

**Constitution of the
 Valdosta State University Chapter
 Of the
 National PanHellenic
 Council
 Passed 12302
 Revised 61003,
 9308**

Preamble

The National PanHellenic Council; will be referred to as “The NPHC” or “NPHC.” The NPHC was formed to initiate, discuss, coordinate, oversee and maintain programs and activities of mutual interest to all NPHC organizations in an effective and systematic manner. We bind ourselves to carry out these objects and agree to abide by the following Constitution, Bylaws and Rules of Procedure.

The Constitution

Article I. Name

Section 1. The name of this chapter shall be The Valdosta State University Chapter of the NPHC; hereinafter referred to as “The VSU-NPHC.”

Article II. Membership

Section 1. Membership will consist of the undergraduate chapters of all NPHC organizations recognized by Valdosta State University

Section 2. Financial roster of the VSU-NPHC shall be regulated by the Treasurer.

Section 3. The following recognized fraternities and sororities are members of the local VSU-NPHC chapter; Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Phi Beta Sigma, Fraternitiy, Inc., Zeta Phi Beta Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., and Iota Phi Theta, Fraternity, Inc. The Greek lettered organizations stated above are considered active or inactive in status at Valdosta State University. No other organizations shall have the right to participate within the VSU-NPHC chapter.

Section 4. Criteria for Active Membership for each NPHC Organization

- A. Adhere to the rules and regulations and policies of the VSU-NPHC constitution and by-laws
- B. Remain in good financial status
- C. Be responsible for at least one community service project per semester in the Valdosta community.

- D. Participation in all meetings
- E. Organizations will be held accountable for violations against the VSU-NPHC constitution and bylaws of its membership organization. These violations must be resolved before the start of the probationary period in order to reactivate membership
- F. Active VSU-NPHC organizations cannot sponsor, pair, or facilitate any event with an inactive organization. If so, that active organization will be sent to the Executive Board for sanctions
- G. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members initiated within the current semester are excluded from dues until the following semester.
- H. If dues are not paid by the second general council meeting of that semester, the organization becomes inactive and must adhere to criteria for membership in Article II of Fines.
- I. Active members shall be the members in good standing

Article III. Officers, Terms of Office, Removal of Officers

Section 1. The elected officers of the VSU-NPHC shall be the President, the Vice President, the Secretary, the Treasurer and the Parliamentarian.

Section 2. Officers shall be current undergraduate students in good standing with the Institution.

Section 3. Officers shall have and maintain a minimum 2.5 cumulative GPA.

Section 4. Elections shall occur during spring semester meeting of the VSU-NPHC Chapter. Candidates must:

- (a) All candidates shall submit an application to the Greek Life Office.
- (b) Candidates shall be announced at least one (1) week prior to elections.
- (c) Elections of officers shall be decided by majority vote in which each active organization's delegate shall have one vote.
- (d) In the event of a tie the current President will vote to break the tie.
- (e) Candidates must be active in their chapters for 2 or more months (vice-president, secretary, treasurer, and parliamentarian). Candidates for the office of President must be active in their chapter for 6 or more months.

Section 5. No officer shall be eligible to serve more than one (1) term-Fall to Spring- in the same office, exceptions shall be made by Greek advisor and majority votes from delegates.

Section 6. A term of office shall begin and end on the last meeting of Spring Semester; each term lasting for one (1) full year.

Section 7. Any officer missing three (3) or more meetings per semester without legitimate excuse shall forfeit their executive office as well as any other positions they may be holding within The VSU-NPHC.

Section 8. No person may hold an executive position within The VSU-NPHC and within their individual organization simultaneously. Exceptions shall be made given the following circumstances:

(a) The VSU-NPHC and/or member organizations do not have enough members to fill executive positions.

(b) The VSU-NPHC and/or member organizations have only enough members to fill executive positions.

Section 9. The offices of President and Vice President may not be held by members of the same organization.

Section 10. In the event of the resignation and/or removal from office of any executive board member, notification of an open executive board position will be given at the next NPHC delegate meeting. Elections shall commence as stated in Article III, Section A.

Section 11. In the event of the President's resignation or removal from office the Vice President shall assume the position and powers of President and elections for Vice President shall commence as stated in Section 11 of this Article.

Section 12. The VSU-NPHC may remove any officer from the executive board for violations of the Constitution or for nonproductivity in their position given the following:

(a) A formal request for impeachment is presented to the officer in question and to the Executive Board by the Parliamentarian within two (2) weeks of the violation.

(b) The argument of the officer in question is heard on the day that the formal request is presented to the executive board.

(c) An impeachment request shall be voted upon one (1) meeting after the formal request is submitted.

(d) Impeachment is determined by threefourths (3/4) of the Executive Board.

Article IV. Duties of Officers

Section 1. The President shall

- be the chief executive officer of The VSU-NPHC
- preside over all meetings of The VSU-NPHC and The Executive Board, ensuring that they are conducted with decorum and discipline.
- be responsible for the overall coordination of The VSU-NPHC's functions.

- confer with the Executive Board concerning appointments of delegates to committees.
- Shall call and preside at all regular and special meetings of the VSU-NPHC
- maintain a working relationship with the VSU- NPHC advisor and serve as liaison between advisor, other counsels and the VSU-NPHC.
- enforce the laws and bylaws of the constitution.
- Shall maintain a complete and current president's file which will include: a copy of the current VSU- NPHC Constitution, bylaws, budget, VSU-NPHC resolutions, current correspondences, officer reports, chapter reports, goals and evaluations, etc.
- remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with the exception of impeachment trails.

Section 2. The Vice President shall

- Perform duties of President in his or her absence or inability to perform duties
- Assist the President in the performance of their duties
- Oversee committees and maintain committee reports

Section 3. The Secretary shall

- be responsible for keeping a current calendar of all Chapter and individual organization events.
- be responsible for keeping an accurate record of minutes at all meetings.
- be responsible for keeping a record of attendance for all representatives at meetings, activities and programs.
- be responsible for distributing minutes of each meeting to all organizational mailboxes.
- be responsible for informing the council of any dates that are not reserved at regular meetings.
- maintain a permanent bond file of all current and past minutes, constitutions, bylaws, and amendments as well as be responsible for all correspondence to organizations.

Section 4. The Treasurer shall

- work with President to maintain an accurate account of all the VSU-NPHC monies.
- maintain all financial accounts of the VSU-NPHC via the VSU-NPHC advisor.
- give a financial report at each meeting and submit a typed itemized list of all transactions on a monthly basis.
- be responsible for all deposits, balancing of the checkbook, and writing of receipts as well as be responsible for notifying members of the VSU-NPHC regarding all internal affairs (e.g. fines, notices, etc...).
- be responsible for recording community service reports of each chapter

Section 5. The Parliamentarian shall

- be responsible for maintaining order in meetings according to Robert's Rules.
- Serve as chairperson of Executive Board in the event of an organization's violations of the constitution and bylaws and will break all ties on the Executive Board but will not have voting power
- be responsible for handling all impeachment requests, determining their validity, and reporting them to the Executive Board.

Article V. Programs and Projects**Section 1.** The Programs and Projects are as follows:

(a) Community Service: The VSU-NPHC shall plan and organize one (1) major community service activity each semester.

(b) Social Activities: The VSU-NPHC shall reserve the first (1st) week of the Fall Semester as VSU-NPHC Welcome Back Week. During Spring Semester The VSU-NPHC shall plan and organize a Greek Picnic. The VSU-NPHC also reserves all rights to the first (1st) club date of each semester.

(c) Calendars: The VSU-NPHC shall release a monthly calendar comprised of all events, excluding Membership Intake programs/events, of The VSU-NPHC as well as all member organizations. All times will be handled on a "first come first serve" basis. The Secretary shall organize and maintain this program.

Article VI. Delegates

Section 1. The VSU-NPHC shall be comprised of two(2) consistent delegates from each affiliate chapter to attend bi-weekly meetings

Section 2. Delegates of the VSU-NPHC shall be selected by their fraternity or sorority chapter to serve for a term of one semester commencing on the last meeting in the current semester.

Section 3. Each organization is able to have an alternative delegate to take the place of one consistent delegate.

Section 4. Delegates shall attend all regular and special meetings.

Section 5. Delegates shall not serve at the same time as officers of the VSU-NPHC

Section 6. Delegates shall vote for their respective organizations, and each member organizations of the VSU-NPHC shall have only one vote

Article VII. Meetings

Section 1. The Secretary and Treasurer will work together to keep up to date files on attendance, minutes, agendas, fines, dues, or other fees, on a weekly basis

Section 2. The fine for not having any delegates present at the bi-weekly meeting is \$30. Also if either delegate is late there will be a \$10 fine per member.

Section 3. A delegate is excused at the President's discretion only if prior notification is given twenty-four hours in advance. A written document must be submitted within those twenty four hours.

Section 4. Conduct and order of the meetings will be left to the discretion of the Parliamentarian. Meeting disruptions, to be determined by the Parliamentarian, will be defined as follows:

1st Disruption: Verbal Warning

2nd Disruption: \$5

Additional Disruption: \$2 per occurrence

Section 5. Meetings of the council shall be bi-weekly and given notification if changes

Section 6. Special or emergency meetings, called by the President will be announced at least one week prior to the date, unless he/she determines that immediate action is necessary. Presidents of each organization will be notified via their Valdosta State email

Article VIII. Committees**Section 1. The Judicial Board****Section 1: Composition**

In the event of necessity, the Judiciary Board shall consist of the NPHC executive board officers. These are the representative to the council. The Parliamentarian of the Council shall also serve on the Judiciary board as the presiding officer, but does not have a vote.

Section 2: Purpose

The purpose of the Judiciary Board shall be to hear, review, investigate, and pass judgment on any Greek Letter Organization or member of one of these organizations accused of violating any rule or regulation set forth by the Council of Valdosta State University

Section 3: Powers and Duties

The Judiciary Board:

- a) shall have the right to serve on individual or organization activities with the Council and recommend that activities be served with the University for a specified period;
- b) shall have the right to recommend to the University that an individual or organization serve its relationship with the University for a specified period;
- c) Shall have the right to levy taxes (fine) on an organization and/or individuals in that organization in accordance with the violation, and
- d) Shall ensure that all recommendations concerning disciplinary measures be submitted to the Advisor. All recommendations must be acted upon or enforced by the Advisor within in seventy two (72) hours of receiving them from the Councils Judiciary Board.

Section 4: Proceedings

- a) The Judiciary Board shall notify organizations or individuals at least seventy two (72) hours in advance of the hearing in writing by hand delivery if possible and otherwise by registering mail at the last mailing address of the organization or individuals involved. The notice shall contain the following:
 1. the date, time, and place of hearing
 2. a statement of the specific charges and
 3. The names of witnesses schedule to appear.

Article IX. Monies

Section 1. All incoming monies shall be the sole responsibility of the Treasurer.

Section 2. All checks must have signatures from both the President and the Treasurer.

Section 3. All chapter check requests must be submitted in writing to the Treasurer via check request forms. No cash will be accepted.

Section 4. Check request forms will be provided for all delegates upon request.

Section 5. Delegates must provide an original receipt for purchases no later than 24 hours after the purchase has been made.

Section 6. If a delegate fails to provide the original receipt for the purchase, he/she will be held accountable for any VSU-NPHC funds that are not accounted for in the bank statement immediately following the violation.

Article X. Amendments

Section 1. The Constitution may be amended by two-thirds (2/3) vote of the active members (present and voting) at a regular meeting of The VSU-NPHC, following the regular meeting at which such amendment has been read and a copy thereof provided for the Secretary.

Section 2. The President, acting as an agent of The VSU-NPHC, shall provide written notice of any changes of this Constitution to The VSU-NPHC Chapter Advisor, as well as to all other necessary sources within thirty (30) days.

Section 3. If a chapter GPA falls below a 2.5, social probation for (1) semester will be implemented and other documents needed will be determined by the executive board. Failure to meet minimum GPA requirements according to Article IX, Section 1(a), will result in further disciplinary actions.

Bylaws**Article I. Dues**

Section 1. The sum of \$8 per active member per semester shall be levied upon each member organization of The VSU-NPHC as dues.

Section 2. Dues are due the second (2nd) meeting of each semester

Section 3. Each member organization is responsible for submitting a current active member list to the Treasurer no later than one (1) week before dues are due.

Section 4. Suspended member organizations shall pay dues by the first (1st) meeting of the semester that they are reactivated into The VSU-NPHC.

Article II. Fines and Regulations

Section 1. Any organization that cannot attend VSU-NPHC fundraiser or service project must give a one week notice in writing. The fine for not giving a one week notice shall be \$50.00.

Section 2. Each member organization shall be represented at all VSU-NPHC meetings. The fine for missed meetings shall be \$30.00 per member.

Section 3. Member organizations shall be fined \$25.00 for nonattendance of their designated task force individual.

Section 4. Member organizations involved in misconduct either at another member organization's event or an event of The VSU-NPHC shall be fined the following: \$200.00 or \$50.00 per member in violation; whichever is the greater amount, as restitution to that organization..

a. The event host shall receive payment.

- i. Both organizations must present their case to the Executive Board immediately following the incident. Failure to attend meeting, will result in automatic payment or loss of payment.

Section 5. Member organizations that have an event on another member's assigned Greek Week shall be fined \$500.00 for each event as restitution to that organization. An event containing the member organization's name that is not registered through the Greek Life Office is still considered an event). This fine can be avoided by contacting the president of the opposed organization within ample time of the date. Mediation between the two presidents will be worked out and one president is responsible for contacting the President or Parliamentarian of the VSU-NPHC. If no agreement is made and the event is held regardless, then the chapter who scheduled the event last will be responsible for the \$500.00 fine.

Section 6. The Treasurer must be notified of a violation at The VSU-NPHC meeting immediately following the violation.

Section 7. Notification shall be sent to the violating organization from the Treasurer stating details of the violation and the fine (if applicable) within one (1) week (7 days) of the violation.

Section 8. Exemption requests shall be made by member organizations to the Executive Board.

Section 9. Exemption requests shall be approved or denied by majority vote of the Executive Board.

Section 10. Fines and dues must be paid 14 days after the organization has been notified of the violation. After the 14th day fines shall accrue penalties of \$10 daily for 1 month (weekends included); at the end of 1 month the organization is no longer in good standing and will be put on social

probation. Fines will roll over to the following semester for events held during the last week of school.

Section 11. In order to get off social probation for the upcoming semester the organization must pay the fines owed.

Article III. Weeks

The definition of a “chapter week”: One seven day period beginning Sunday, to be hosted in the spring semester of each year. Weeks that celebrate national founding or chapter dates take precedence. Weeks are to be hosted by ONE chapter, so that week hosted by two or more chapters do not count. Each NPHC organization shall have one week to monopolize during the spring semester). That week must be determined during the Fall Semester. During that week, no other organization shall host any social or fundraising events, unless its community service off campus. Service and educational events put on by other chapters during that week can be approved at the discretion of the host chapter. An organization that wishes to host an event during another chapter’s week must notify the host chapter president and NPHC secretary in writing at least two weeks in advance. The host chapter has the option to accept or deny the other chapter to have an event during their week. NPHC will also hold an NPHC week in the fall. The social, service, and fundraising committees will each hold at least one event during this week. All organizations are required to participate and are encouraged not to schedule a week or any events during this time.

Article IV. Parliamentary Authority

Section 1. *Robert’s Rules of Order, Newly Revised* shall serve as the parliamentary authority for VSU-NPHC.

Article V. Rules of Procedure

Section 1. The Rules of Procedure shall stand amended by a simple majority vote taken at a regular meeting of The VSU-NPHC.

Rules Of Procedure

- Rule 1.** The following agenda shall stand adopted;
- Call to order by President
 - Minutes of the Previous Meeting
 - Introduction of Visitors and/or Guest Speakers
 - Officer reports (Elected)
 - Committee Reports
 - Unfinished Business
 - New Business
 - Informal Discussion
 - Closing/Adjournment

Rule 2. Any member who offers a motion shall be permitted to speak in favor of that motion, then any concurring or opposing position is heard.

Rule 3. No member shall be permitted to speak more than once on a particular motion

Rule 4. The Chair shall entertain, as much as it is possible, any alternating views on any particular question.

Rule 5. The Secretary shall produce a typed copy of the minutes to any member who asks for them.

Rule 6. All committee chairpersons shall make their reports in writing.

Rule 7. All officers shall remain responsible for reports assigned to them and accepted by them in the presence of The VSU-NPHC.

(a) Regardless of whether they are able to attend the meeting their report is due. Officers who anticipate an absence shall provide the Secretary with their report prior to the meeting.

Article VI. Risk Management

Section 1. All member organizations must abide by The Institution's Greek Risk Management Policy.

Section 2. Hazing shall not be tolerated from any member organization of The VSU Chapter. Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities include creation of excessive fatigue, physical and psychological shocks, wearing apparel that is conspicuous or not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, late night sessions that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of VSU student organizations as well as The VSU-NPHC.

Article VII. Affiliate Organizations

Section 1. The Chapter shall support the programs and activities of the following organizations:

(a) **Valdosta State University Greek Council**

The Chapter shall at all times support and assist the programs of The Valdosta State University Greek Council

Article VIII. Student Organization Requirements

Section 1. Responsibilities of Registered Organizations

**As a VSU registered organization your organization has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's registered status. Those responsibilities include:

- (a) As of Fall 2004 each registered organization must be willing to host and register with The Office of Student Life, two events a year. One event must be an on campus activity (excluding “The Happening”) and one community service event.
- (b) Each organization will be responsible for complying with federal, city codes, and all laws for the State of Georgia and including, but not limited to, Valdosta State University Student of Code Conduct. This code of conduct can be found at www.valdosta.edu/stlife/handbook.
- (c) Each organization is responsible for the activities and/or actions of nonstudent members and guest while participating in any function sponsored by that organization.
- (d) All organizations are responsible for planning, supervising, and ensuring the safe operation of each of their programs.
- (e) All organizations are to secure their own facilities and see to it that they are used for the purpose for which they were scheduled.
- (f) Each organization should function using sound financial management and is responsible for any debts that they incur.
- (g) Organizational information must be kept current with the Office of Student Life. This includes a current list of officers, members, and your advisor(s) with contact numbers and addresses for each. You will receive an update form to complete and return to the Office of Student Life once a year. You are required to return this information even if no changes have occurred. However, if changes occur within the year you are required to immediately resubmit an update form.
- (h) Your organization must maintain an advisor at all times. If at any time your organization finds itself without an advisor and is having trouble finding one, please contact the Office of Student Life immediately and we may be able to assist you in your search.
- (i) Organizations must register and inform the Office of Student Life of all events hosted by your group. A submission form can be found on the web at www.valdosta.edu/stulife/ and then click “forms” or you may make copies of the one included in this manual.
- (j) The president or their appointee and the advisor of each organization must attend the annual Student Organization meeting. This meeting is held every year during fall semester. Notices, emails and school newspaper ads are used to announce the day and time. This meeting is used to disseminate any new information on policies or procedures

that pertain to student organizations, to announce upcoming events, to share any other important information, and to give each organization their new update form.

Section 2. Additional Expectations of Greek Letter Fraternities and Sororities

- (a) Adhere to the principles and ideals contained in your Ritual.
- (b) Comply with all your national policies (hazing, risk management, meeting attendance at national conventions and leadership schools, new member education, etc.)
- (c) Attend all training sessions, retreats, meetings and workshops such as Greek Council, IFC, CPH, NPHC, etc.
- (d) Achieve a chapter GPA that is equal to or exceeds Valdosta State University's all women's or all men's average.
- (e) Update your chapter roster by the end of finals each semester. This will ensure that you have an accurate roster for scholarship compliance, payment of dues to NPHC Constitution 11 of 12 your respective councils, and verification of membership figures with national headquarters.
- (f) Comply with the Greek Risk Management Policy.
- (g) Submit the names of new members to the Assistant Director of Student Life for Greek Life after recruitment/intake to have the most accurate roster for posting of recruitment results and for new member seminar attendance figures.
- (h) Comply with the Human Dignity statement both as individuals and as a group.
- (i) All new members must attend the New Member Risk Management Seminar.
- (j) NPHC groups must inform the Greek Advisor prior to intake of the dates for intake activities by the date listed on the calendar.
- (k) In order to be a registered student group at VSU, groups must have an active Alumni advisor and a VSU faculty or staff advisor.
- (l) No groups will participate in a little brother/sister program.
- (m) Comply with the Greek Excellence Program in its entirety.
- (n) A representative from the chapter and a chapter advisor must attend the annual Student Organization meeting each fall.
- (o) All persons considered to be registered for classes as a part of the South Georgia Regional Consortium will NOT be eligible for membership in Greek letter social organizations.

Article IX. Greek Life Requirements

Section 1. Each organization must meet minimum standards for the Office of Greek Life.

(a) A minimum cumulative grade point average of 2.5 must be met by each organization to stay in good standing.

(b) Attendance of 50% plus 1 member must be in attendance to The VSU-NPHC community services.

(c) 80% of a chapter must host and/or attend a minimum of 2 educational programs. Organizations who do not meet requirements will lose good standing.

Section 2. The Valdosta State University and National PanHellenic Council Constitution does not apply during the summer.

Section 3. After 3 fines in 1 semester, at the discretion of the Executive Board, the chapter will be brought in for a hearing concerning social probation

(a) Social probation lasts for three consecutive months. Probation rolls over per semester until the 3 months are complete.

Section 4. If a chapter is on social probation during Spring semester they lose the rights to have a Greek Week, making it available for another organization to host events during that time period.

Section 5. All flyers and sheet signs must be approved by Event Services and the Office of Greek Life.