Article IX
Meeting, Attendance, Voting, and
Participation requirements of member organizations

A. Attendance of meetings
   a. 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.
   b. Each member organization is required to send a minimum of one voting delegate
      i. Failure to comply with this regulation will result in a fine
      ii. Executive board members can not serve as voting delegates unless the member organization is comprised of 4 or less individuals
   c. There shall be no one other than those Southeast member organizations present at each meeting.
   d. 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. If the regular delegate is unable to attend a scheduled meeting of the NPHC, an alternate delegate can be sent in his/her place
         2. 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 96 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.
         3. Failure to submit an excuse within the specified period could result in an organizational fine.
      ii. An absence is incurred after a meeting has been called to order by the president or his/her designee.
      iii. Special meetings may be convened based on activities and events that either are sponsored by or affect NPHC.
      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
b. NPHC sponsored events shall be planned, organized, and executed by a single NPHC chapter
   i. All NPHC sponsored events shall be planned, organized by a single chapter and executed by NPHC as a whole.
   ii. If an event is to be co-hosted with a PHC and IFC please give notice to the organization whose week or weekend the event will be hosted on.
      a. Notification of said of event must be given via email at least 14 days prior to event. NPHC President must be copied on this email.
      b. Hosting events with Black Student Union and Association of Black Collegians is prohibited as a cohosting event during another organization’s week or weekend.
   c. If an organization is not planning to host events during their scheduled week or weekend they must notify the council at least two weeks in advanced; failure to notify the council will result in a fine.
      i. A weekend consists of three consecutive events over four days.
      ii. A week consists of five consecutive events over seven days.
   d. No NPHC organization can host an event or party on another organization’s week or weekend.
   e. NPHC executive board members are required to be present at each NPHC function and meeting unless excused by chapter advisor.
      i. Failure to comply will result in a fine
      ii. The fine will be assessed on the board members organization.
   f. 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 assessed to the member organization.

C. Voting
   a. Only current, financial member organizations of NPHC are allowed to vote in any business involving the entire council
   b. Each member organization receives a maximum of one vote
   c. 50% representation is necessary for any vote
   d. ALL voting is done by roll call or ballot vote, as decided upon by the delegates
   e. The system of majority rule is used in every decision with the exception of
      i. Amendments to the constitution
      ii. Modifications to the Election process
Article X
Financial and Administrative Obligations

A. NPHC CHAPTER AND INDIVIDUAL MEMBER CODE OF CONDUCT
   a. Each chapter and individual will strive for academic achievement and practice academic integrity
   b. 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.
   c. Each chapter and individual will protect the health and safety of all human beings.
   d. 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.
   e. Each chapter and individual will meet its financial obligations in a timely manner
   f. 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.
   g. 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.
   h. 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.
   i. 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.
   j. Each chapter and individual will challenge all fraternity and sorority members to abide by these fraternal obligations and will confront those who violate them.

B. DUES
   a. Dues for member organizations are due by the fifth week of the fall semester
      i. The dues are to be collected at the next meeting when the fifth week deadline has occurred.
      ii. Dues can be paid early
      iii. Fines are assessed on a bi-weekly basis for non-compliance
      iv. Fines are assessed at the end of every meeting(executive and/or general assembly)
   b. Dues are $100.00 per semester per recognized member organizations.
c. Dues are mandatory for member organizations
d. Dues may be paid by either cash or money order/cashier’s check.
e. Failure to comply will result in a fine.

C. FINES
   a. Fines will be assessed for the following:
      i. Absence from NPHC meetings
      ii. Absence from NPHC events
      iii. Failure to notify the council if your organization does not plan to host events during your week or weekend.
      iv. Failure to notify organizations of a cohosting event.
      v. Violation of NPHC Event Rules
      vi. Failure to pay or arrange payments of NPHC dues
      vii. Any NPHC organization that hosts and event during a pre-planned NPHC event.
   b. Fines are due immediately when they are assessed
   c. Fines will be assessed by the NPHC President, confirmed by the NPHC vice-president and NPHC advisor, collected by the NPHC Treasurer, and documented by the NPHC secretary
   d. The fine schedule is as follows:
      i. Unexcused absences (in matter of occurrence)
         1. $20.00
         2. $50.00
         3. $100.00
         4. EVERY TIME HEREAFTER $20.00
      ii. Failure to notify council if an organization is not hosting events on their week or weekend
         1. Weekend - $150
         2. Week - $300
      iii. Violation of NPHC Event Rules
         1. $200 for every offense
      iv. Failure to pay dues
         1. $50.00
         2. EVERY WEEK HEREAFTER $10.00

D. FINANCIAL STATUS
   a. Good financial status is defined as one of the following
      i. NO balance owed to NPHC
      ii. 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

B. Formal Complaint
   i. A letter shall be written to the NPHC Exec. Board within 2 weeks following the event
   ii. The Exec. Board shall review the letter and present it to the council by the next scheduled meeting
   iii. The council shall come to a vote on the issue to help amend the situation (unless tabled to the next meeting)
   iv. The president of NPHC shall inform the individual or organization by the letter of the decision of the council within five business days.

C. All appeals concerning decisions of NPHC will be handled by the Greek Life Director
   a. The Greek Life Director will be called to seat to hear the following:
      i. Alleged violations of the constitution and/or by-laws where specific sanctions are not outlined
      ii. 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.
   a. Hearing process
      The following are guidelines for convening, conducting, and resolving a hearing.
      i. The hearings will be carried out in a discrete manner in a closed session.
      ii. 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.
      iii. Meeting Order: The meeting should be called to order on the hour. The Greek Life Director 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 Greek Life Director.
3. There will be no time limit set for question and answer unless otherwise determined by the Greek Life Director.

4. Each party called for questioning shall remain at hearing location until properly dismissed by the Greek Life Director.

iv. 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.

v. 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.

vi. Following testimony the Greek Life Director will proceed into a closed-door session to discuss the findings and sanctions.

vii. 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.

b. Appeals Process

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

i. 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.

ii. Sanctions will not be enforced until the appeals process is exhausted.

c. Participation of the Chapter Advisors in Review Process

i. 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.

ii. One advisor from each involved chapter may attend the hearing as an observer/non-participant and act as a resource during the review process.

iii. The advisors assist the chapter in preparing a presentation to the Greek Life Director if necessary and the preparation of further appeals as desired.

iv. They receive a written copy of the resolution/sanction from the Vice President.

v. They make sure that deadlines are kept and closure to the issue is reached.
D. NPHC shall follow all rules set forth by the University and if any organization fails to adhere to these rules, the Greek Life Office or All University Judicial Board will be the primary disciplinary entity depending on policy(s) violated.

E. NPHC relinquishes the right to the Greek Life Office, to settle disciplinary problems except in the areas of:
   a. NPHC Constitution and by-laws
   b. NPHC Membership Intake
   c. Internal governance problems of NPHC

F. Any violation of university policy by a chapter can result in action by NPHC

G. NPHC reserves the right to support or disagree with any university action in regards to a member organization.

H. It will be the responsibility of the Greek Life Director to inform individuals and/or respective organizations of possible disciplinary action at least two weeks in advance.

I. NPHC council may by 2/3 vote, with each chapter receiving one vote,(excluding the chapter in question) make a recommendation to the Greek Life Office or Dean of Students Office urging the chapter in question to be expelled or suspended.

J. Any officer of an organization that has been expelled or suspended must and will be removed from office

K. 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

L. 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.

M. Sanctions for Minimum Standards Violations:
   a. Academic Achievement
      i. Failure to maintain the minimum specified chapter g.p.a each semester will result in review and sanctioning by NPHC.

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

      2. Second consecutive offense:
         a. The chapter continues on probation for a second semester and additionally loses their privilege of choosing open weekends for events.
         b. Chapter is still allowed to conduct their week.

      3. Third consecutive offense:
         a. The chapter will lose all social privileges and voting rights.
b. Chapter is allowed to conduct intake and participate in 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
   i. 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 Greek Life 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 Greek Life Director for a time extension
   ii. 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 can not 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.
      2. If two advisors are found within 30 days of the suspension, the chapter can return to full recognition status
      3. 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

A. All amendments to the NPHC constitution must be formally presented to the vice-president
B. The vice-president reviews the amendments and presents them before the general assembly
C. After a detailed discussion and all questions have been asked of the authors the amendment is put to a vote at the next meeting
D. The amendment will automatically die after it has not been voted on for one month after the initial debate and discussion.
   E. Two-thirds affirmative vote of quorum is needed for the amendment to pass.
   F. Only current financial member organization delegates are allowed to vote
   G. If the amendment fails, there is no further discussion on the amendment
H. 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 Greek Life.

Article XIII
Ratification

A. The NPHC constitution and all amendments will become valid once approved by the general assembly
B. All members and officers must adhere to the constitution immediately after passing
C. 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
____________________________________, Voting delegate of Zeta Phi Beta to NPHC
Anti-Hazing Statement

A. 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 the mental or physical health or safety of a student;
   d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and
   e. Any activity, in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

B. Hazing is inconsistent with Missouri laws/statues, University policies, the Student Code of Conduct, and fraternal/organizational laws. National Pan-Hellenic Council and its members agree to abide by the anti-hazing policy required of all student organizations at Southeast Missouri State University.