

Constitution and By-Laws of The National Pan-Hellenic Council at Southeast Missouri State University  
Revised December 2018 Effective January 2019

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The National Pan-Hellenic Council at Southeast Missouri State University

Revised July 13, 2017

Preamble

We the members of this organization do ordain this constitution and by-laws of the National Pan-Hellenic Council (NPHC), of Southeast Missouri State University (Southeast), Cape Girardeau, Missouri State University, the laws of the laws of the state of Missouri, and the laws of the United States of America.

Article I Name

The name of this organization shall be The National Pan-Hellenic Council of Southeast Missouri State University (referred to as NPHC).

Article II Purpose

The purpose of NPHC is to:

- Help maintain high standards and encourage positive relations with other Greek councils and individual fraternities and sororities;
- Perpetuate constructive and mutually respectful relationships between fraternities and sororities;
- Foster an understanding of the structure and method of operation among the affiliate organizations;
- Address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations;
- To serve as the conduit for such action plans as may be developed; and
- Support and encourage high academic accomplishments.

Article III Structure & Powers

- There shall be an election, which shall elect officers for the ensuing term and perform such other duties as may hereinafter be described.
- NPHC shall have the power to initiate and execute all rules and regulations necessary to allow function.
- Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, By-laws, and standing rules and/or policies shall govern NPHC.
- NPHC shall have jurisdiction and enforcement power in all matters concerning any organization listed in Article IV, sub point C

- NPHC shall have the power to make recommendations to respective organizations and departments such as, University Center, Dean of Students Office, Residence Life, Student Government, Student Activities Council, All University Judicial Board, GAMMA, Interfraternity Council (IFC), and the Pan-Hellenic Council (NPC)

F. NPHC yields all powers to the National entities of each specified organizations in regards to internal matters of governance.

#### Article IV Membership

- Humbly, NPHC adheres to the existing policies of the University Center Office/the Greek statement of support and relationship statement at Southeast Missouri State University (Southeast). It is the policy of Southeast and NPHC not to discriminate based on race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.
- In regards to membership, it is policy of the National Pan-Hellenic Council to allow membership only to those organizations who are specified at the national level of NPHC.
- Membership is dependent upon the following:
  1. Recognition and endorsement from the appropriate national organization
  2. Satisfactory minimum amount of members as specified in the Student Government Constitution and By-Laws and related student organization manuals and/or policies
  3. Fulfillment of financial requirements at the local level, which are specified throughout this document
  4. Fulfillment if financial requirements at the national and regional level of said organization
  5. Fulfillment of all duties required of said organization, which are specified throughout this document
- Membership may be revoked and/or suspended at any point by the executive board of NPHC or any ranking university official with the appropriate authority (refer to articles IX-XII)
- All new members must be presented in a neophyte presentation, the same semester of their national initiation. New members CANNOT wear paraphernalia on campus, without a proper presentation.
- Membership is not a right, it is a privilege.
- Membership is a necessity for any and all organizations that may exist under the following names:
  1. Alpha Phi Alpha
  2. Alpha Kappa Alpha 3. Omega Psi Phi
  4. Delta Sigma Theta 5. Phi Beta Sigma
  6. Zeta Phi Beta
  7. Sigma Gamma Rho 8. Iota Phi Theta

- When there are two or more organizations that function under the names that are listed in Article IV, sub point F, points 1-9 then a NPHC council must be formed with those specified organizations as members.
- Any member organization found to be in violation of the National Constitution and By-Laws, as well as the local chapter constitution and By-laws of the

National Pan-Hellenic Council, will be subject to suspension from the campus of Southeast Missouri State University for as long deemed appropriate and necessary by said authority; at which point the national organizational body of said organization will be notified and encourage to take action.

- Organizations wishing to colonize or be re-recognized at Southeast Missouri State University and join the National Pan-Hellenic Council must complete the University's reinstatement process and meet all current requirements for University and Council recognition. A copy of the reinstatement process can be obtained from the University Center.
- Upon submitting a reinstatement or expansion application and verification of all requirements being met, NPHC will take a formal vote and make a recommendation to the University on the addition/return of the fraternity/sorority in question.

#### Article V Election of Officers

- Offices
  1. The annual elected offices of NPHC shall be President, Vice-President, Treasurer, Secretary, Public Relations, Historian, and Sergeant at Arms.
  2. The term of all annual elected offices will be one full academic year (May through April), unless specified by some high authority.
- Elections
  1. The elections of all officers shall be by public nomination and role call and/or ballot vote.
  2. Nomination of candidates shall take place 1 meeting prior to the election date.
  3. The nomination of all candidates for all positions will end before the election begins.
  4. The order of succession shall coincide with that specified in the Robert's Rules of Order.
  5. Every effort should be made to have representation of all chapters currently in good standing and fully recognized on the NPHC Executive Board.
  6. Quorum is necessary for elections (2/3 or 50% plus 1).
  7. Majority vote of all present and absentee votes is necessary for all elected positions.
  8. Elections and Induction of officers must be finalized by the last scheduled NPHC meeting in April.

9. It will be the responsibility of the current president and vice-president to ensure that the election process is handled correctly.

- Voting

1. Only current member organizations will have the privilege of voting in any and all NPHC business.
  1. Each member organization is allotted a maximum of one vote in all business concerning NPHC.
  2. Member organizations unable to attend NPHC meetings do NOT automatically lose their voting privileges.
  3. If the delegate is unable to attend an election date, the delegate of that particular organization who will be absent may submit a written ballot to the NPHC advisor 24 hrs in advance of the meeting (NO EXCEPTIONS).
  4. If acting as a delegate each candidate retains their voting privileges.

D. Candidates

1. All candidates for annually elected positions must be associated with a member organization that is current, official, nationally recognized, and a registered Southeast student organization.
2. Candidates for all offices must meet current University and Student Government requirements to hold office at the time of running for office.
3. Candidates for all offices must have at least one semester of active membership complete prior to running for office, excluding the offices of Sergeant at Arms and Historian.
4. All officers elect must meet current University and Student Government requirements to hold office at the time of taking office.
5. Officers must meet current University and Student Government requirements to hold office during their term of office.
6. The election process is exempt from all executive authority. It may only be modified by vote of the general assembly.

Article VI

NPHC Officers and Duties

- 1) The officers of NPHC shall be President, Vice-President, Treasurer, Secretary, Public Relations Chair, Historian, and Sergeant at Arms.
- 2) The officers of NPHC are restricted and bound by this document.
- 3) Other than the president, the officers of NPHC cannot be held liable or responsible for any duties other than those specified in this document.
- 4) The officers of NPHC are REQUIRED to attend and participate in ALL events sponsored or required of NPHC.

- 5) All officers are required to adhere and perform any and all duties as prescribed by any authoritative entity.
- 6) The officer duties of NPHC shall be the following:
  - a) President
    - Shall be responsible as the official representative of NPHC
    - Shall preside over all meetings
    - Shall formulate meeting agendas
    - Shall be responsible for the scheduling of all reoccurring and special meetings
    - Shall have the power to call emergency meetings whenever the President deems necessary (Note: member organizations must be notified 1 week in advance)
    - Shall appoint all committees that are not otherwise provided by law within this or other super ceding authorities or documents.
    - Shall oversee every officer on the executive board
    - Shall ensure that the chapter and officers are performing all duties and task efficiently and in accordance to the rules and regulations of this document and all other super ceding documents as well.
    - Shall enforce strict observance of the regulations contained within this document
    - Shall have name on all accounts and approve all monies used for council business.
    - Shall maintain a current and file of the NPHC constitution and by-laws
    - Shall cast the deciding vote in the event of ANY tie
    - Shall chair and organize leadership retreats sponsored by NPHC
    - Shall implement the Calendar/NPHC Events Policy
    - Shall remain current and financial with member organization

b) Vice-President

- Shall assume the role of president in their absence
- Shall co-chair and organize leadership conferences and retreats Sponsored by NPHC
- Shall act as the liaison between IFC and NPC councils

- Shall know and adhere to all NPHC and relevant guidelines, constitution, and by-laws.
- Shall serve as the chair of the NPHC Review Board, shall preside at meetings of, and ensure constitutional procedure is followed.
- Shall along with the secretary and Treasurer track all NPHC policy violations
- Shall revise the constitution annually
- Shall serve as chair of the NPHC Scholarship Committee
- Shall notify the president of any personal incapacities to fulfill duties
- Shall remain current and financial with member organization

#### c) Treasurer

- Shall serve as primary custodian of all financial accounts controlled by NPHC
- Shall produce annual budget
- Shall produce bi-weekly financial reports
- Shall produce annual financial summary
- Shall inform member organizations of NPHC of financial obligations
- Shall collect dues and other monies from member organizations
- Shall make bi-weekly deposits of all NPHC monies collected
- Shall maintain an accurate and current record of all accounts payable and receivable by NPHC
- Shall be responsible for all inventory of NPHC
- Shall along with the vice-president and secretary track all NPHC policy violations
- Shall advise the executive board in regards to financial standing and recommended possible spending expenditures
- Shall notify the president of any personal incapacities to fulfill duties
- Shall have name on all accounts
- Shall remain current and financial with member organization

#### d) Secretary

- Shall maintain an accurate and complete record of the proceedings of all NPHC meetings
- Shall be responsible for organizing an effective means of communication throughout the general assembly

- Shall be responsible for all mail generated by or directed towards NPHC
- Shall forward any and all correspondence of meetings to any member organization, advisor, or authoritative entity upon request
- Shall maintain a historical file of previous minutes of previous meetings
- Shall track attendance
- Shall along with the Vice-President and Treasurer track all NPHC policy violations
- Shall collect and file all written request such as:
  1. Request for absentee ballots
  2. Request of excused absence
  3. Request of dues extension
- Shall notify board, advisors, and member organizations of all special meetings and proceedings of NPHC
- Shall reply to all correspondence directed to NPHC
- Shall reserve all rooms for NPHC business and emergency meetings
- Shall notify the President of any personal inabilities to fulfill duties
- Shall remain current and financial with member organization

e.) Public Relations Chair

- Shall coordinate all publications that carry the name of NPHC
- Shall serve as a liaison to cross council committees (i.e. Greek Week, Homecoming, GAMMA, Recruitment, etc.)
- Shall be responsible for publicity and coordination of all council events
- Shall be responsible for the nomination and appointment of all event committee chairs, committee members and oversight of their work
- Shall be responsible for assisting in any business on behalf of NPHC when dealing with IFC or NPC
- Shall assist in notification of event location, time, and date changes
- Shall coordinate and chair community service projects for the council
- Shall notify the president of any personal inabilities to fulfill duties

- Shall remain current and financial with member organization

f.) Historian

- Shall collect, compile, and preserve historical and biographical data for NPHC
- Shall submit such copies of data when requested of him by any member organization at the expense of the requesting member organization
- Shall maintain a list of events and extraordinary achievements of NPHC and member organizations
- Shall prepare and maintain an ongoing history of NPHC and the events involving its member organizations
- Shall be responsible for the audio, video, and photographic documentation of NPHC events
- Shall notify the President of any personal inabilities to fulfill duties
- Shall remain current and financial with member organization

g.) Sgt. at Arms

G. Advisor

- Shall assist in maintaining order during meeting as prescribed by parliamentary procedure
- Shall ensure that only NPHC member organizations, advisors, and approved guest are present during all meetings
- Shall guide NPHC in correct parliamentary procedures
- Shall be seated at the door during meetings to greet those who arrive late
- Shall notify the President of any personal inabilities to fulfill duties
- Shall remain current and financial with member organization
- Shall be a staff member of the University Center Office or be a University employee appointed by the Southeast Missouri State University Board of Regents to serve in this capacity
- Shall have FULL power and authority over NPHC and its member organizations as so far allotted within the guidelines established in the agreement with each member organization's national headquarters and the NPHC constitution
- Shall have the power to suspend any and all member organizations as allowed in accordance with the rules and regulations of this and other binding documents
- Shall carry the responsibility of ensuring that all guidelines are followed and executed as prescribed by this document, super ceding documents, and decisions passed by the member organizations of NPHC
- Shall have name on all financial accounts



- Shall perform other duties necessary for the efficient and successful execution of all NPHC policies
- Shall attend all NPHC meeting (working within the constraints of scheduling conflicts)  
Article VII Resignation of officers
- An officer must submit a written statement explaining their resignation and upon demand turnover all files, documents, materials and necessary information in regards to NPHC
- If a resignation should occur refer to the election process for replacement process  
Article VIII Impeachment of officers
- All impeachment proposals should be formally documented and presented to the NPHC advisor in confidence
- The formal statement of complaint must be filed by a voting delegate of NPHC
- The document is to include:
  - Specific violation of the NPHC constitution or other super ceding documents
  - A formal statement of complaint
  - A co-signer who is voting delegate from a different member organization
  - The NPHC advisor is to notify the NPHC president, chapter presidents, campus and chapter advisors, as well as voting delegates of the formal complaint
  - The NPHC advisor is to notify the NPHC executive board member, in question, of the complaint
  - A meeting of all NPHC chapter organizations is to be arranged before any other business is conducted
  - At this meeting the plaintiff is allowed to state their case as well as the defendant(s)
  - This meeting is presided over by the Vice-President unless involved in which case the President would preside
  - If both are involved the NPHC advisor presides over the meeting
  - After a maximum of two hours has passed a vote of organizations is taken to decide the validity of the complaint
  - EACH ORGANIZATION IS GIVEN 1 VOTE
  - Majority is needed for impeachment
  - There is no tie breaker (if a tie occurs impeachment fails)

- If an officer(s) is impeached the same system is used as in the case of a resignation or removal of office

## Article IX

### Meeting, Attendance, Voting, and Participation requirements of member organizations

#### A. Attendance of meetings

- Attendance at weekly meetings prior to Homecoming and bi-weekly meetings following Homecoming during the time that NPHC is in active session is mandatory for ALL member organizations.
- Each member organization is required to send a minimum of one voting delegate
  - Failure to comply with this regulation will result in a fine
  - Executive board members can not serve as voting delegates unless the member organization is comprised of 4 or less individuals
- There shall be no one other than those Southeast member organizations present at each meeting.
- The number of members from each organization allowed to attend is unlimited

i.

Weekly meeting times prior to Homecoming/Bi-weekly meeting times after Homecoming will be decided upon by the newly elected executive board and will be reaffirmed each semester.

1. The bi-weekly meetings will be scheduled with the intent to involve all member organizations
2. If the regular delegate is unable to attend a scheduled meeting of the NPHC, an alternate delegate can be sent in his/her place
3. If no person is available to serve as a delegate or alternate delegate at an NPHC meeting, an excuse must be submitted in writing within 72 hours of the meeting. Every attempt to have a delegate present should be made. If no one can attend, the organization should attempt to notify the President, Vice- President, or Advisor prior to the meeting of the organization's absence.
4. Failure to submit an excuse within the specified period could result in an organizational fine.

An absence is incurred after a meeting has been called to order by the president or his/her designee.

Special meetings may be convened based on activities and events that either are sponsored by or affect NPHC.

ii. iii.

iv. The president must notify the members of special meetings one week in advance

#### B. Attendance at events

a. NPHC sponsored events (including meetings) will be scheduled

No later than 1 month prior to the date of the event i. With the exception of special meetings

- No NPHC sponsored events shall be planned, organized, and executed by a single NPHC chapter
  - All NPHC sponsored events shall be planned, organized and executed by a committee and executed by NPHC as a whole.
  - Committees shall consist of members from each organization with no more than two members from each member organization
  - If an event is to be co-hosted with NPC or IFC please give notice to the organization whose week or weekend the event will be hosted on.
- If an organization is not planning to host events during their SCHEDULED week or weekend they must notify the council two weeks in advance; failure to notify the council will result in a fine.
  - i. A weekend consist of three events over four days. ii. A week consists of five consecutive events over seven days.
  - iii. For promotion purposes chapters may be allowed to post on Sunday of the previous chapters' week or weekend
- NPHC executive board members are required to be present at each NPHC function and meeting unless excused by chapter advisor.
  - Failure to comply will result in a fine
  - The fine will be assessed on the board members organization.
- NPHC member organizations must send at least 2 members or 25% representation for the chapters to each NPHC sponsored or recognized event.(excluding the Executive Board)
  - i. Chapters with 7 or less members must have a minimum of 1 representative
  - ii. Chapters with 8 or more members must have a minimum of 2 representatives'
  - iii. Failure to comply will result in a fine

#### C. Voting

- Only current, financial member organizations of NPHC are allowed to vote in any business involving the entire council
- Each member organization receives a maximum of one vote

c. 50 % representation is necessary for any vote

- ALL voting is done by roll call or ballot vote, as decided upon by the delegates
- The system of majority rule is used in every decision with the exception of

- Amendments to the constitution
- Modifications to the Election process  
Article X
- Financial and Administrative Obligations
- NPHC CHAPTER AND INDIVIDUAL MEMBER CODE OF CONDUCT
  - Each chapter and individual will strive for academic achievement and practice academic integrity
  - Each chapter and individual will respect the dignity of all persons; therefore, the chapter or its individual members will not physically, psychologically, or sexually abuse or haze any human.
  - Each chapter and individual will protect the health and safety of all human beings.
  - Each chapter and individual will respect its property and the property of others; therefore, the chapter will neither abuse nor tolerate the abuse of property.
  - Each chapter and individual will meet its financial obligations in a timely manner
  - Each chapter and individual will neither use nor support the use of illegal drugs; each chapter or individual will neither abuse nor tolerate the abuse of alcohol.
  - Each chapter and individual will acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, each chapter and individual will do all in its power to see that the chapter property is properly cleaned and maintained.
  - Each chapter and individual will strive to be productive members of the Greek community; each chapter and individual will actively be involved in NPHC and support member chapters of the Greek system.
  - Each chapter and individual will respect the rights of other member chapters, will not knowingly undertake any actions nor distribute any form of communication, which infringes upon or otherwise compromises the rights and privileges of another chapter or individual member of the Greek community.
  - Each chapter and individual will challenge all fraternity and sorority members to abide by these fraternal obligations and will confront those who violate them.
- DUES
- Dues for member organizations are due by the fifth week of the fall semester
  - The dues are to be collected at the next meeting when the fifth week deadline has occurred.
  - Dues can be paid early
  - Fines are assessed on a bi-weekly basis for non-compliance

- Fines are assessed at the end of every meeting(executive and/or general assembly)
- Dues are \$100.00 per year (\$50 per semester) per recognized member organizations.
- Dues are mandatory for member organizations
- Dues may be paid by either cash, money order/cashier's check, or organizational checks(no personal checks are accepted)
- Failure to comply will result in a fine

### C. FINES

#### a. Fines

- Absence from NPHC events
- Failure to notify the council if your organization does not plan to host events during your week or weekend.
- Failure to pay or arrange payments of NPHC dues
- Any NPHC organization that hosts an event during a preplanned NPHC event.
- Fines are due immediately when they are assessed
- Fines will be assessed by the NPHC President, confirmed by the will be assessed for the following:
  - i. Absence from NPHC meetings

NPHC vice-president and NPHC advisor, collected by the NPHC

Treasurer, and documented by the NPHC secretary d. The fine schedule is as follows:

- Unexcused absences(in matter of occurrence)
  1. Warning
  2. \$5.00
  3. \$10.00
  4. \$15.00
  5. EVERY TIME HEREAFTER \$20.00
- Failure to pay dues & submit required documents (assessed in matter of two week periods)
  1. \$50.00

2. EVERY WEEK HEREAFTER \$10.00

iii. Failure to notify council if an organization is not hosting events on their week or weekend

1. Weekend - \$50

2. Week - \$100

#### D. FINANCIAL STATUS

a. Good financial status is defined as one of the following

- NO balance owed to NPHC
- Payment plan arranged and operating on time

b. A member organization will be ineligible for payment arrangements after 1 month has passed (1 month from initial fine)

#### E. MINIMUM STANDARDS

a. NPHC will follow the university's policy regarding accreditation.

#### Article XI

##### Judicial Affairs and Regulations

A. This document is the governing document for NPHC

- Formal Complaint
  - A letter shall be written to the NPHC Exec. Board within 2 weeks following the event
  - The Exec. Board shall review the letter and present it to the council by the next scheduled meeting
  - The council shall come to a vote on the issue to help amend the situation (unless tabled to the next meeting)
  - The president of NPHC shall inform the individual or organization by the letter of the decision of the council within five business days.
- All appeals concerning decisions of NPHC will be handled through the NPHC Review Board.

a.

The NPHC Review Board will be called to seat to hear the following:

- Alleged violations of the constitution and/or by-laws where specific sanctions are not outlined
- Appeals of sanctions/decisions handed down by the voting delegates of NPHC where a chapter(s) feel sanctions were inappropriate or extenuating circumstances exist that need special review

iii. Interpret the meaning of the NPHC constitution and by-laws when not clearly stated.

- NPHC Review Board will consist of the NPHC Vice President, serving as the chair, and the elected presidents of each recognized NPHC chapter or his/her designee

- Hearing process

The following are guidelines for convening, conducting, and resolving a hearing.

- The hearings will be carried out in a discrete manner in a closed session.
- Participants: Participants shall be the NPHC Vice President, the presidents or designees of each organization with full voting privileges in NPHC, an advisor if desired from each chapter involved, the NPHC advisor, up to three additional representatives of the organization being charged and any witnesses.
- Meeting Order: The meeting should be called to order on the hour. The NPHC Review Board will determine the date and time of the hearing.
  1. Each party called for questioning will be called into the hearing by founding date order. Individuals of the same organization will be called alphabetically.
  2. Each party will be questioned individually unless otherwise requested by the NPHC Review Board.
  3. There will be no time limit set for question and answer unless otherwise determined by the NPHC Review Board.
  4. Each party called for questioning shall remain at hearing location until properly dismissed by NPHC Review Board.
- The NPHC Vice President will preside over the hearing and process, except if a conflict of interest exists.
  1. In case of conflict of interest on the part of the Vice President, he/she will be dismissed and a new presider will be selected by the NPHC President with approval of the NPHC Advisor
  2. The new presider cannot be a member of the accused chapter or the chapter(s) filing the report.
- The remaining members of the NPHC Executive Board shall not serve or be present unless as witnesses, because they may have evaluated and/or endorsed the report.
- Records: A secretary shall be appointed to record minutes of the hearing; He/she must not be a member of any of the involved chapters.
- Following testimony the Review Board will proceed into a closed-door session to discuss the findings and sanctions.

viii. The decision reached after the hearing is recorded by the secretary and then the Vice President writes a letter to the involved chapters and their advisors outlining the original concern, the decision and the rationale. The Vice President is responsible for seeing that any sanctions or agreements made are fulfilled.

- Appeals Process

If a chapter is not satisfied that a fair just sanction has been rendered by the NPHC Review Board and Greek Life Director, the chapter may appeal the decision to the Director of the Campus Life.

- A letter outlining why the chapter is seeking an additional appeal shall be submitted to the Director of Campus Life (or his/her designated replacement) within five business days.
  - Sanctions will not be enforced until the appeals process is exhausted.
- Participation of the Chapter Advisors in Review Process
  - The chapter advisor of the cited chapter is made aware of the filing of an infraction or appeal report by receiving a copy from the Vice President.
  - One advisor from each involved chapter may attend the hearing as an observer/non-participant and act as a resource during the review process.
  - The advisors assist the chapter in preparing a presentation to the NPHC Review Board if necessary and the preparation of further appeals as desired.
  - They receive a written copy of the resolution/sanction from the Vice President.
  - They make sure that deadlines are kept and closure to the issue is reached.
- NPHC shall follow all rules set forth by the University and if any organization fails to adhere to these rules, the University Center Office or All University Judicial Board will be the primary disciplinary entity depending on policy(s) violated.
- NPHC relinquishes the right to the University Center Office, to settle disciplinary problems except in the areas of:
  - NPHC Constitution and by-laws
  - NPHC Membership Intake
  - Internal governance problems of NPHC
- Any violation of university policy by a chapter can result in action by NPHC
- NPHC reserves the right to support or disagree with any university action in regards to a member organization.
- It will be the responsibility of the Vice President of NPHC to inform individuals and/or respective organizations of possible disciplinary action at least two weeks in advance.
- NPHC council may by 2/3 vote, with each chapter receiving one vote,(excluding the chapter in question) make a recommendation to the University Center Office or Dean of Students Office urging the chapter in question to be expelled or suspended.



- Any officer of an organization that has been expelled or suspended must and will be removed from office
- NPHC reserves the right to mandate that all new initiates of members organizations must meet current University GPA, behavior, and related standard requirements for affiliation
- NPHC will not be responsible for establishing a timetable for membership intake for each individual organization nor will they determine the length any new member intake program.
- Sanctions for Minimum Standards Violations:

a.

#### Academic Achievement

i. Failure to maintain the minimum specified chapter GPA

(2.65) each semester will result in review and sanctioning by NPHC.

1. First Offense:

- Chapter is placed on immediate probation for the remainder of the semester.
- Chapter submit a written academic improvement plan with committed chapter study hours outlined therein to NPHC
- The chapter must provide a monthly update to NPHC which documents the progress of the chapter
- The entire chapter must attend an approved academic skills workshop

2. Second consecutive offense:

- The chapter continues on probation for a second semester and additionally loses their privilege of choosing open weekends for events.
- Chapter is still allowed to conduct their week.

Third consecutive offense:

- The chapter will lose all social privileges and voting rights.
- Chapter is allowed to conduct intake and participate in

3. community service events.

4. Fourth consecutive offense:

a. Chapter is put on immediate suspension and loses recognition from NPHC until grades meet minimum standards.

c. Advising

- If a chapter is lacking one of the two required advisors the following will occur:
  1. The chapter will be notified in writing that it has 60 days in which to find an acceptable advisor.
  2. Before the close of business on the 60th day, the chapter must provide a letter, bearing the new advisor's signature and contact information, to the University Center office and NPHC.
  3. If the chapter has made every effort to find an advisor within the 60 days without success, they have the option of asking to meet with the NPHC Review Board for a time extension

- If a chapter is lacking both of the required advisors the following will occur:

1. The chapter will be immediately suspended and all recognition rights and privileges will be correspondingly be revoked.

a. The chapter cannot host, plan, participate in or otherwise operate as a recognized chapter would.

b. Failure to comply with the suspension of operations will result in the revocation of recognition for a period of two years.

1. If two advisors are found within 30 days of the suspension, the chapter can return to full recognition status
2. If one advisor is found within 30 days, the steps outlined in Article XI, Section L, b:i. will be initiated.

#### Article XII Amendments to & Policies

- All amendments to the NPHC constitution must be formally presented to the vice- president
- The vice-president reviews the amendments and presents them before the general assembly
- After a detailed discussion and all questions have been asked of the authors the amendment is put to a vote at the next meeting
- The amendment will automatically die after it has not been voted on for one month after the initial debate and discussion.
- Two- thirds affirmative vote of quorum is needed for the amendment to pass.
- Only current financial member organization delegates are allowed to vote
- If the amendment fails, there is no further discussion on the amendment
- If the amendment passes, the vice-president has 2 weeks to adjust the constitution accordingly and present revised copies to all interested parties

I. Policies regarding business of NPHC such as conduct at events, development of NPHC calendar, etc must be approved by a majority vote of the delegates and become additions to this constitution and by-laws

J. The vice-president is responsible for delivering new copies (hard copies or electronic) to each chapter president chapter and campus advisor, NPHC advisor, NPHC executive board member, and the office of Student Government and the University Center.

#### Article XIII Ratification

- The NPHC constitution and all amendments will become valid once approved by the general assembly
- All members and officers must adhere to the constitution immediately after passing
- This constitution is considered ratified once a majority vote of approval is taken among current financial member organizations

#### Article XIV Empowerment

This constitution of NPHC will take effect immediately at the start of the 2013-2014 academic year. Persons holding the positions listed below will continue to operate under the previous officer descriptions and standards until the next period of election.

Ratified on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by the following officers and delegates of the NPHC at Southeast Missouri State University

\_\_\_\_\_, President, NPHC  
\_\_\_\_\_, Vice President, NPHC  
\_\_\_\_\_, Treasurer, NPHC  
\_\_\_\_\_, Secretary, NPHC  
\_\_\_\_\_, Sergeant-At-Arms, NPHC  
\_\_\_\_\_, PR Coordinator, NPHC  
\_\_\_\_\_, Historian, NPHC  
\_\_\_\_\_, Voting delegate of Alpha Phi Alpha to NPHC  
\_\_\_\_\_, Voting delegate of Delta Sigma Theta to NPHC  
\_\_\_\_\_, Voting delegate of Phi Beta Sigma to NPHC  
\_\_\_\_\_, Voting delegate of Omega Psi Phi to NPHC

#### Anti-Hazing Statement

- Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:
  1. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
  2. Hazing includes, but is not limited to:
    - a. Any physical brutality such as whipping, beating, striking,

paddling, branding, placing of a harmful substance on the body  
similar activity;

b. Any physical activity such as sleep deprivation, exposure to the  
elements, confinement, calisthenics, or other activity that subjects a student to risk of  
harm, or that adversely affects the mental or physical health or safety of a student;

c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or  
substance that subjects a student to risk of harm or that adversely affects