

Revised Fall 2005

**NATIONAL PAN-HELLENIC COUNCIL
BYLAWS
FLORIDA INTERNATIONAL UNIVERSITY**

PURPOSE

The Purpose of this organization shall be:

- i. To assist college and university administrators in attaining our educational and cultural objectives.
- ii. To maintain positive inter fraternal relationships
- iii. To serve as a standard setting and implementing body for the affiliate organizations in the areas of rush, membership intake, and initiation.
- iv. To serve as a forum for the consideration of mutual interest to the member organizations.

ARTICLE I. NAME

Section 1 The name of this organization shall be the Florida International University (FIU) National Pan-Hellenic Council (NPHC).

ARTICLE II. OFFICERS

Section 1 The officers of the FIU National Pan-Hellenic Council shall be the President, Vice President, Treasurer, Secretary, Historian, & Parliamentarian.

Section 2 The officers shall be delegated from organizations holding membership in the FIU National Pan-Hellenic Council.

Section 3 The officers shall serve for one calendar year.

Section 4 Officers, delegates or alternate delegates must be present at all meetings of the National Pan-Hellenic Council.

Section 5 Any officer failing to perform his/her duties as outlined *shall resign* and a successor designated by the FIU National Pan-Hellenic Council Executive Board and voting delegates shall be named. Upon circumstances, this can be appointed or voted upon.

Section 6 The President and the Treasurer shall not be from the same organization.

ARTICLE III. OFFICER QUALIFICATIONS

Section 1 The qualifications for the office of *President* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC at FIU for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall be well versed in parliamentary procedure.

Section 2 The qualifications of the office of *Vice President* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC at FIU for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall be well versed in parliamentary procedure.

Section 3 The qualifications for the office of *Treasurer* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall be well versed in parliamentary procedure.

Section 4 The qualifications for the office of *Secretary* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall be well versed in parliamentary procedure.

Section 5 The qualifications for the office of *Historian* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall possess a digital camera.

Section 6 The qualifications for the office of *Parliamentarian* are as follows:

1. He/She shall have been an active member of his/her chapter and NPHC for at least one year.
2. He/She shall have maintained at least a 2.5 cumulative GPA.
3. He/She shall be a full time student as determined by FIU (9 hours).
4. He/She shall be well versed in parliamentary procedure.

ARTICLE IV. ELECTIONS

Section 1 Timeline for Election Process

- A. The fall semester will serve as the official application submission process. The deadline for applying is to be determined by the current Executive Board of the National Pan-Hellenic Council.
- B. The month of *November* will serve as the official election period.

ARTICLE V. OFFICER DUTIES

Section 1 The President shall:

- 1. Have overall responsibility for the operation of the National Pan-Hellenic Council.
- 2. Call and preside at all regular meetings of the NPHC and call and preside at its special meetings.
- 3. Call and preside at all meetings of the NPHC Executive Board.
- 4. Review, approve and sign all NPHC contracts.
- 5. Report as required to the NPHC Advisor.
- 6. Maintain a complete up-to-date President's file that will include a copy of the current FIU National Pan-Hellenic Council Constitution.
- 7. Perform all other duties usually pertaining to this office.
- 8. Maintain a 2.5 cumulative GPA throughout his/her term.
- 9. Appoint all committee chairpersons.
- 10. Hold at least one office hour per week in the Greek Office.

Section 2 The Vice President shall:

- 1. Perform the duties of the President in his/her absence or inability to serve.
- 2. Be responsible for overseeing all the cabinet members.
- 3. Be responsible for all programming pertaining to the NPHC (workshops, seminars, etc).
- 4. Perform all other duties usually pertaining to this office.
- 5. Maintain a 2.5 cumulative GPA throughout his/her term.
- 6. Hold at least one office hour per week in the Greek Office.

Section 4 The Treasurer shall:

- 1. Be responsible for the general supervision of the finances of the FIU National Pan-Hellenic Council.
- 2. Be responsible for the preparation of the annual budget and, following its approval by the NPHC, provide a copy to each organization. Receive all payments due to the NPHC. Collect all dues, and give receipts.
- 3. Be responsible for the prompt payment of all bills of the FIU NPHC.
- 4. Maintain up-to-date financial records; give a financial report at each regular

meeting of the NPHC and an annual report at the close of his/her term of office.

5. Sign National Pan-Hellenic Council contracts when authorized to do so.
6. Perform all other duties usually pertaining to this office.
7. Must maintain a 2.5 cumulative GPA throughout his/her term.
8. Hold at least one office hour per week in the Greek Office.

Section 4 The Secretary shall:

1. Keep an up-to-date roll of the members of NPHC and call attendance at all Council meetings.
2. Keep current statistics concerning the number of initiated members and neophytes for each NPHC chapter.
3. Keep FULL AND DETAILED minutes of all meetings of the FIU NPHC, and a record of all actions taken by the Executive Board.
4. Maintain a complete up-to-date file which will include the minutes of the meetings of the FIU NPHC; copies of all current contracts made by the NPHC; and current correspondence.
5. Be responsible for the official correspondence of the NPHC unless provided otherwise.
6. Perform all other duties usually pertaining to this office.
7. Must maintain a 2.5 cumulative GPA throughout his/her term.
8. Hold at least one office hour per week in the Greek office.

Section 5 Parliamentarian shall:

1. Advise on all questions of parliamentary procedure upon request by the President.
2. Maintain decorum and order at all meetings and shall certify all persons in attendance.
3. Having a In-depth knowledge and understanding of the FIU – NPHC Constitution and By-Laws.
4. Perform all other duties usually pertaining to this office.
5. Must maintain a 2.5 cumulative GPA throughout his/her term.
6. Hold at least one office hour per week in the Greek office.

Section 6 Historian Shall:

1. Keep NPHC website updated monthly.
2. Check NPHC website guestbook for new entries bi-weekly.
3. Take pictures at all NPHC events.
4. Keep a NPHC scrapbook of events with pictures.
5. Maintain Contact Information for the *Beacon* to alert them of all NPHC events.
6. Perform all other duties usually pertaining to this office.
7. Must maintain a 2.5 cumulative GPA throughout his/her term.
8. Hold at least one office hour per week in the Greek Office.

9. Maintain the FIU-NPHC digital camera in Good, working condition.

ARTICLE VI. THE EXECUTIVE BOARD

Section 1 The Executive Board shall:

1. Administer routine business between meetings of the National Pan-Hellenic Council when advisable and such other business as has been approved for action by NPHC vote.
2. Report all actions by the Executive Board at the next regular meeting of the NPHC through the President and the Secretary shall record the action in the minutes of the meeting.
3. Be responsible for facilitating new officer training with help from the advisor.

FIU – NPHC Committee Chairs

I. Public Relations Chair Shall:

- A. Post Flyers for Council Events around campus and the internet where applicable and admissible.
- B. Coordinate press releases, feature articles, advertising, and brochures relating to the council.
- C. Handle all campus and area press issues.
- D. Help promote the council and its mission with slide/tape presentations, brochures, flyers and other appropriate aids.
- E. Responsible for ALL publicity coverage of FIU - NPHC events.
- F. Work closely with the Historian.
- G. Perform all other duties pertaining to this office.
- H. Maintain a 2.5 cumulative GPA throughout his/her term.

II. Philanthropy Chair Shall:

- A. Be responsible for the Planning, Coordination, and the Execution of ANY and ALL community service events.
- B. Hold *at least* one (1) community service per academic semester.
- C. Maintain an accurate record of service events per academic term of every NPHC organization.
- D. Become acclimated with the mission and purpose of FIU's Dance Marathon.

- E. Serve as a liaison between NPHC and the FIU Dance Marathon Committee and coordinate teams to participate in Dance Marathon.
- F. Work Closely with the Historian and Public Relations Chair.
- G. Perform all other duties pertaining to this office.
- H. Maintain a 2.5 cumulative GPA throughout his/her term.

III. Special Events Chair Shall:

- A. Plan and organize events that bridge the gap between all member-organizations of the FIU - NPHC community. Sample events are:
 - 1. Study Sessions
 - 2. Movie Nights
 - 3. Luncheons / Dinner Socials
 - 4. Dances/Banquets
 - 5. Forums
 - 6. Retreats
 - 7. Black Greek Explosion
 - 8. NPHC Week
- B. Plan and Organize FIU-NPHC Week annually.
- C. Work closely with all other Student Organizations at FIU (BSU/BSA, CSA, and HSO) to collaborate on events.
- D. Work Closely with the Historian and Public Relations Chair.
- E. Perform all other duties pertaining to this office.
- F. Maintain a 2.5 cumulative GPA throughout his/her term

ARTICLE VII. THE NATIONAL PAN-HELLENIC COUNCIL

Section 1

It shall be the duty of the FIU National Pan-Hellenic Council to administer all business related to the overall welfare of the NPHC and to compile rules governing the NPHC, including intake and new member affairs, which do not violate the sovereignty, rights and privileges of member chapters.

Section 2

A. *Membership*

The FIU NPHC shall be composed of one delegate from each NPHC, Inc. chapter at FIU and from such NPHC, Inc. organizations as the NPHC may approve for membership.

B. *Selection of Officers*

NPHC delegates shall be selected by the respective organizations to serve for one calendar year.

C. *Meetings*

Regular meetings of the National Pan-Hellenic Council shall be held as determined by the Executive Board.

1. *Special Meetings* of the National Pan-Hellenic Council may be called by the President when necessary and shall be called upon the written request of any member delegate of NPHC. Meetings shall be held with at least 48 hours notice.

3. *Executive Board* shall hold one regular meeting bi-weekly. The Executive Board shall determine the time and place.

4. Meetings shall follow Robert's Rules of Order.

4. *Quorum* Majority of the member organizations shall constitute a quorum for the transaction of business.

D. *Voting* The voting body of the FIU NPHC shall be the delegates of each sorority/fraternity holding membership.

E. *Special Events* All member organizations shall have a minimum of 30% representation at all NPHC sponsored and Greek mandatory events. A fine of \$25 will be assessed if not followed.

F. *Events* All dates, including on and off campus events, shall be posted on the NPHC calendar in the Greek Life office

ARTICLE VIII. NATIONAL PAN-HELLENIC/GREEK ADVISOR

Section 1

The *National Pan-Hellenic/Greek Advisor* to the FIU National Pan-Hellenic Council shall be appointed by the Vice President of Student Affairs. The National Pan-Hellenic/Greek Advisor shall serve in an advisory capacity to the NPHC.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

Section 1

All members of the FIU NPHC shall act in accordance with fundamental National Pan-Hellenic policies established by the NPHC, Inc.

Section 2

All FIU NPHC rules and policies shall be in harmony with those currently established by the NPHC, Inc.

ARTICLE X. VIOLATIONS

- Section 1** Violations of any regulations of the Constitution or its related Bylaws shall be subject to penalties established by the FIU National Pan-Hellenic Council in conformity with those recommended by the NPHC, Inc.
- Section 2** Any dispute arising from violations of NPHC rules and regulations shall be adjusted through mediation.

ARTICLE XI. FINANCES

- Section 1** *Fiscal Year* The fiscal year of the Florida International University National Pan-Hellenic Council (FIU NPHC) shall be from July 1 to June 30.
- Section 2** *Contracts* The signatures of the President and either the Vice-President or Financial Vice President shall be required to bind the Florida International University National Pan-Hellenic Council.
- Section 3** *Payments* All payments due to the FIU National Pan-Hellenic Council shall be given to the Treasurer or Advisor, who shall record them. Checks for payment shall be made payable to the “***FIU National Pan-Hellenic Council.***” A fee will be assessed per every returned check.
- Section 4** *Membership Dues*
- A. ***Rosters:*** Rosters are due to the Office of Greek Affairs as part of the Greek Registration process in the fall and spring. This roster will be used by National Pan-Hellenic Council.
 - B. ***Amount Per Semester:*** The dues of each National Pan-Hellenic Council organization shall be \$25 per semester.
 - C. ***Time of Payment:*** The dues of each National Pan-Hellenic Council organization shall be payable at the regular NPHC meeting following the Greek Registration Packet due date each semester.

ARTICLE XII. THE EXECUTIVE BOARD

- Section 1** The Executive Board shall:
- 1. Administer routine business between meetings of the National Pan-Hellenic Council when advisable and such other business as has been approved for action by NPHC vote.

2. Report all actions by the Executive Board at the next regular meeting of the NPHC through the President and the Secretary shall record the action in the minutes of the meeting.
3. Be responsible for facilitating new officer training with help from the advisor.

ARTICLE XIII. INTAKE

Each member organization will report to the Greek Advisor their period of intake and follow the guideline set by their Organization.

ARTICLE XIV. ALCOHOL STATEMENT

As per the Alcoholic Beverage policy (Code of Conduct), Florida International University is committed to the responsible use of alcohol by students who are of legal age and choose to consume alcoholic beverages on the campus and university facilities. All organizations must adhere to the FIU Code of Conduct policies and its own National policies.

- A. The service, sale, possession or consumption of distilled spirits by student groups or organizations on University premises is prohibited.
- B. Persons must be at least 21 years of age to serve and be served, buy, possess, or consume alcoholic beverages while on University premises. Each student, or student group or organization, which serves or consumes alcoholic beverages on University premises, is responsible for insuring compliance with the University's rules and policies and all state and local laws concerning the service, sale, possession, and consumption of alcoholic beverages.

ARTICLE XV. HAZING

All forms of hazing including pre-initiation activities that are defined as hazing shall be banned. Hazing includes activities which intentionally, whether on or off sorority premises, produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; publicly wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and/or any other activities which are not consistent with the regulations and policies of the educational institution.

ARTICLE XV. RULES OF ORDER

The Florida International University National Pan-Hellenic Council shall be governed by Robert's Rules of Order, Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE XVI. AMENDMENTS

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, Secretary, and Parliamentarian.

Presentation of Amendments

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

Approval of Amendments

The proposed amendments shall be read at three different meetings and at the third meeting it shall be voted upon for approval. Approval shall be determined by majority vote.