

The Bylaws of the National Pan-Hellenic Council
Of the College of Charleston

ARTICLE I-PURPOSE

The purpose of the council shall be as follows:

- a. To promote unity among the historically Black Greek letter organizations on the campus of College of Charleston;
- b. To provide a representative body of the National Pan-Hellenic Council that is recognized and supported by the College of Charleston's administration;
- c. To provide chapter programming and service for the College of Charleston and Charleston's campus;
- d. To create and maintain high standards of leadership and morale on the College of Charleston's campus;
- e. To provide a support network between historically Black Greek Letter Organization on the College of Charleston's campus; and
- f. To maintain the rules and regulate of the College of Charleston's campus and the National Pan-Hellenic Council.

ARTICLE II-MEMBERSHIP

Section 1. Members of the College of Charleston's council are as follows:

Iota Omicron Chapter of Alpha Kappa Alpha Sorority Inc.
Tau Eta Chapter of Alpha Phi Alpha Fraternity, Inc.
Lambda Omicron Chapter of Delta Sigma Theta Sorority, Inc.
Beta Mu Chapter of Omega Psi Phi Fraternity, Inc.**
Chi Iota Chapter of Zeta Phi Beta Sorority, Inc.
Lamda Psi Chapter of Phi Beta Sigma Fraternity, Inc.
Eta Iota Chapter of Kappa Alpha Psi Fraternitny, Inc.

(Section 2.-Intake of additional sororities and fraternities was deleted by unanimous decision of executive board)

Section 3. Member responsibility.

It shall be the duty of each member organization of this local council to do the following:

- a. Submit annual dues each year to the council;
- b. Send two representative delegates, who are recognized as active members of their local council meetings, allowing each organization two votes in voting matters; and

- c. To abide by the rules and regulations of tier organization, the College of Charleston's Pan-Hellenic Council, and the College of Charleston's administration.

Section 4. Member Dues

Member dues of this local council shall be \$50 that will go towards the National Pan-Hellenic Council annual dues and fees that are charged to the local council by the College of Charleston for office space and supplies. All dues shall be paid by the first council meeting in February of the spring academic year.

Option One:

A late fee of 10% of original amount due will be added each month until paid in full

or Option Two: or will be charged per month. If an organization is unable to pay the dues then the organization must submit a letter to the President and the Treasurer. These circumstances will determine whether or not the excuse rendered by the chapter warrants the revocation of the voting rights until sum is paid in full.

ARTICLE III- OFFICERS AND ADVISORS

SECTION I.

- a. The elected officers of this local council shall be President, 1st Vice, President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Historian, and Greek Relations Liaison. All others, committee chairpersons, and officers shall be appointed by the council newly elected President or nominated by the council when deemed necessary.
- b. The officers shall be elected and voted upon and voted upon at the first meeting in April. The newly –elected officers shall assume their respective positions at the last council meeting of the spring academic term. (It was suggested by the council that the last meeting in March should be used for members of the council to submit nominations, but should be submitted at this meeting, they can also be done at the first April meeting.)
- c. The officers shall be elected by majority vote,
- d. Tie breaker by the President

Section 2. Responsibilities of officers

A. The duties of the President shall be as follows:

To preside over all general meetings and special events meetings, set the agenda for all general meetings, and call officers and special meetings. The President shall be contacted by members in the case of special issues that need to be added to the agenda of the next general meeting or addressed immediately. The President shall be knowledgeable of all activities within the chapter and be able to assume the responsibilities of any officer in that absence. The President shall be the official spokesperson of the organization, and shall be present in any and all situations that require such a person.

B. The duties of the 1st Vice-President shall be as follows:

To assume the President's responsibilities in his/her absence. He/she is responsible for assisting the President in performing the duties of the council. The 1st Vice-President shall assist with the supervision of the work of various committees, as well as be available to assist with the actual work. He/she shall be the Chairperson of the Scholarship Committee, and serve as the NPHC delegate on the Borelli Awards Committee.

C. The duties of the 2nd Vice President shall be as follows:

to assume the President's responsibilities in the absence of both the President and the 1st Vice President. He/she is also responsible for assisting the President in performing the duties of the council, and assisting with committee supervision. However, the 2nd Vice-President is mainly responsible for assisting other Executive members in performing their duties. The 2nd Vice-President shall serve as the Chairperson of the Unity Week Committee as well as Co-Chairperson of the Bylaws and Policies and Procedures Committee.

D. The duties of the Secretary are as follows

To assume the responsibilities of the President in the absence of the 1st Vice-President, and the 2nd Vice President. The Secretary shall be responsible for picking up mail from the NPHC mailbox. The Secretary shall take accurate minutes at meetings, distribute copies of the minutes to members, and keep records of all minutes. The Secretary shall aid in informing members of meetings, submitting information to the region and national offices, and informing the campus of events.

E. The duties of the Treasurer are as follows:

To assume the duties of the president in absence of the President, 1st Vice President, the 2nd Vice-President, and the Secretary. The treasure shall collect dues from NPHC organizations and other monies that come into the council, and properly deposit those monies into the school account in the presence of the council by either the president or the 2nd Vice-President. The Treasurer must also keep an accurate record of expenditures and receipts and all finances. The Treasurer shall present and report up-to date financial information at regular council meetings. He/she will also aid in maintaining the NPHC account. The Treasurer shall be responsible for assisting with requesting and drafting proposals for funding, and presenting these proposals. The Treasurer shall also be the Chairperson of the fundraising committee, and the budget committee.

F. The duties of the Parliamentarian are as follows:

To help the president maintain order at council meetings. He/she must have a working knowledge of Robert's Rules of Order and the council's Bylaws, and make sure both are upheld in the council. The Parliamentarian shall serve as the chairperson of the Bylaws and Policies and Procedures Committee, and maintain and up-to -date record of the document.

G. the duties of the Historian are as follows:
the Historian shall be responsible for maintaining an accurate record of the council's history, including past events, activities, and other related information. He/she shall keep a visual account of the activities of the council including photographs, newspaper articles, write-ups, and other materials. The Historian shall attend all council events with a camera, and maintain of the website of the NPHC.

H. The duties of the Greek Relations Liaison are as follows:
To create activities to promote unity among NPHC Executive Board Members, Delegates, and, their respective organizations. He/she if the Chairperson of the Chapter of the Month Program, and is charge of Meet the Greeks. The Greek Relations Liaison is also responsible for setting up activities that carry out the National Council programs and target areas. He/she also aids the President in representing the council among other Greek and non-Greek organizations.

I. Step Show Chairperson and Co-Chairperson
The Step Show Chairperson and Co-Chairperson are in charge of making sure that the NPHC Step Show is put together in a professional and ethical manner. Together he/she will work with committee comprised of one representative from each organization. Ina addition to the step show, the Step Show Chairperson and Co-Chairperson are responsible for the party.

Section3. Advisors

The Advisors for the National Pan-Hellenic Council at the College of Charleston shall be the director of Greek Life unless otherwise voted upon.

Section 4. Neglecting Officer Duties

Any officer who neglects his/her duties will meet with the President who will determine what action will be made.

ARTICLE IV – SCHEDULING OF EVENTS

Section 1. Chapter Events

- A. All member organizations shall submit to the council a copy of their individual chapter's calendar of events at the beginning of each semester.
- B. All dates and events shall be approved by the Student Life Office and cleared through the Greek Life Advisor.
- C. All dates shall be posted on the calendar in the council's office in Greek Life.
- D. Each member organization shall be respectful and supportive to all council members.

Section 2. Parties

- A. It shall be the privilege of the National Pan-Hellenic Council to host the first party of the Fall Semester each year. Monies collected at the party shall be of profit to the local council that will go back out in the form of service and/or scholarship.
- B. It shall be upon the policy of “first come, first serve’ for the first party of the Spring semester. It shall be the duty of that member organization to properly fill out all paperwork and get it properly approved through Greek Life first and then Student Affairs. Party reservations and Public Safety Officer Forms shall be submitted at the same time to be considered properly processed. (Off campus parties shall be acknowledged by the President and put on the calendar, to ensure everyone will be respectful of those events as well).

Section 3: Priority Dates

- A. Each member organization is granted permission to have a Priority week, consisting of seven days maximum, set aside so that they can celebrate the founding and principles of their organization.
- B. The council shall be notified of all events and dates.
- C. Each organization will be granted a priority week on the College of Charleston’s campus/
- D. Each member organization shall be mindful that these dates are decided upon within this local council and in no way guarantee locations on this campus.
- E. Each member organization shall also be mindful that proper planning should occur early due to competition with other organizations on the College of Charleston’s campus.
- F. Any changes in dates or priority weeks need to be brought forward to the council as soon as possible.
- G. In no way shall a member organization of this council schedule an event during another member’s priority week without permission of the council (this includes both off campus events as well as on campus events).
- H. Each member organization will be granted one weekend that is excluded from the weekend of their priority week.
- I. All other dates for reservation shall be decided upon “first come, first serve” basis, which means that paperwork has been properly processed through Greek Life and Student Affairs as need be.

ARTICLE V- JUDICIAL BOARD

The Judicial Board of the National Pan-Hellenic Council at the College fo Charleston shall consist of the officers of the council, the Greek Life Advisor, and the presidents of each member organization will be included if necessary.

- A. Judicial board meeting shall be called upon by the council President in the case of scheduling conflicts, Greek Life issues, or violations of council Constitution, Bylaws, and/or Policies and Procedures.
- B. Members of the Judicial Board will be notified of a meeting by telephone or e-mail from the council President or Greek Life Advisor.
- C. In the case that a member of the Judicial Board cannot attend a meeting, they shall notify the council President of the representative and send other representation.
- D. Each member organization shall have a representative at a Judicial Board meeting.

It shall also be noted that the Judicial Board may not be directly involved in all violations of member organizations and those violations shall be handled by the Office of Greek Life, the Office of Student Affairs, and any other administration of the College of Charleston.

ARTICLE VI – AMENDMENTS

Section 1. Proposal of Amendments

Member organizations may propose amendments to these Bylaws through their delegates. The proposal shall be in writing and submitted to the President, 2nd Vice President, and Parliamentarian.

Section 2. Presentation of Amendments

It shall be the duty of the Parliamentarian to present and report a copy of the proposed amendments at council meetings.

Section 3. Approval of Amendments

The proposed amendment(s) shall be read at three different meetings and at the third meeting it shall be voted upon for approval. Approval will be determined upon a majority vote.