU NPHC agrees that it will not engage in any activity construed as sexual harassment, or condone sexual misconduct in any form.
- C. CNU NPHC agrees that it will not support or encourage any activities that place an individual at risk, whether physically or emotionally, that may or may not be part of an initiation to join or be recognized as a member of an affiliate organization.
- D. CNU NPHC agrees that if any member of CNU NPHC is aware or becomes aware of any violations of the provisions contained in this article, they will immediately report the violation or suspicion of such violations to the Assistant Director of Greek Life and Student Organizations.

ARTICLE IV – MEMBERS

Section 1. Membership

- A. Only member organizations recognized by NPHC can belong to CNU NPHC.
- B. Member organizations must be in good standing with NPHC nationally.
- C. Any member organization that is in good standing with NPHC nationally cannot be prohibited from participating in CNU NPHC
- D. The local chapter must be in good standing with their national organization in order to participate with CNU NPHC.
- E. The category of membership designated as “active members” means that all required dues and assessments have been paid.
- F. This council is composed of chapters whose members are matriculating at Christopher Newport University.
- G. In order to be active, there must be at least two member organizations active with CNU NPHC. If the number of participating member organizations falls to one, permission must be sought from the NPHC national office and the university to continue functioning for a period not to exceed two years. During this time, every effort will be made to recruit eligible member organizations to join CNU NPHC.
- H. Members must maintain a cumulative term GPA of 2.5 to be considered active in the council and hold an officer position.

ARTICLE V. – FINANCES

Section 1. Dues

- A. The fiscal year for the CNU NPHC is July 1 through April 21. Dues are due no later than September 30th for the current year. Dues are delinquent if not received by October 31. Chapters will lose their right to have a representative on the CNU

NPHC if not received by October 31 and will have to pay a reinstatement fee to be considered active in the council.

- B. CNU NPHC Dues are \$150 per chapter per year and can be paid in full by September 30th or by semester in the amount of \$75 by September 30 and \$75 by January 30.
- C. National NPHC Dues are \$150 per year and are payable November 1-February 15th. A late fee of \$25 is applicable for dues paid after February 15th. The NPHC Treasurer is responsible for submitting a Spend Form to the NPHC Advisor prior to winter break.

Section 2. Money Handling

- A. All monies belonging to this organization shall be deposited and dispersed through an account established through CNU Org Finance. The Treasurer must deposit all funds within 24 hours of receipt.

Section 3. Money Disbursement

- A. Money disbursement for NPHC events will be voted on at the general board meeting prior to the requested date of disbursement.

ARTICLE VI – EXECUTIVE BOARD

Section 1 Elected and Appointed Officers

- A. The elected officers of the CNU NPHC will be the President, Vice-President, Secretary, Historian, and Treasurer. Committee chairmen will be appointed by the Executive Board.

Section 2. Terms of Office

- A. A term of office is one year, *or until a successor is elected*. The President and Vice-President cannot serve more than two consecutive terms. The Secretary, Historian, and Treasurer may serve an indefinite number of terms.

Section 4. Election of Officers

- A. The election of officers will take place at a March meeting. Officers will be installed and take office May 1. The term of office is May 1 through April 30.
- B. Newly elected officers will shadow the current officer in their position for the month of April.

Section 5. Officer Eligibility

- A. Any initiated members of any member organization is eligible for election provided that they have met the requirements outlined in the Bylaws (*Article II, Section I*).
- B. Newly initiated members (fall or spring of academic year of elections) cannot serve as President or Vice President, unless an exception is made by the current executive board and NPHC Advisor.
- C. The positions of President and Vice President may only be held by members of an active, chartered chapter at CNU.
- D. The positions of Secretary, Treasurer, and Historian may be held by any member of an NPHC dues paying chapter at CNU.

ARTICLE VII – ADVISOR

- Section 1. Advisor Selection Process
- A. As an Anchor Organization, CNU NPHC is assigned an advisor who is a current professional staff member in the Division of Student Affairs. The NPHC advisor for the 2023-2024 academic year is Carolyn Ritcey.

ARTICLE VIII – MEETINGS

- Section 1. General Board Meetings
- A. The general board meetings shall convene every other week of each month beginning in September of the fall semester and January of the spring semester. The Executive Board shall determine the time and place of the general board meeting and reserve the right to change or reschedule meetings dates and times.
- Section 2. Executive Board Meetings
- A. The Executive Board shall meet alternate weeks during the fall and spring semester at a time to be agreed upon by Executive Board members.
- B. Executive Board meetings should be scheduled during normal business hours, in conjunction with the Advisor's availability to attend.
- Section 3. Special Meetings
- A. The President shall call all special meetings. Each organization shall be notified in writing at least three (3) days prior to the meeting.
- Section 4. Report
- A. The Executive Board shall make a report of its activities at the general meetings.
- Section 5. Parliamentary Procedure
- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these bylaws, the Constitution of NPHC and any special rules of order the Society may adopt.

ARTICLE IX LIABILITY

- Section 1. Liability
- A. CNU NPHC disavows responsibility of officers for actions of local councils or individual Council members who are in violation of both the letter and the spirit of the Constitution and Bylaws.

ARTICLE X – SANCTIONS

- Section 1. Sanctions
- A. Sanctions of an organization for any violation of any article of the Constitution and Bylaws include the following penalty and will be decided by the Executive Board.
- a. A fine appropriate to the violation to be determined by the Executive Board

ARTICLE XI – AUTHORIZATION

- Section 1. The President of the NPHC is authorized to speak on behalf of the organization. The President shall authorize any others speaking on behalf of the NPHC.

ARTICLE XII – AMENDMENTS

- Section 1. Amendments
- A. The Constitution and Bylaws shall be amended by two-thirds of the voting quorum.
- Section 2. Amendment Proposals
- A. Amendments may be proposed by any active member of the affiliate organizations in good standing with both the NPHC and respective inter/national organizations.
- Section 3. Amendment Submission
- A. The Constitution and Bylaws may be amended as follows: Proposed amendments shall be submitted to the Executive Board at least ten (10) business days before the meeting at which they will be presented. The secretary shall circulate the proposed amendment to all voting delegates one (1) week before the next general board meeting. The proposed amendment will be voted upon at the following general board meeting.

BYLAWS

ARTICLE I – ACCOMPANIMENT

- Section 1. Accompaniment
- A. These bylaws are to accompany the Constitution of the National Pan-Hellenic Council at Christopher Newport University in its most recent form.

ARTICLE II – EXECUTIVE BOARD

- Section 1. Qualifications of Officers
- A. In good standing with their respective NPHC affiliate organization.
 - B. Must have a cumulative GPA of 2.5 or higher.
 - C. One semester as a member of NPHC with regular participation in all Council events, unless an exception is agreed upon by the current executive board members.
 - D. Must meet minimum requirements of the University's full-time status.
 - E. The affiliate organization cannot have any pending fines at time of election.
 - F. Officer must be free of any student conduct violations at time of election.
- Section 2. Executive Officers and Duties
- A. President - Chief Executive of the Council
 - a. Be the official representative of the NPHC
 - b. Hold regular Executive Board meetings and general board meetings.
 - c. Preside at all meetings of the Executive Board and Council
 - d. Appoint committees and serve as an ex-officio member of all committees.
 - e. Authorize the disbursement of Council funds and sign checks whenever necessary.
 - f. Ensure the NPHC operates in accordance with the Constitution, Bylaws, and Christopher Newport University's policies and procedures.
 - g. Maintain weekly communication with the Council via email with important updates about Council business
 - h. Attend monthly Greek President's Town Hall meetings, Anchor Org President Town Hall meetings, and Greek Council Presidents meetings
 - i. Meet with NPHC Advisor weekly
 - j. Participate in 3-part Leadership Evaluations with NPHC Advisor at the beginning, midpoint and end of term
 - B. Vice President
 - a. Assume all duties in the absence of the President
 - b. Organize at least one community service program per semester
 - c. Exercise coordinating supervision over the activities of the NPHC committees and hold at least one joint meeting of all committee chairpersons
 - d. Attend Greek Presidents Town Hall meetings, Anchor Org Presidents Town Hall meetings, and Greek Council Presidents meetings in the absence of the President
 - e. Meet with NPHC Advisor monthly
 - f. Participate in 3-part Leadership Evaluations with NPHC Advisor at the beginning, midpoint and end of term

C. Secretary

- a. Keep a strict record of the proceedings of the Council
- b. Take attendance at all meetings and events.
- c. Serve as a correspondence between Council and the campus community/Newport News community
- d. Prepare minutes of each Executive Board and Council meeting and have them readily available at all times.
- e. Perform other secretarial duties as assigned by the President.
- f. Update the Council on the calendar and minutes of the meeting on a bi-weekly basis
- g. Maintain Council email and report correspondence to the Council

D. Treasurer

- a. Prepare and defend the Council's budget proposal at the SGA Allocation Meeting
- b. Collect all dues and monies for the Council and deposit all monies within a 24 hour business day of the receipt.
- c. Submit all financial duties assigned by the President.
- d. Work with the President/Vice President of NPHC to submit the organizations allocation and reallocation requests to SGA
- e. Prepare, in cooperation with the President, all financial documents and present documents to the general board.
- f.
- g. Meet with NPHC Advisor biweekly and as needed to discuss purchasing for the organization
- h. Participate in 3-part Leadership Evaluations with NPHC Advisor at the beginning, midpoint and end of term

E. Historian

- a. Maintain social media accounts (NPHC and assist with CNU Greek Life pages) and report to Secretary any correspondence that is received
- b. Work directly with the President to maintain alumni relations
- c.
- d. Meet with NPHC Advisor biweekly
- e. Participate in 3-part Leadership Evaluations with NPHC Advisor at the beginning, midpoint and end of term

Section 3. Guidelines for Election of Officers

- A. Candidates will be screened for eligibility (GPA, conduct, student-status, etc.)
- B. All elected officers shall be required to give a speech, not exceeding three (3) minutes, detailing their reasons for seeking office and their qualifications.
- C. Candidate speeches shall be followed by a question and answer portion. One person from each organization should be selected to ask questions.
- D. The mode of elections shall be by secret ballot after direct nomination from the floor.
- E. Members can run for more than one position, but the first elected position will eliminate them from other positions.

Section 4. Vacancies

- A. If an executive position becomes vacant, another executive board member must temporarily serve in the position until a new member has been elected and properly trained.
- B. All elected officers may be subject to impeachment.
- C. Any active member may bring an officer up for impeachment with due cause. The alleged violations must be present in writing and appear with the sponsoring organization on the established agenda.
 - a. Any officer with three (3) consecutive unexcused absences in any given semester may be subject to removal from office.
 - b. Any officer with five (5) total absences may be subject to removal from office.
- D. All chapter presidents will be notified in writing of the alleged charges, the Council officer accused, and the date and time of the complaint.
- E. The Executive Board will convene and formally hear the accusation of the sponsoring organization and the rebuttal from the accused NPHC officer.

Section 5. Sanctions* - Including, but not limited to:

- A. Removal from the office ($\frac{2}{3}$ vote executive board and chapter presidents).
- B. Probation and review
- C. Fine (amount outlined in *Bylaws Article IV, Section I*)
- D. Combination of the above.

*The decision of the Executive Board is final.

Section 6. Role of Executive Board

- A. The Executive Board generally supervises the affairs of the CNU NPHC in between regular meetings, except they cannot amend the constitution, bylaws, standing rules, or change any action adopted by the council.

Section 7. Executive Board Meeting Quorum

- A. The Executive Board, at a minimum, must meet biweekly, but can meet as often as the need arises. The quorum for such meetings will be 50% of officers plus 1 officer. An excuse for an absence from Executive Board meetings should be submitted to the president and NPHC Advisor 48 hours prior to the meeting start time.
- B. If the majority of officers plus 1 are not met without an excuse submitted and approved by the president and NPHC Advisor 48 hours prior to the meeting start time, there will be consequences as stated in *Bylaws Article IV, Section 1*.

Section 8. Electronic Meetings

- A. The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment. If the Executive Board is meeting in person, and an office requests to meet via electronic platform, that is also permissible. A vote by any electronic means may be authorized by the president. The Executive Board may establish its own rules on electronic meetings including voting procedures, notice, quorum, etc.

ARTICLE III - GENERAL BOARD

Section 1. General Board Meeting Quorum

- A. The quorum required for any meeting of the CNU NPHC is a majority of the chapter members. An excuse should be submitted to the president and NPHC Advisor 48 hours prior to the meeting start time.
- B. If the majority of chapter members are not met without an excuse submitted and approved by the president and NPHC Advisor 48 hours prior to the meeting start time, there will be consequences as stated in *Bylaws Article IV, Section 1*.

Section 1. Emergency Protocol

- A. If an emergency or conflict occurs, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

ARTICLE IV - FINES

Section 1. Fines

- A. Upon failure to fulfill duties and responsibilities set forth by the Council, constitution, and the bylaws, the chapter will responsible for the following fines:
 - a. General Board Meetings: Less than 50% of members in attendance by the end of the council meeting will result in a \$10.00 fine
 - b. Executive Board Meetings: Less than 50% of officers plus 1 officer in attendance by the end of the executive board meeting will result in a \$10.00 fine charged to the chapter that each missing officer represents
 - c. NPHC Sponsored Events (community service, step show, etc.): Missed events without prior notice or less than 50% of members in attendance: \$25.00

Adopted and approved by CNU NPHC on this ____ day of _____, 2023.

Signed _____

President, CNU NPHC