



Constitution & By-Laws

National Pan-Hellenic Council

The Florida State University

I am because we are. We are, therefore I am.

CONSTITUTION

We, the representatives of the Florida State University Chapter of the National Pan-Hellenic Council, which includes the following member organizations:

Iota Delta Chapter of Alpha Phi Alpha Fraternity, Inc.
Zeta Omicron Chapter of Alpha Kappa Alpha Sorority, Inc.
Theta Eta Chapter of Kappa Alpha Psi Fraternity, Inc.
Chi Theta Chapter of Omega Psi Phi Fraternity, Inc.
Kappa Epsilon Chapter of Delta Sigma Theta Sorority, Inc.
Mu Epsilon Chapter of Phi Beta Sigma Fraternity, Inc.
Rho Kappa Chapter of Zeta Phi Beta Sorority, Inc.
Epsilon Delta Chapter of Sigma Gamma Rho Sorority, Inc.
Epsilon Nu Chapter of Iota Phi Theta Fraternity, Inc.

Recognizes the need for coordination of activities of intercollegiate historically Black Greek Letter Organizations by establishing and administering the activities of the member organizations, assisting the university administration in attaining its scholastic and cultural objectives, maintaining Greek life and inter-council relations, acting as a catalyst for member organizations on matters of interest to both the university and member organizations and to encourage them to maintain involvement within the Greek community in its entirety at the Florida State University.

ARTICLE I - NAME

The name of this organization shall be the National Pan-Hellenic Council of the Florida State University.

ARTICLE II - PURPOSE

The purpose of the National Pan-Hellenic Council is:

- To promote an atmosphere of mutual respect; support a high academic and scholastic standard and assist member organizations in upholding their fundamental purposes and ideals
- To act as a governing body for the member and affiliate organizations
- To enhance the positive relationships among the men and women of the National Pan-Hellenic Council.

ARTICLE III - MEETINGS

Section 1. General Body Meetings

General Body meetings shall take place monthly (or as necessary) in order to discuss, evaluate, and review the activities, business, and correspondence involving member/affiliate organizations and the National Pan-Hellenic Council.

Section 2. Executive Board Meetings

Executive Board Meetings will be conducted bi-weekly, prior to all general body and president's council meetings, or as deemed necessary by members of the executive board to discuss in advance items before the National Pan-Hellenic Council to be discussed in formal business meetings.

Section 2. President's Council Meetings

President's Council meetings shall occur bi-weekly, or as necessary, opposite general body meetings to coordinate upcoming events of each member organization to keep chapters informed of happenings within the council. The President's Council will also discuss collaborative projects to include all member organizations such as social & civic programs, community service, and member education. Furthermore the council will discuss pressing issues before the Greek and the Florida State University communities that may be of concern to the National Pan-Hellenic Council.

ARTICLE IV - MEMBERSHIP

Section 1.

The following fraternities and sororities are recognized members of the National Pan-Hellenic Council of the Florida State University; Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc. The Greek lettered organizations stated above are considered active or inactive in status according to the Florida State University. No other organizations, except for those included in the above mentioned, have the right to participate within the Florida State University Chapter of the National Pan-Hellenic Council.

Section 2. Criteria for Active Membership

A. Adhere to the rules and regulations as well as policies contained herein the constitution and by-laws of the FSU-NPHC.

- B. Member organizations must be registered through the Office of Greek Life as student organizations in order to comply with the University and eligible for representation within NPHC by two (2) weeks prior to the beginning of the Fall semester.
- C. Maintain good financial standing with the FSU-NPHC each semester through proper payment of dues of the re-authorized amount set by the council each year.
- D. Be responsible for at least two (2) registered and documented community service projects per semester.
- E. Participate actively in all FSU-NPHC sponsored events [50% or more of current membership in attendance.
- F. Attend 90% of all FSU-NPHC meetings per semester.
- G. Maintain a minimum chapter semester grade point average of 2.5 / 4.0.
- H. Inactive organizations will be held accountable for all violations against the FSU-NPHC constitution and bylaws of its member organization. These violations must be resolved before the start of a probationary period of evaluation in order to reactivate member within the council. Inactive organizations are not permitted to engage in the following:
 - a. Participate in any activities sponsored by the Florida State University
 - b. Sponsor any on or off-campus activities in the organizations name.
 - c. Participate in any on-campus activities sponsored by the university which includes but not limited to:
 - i. Intramurals
 - ii. Homecoming
 - iii. Dance Marathon
 - iv. Extravaganza
- I. Active FSU-NPHC chapters are not permitted to sponsor, pair, or facilitate any event with an inactive organization (including unregistered summer semester activities). If such activities occur, the active organization will be sent to Judiciary for review and possible fines and/or sanctions
- J. **THERE ARE NO WITHDRAWALS FROM THE FSU-NPHC.** According to the national NPHC constitution: chapters who's organization is nationally affiliated with the National Pan-Hellenic Council must fall under campus NPHC jurisdiction where two (2) or more organizations exist.

Section 3.

The Florida State University National Pan-Hellenic Council may nominate two (2) members to serve as ambassadors to the following agencies/organizations: Black Student Union and Florida State University Chapter National Association for the Advancement of Colored People.

Section 4.

Executive Board members do not function as representatives and cannot vote unless done by proxy.

Section 5.

Executive Board members must be active members of their respective organizations

ARTICLE V - REPRESENTATION

Section 1.

Representatives of the FSU-NPHC shall be limited to two (2) individuals and one (1) alternate for each organization. With the exception, organizations with three (3) or fewer members, one (1) individual is required to become a representative.

- a. All representatives must be currently enrolled at the Florida State University.
- b. All representatives must be in good academic standing with the university, FSU-NPHC, and respective chapter.

Section 2.

All newly elected / appointed official representatives are required to attend a constitutional orientation by their second meeting as a delegate in order to retain voting privileges. The constitutional orientation will be provided by the Parliamentarian, however in their absence an Executive Board member may conduct this orientation.

Section 3.

Only those members delegated as chapter representatives or alternates at the beginning of each semester shall be allowed to vote at official meetings of the FSU-NPHC.

Section 4.

The duties of the representatives shall include, but are not limited to:

- a. Provide the FSU-NPHC Secretary a calendar of scheduled events each semester to be submitted by **March 15** for the upcoming Summer, **July 15** for the upcoming Fall, and **October 15** for the upcoming Spring of each calendar year.
- b. Provide proposed dates for chapter weeks during designated time of submission.

- c. Provide the FSU-NPHC Secretary a chapter summary report for monthly activity
- d. Dissemination of information to their member organizations for the FSU-NPHC

Section 5.

The power of 1 vote shall be give to each member organizations, provided at least one (1) representative is present at the time of voting.

- a. Representatives not present and have not submitted a written explanation to the FSU-NPHC Secretary for approval by the FSU-NPHC President shall lose all voting rights that specified meeting.
- b. A submitted written explanation to the FSU-NPHC Secretary for approval by the FSU-NPHC President must be provided to obtain a proxy vote.

ARTICLE VI - Quorum

Section 1.

Quorum shall be defined as a 2/3 majority when there are eight (8) or more active organizations within the council. In the event that less than eight (8) organizations are active, quorum shall be defined as a simple majority (half of active organizations plus one).

Section 2.

A quorum shall be necessary to conduct any business requiring a vote. The Secretary must identify whether quorum was either verified or not verified immediately following roll call (attendance).

ARTICLE VII - Qualification of Officers

Section 1.

No member may hold an elected or appointed office in the Florida State University NPHC if:

- A. His/her respective organization is not an active organization.
- B. He/she is not identified as an active member of their respective chapter as indicated by the current chapter roster.
- C. He/she does not have a minimum **2.3 cumulative** grade point average and maintains a minimum **2.5 semester** grade point average.

- D. He/she is not currently enrolled at the Florida State University with minimum of twelve (12) credit hours during the term of office.

ARTICLE VIII - Elections, Occupation of Office, and Vacancies of Officers

Section 1. Elections

Officers will be elected in the last meeting of the spring semester each year by a simple majority. Election shall be conducted by secret ballot method of voting by the active organizations of the Council.

Section 2. Slating

- WORK IN PROGRESS -

Section 3. Equal representation

No organization shall hold more than one (1) elected office, unless under exceptional circumstances or conditions in which a 2/3 vote of delegates present is required at a general body council meeting and with the exception of one of those elected offices is the position of President.

Section 4. Duties of Officers

- WORK IN PROGRESS -

Section 5. Terms of office

The terms of officers shall begin immediately after each officer has been installed and continue for a period of one (1) year. Officers must maintain a at least 2.5 semester grade point average while in office as indicated in Article VII, Section 1, Subsection C. In the event that an officer does not meet the necessary grade point average he/she must vacate their position for the remainder of the term.

Section 6. Vacancy

If a vacancy occurs, the President reserves the right to appoint an adequate replacement with a 2/3 majority consent of active organizations of the Council. All appointments must be in accordance with the Florida State University NPHC Bylaws.

ARTICLE X - JUDICIAL BOARD

Section 1. Purpose

The purpose of the Judicial Board shall be to interpret the NPHC Constitution and By Laws and the Florida State University Code of Conduct, Alcohol Policy, and Hazing Policy in response to alleged violations of these documents by affiliate members of the National Pan-Hellenic Council.

Section 2. Judicial Board Composition

A. The NPHC Judicial Board shall be composed of one member from each active affiliate member of the Florida State Chapter of the National Pan-Hellenic Council, and the Judicial Board Chair of NPHC who will serve as Chair of the board.

B. Each active affiliate member of NPHC will select one representative and one alternate to be trained to hear judicial board cases.

1. Judicial Board members must have a 2.3 semester and cumulative GPA while serving on the Board.

2. Judicial Board members must be in good standing with their fraternity or sorority chapter.

C. The only member of the NPHC Executive Board to serve on the Judicial Board will be the Judicial Board Chair.

1. The Judicial Board Chair is responsible for the following:

A. Keep files of each case and respective decisions.

B. Provide notice to charged organizations of the alleged violations, time and place of the hearing in writing based on decisions made by the Judicial Board Chair, Office of Greek Life and the Office of Student Rights and Responsibilities.

Section 3. Procedures

A. A signed, written notice of a violation of the NPHC Constitution and Bylaws, FSU Student Conduct Code, FSU Alcohol Policy, and FSU Hazing Policy by an affiliate chapter of the FSU chapter of NPHC may result in mediation or a formal hearing of the NPHC Judicial Board.

B. Upon receipt of a signed, written notice of a violation, the NPHC Judicial Chair, NPHC Advisor, and Director of Student's Rights and Responsibilities shall meet to determine the following:

1. Whether there is enough information to warrant formal charges.

2. Whether formal charges should be brought forward against the organization as an organizational event, or individuals.

Including, but not limited to:

- a. Would it appear like an organizational event to a third party.
- b. Was there a substantial amount of membership involved?
- c. Did the officers have knowledge of the event?
- d. Was the event announced in chapter meeting?
- e. Were there chapter funds collected?

3. What specific charges, if any, should be brought forward?

4. The date of the hearing, if mediation of formal charges for an organization is being brought forward.

C. If mediation or formal charges are being brought forward, a charge letter is sent to the organization specifying the charges and the date and time of the hearing or mediation session.

D. An information session will be made available for the chapter's use through the NPHC Advisor.

E. The NPHC Judicial Board hearings will be heard by a minimum of five Judicial Board members and the Chairperson.

F. NPHC hearing procedures will follow the steps delineated in the FSU Student Code of Conduct.

G. All deliberations are to be kept strictly confidential.

H. After the mediation/hearing and deliberation, a recommendation on finding and sanctions will be given by the Mediator/ NPHC Judicial Board to the Director of Student's Rights and Responsibilities.

I. Upon the request of the chapter, and the agreement of the NPHC Judicial Board Chair and the NPHC Advisor, a chapter may have their case heard as an informal hearing as delineated in the Student Code of Conduct.

J. Appeals may be made to the Dean of Students up to five(5) class days after receiving notification of a decision. All appeal procedures will be in accordance to the Student Code of Conduct.

K. The Vice President of Student Affairs reserves the right to take direct jurisdiction of any stage of the Judicial process.

Section 4. Rights of the Accused Organization

A. To have in writing the specific offenses and rule(s) and regulation(s) which have allegedly been violated.

B. To have an advisor present at the hearing. The advisor may not represent the chapter before the Judicial Board unless expressly authorized by the Judicial Board. The representative of the chapter must speak for himself.

C. To receive notice of a formal hearing in writing at least seven days prior to the hearing.

D. To know the accuser(s) charges, witness, and board members, at least three days before the hearing.

E. Question all witnesses.

F. Know that the hearing will be tape-recorded.

G. Call witnesses and present evidence in the chapter's behalf.

H. Waive the right to a formal hearing.

Section 5. Mediation Process

- WORK IN PROGRESS -

Section 6. Penalties

The following is a list of possible sanctions, which may, alone or in combination, be recommended by the Judicial Board. The Judicial Board is not limited to the recommended sanctions in the following list.

A. Expulsion from the University- a permanent dismissal from the University with no opportunity for re-chartering. Dismissal is a separation from the University for an indefinite period of time. Readmission is possible.

B. Suspension is a separation from the University for a specified period, not to exceed two years. A suspension restricts all fraternity and sorority activities for the specified period of time. A limited suspension may allow

specific fraternity and sorority activities that will be determined by the Judicial Board.

C. Probation

1. **Disciplinary Probation-** This probation serves as a final warning, more infractions could result in immediate suspension.
2. **Conduct Probation-** Serves as general chapter probation.
3. **Social Probation-** At the discretion of the NPHC Judicial Board, limitation placed on social activities which includes but is not limited to, participation in on campus and off campus parties, formals, participation in homecoming, Greek week and other chapter events.
4. **Intramural Probation-** Could limit intramural participation.
5. **Event Probation-** Could limit participation in other campus and chapter events.

E. Fines

1. Fines may be assessed as deemed necessary, however, may not exceed the amount of \$500.
2. If a member organization decides to sponsor an event during an official week of another organization without the written consent of that organization, they will automatically be placed under judicial review and fined \$500 to be paid (through the FSU chapter of the NPHC) to the organization hosting that week.
3. All fines must be paid within three business meetings from the date it was issued.

F. Projects deemed educational and constructive by the Judicial Board.

BY-LAWS

ARTICLE I- DUES

- Section 01:** Dues shall be subject to the opinion of the treasurer and the budget & Finance committee at the beginning of each fiscal year with a 2/3 vote by the general body. The set amount is payable no later than the second business meeting of each semester.
- Section 02:** If any organization has difficulty paying its dues it is the responsibility of that organization to make arrangements with the Treasurer.
- Section 03:** If a member organization does not pay its dues by the second business meeting of a semester or make arrangements with the Treasurer, the organization is fined \$15 and it must be paid by the third business meeting.
- Section 04:** If the dues are not paid by the third business meeting, the organization will be placed on social probation for one semester.

ARTICLE II-COMMITTEES

- Section 01.** The standing committees of the Florida State University Chapter of the National Pan-Hellenic Council shall be:
- A. Budget and Finance
 1. To study and formulate an adequate budget for the year by assessing the cost of the planned projects of committees.
 2. To submit an estimated budget to the president for the next Year's expenditures.
 - B. Constitution and By-laws
 1. To review and/or receive the constitution annually or deemed necessary by the President.
 - C. Scholarship
 1. To decide or create the criteria for the recipient of the annual Florida State University Chapter of the National Pan-Hellenic Council Scholarship.
 2. Responsible for determining ways that NPHC can assist chapters to achieve academic excellence.
 - D. Fundraising
 1. Responsible for planning and implementing all fundraising activities.

- a. Car wash
- E. Extravaganza
 - 1. To create and plan an agenda and timeline for the implementation of the Fall Greek Extravaganza.
- F. Unity Committee (Programs and Projects)
 - 1. To create, plan, and implement projects and programs for the Florida State University Chapter of the National Pan-Hellenic Council. These projects include:
 - a. Orientation
 - b. Homecoming
 - c. Dance Marathon
 - d. Co-Sponsoring projects with student organizations.

Section 02. The committee chairs shall be appointed by the Vice-President with approval of the Council.

Section 03. The duties of the committee chairperson shall be:

- A. To arrange and conduct all committee meetings.
- B. Keep accurate records of all committee meetings.
- C. Submit a committee report to the Vice-President.
- D. Present a committee report at all general meetings.

ARTICLE III-SPECIAL EVENTS

Section 01. Calendar Policy -

- A. Schedule of when calendars are due: (An unofficial week is a declared week when rules and regulations of the NPHC regarding event sponsorship are not in affect.)

- March 1: Summer (official) weeks due
- March 15: Summer Calendar due
- April 1: Fall (official) weeks due
- April 15: Fall calendars due
- October 1: Spring (official) weeks due
- October 15: Spring calendars due

- B. Procedure of scheduling on the NPHC Calendar

1. Weeks are due on the first of the respective months **ONLY**. If the first falls on a weekend, the selections will be due the following Monday. Preference will be on a first come first served basis (with regard to rotating priority).
2. Organizations will have rotating priority Stateroom dates.
3. Calendars will be accepted from the time weeks are posted until the 15th of the month. Preference will be on a first come first served basis.
4. If the organization turns the selections in after the due date their selections will not be considered until all other groups have been placed on the calendar.

Section 02. Social Events - Any violation of this Section may result in judicial action following the procedures outlined in Article V of the NPHC Constitution.

- A. A member organization is not allowed to have an off-campus party during a scheduled NPHC stateroom party.
- B. A member organization is not allowed to have an event during an individual fraternity's or sorority's official week.

ARTICLE IV- ALCOHOL POLICY

Greek letter organizations strive to ensure the safety to their members and guests, as well as to provide an opportunity for responsible social interaction. The Florida State University alcohol Policy serves to complement and require compliance with all federal, state, local, and university policies, and to provide parameters for the social events of Greek Letter organizations. The Greek system also expects alcohol education from their member chapters and recognizes abstinence from alcohol as a healthy choice for its members. The National Pan-Hellenic Council also recognizes the importance of chapter National Headquarters and their alcohol policies, and remind fraternities and sororities at Florida State University that they re responsible for following their respective national/international policies with risk management and alcohol as a supplement to the NPHC Alcohol Policy.

Section 01. Registration of Events

- A. All chapter social events where alcohol is present, both on or off campus, must be registered with the Pan-Hellenic Council.
- B. Social Event Registrations Forms must be turned in to room 4300 of the University Center at least 48 hours prior to social functions.

Section 02. Events Where Alcohol is present must conform to one of the following guidelines:

- A. Third Party vendor guidelines:
1. A licensed, insured company caters and serves the function and alcohol. The company must be licensed and insured as required by the state and local ordinances.
 2. The sponsorship or co-sponsorship of a function at a tavern (an establishment that receives 50% of their gross sales from alcohol purchases) is prohibited.
 3. Chapters are prohibited from entering into arrangements with the catering company to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter funds. The catering company must be paid for services only, not the purchase of alcohol in any manner.

Section 03. Use/Purchase of Alcohol

- A. No organization shall furnish or cause to be furnished any alcoholic beverage to any person.
- B. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. are prohibited.
- C. Alcohol may not be directly or indirectly purchased by chapter funds (no slush funds, no passing the hat, etc.).
- D. No individuals under the legal drinking age will be permitted to bring alcohol to a function, to consume alcohol at the function, to be allowed to remain at a function if found in possession of alcohol.
- E. Social events, which encourage drinking, drinking games, drinking contests, and/or drunkenness, are prohibited.
- F. If a person chooses to leave the function and wishes to claim their remaining alcohol, they may do so only upon exiting the premises and turning in all their remaining tickets.

Section 04. Alcohol is prohibited at the following events:

- A. Any new member events.
- B. Any formal or informal recruitment events.

ARTICLE V.—HAZING

Hazing-- means any action, activity, or situation, which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University, hereinafter referred to as university organizations.

- Section 01.** All NPHC Chapter in good standing with the National Pan-Hellenic Council will abide by the Florida State University Hazing Policy.
- A. Any person suffering or witnessing a hazing activity is encouraged to report the incident to appropriate University Officials in the Office of Dean of Students.
 - B. Pledge education or new member programs and activities must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole.
 - C. Initiation week activities should be scheduled in a way so as to not interfere with or be detrimental to academic performance of organization members or perspective members. Initiation week activities shall not be scheduled during the week prior to or the week of final exams. Initiation weeks shall not be referred to as "Hell Week."
 - D. The principle officer of each university organization shall be responsible for informing pledges and initiated members of the Florida State University Hazing Policy.

ARTICLE VI- PROPOSED AMENDMENTS

Section 01. All proposed amendments will be presented formally in writing to the body at least one meeting before they are voted on.

ARTICLE VII- ADOPTING RULES OF PROCEDURE

Section 01. A two-thirds vote of the council is necessary to amend or ratify By-Laws of the Florida State University Chapter of the National Pan-Hellenic Council.