

## BYLAWS

### ARTICLE I – NAME

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

### ARTICLE II - MEMBERSHIP

- Section 1. The National Pan-Hellenic Council is composed of the following member organizations: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Zeta Phi Beta, Iota Phi Theta, Kappa Alpha Psi, Sigma Gamma Rho, Phi Beta Sigma, and Omega Psi Phi.
- Section 2. Councils Collegiate and alumni councils of the NPHC must be chartered where there is representation of at least two member organizations, with the approval of the National Executive Director, unless otherwise prohibited by a college or university.
- Section 3. Collegiate Councils Collegiate councils shall be established as college/university councils and shall be comprised of representatives of the local Collegiate chapters of member organizations who are matriculating at an accredited college or university that recognizes and supports the concepts and ideals of the NPHC. Once established, a council with fewer than two participating member organizations must request and receive special permission from the National Executive Director and the college/university, to function in a given fiscal year.
- a. Collegiate Council Advisor Each Collegiate council shall have at least one advisor from the local Alumni council. All Alumni council advisors must be financial and active<sup>1</sup> and approved by their respective council and Alumni chapter President. If no local Alumni council exists, a financial Alumni member of a member organization in that area may be appointed by the National Alumni Council Chair who will notify the National President of this appointment. The National President shall forward this information to the Chairman of the COP. This appointment is subject to the approval of the Council of Presidents (COP). Once the appointment is confirmed, the Collegiate Council Advisor will notify the appropriate college/university of the appointment.
- Section 4. Alumni Councils Alumni councils shall be established in a geographical area (city/county) and shall be comprised of representatives of at least two member organizations. Once established, a local council with fewer than two participating member organizations must request and receive special permission from the National Executive Director to function in a given fiscal year.

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<sup>1</sup> For purposes of these bylaws, the terms “financial and active” are understood to mean a member is recognized as having met his/her current financial obligations with both his/her member organization as well as his/her local council and is not under suspension.

- Section 5. Multiple Chapters Multiple local chapters of one member organization may belong to the same local council. The bylaws of the local council must determine an equitable voting structure to accommodate such membership.
- Section 6. Limitation on Membership A local chapter of a member organization may hold membership in only one local council at a time.
- Section 7. Membership of Local Councils Collegiate and alumni councils of the NPHC shall be comprised of representatives of chapters that are financial and active with their respective national member organization and whose respective national organization is a financial member of the NPHC.
- Section 8. For the purposes of active membership, the fiscal year of NPHC is from January 1st to December 31st. Dues are due on January 31st. Any Council that fails to submit its dues by February 15<sup>th</sup> shall be notified that they are not financial and their membership in NPHC shall be forfeit by February 28<sup>th</sup>.
- Section 9. Non-Financial Councils Non-financial councils may not operate under the NPHC name nor use the organization's logo, branding or intellectual properties.
- Section 10. Eligibility for Member Organizations. To be eligible for membership in NPHC, a fraternity or sorority shall:
- a. Be devoted to general fraternity or sorority ideals and be in conformity with the NPHC Constitution and Bylaws and the NPHC Mission Statement.
  - b. Have been in existence for at least fifteen (15) years and shall have been incorporated in the United States of America.
  - c. Be national in scope and whose collective membership is no less than one hundred (100) Collegiate and alumni chapters, each chapter must have a minimum of (5) five financial members. Of the aforesaid 100 Collegiate and alumni chapters, a total of no less than fifty (50) must have been a part of the fraternity or sorority for at least ten (10) years.
  - d. Have constitutional provisions for a national convention, with interim authority vested in trustees, a board of directors or the officers who supervise the affairs of the fraternity or sorority.
  - e. Have Collegiate chapters recognized by and in good standing with accredited four-year colleges or universities which offer at least a baccalaureate degree.

For the purpose of this section "accredited" shall mean institutions in the continental United States which are accredited by one of the regional accrediting agencies in the American Council of Education. Institutions located outside of the United States shall be accredited by the appropriate agency/organization in that locale.

For the purpose of this section, Collegiate chapter is recognized by an institution, if its membership is drawn from students enrolled in such

institution, and formal agreement with or recognition by such institution is required or implied.

### ARTICLE III – DUTIES OF OFFICERS

Section 1. Officers: The officers of the National Executive Board of Directors (**NEBD**) shall be the President, Vice-President, Secretary, Treasurer, Alumni Council Chair, Collegiate Council Chair, Program Chair and Conference Planning Chair. The National Executive Director and National Parliamentarian are ex-officio members of the NEBD without vote.

Section 2. Duties

- a. President. The President shall:
  1. Serve as Chairperson of the NEBD
  2. Preside at all meetings of the NEBD and the National Conference.
  3. Submit recommendations for members of all standing committees to the COP for final approval.
  4. Serve as ex-officio member of all committees except Nominations.
  5. Approve all vouchers for expenditure of budgeted funds.
  6. Has the authority to appoint ad hoc/special committees.
  7. Ensure that reports of all officers are sent to the COP.
  8. Negotiate all contracts for NPHC meetings, including contracts necessary to host the biennial conference. Such contracts are subject to the approval of the COP.
  9. And perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC as well as such other duties as directed by the COP.
- b. The Vice-President shall:
  1. Assist the President in the performance of his/her duties.
  2. Preside in the absence or incapacitation of the President .
  3. Coordinate and implement national programmatic thrusts under the advisement of the National President, to be carried out through local councils.
  4. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC and as directed by the President and/or COP.
- c. Secretary. The Secretary shall:
  1. Attend all meetings of the NEBD
  2. Keep a true and accurate record of the proceedings of the meetings.
  3. Preserve all important records, documents, reports and communications.
  4. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC.
- d. Treasurer. The Treasurer shall:

1. Keep correct and complete records of all accounts, showing accurately the financial condition of the NPHC.
  2. Develop a budget and submit that to the NEBD. The final budget must have the approval of the COP.
  3. Receive all revenues from the office of the National Executive Director and deposit all funds in the NPHC's bank account or other depositories designated by the National Executive Director.
  4. Submit all financial records for audit.
  5. Prepare a financial report that will be posted to the NPHC web site on a quarterly basis
  6. Prepare an annual financial report that will be disseminated to those in attendance at the national conference.
  7. At a minimum, prepare and present a financial report for every meeting of the NEBD and upon request from either the NEBD or the COP.
  8. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC.
- e. Alumni Council Chair. The Alumni Council Chair, along with his/her committee, shall:
1. Assist the National Executive Director in the maintenance and development of local alumni councils.
  2. At least annually, the Alumni Council Chair shall report to the NEBD and the COP significant collaborative activities of local alumni councils.
  3. Make such recommendations as deemed appropriate that will strengthen alumni councils.
  4. Provide statistical membership data to the treasurer upon request to assist in the development of the national budget.
  5. Appoint an alumni advisor for an undergraduate council when there is no alumni council in the geographic area that can appoint an adviser. This appointment will be submitted to the National President, who will forward the name to the COP. After the appointment has been confirmed by the COP, the Alumni Council Chair will notify appropriate officials at the college/university the name of the person appointed to serve as advisor to the undergraduate council.
- f. Collegiate Council Chair. The Collegiate Council Chair, along with his/her committee, shall:
1. Assist the National Executive Director in the maintenance and development of Collegiate councils.
  2. At least annually, the Collegiate Council Chair shall report to the NEBD and the COP significant collaborative activities of the Collegiate councils.
  3. Make such recommendations as deemed appropriate that will strengthen the collegiate councils.
  4. Provide statistical membership data to the treasurer upon request to assist in the development of the national budget.

- g. Program Chair. The Program Chair, along with his/her committee, shall:
  - 1. Develop, publish, and distribute an annual NPHC calendar of events of each member organization.
  - 2. Prepare general NPHC materials highlighting collaborative efforts associated with the NPHC grid of Service.
  - 3. Develop and provide educational programs for both Collegiate and Alumni Councils.
- h. Conference Planning Chair. The Conference Planning Chair, along with his/her committee, shall:
  - 1. Work with the National President of NPHC in planning and executing the biennial conferences of NPHC with a focus on membership training and development.
  - 2. Assist the National President of NPHC with negotiating the hotel contracts for the biennial conference.
- i. Parliamentarian. The Parliamentarian shall:
  - 1. Advise the National President, the COP and the NEBD on all questions of parliamentary law.
  - 2. Upon request, review the constitution/bylaws of local councils to ensure the language does not conflict with the national constitution and bylaws of NPHC.
  - 3. Conduct at least one workshop on parliamentary procedure at the biennial conference upon request of the National President or the Conference Planning Chair.
  - 4. Maintain the most recent version of the NPHC constitution and bylaws.
  - 5. Periodically conduct a review of the constitution and bylaws of NPHC to ensure the language is unambiguous and accurately reflects current organizational operations.
  - 5. Monitor updates and changes in Robert's Rules of Order Newly Revised that would necessitate changes in the NPHC constitution and/or bylaws.
  - 6. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC.
- j. National Executive Director. The National Executive Director:
  - 1. Is responsible for the day-to-day administrative functions of NPHC.
  - 2. She/he is subject to the direct supervision of the National President of NPHC, but ultimately to the COP.
  - 3. Serves as the first point of contact for alumni and collegiate councils.
  - 4. Receives all funds from alumni and collegiate councils, keeping records of which councils are financial and forwarding that information to the treasurer and appropriate council Chairman.
  - 5. Must be bonded for a minimum of \$25,000.

### Section 3. Eligibility and Terms of Appointments

- a. All potential candidates for appointment must have a letter of support from the National President of their respective member organization.
- b. Candidates for the office of National President and National Vice-President must hold a minimum of a bachelor's degree.
- c. All potential candidates for appointment must be financial and active with their member organization.
- d. All officer appointments are made or confirmed by the COP.
- e. The term of office for each appointment shall be for two years or until a successor is appointed. No officer shall serve more than two successive terms. The term of office begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>.
- f. Candidates for appointment must be present at the National Conference where they are appointed or forfeit their appointment unless they have been excused by the president of the COP.
- g. Candidates for appointment must be financial with their respective local member chapter and that chapter must be a financial member in good standing with the local council of the NPHC.
- h. Nominees for NPHC office must have attended at least two of the last three NPHC conferences, and one of their national member organization's national conventions within the last 5 years.
- i. Candidates for appointment must be available to travel to national meetings and perform the duties of the position.
- j. The eligibility requirements and terms listed in this section can only be modified or waived by a majority vote of the COP.
- k. If an individual replaces an officer who can no longer serve, and the replacement officer is in office 11 months or less, that time in office shall not count as a full term, and the individual shall be eligible for appointment for two full terms as previously described.

### Section 4. Removal from Office

- a. Any officer who fails to carry out the responsibilities of his/her office may be subject to removal from office unless he/she has been excused for reasons of illness or other personal issues (death, job related).

- b. The NEBD of NPHC has the responsibility to notify the COP when an officer fails to perform the duties of his/her office as proscribed in these bylaws.
- c. An officer who is not fulfilling the duties of his/her office will first receive a letter from the National President which will detail the areas of deficiency and outline what areas of improvement must be evidenced by the officer. This letter will be sent via certified mail to the officer and a copy will also be sent to the Chair of the COP. The officer has 10 days to respond to this letter.
- d. If the officer does not meet the conditions outlined in the letter, the National President will convene a meeting of the NEBD and outline the deficiencies of the officer. If by majority vote, the NEBD concurs with the report of the National President, the specific charges of deficiency will be sent via certified letter informing the officer that he/she has been derelict in their duties and is now subject to removal from office. A copy of this letter will be simultaneously sent to the Chair of the COP. The officer charged with dereliction of duty will have 30 calendar days to submit a written response to the National President, with a copy to the Chair of the COP. The COP has final authority on removing the person from office.
- e. There may be a rare occasion when there is a need to immediately remove a person from office because their actions can or has caused irreparable harm to the organization. The National President can remove a person from office for a maximum of 30 days, during which time the National President must convene a meeting of the NEBD to report the charges and present the evidence to support this emergency action. If the NEBD by majority vote concurs with the action of the National President, the charges against the officer will be simultaneously sent to the officer charged with dereliction of duty and the Chair of the COP. The officer will not function in office until the COP has taken action on the preferred charges. The decision of the COP is final.
- f. Any officer removed for cause must receive a written document detailing the charges levied against him/her.
- g. Any officer charged with dereliction of duty will have the right to be heard in his/her own defense after he/she has received the charges in writing and before any decision is made to remove him/her from office. The officer will have 30 calendar days to respond to the written charges.
- h. The NPHC NEBD will then vote to make a recommendation to the COP on whether or not the officer should be removed. The decision of the COP is final.
- i. Any vacancy created by the removal of an officer for cause, or a vacancy in an office for any reason, will be filled by the COP. The

NEBD will have the option (but is not required) to make a recommendation to the COP, but the final decision on a replacement is up to the COP.

#### **ARTICLE IV – NATIONAL EXECUTIVE BOARD OF DIRECTORS (NEBD)**

- Section 1. The officers of NPHC shall consist of the following: President, Vice-President, Secretary, Treasurer, Alumni Council Chair, Collegiate Council Chair, Program Chair, Conference Planning Chair, National Executive Director, and Parliamentarian. All officers are appointed by the COP. The National Executive Director and Parliamentarian are ex officio, non-voting members of the NEBD.
- Section 1. The NEBD is chaired by the President or his/her designee.
- Section 2. The NEBD shall meet, at a minimum, three times a year. The NEBD shall meet immediately before and after the National Conference.
- Section 3. Duties. The NEBD shall:
- a. Deliberate on those matters which are referred to it by the membership and the COP.
  - b. Have the duty to provide recommendations to the COP on officer and committee appointments and the time and place of the National Conference.
  - c. Have the responsibility of providing recommendations to the COP for the position of National Executive Director.
  - d. The NEBD shall request and review at least annually, the reports of all officers and committees.
  - e. The NEBD, through the NPHC President, shall supervise the Executive Director.
  - f. Based on the COP strategic plan, it shall develop and present the annual program and the conference plan to the Council of Presidents.
- Section 4. Electronic Meetings The Executive Committee may at its discretion, meet using an electronic platform, provided that all members have access to the proper equipment needed for the electronic meeting. The call for an electronic meeting shall require at least 5 days' notice via e-mail. When the Executive Committee is meeting in person, individuals who cannot personally attend the meeting may do so via an electronic platform, provided such expenditure is approved by the President of NPHC. Any emergency action taken at an electronic meeting must be ratified at the next regular meeting of the Executive Committee.

#### **ARTICLE V – COMMITTEES**



Section 1 Standing Committees of NPHC shall be the following: Budget & Finance Committee, Program Committee, Conference Planning Committee, Collegiate Council Committee, Alumni Council Committee and Constitution and Bylaws Committee. The NEBD will make appointments to all national committees. These appointments are subject to confirmation by the COP. Membership on all Standing Committees shall range from 5 to 15. Every effort will be made to ensure there is balance on all Standing Committees based on individual organizational membership and alumnae and collegiate members.

b. Candidates for Standing Committees . Those individuals interested in serving on NPHC Standing Committees will submit their resume and letter of support from their national organization by July 1<sup>st</sup>. The NEBD will review the names of those volunteering for committee membership and also make recommendations to try and ensure there is a balance of organizational representation and also collegiate and alumnae representation on all committees. Once the committee lists are formed, the list will be sent to the COP for final approval.

## Section 2. Standing Committees

- a. Budget & Finance Committee. This committee is chaired by the Treasurer. At a minimum, it will include the Alumni Council Chair, the Collegiate Council Chair and the National Executive Director. It shall be the duty of the Budget & Finance Committee to prepare the budget for the organization and present this budget simultaneously to the NEBD and the COP for approval. This committee shall also make recommendations on any investments of the organization and other suggestions that can increase revenues for NPHC.
- b. Program Committee. This committee is chaired by the Program Chair. It shall be the duty of the Program Committee to develop a unified calendar and coordinate appropriated projects and activities to be implemented on the national and local levels with the approval of the Council of Presidents.
- c. Conference Planning Committee. This committee is chaired by the Conference Planning Chair. The Conference Planning Committee will assist the President of NPHC in planning and implementing the biennial NPHC conference. The major focus of the conference is training and development of the membership and the councils; will assist the President in negotiating the hotel and other contracts necessary to host the conference. The contract is subject to final approval by the Chairperson of the Council of Presidents.
- d. Collegiate Council Committee. This committee is chaired by the Collegiate Council Chair. The Collegiate Council Committee shall assist the National Executive Director in the maintenance and development of Collegiate councils. At least annually the Collegiate Council Committee shall report to the NEBD and the COP significant collaborative activities of the collegiate councils. They shall also submit recommendations as appropriate recommending any actions that will help to strengthen and improve the collegiate councils. The Collegiate Council Committee shall provide

statistical data to the treasurer on the demographics of collegiate councils to assist in budget preparation.

- e. Alumni Council Committee. This committee is chaired by the Alumni Council Chair. The Alumni Council Committee shall assist the National Executive Director in the maintenance and development of local alumni councils. At least annually the Alumni Council Committee shall report to the NEBD and the COP significant collaborative activities of ~~local~~ alumni councils. They shall also submit recommendations as appropriate recommending any actions that will help to strengthen and improve the alumni councils. The Alumni Council Committee shall provide statistical data to the treasurer on the demographics of alumni councils to assist in budget preparation.
- f. Constitution and Bylaws Committee.
  - 1. This committee is chaired by the National Parliamentarian. It shall receive all proposed amendments to the constitution and/or bylaws and prepare these proposals for review by the NEBD and the COP.
  - 2. Only local councils, the NEBD, or the CBLC can submit proposed amendments to the constitution and/or bylaws. Amendments cannot be submitted by individuals.
  - 3. The committee may at its discretion, contact the council that submitted a proposed amendment if there is a need to clarify or discuss a proposed amendment.
  - 4. The CBLC will discuss all proposed amendments and make a recommendation on its adoption to the NEBD. The NEBD will discuss each amendment and make a recommendation on the adoption of each amendment and forward all amendments with their recommendation to the COP.
  - 5. The CBLC is authorized to correct article and section designations, punctuation, and cross references and to make such other technical and conforming changes as may be necessary to reflect the intent of the submitted amendment (Robert's Rules of Order Newly Revised, p. 599).

Section 4. Electronic Meetings. Standing Committees have the authority to meet using an electronic platform, provided that all committee members have access to the required equipment. Notice for electronic meetings shall be a minimum of 5 days, sent via e-mail. Authority to conduct an electronic meeting must receive the prior authorization of the President of NPHC. When a Standing Committee is meeting in person, and an individual cannot make the meeting, a committee member may meet via an electronic platform, provided authority to do so has been previously obtained from the President of NPHC.

## ARTICLE VI – NOMINATIONS

Section 1. All officers are appointed by the COP

- Section 2. The NEBD will recommend an ad hoc Nominations Committee and submit the names of the chair and committee members to the COP for approval. No current officer or committee chair can serve on the ad hoc Nominations Committee (NC).
- Section 3. The call for nominations will be issued by the NC no later than April 30. The Call for nominations will be posted on the NPHC web site and other social media outlets.
- Section 4. The NC will develop a nomination packet. All individuals wishing to be considered for office will complete the packet and submit it to the NC.
- Section 5. All applications for office must be received by the NC no later than July 1. Any applications that are incomplete or which are received after July 1 will be returned without consideration.
- Section 6. The NC will review the credentials of all potential candidates and note the qualifications of each candidate for the office for which they are being nominated.
- Section 6. The NC will forward all packets received by July 1 to the COP no later than September 1. The COP will make the final decision and appointments of all NPHC officers no later than November 1. Letters of appointment will go to all candidates selected to serve. Any nominees not selected will also receive an appropriate letter informing them that they were not selected. After the letters to the candidates have been sent and received, then the NPHC web site will be updated to inform the entire membership of the officer appointments.

## **ARTICLE VII – FINANCE**

- Section 1. Dues and Fees. All regular dues and assessments are due in the office of the National Executive Director by January 31 of each year. Dues and assessments received after February 15 will be assessed a late fee. The late fee shall be determined by the NEBD and approved by the COP.
- Section 2. Reactivation. Any local council which has not been financial in the previous year or up to (5) five years will be required to pay a reactivation fee, late fee (if applicable), the current year and past year's dues. The reactivation fee shall be determined by the NEBD. Those councils which have not been financial for (6) six or more years, will be required to begin their chartering process from the beginning but will not be assessed dues for the years the council was inactive.
- Section 3. Accounting. The financial accounts of the NPHC shall be audited by a certified public accountant annually who will be recommended by the NEBD and subject to approval by the COP. The NEBD will select the date by which all financial records must be given to the auditor. Upon completion of the audit, a report shall be submitted simultaneously to the NEBD and the COP.
- Section 4. Bonding. All officers of the NPHC who handle funds shall be bonded at a level sufficient to cover the amount of funds they are expected to handle.

## **ARTICLE VIII – LIABILITY**

- Section 1. The National Executive Board of Directors of the National Pan-Hellenic Council, Inc. and the COP expressly disavows responsibility for the actions of the member councils and any other such membership as defined in this document in violation of either the letter or the spirit of the Constitution and these Bylaws.

### **ARTICLE IX – 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 X – PARLIMENTARY AUTHORITY**

- Section 1. 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 XI - AMENDMENTS**

- Section 1. These Bylaws may be amended by a 2/3 vote of the Council of Presidents.
- a. Member Councils and the **NEBD** shall have the right to propose amendments to the bylaws.
  - b. Proposed bylaw amendments must be submitted to the National Constitution and Bylaws Committee no later than June 1<sup>st</sup>. Only financial Councils may submit recommendations. The NEBD can also submit proposed amendments directly to the CBLC. All proposed amendments must be submitted in writing on the official proposed amendment change form (located in the Standing Rules).
  - c. The NEBD shall issue a call for bylaw amendments March 1.
  - d. Final recommendations regarding the bylaws will be made by the NEBD who will submit proposed amendments to the COP for final approval.
  - e. The COP has the authority to adopt a bylaw amendment, amend the language of any proposed amendment, or to vote against adoption of a proposed bylaw amendment.

Adopted and approved by the Council of Presidents on this \_\_\_\_ day of \_\_\_\_\_, 2014.

Signed \_\_\_\_\_

President, Council of Presidents

## STANDING RULES

### Standing Rule 1:

- A. Support (airfare, meals, registration, hotel, airport transfers, airport parking, mileage) for the members of the National Executive Board of Directors (NEBD) and any other person specifically invited to attend meetings of the NEBD will be based on the approved budget of NPHC. The budget report will outline what will and will not be covered by NPHC for officers who attend meetings.
- B. The National Executive Director shall be responsible for making the airfare reservations (if required) and hotel reservations for all Directors. Requests for reimbursement of covered expenses must be accompanied by receipts. Mileage reimbursement will be determined by using Google Maps or some comparable program. Reimbursement for mileage shall not exceed the cost of airfare.

### Standing Rule 2: Electronic meetings

- A. The NEBD may meet via an electronic platform, provided that all members have the equipment required to use the selected platform.
- B. At a minimum there must be simultaneous aural communication.
- C. The quorum for such a meeting will be a majority of the officers of the NEBD.
- D. Whenever the outcome of a vote is in doubt, a roll call vote will be taken and each vote recorded by the secretary
- E. Officers will request permission to speak and will speak in the order they are called on by the president.
- F. The agenda for an electronic meeting will be uploaded to all officers at least 3 days prior to the meeting.
- G. Officers who cannot attend an in-person meeting of the NEBD due to illness or some other emergency can attend the meeting electronically with permission of the president.

### Standing Rule 3: Local Conference Planning Chair

- A. The National President of NPHC can at his/her discretion, appoint a person from the local council that is located in the geographic area where the National Conference will be held to act as the Local Conference Planning Chair.
- B. The Local Conference Planning Chair will assist the National President and national Conference Planning Chair with planning the conference.
- C. The Local Conference Planning Chair reports directly to the National President.

### Standing Rule 4: Amendment Change Form

- A. Any local council or the NEBD who submits an amendment to the constitution or bylaws will do so using the following format:

Document to be Amended (Constitution or Bylaws)	Article to be Amended	Current Language	Proposed Language	Rationale for Proposed Amendment

### Standing Rule 5: Volunteer Coordinator

1. Develop and implement assessment modules that measure efficiency and effectiveness of volunteer and committee work process. This includes:

- A. Composing/Updating an annual goals and objectives template
- B. Composing/Developing a resource need request form
- C. Composing/Updating an annual report template
- D. Create survey instrument for volunteers and committee chairs
- E. Developing universal performance standards
- F. Developing a training and transition process for committee leadership and membership

- 2. Work with each committee chairperson to identify and develop committee memberships
- 3. Offer information sessions at National Leadership Conference regarding volunteer opportunities
- 4. Coordinate a volunteer fair during the National Leadership Conference for sign-ups
- 5. Work with national organizations to recruit and retain volunteers

Standing Rule 6: Meetings of the National Executive Board of Directors

- A. The National Executive Board of Directors will meet electronically the third Monday of each month at 8 PM CST unless otherwise canceled by the National President or by vote of the NEBD.
- B. Items for the agenda must be sent to the president no later than the Friday prior to the meeting.
- C. The dial-in number and access code will be provided well in advance of the meeting.