**NATIONAL PAN-HALLENIC COUNCIL OF EASTERN ILLINOIS UNIVERSITY CONSTITUTION AND BYLAWS**

**ARTICLE 1 – NAME**

The name of this organization shall be the National Pan-Hellenic Council (NPHC) of Eastern Illinois University, Charleston, Illinois.

**ARTICLE 2 – PURPOSE**

It is the mission of the National Pan-Hellenic Council to promote cooperation and harmony between member organizations, between members and other campus organizations in developing the best possible public image for the Greek community.

The purpose of the National Pan-Hellenic Council shall be as follows:

1. To act as a unifying body that promotes scholarship, community service, campus involvement, and success for each active organization.
2. Preserve the cultural heritage of the historically Black community service Greek organizations.
3. Provide programs designed to enhance the social, cultural, and educational life of Eastern Illinois University minority community.
4. Act in accordance with The National Pan-Hellenic Council, Inc., and Eastern Illinois University.
5. Support Greek Unity in the effort to coordinate and plan all-Greek programs and to foster ongoing communication between the four governing councils in the fraternity and sorority community at the Eastern Illinois University.

**ARTICLE 3 – MEMBERSHIP**

**Section 1: Membership Organizations**

The National Pan-Hellenic Council shall consist of currently enrolled students who are active members of the local chapters of the NPHC at Eastern Illinois University. They include the following: Alpha Phi Alpha Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc.

**Section 2: Active Organizations**

*Active Organizations* must meet the following requirements in order to hold membership in the council and participate in council affairs:

1. Maintain at least 2.50 minimum term grade point average (GPA) each semester.
2. Pay NPHC membership dues $25 per active member (each semester to NPHC of Eastern Illinois University.
3. Maintain at least 5 active members.
4. Complete six-community services projects per academic year. These may include the four organized by the National Pan-Hellenic Council. (Documentation of these projects will be handed in each semester on the date established by the NPHC Advisor and Executive Board.)
5. At least 50% of an organization’s members must participate in each activity sponsored by the National Pan-Hellenic Council. The executive board will consider excused absences if given to the board at least one week prior to the event.
6. Each organization may have no more than three unexcused absences from the National Pan-Hellenic Council meetings in one semester. (Refer to Attendance Policy Article 11 Section 3)

**Section 3: Inactive Chapters**

*Inactive Organizations* are those who have been suspended by their National Organization or Eastern Illinois University, financially inactive for that semester/previous semester, or do not register at least a minimum average term chapter grade point average (GPA) of a 2.50 each semester.

*Financial Inactive Status* is when a member organization fails to pay their designated chapter dues or fines.

When a member organization fails to pay their designated chapter dues or fines within 30 days of being notified then the following shall be revoked:

A. Voting privileges in NPHC meetings.

B. The right to initiate, co-sponsor, conduct, or participate in any activities, functions, or programs on or off Eastern Illinois University campus, even if said activities were already on the Council Calendar or not.

C. The right to actively participate in Council meetings.

**Section 3a: Greek Probationary Status**

*Greek Probationary Status* are those chapters that do not maintain at least 5 active members.

Chapters must abide by the following guidelines while on Greek Probationary Status:

1. Chapter will not be able to host any fundraisers or socials events on or off campus.
2. Chapter must submit a Chapter Recruitment/Outreach Action Plan.

**Section 3b: Academic Warning**

When a member organization falls below a 2.50 GPA for the terms they will be place on Academic Warning.

Chapters must abide by the following guidelines while on Academic Warning:

1. Schedule an academic planning meeting within 10 business days of the semester that the chapter is placed on Academic Warning with the Student Life Office.
2. Submit a Chapter Academic Progress/Improvement Action Plan to the Student Life Office or NPHC Advisor within 10 days of the semester that the chapter is placed on Academic Warning.
3. The chapter is allowed to participate NPHC sponsored events including socials but can not host social events during the semester of the academic warning period. (Social Events will be defined/determined by the Student Life Office.)

Note: If the following guidelines are not followed and/or GPA falls below a 2.50 GPA for a consecutive semester, the chapter will be placed on Academic Probation. Acceptation can be for individual chapter members who have achieved a 2.7 or higher.

**Section 3c: Academic Probation**

When a member organization falls below a 2.50 GPA for a second consecutive semester the following shall be revoked:

1. Voting privileges in NPHC meetings.
2. The right to initiate, co-sponsor, conduct, or participate in any activity’s functions, or programs on or off Eastern Illinois University campus, even if said activities were already on the Council Calendar or not.
3. The right to actively participate in Council meetings.

**ARTICLE 4: STRUCTURE**

**Section 1: The Body (representative, voting members)**

1. The Body will consist of one active member from each good standing organization within NPHC.
2. General Body meetings will be held weekly or as needed.
3. The Body has voting powers on all matters. (One vote per active chapter)
4. When an unresolved situation arises, or when The Body deems it necessary, the executive board will be empowered to make the final decision with notification to the general body.
5. The Body may also choose to recommend any business-related dispute to the Executive Board and/or an agreed impartial source to decide on the matter. (The impartial source will consist of all NPHC advisors, currently overseeing council chapters seated on the EIU campus).
6. The Body has the power to elect officers.

**Section 2: Executive Board**

1. The Council President will serve as the chair of the Executive Board.
2. The Executive Board consists of the following: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Parliamentarian, and Public Relations.
3. The Executive Board will meet weekly or as needed, to discuss, evaluate, and review activities involving member organizations, meeting agendas, etc.
4. The Executive Board shall have the power of the Body in emergencies that necessitate action between meetings. A report of actions taken must be presented at the next regular meeting.
5. When empowered by the Body, the Executive Board may resolve internal matters.
6. The NPHC Advisor along with the NPHC chapter advisors will handle all appeals to recommendations made by the Executive Board (NPHC Chapter Advisors will be made aware of all appeal decisions within 24 hours)
7. Each board member will hold his/her positions for one year term.
8. The NPHC Advisor must attend all Executive Board meetings.

**Section 3: NPHC Advisor**

1. The Program Specialist of the Student Life Office and/or designated graduate assistant, shall serve as the NPHC Advisor. In the absence of the Program Specialist of the Student Life Office, the Director of the Student Life Office will become the Advisor.

**Section 4a: Standing Committees**

Standing committees shall be formed for the following NPHC related business: Event Planning, Public Relations, Council Enhancement and Community Service.

**Section 4b: Special Committees**

Annual special committees shall be formed for the following NPHC events: Homecoming, African American Heritage Month, Greek Week and Awards and BSR Step Show (Bi-annually).

**Section 5: The University**

A. The National Pan-Hellenic Council is under the jurisdiction of the University and must adhere to all university rules and regulations thereof.

B. The University has power over all Greeks in association with the National Fraternal Offices of each respective member organization.

**Section 6: Liaisons**

NPHC Liaisons are responsible for establishing positive campus relations, representation and communication among other recognized student organizations campus wide.

1. NPHC Liaisons shall consist of chapter representatives appointed by NPHC to serve as liaisons to University Board, Black Student Union, IFC, PHC, LASO, Student Government, African American Heritage Month, Black Student Reunion, NAACP, DAC, STRONG, ASA, Homecoming, and Greek Week. Priority to fill BSU, IFC/PHC, NAACP, Strong H.E./S.H.E, ASA
2. Liaisons shall be responsible for attending or receiving minutes from meetings of each organization he/she is appointed liaison to.
3. Liaisons are responsible for giving weekly NPHC reports at each liaison meeting he/she attends.
4. Liaisons are responsible for submitting weekly oral reports to the NPHC. If duties are not fulfilled this may result in removal from position.
5. Registered Student Organization liaisons will be selected based on entire council member rotation, unless otherwise noted.

**Section 7: Appointed Chairs**

Appointed Chairs will abide by executive board guidelines

1. Risk Management Chair

**ARTICLE 5 – EXECUTIVE BOARD**

The Executive Board consists of the following: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Parliamentarian, and Public Relations.

**Section 1: President**

It shall be the duty of the **PRESIDENT** to:

1. Preside over all meetings and to enforce the constitution of the Council.
2. Declare the results of Council voting.
3. Call special or emergency meetings.
4. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation.
5. Regularly coordinates Fall/Spring Retreats.
6. Chair the executive board.
7. Delegate administrative duties to executive officers and call for reports from them, as well as chairpersons, as he/she deems necessary.
8. Request the removal of any person from any Council meeting with due cause.
9. Establish the agenda for each meeting consistent with Article VI, Section 2.
10. Establish and maintain regular weekly/bi-weekly meetings with NPHC Advisor(s).
11. Maintaining accurate files, records, reports in conducting NPHC business.
12. Establish effective decision-making processes that will enable NPHC to achieve its long- and short-term goals and objectives.

**Section 2: 1st Vice President**

It shall be the duty of the **1st Vice President** to:

1. Assist the President in the performance of his/her duties and to act in the place of the President when necessary.
2. Shall coordinate academic study tables for NPHC council
3. Shall assist with coordination of Academic Support Meetings for academically inactive members.
4. Shall coordinate the programs of the NPHC, as well oversee planning for social events.
5. Assist the NPHC President in creating, communicating, and implementing the vision, mission, and overall direction of the NPHC organization.
6. Perform other responsibilities as assigned by the NPHC President or the Advisor.

**Section 3: 2nd Vice President**

It shall be the duty of the **2nd Vice President** to:

1. Conduct Roundtable Meetings and Educational Workshops for chapters to enhance the importance of academic achievement.
2. Refer member chapters to the Executive Board when they fall below the minimum grade point average requirement outlined in Article III, sec. #2, letter F.
3. Encourage chapters to apply for scholarship programming awards through the Greek Awards night.
4. Preside over meetings in the absence of the President and the 1st Vice President.
5. Conduct Roundtables and Educational Programs related to Membership Recruitment.
6. Shall advise all special committees (i.e. – Homecoming, Step Show, African-American Heritage Month, Greek Week, Fellowship, Hospitality)
7. Be the liaison between PHC and IFC and be a representative on the Greek Week Steering Committee.

**Section 4: Treasurer**

It shall be the duty of the **Treasurer** to:

1. Keep an accurate account of all funds received and dispersed.
2. Provide receipts for all funds spent upon request.
3. Deposit all funds received after verification by the executive board.
4. Issue checks of bearing the signatures of the advisor and any other signature member of the Executive Board.
5. Present a financial status report to the Body at each regular meeting or whenever requested by the President.
6. Preside over all meetings in the absence of the President, 1st Vice-President, and 2nd Vice-President.
7. Collect all fines and fees incurred by members/chapters to National Pan-Hellenic Council.

**Section5: Secretary**

It shall be the duty of the **Secretary** to:

1. Maintain accurate minutes of all proceedings at general body meetings, emergency meetings, and executive board meetings with the following information:
2. Every motion.
3. The name of the representative and organization who introduced the motion, as well as the name of the second and his respective organization.
4. The action taken on the motion, i.e. tabulation of all votes.
5. Date, time, and place of the next general body meeting and or executive board meeting.
6. Compile all minutes in the NPHC file.
7. Present the minutes of the previous meeting to the body for approval prior to the start of the current meeting.
8. Have on-hand all records and information committed to his /her care including:
9. A roster of all member organizations.
10. A roster of chapter advisors, presidents, voting representatives and their alternates.
11. A roster of all National Pan-Hellenic executive officers.
12. Current campus mailing addresses, local phone numbers, and email of those listed above.
13. Manage the correspondence of the council, both within and outside the membership.
14. Maintain a correspondence file and read any copies of correspondence before the Council with one- week prior notification.
15. Notify all participating member organizations of meetings pertaining to them.
16. Reserve all meeting rooms, submit campus clip materials, and maintain NPHC calendar of events.

**Section 6: Parliamentarian**

It shall be the duty of the **Parliamentarian** to:

1. Be well versed in Robert’s Rules of Order, maintain order in NPHC meetings.
2. Be well versed in the Constitution and by-laws of the National Pan-Hellenic Council.
3. Serve as interpreter in the case of any procedural dispute.
4. Remove any member from any meeting at the request of the President of the Body.
5. Impose penalties according to the National Pan-Hellenic Council Fine System.
6. Have on-hand a copy of this constitution.

**Section 7: Public Relations**

It shall be the duty of the **Public Relations Chair** to:

1. Take pictures at various NPHC and chapter events.
2. Prepare a yearly scrapbook/slide show/board presentation consisting of photos, articles, etc.
3. Keep a file including pictures, articles, awards and other written documents relating to the National Pan-Hellenic Council.
4. Establish and maintain a web site for the council.
5. Oversees all marketing efforts including but not limited to: day of marketing, social media, and tabling outreach.
6. Manages all social media, including but not limited to: TikTok, Instagram and Twitter.

**ARTICLE 6: MEETINGS**

**Section 1: Meeting Formats**

1. The President shall serve as chairperson at all scheduled and emergency meetings.
2. Parliamentarian, at the discretion of the President, shall maintain order during meetings.
3. Any disruptive misconduct from any chapter and/or member may result in a fine by the Parliamentarian. (See Article 8, Section 3). If misconduct continues, the president may eject the disruptive member and/or chapter.
4. Each meeting shall run according to Robert’s Rules of Order at the discretion of the Council.
5. For every NPHC meeting, a representative and/or executive board member will be considered tardy if 15 minutes late being tardy counts as half an absence. If more than 30 minutes late, an unexcused absence will be given.

**Section 2: Format Agenda**

The following agenda outline shall be adhered to at all scheduled non-emergency meetings.

1. Call to Order
2. Guest Speakers
3. Secretary’s Report
4. Public Relations Report
5. Parliamentarian’s Report
6. Treasurer’s Report
7. 1st Vice President’s Report
8. 2nd Vice President Report
9. President’s Report
10. Advisors Reports
11. Chapters Reports
12. Liaisons Reports
13. Committee Reports
14. Old Business
15. New Business
16. Announcements
17. Adjournment

**Section 3: Admittance to Meetings**

1. All scheduled Body meetings are open to NPHC members, guest speakers, and liaisons unless otherwise specified by the Body.
2. All Executive Board meetings are closed to Board members and National Pan-Hellenic Council advisors only. If each chapter is not represented on Executive Board, chapters who are not represented may attend executive board meetings but may not hold voting rights.

**ARTICLE 7: REPRESENTATIVES**

**Section 1: Official Representation**

Organizations must declare one Official Representative and an alternate in writing to the Council no later than the second meeting of each semester. Organization must notify the council in the event of a change in their Official Representative. If an Official Representative is not submitted, one will be appointed. Each active organization shall have one vote to be cast by one Official Representative. Executive Officers cannot function as representatives, nor vote for their respective organizations unless by proxy. The Executive Board shall approve any exceptions.

**Section 2: Responsibilities of Representatives**

1. Representatives must be able to give chapter reports and address NPHC matters on behalf of his/her organizations.
2. Representatives will hold voting rights and the power to make decisions on the behalf of his/her organization.
3. Representatives must be in good standing.
4. Representatives for NPHC are held accountable for actions, conduct and fulfillment of the duties of their organizations.
5. Organizations in NPHC are held accountable for actions, conduct, and fulfillment of the duties of their Representatives.

 **ARTICLE 8: ELECTIONS, LENGTH OF OFFICE AND VACANCIES OF OFFICERS**

**Section 1: Elected Officers**

The elected officers will consist of the following positions: President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Parliamentarian, and Public Relations.

**Section 2: Qualifications of Officers**

1. For a member to be eligible for the nomination of any office, they must have a semester grade point average 2.50 and a cumulative 2.50 grade point average.
2. Must be in good financial standing with NPHC of Eastern Illinois University, their local and national chapter.
3. For a candidate to be eligible for the nomination of NPHC President, 1st Vice-President, and 2nd Vice President, he/she must have been an active NPHC member for one semester. Members of the council that attend 3/4 of all NPHC council meetings are active members.
4. Members of the same organization shall not hold the executive positions of PRESIDENT, 1st VICE PRESIDENT, and TREASURER during the same term of office. (unless under certain situations)
	1. I.e. Number of chapters on campus
5. If elected President of NPHC of Eastern Illinois University, the elected President may not serve as President of any other NPHC organizations.
6. For a candidate to maintain a NPHC Executive office, he or she must have a cumulative GPA of 2.50 throughout the term of office.
7. Must be apart of an active NPHC chapter.

**Section 3: Nominations**

1. Members of the NPHC organizations may nominate individuals for executive board positions.
2. Nominations must go as follows.
	1. Nominator #1: I (NAME), nominate (Nominee Name) for the position of \_\_\_\_\_\_\_.
	2. Nominator #2: I (Name), second the nomination.
	3. President/Election Officials: (Nominee Name), do you accept the nomination for \_\_\_\_\_\_?
	4. Nominee must accept the nomination for the position.
3. Nominations must be made during designated meeting.

**Section 4: Presentations**

1. The duties and responsibilities of each office must be read to the candidates one-week before and on the day of the elections.
2. Candidates’ presentations are restricted to up to 5 minutes per candidate. This presentation should include the candidates’ qualifications, experience, character, background and ideas.

**Section 5: Elections**

1. Elections shall be conducted by secret ballot, adhering to the order of ascending office:
	1. President
	2. 1st Vice President
	3. 2nd Vice President
	4. Treasurer
	5. Parliamentarian
	6. Secretary
	7. Public Relations
2. Candidates must win by a simple majority vote of active chapters.
3. Each active organization has one vote per office.
4. In the event of a tie, there will be a run-off between those candidates who tied. All other candidates will be eliminated. In the event of a second tie, the Executive Board will be the deciding vote.
5. Election results will be tabulated immediately following each vote by the NPHC Advisor.
6. In the event of a vacant office the Executive Board will appoint the next officer.

**Section 6: Term of Office**

The term of the office shall be for one complete year, from April of the year of their election to April of the following year. Each elected officer shall be able to serve no more than two consecutive years.

**Section 7: Transitions and Training**

1. Transitional Ceremony: During this ceremony the exiting officer will hand over all of the material, tools, and documents of their position to the new officer.
2. Current office and elected office should hold a transitional meeting to discuss goals and hand over ideas the week prior to finals.
3. After the election, the remainder of the semester will serve as a training period during which time the elected officers will become familiar with the duties of the office.

**Section 8: Removal of Officers**

1. Members of the Executive Board may be removed upon proof of probable cause by a majority vote from active NPHC member organizations.
2. Executive Board officers will be immediately removed if they fail to meet all requirements which includes but not limited to:
	1. The GPA minimum of 2.50.
	2. Continuous failure to respond to emails, communication, or any type of contact.
	3. 3 unexcused absences.
	4. Noncompliance of duties as a council officer.
	5. Continuous gross or willful neglect of the duties of office.
	6. Failure or refusal to disclose necessary information on matters of organization.
	7. Unauthorized expenditures or misuse of NPHC/university funds.
	8. Disciplinary standing with the university.

 **ARTICLE 9 – FINANCE**

**Section 1: Payments**

All payments of fines, dues, and other expenses should be paid to the NPHC and be given to the Treasurer, who shall record them. Checks for payments shall be made payable to Eastern Illinois University.

**Section 2: Membership Dues**

1. Semester dues for each NPHC member organization shall be an assessment of $25.00 per active undergraduate member of each organization (not to exceed $250). Failure to do so will result in the loss of the ability to sponsor on-campus programs. If not paid within 30 calendar days from invoice, organizations will be assessed a $30.00 late fee, and an additional $30.00 for every 15 calendar days after.
2. Suspended member organizations or those not in good standing shall pay dues by the first (1st) meeting of the semester that they are to be reactivated.

**Section 3: Meeting Fines**

1. Verbal Warnings – 2 verbal warnings
2. Every verbal warning after will result in a $10.00 chapter fine, and individual chapter member/rep. being asked to leave the meeting.
3. Attendance Policy - Meetings (NPHC General Body Meetings, NPHC Executive Board Meetings): Each Delegate and/or Executive Board member is allowed one unexcused absence. The second unexcused absence will result in a $15 chapter fine.

**Section 4: Event Fines**

1. Fines will be paid to the NPHC and the NPHC will then distribute sixty percent (60%) of the fine total to the offended organization forty percent 40% will remain with NPHC.
2. If a member’s organization sponsors or in some way facilitates an event during the scheduled time of another member organization’s event, without written permission from that member’s organization obtained within 15 calendar days from the prior to the event will be subject to a fine of up to $150 depending on the type of event.
3. Appeals must be submitted by the President of the accused chapter to the Executive Board and voted upon by the Executive Board at the next scheduled NPHC meeting following the date of complaint.
4. The accuser and accuse must be present at the appeal meeting and present their respective case.
5. If the accuser is not present, then the accuse will be assumed innocent.
6. If the accuse is not present, then they will be assumed guilty.

**Section 5: Attendance Fines**

1. NPHC Events: Each chapter is allowed one unexcused absence to a NPHC Event. The second unexcused absence will result in a $75 chapter fine. NPHC events include but are not limited to study tables, service, and forums. (Adhere to attendance policy Article 12 Section 3)
2. Chapter Events: Each chapter is allowed one unexcused absence to another Chapter’s event. The second unexcused absence will result in a $50 chapter fine. (Adhere to attendance policy Article 12 Section 3)
3. All other chapter fines for non-participation in special event planning will result in a fine of $75. (*Special event includes but are not limited to Homecoming, Step Show, African-American Heritage Month, Greek Week)*
* *Organizations will have 30 calendar days from receipt of an invoice to pay. Failure to do so will result in the loss of the ability to sponsor on-campus programs.*
* *Notification of absence must be made within 48 hours of event/meeting to be considered an excused absence.*

**ARTICLE 10: PARLIMENTARY AUTHORITY**

1. The governing documents for this Council shall be the National Pan-Hellenic Council, Inc. Constitution and Bylaws, Eastern Illinois University Code of Conduct, NPHC of Eastern Illinois University Constitution and Bylaws, and Roberts Rules of Order (Newly Revised).
2. Programs and activities of the Council and its member organizations shall not violate any provisions as set forth in the governing documents of this Council. All established documents outlined above to govern this Council must not be in conflict with the standards and policies of the Eastern Illinois University.
3. The rules contained in Robert’s Rules of Order (Newly Revised) shall govern the National Pan-Hellenic Council in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of the NPHC of Eastern Illinois University.

**ARTICLE 11 - POWERS**

1. Robert’s Rules of Order (Revised Edition) will guide all discussion and debate.
2. The NPHC will have power to make regulations that pertain to its own government.
3. Voting Regulations:
	1. Quorum needs to be at least 5 organizations to have a meeting and pass measures that bind all groups.
	2. In the case that only (X) Groups are active, then the quorum becomes half of those groups plus 1. If there is an odd number of active groups, round down from half and then plus 1.
	3. The president or person presiding over the meeting may participate in voting when matters involve his/her chapter or to break a tie in instances in which the decision will affect the entire council.
	4. Ties unable to be broken by allowing the president or presiding officer a vote will result in stalemate and will not pass.
4. Revisions of the Constitution must be presented throughout the semester and acceptance of the revised Constitution must take place by the end of the semester.
5. Power to levy and collect dues.
6. Power to discipline, fine, and suspend member organizations from NPHC in accordance with the provisions of the NPHC of Eastern Illinois University.

**ARTICLE 12: POLICIES**

**Section 1: Hazing Policy**

*Anti-Hazing Statement:*

All EIU registered student organizations, officers and members are responsible for promoting an atmosphere of learning, social responsibility and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All EIU registered student organizations are expected to utilize good judgment to determine the abilities of EIU students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior and has no place at Eastern Illinois University, either on or off campus.

*University Hazing Policy:*

Eastern Illinois University does not condone any form of hazing, and students and student organizations involved in hazing are subject to university disciplinary sanctions. The hazing policy applies to all students, student groups and organizations at Eastern Illinois University.

*Procedures for Reporting Hazing Incidents:*

*Confidential Reporting:*

Individuals can file a confidential report of suspected hazing activities the following link:

<https://cm.maxient.com/reportingform.php?EasternIllinoisUniv&layout_id=15>

*Anonymous and confidential reports can also be filed with these EIU Departmental Offices:*

EIU Dean of Students 217-581-3827

EIU Student Life Office 217-581-3829

EIU Office of Leadership and Engagement 217-581-3967

EIU University Police Department 217-581-3213

**Section 2: Event Policy/Calendars**

To promote respect and courtesy between member organizations each chapter shall be required to submit a tentative calendar of their events for the following semester by the 2nd to last meeting of the semester. Chapters who fail to submit calendar by due date will not be eligible to claim their chapter weeks based on membership, GPA and community service hours.

Chapters official calendars are to be submitted within the first two weeks of classes. Calendars must include all chapter events, campus events, Greek events, educational programs, brotherhood/sisterhood events, service events, DEI events, etc... as well as times and locations of each event. Every organization shall submit a Pre-Event form for each individual program at least two (2) weeks prior to event.

Failure to submit Mach Forms at least 2-weeks prior to event will result in a verbal warning for the first occurrence. After first occurrence, events will be canceled.

“Open" weeks shall consist of no more than two events sponsored per week, per organization, using the GPA ranking system.

In the event of a date and time conflict that cannot be resolved through the granting of written permission, the council will grant the event based on point system.

Organizations National Founders’ Day and Charter Day shall take precedence over all regular and special programs.

The hierarchy of events shall be as follows:

1. Founders Day
2. Charter Day
3. New Members Presentations/Probates
4. Traditions/Annual Events
5. Chapter Weeks

**Section 3: Attendance Policy**

*Chapter Events:*

1. Chapters must provide notice fifteen (15) calendar days prior to the date of an event in order make an event mandatory for chapters.
2. 1/3 of an organization’s chapter members in good standing must attend chapter events.
3. The NPHC Council must notify organizations of any fines within 15 calendar days otherwise the fine will be null.

*NPHC Council Events:*

1. NPHC Executive Board must provide notice fifteen (15) calendar days prior to the date of an event in order make an event mandatory for chapters.
2. 50% of an organization’s chapter members in good standing must attend mandatory NPHC Council Events.
3. Chapters that are on University/organizational probation and are prohibited from participating in specific events (i.e. Meet the Greeks, Step Show, etc.) shall not be fined for not participating in the event but must volunteer for the event.
4. Chapters will incur a $75 fine if 50% of attendance is not met.
5. The NPHC Council must notify organizations of any fines within 15 calendar days otherwise the fine will be null.

**Section 4: NPHC Point System**

The purpose of this point system is to recognize the participation of active chapters as the premier factor for weeks and event date selection. Each chapter within the NPHC will be able to earn points based off membership, academics, service and programs. The chapter with the highest points from the prior semester will pick their choice of calendar dates and weeks for the following semester first, followed by the second highest, etc. The picks will go in a round format, until each chapter has selected up to two dates per week and an entire chapter week.

Every chapter has a chance to earn a total of 18 points per semester. Points are given based on the following scale:

1. Academics: 4 points
	1. 2.50 = 1 point
	2. 2.51-3.00 = 2 points
	3. 3.10-3.50 = 3 points
	4. 3.51-4.00 = 4 points
2. Membership: 5 points
	1. 1 member = 1 point
	2. 2 members = 2 points
	3. 3 members = 3 points
	4. 4 members = 4 points
	5. 5 members = 5 points
3. Service: 3 points
	1. 1-2 hours = 1 point
	2. 3-4 hours = 2 points
	3. 5-6 hours = 3 points
4. Programming: 6 points
	1. 1 event = 1 point
	2. 2 events = 2 points
	3. 3 events = 3 points
	4. 4 events = 4 points
	5. 5 events = 5 points
	6. 6 events = 6 points

**Section 4a: Chapter Weeks**

1. Chapter weeks will be assigned by the NPHC point system ranking of the previous semester. In chapter weeks the chapter with the highest point will choose in order of ranking. Every other chapter will continue to choose chapter weeks in the same order that they rank based on the point system.
2. “Open" weeks shall consist of no more than two events sponsored per week, per organization, using the NPHC point system.
3. Founders dates and charter dates that happen during another group’s week may be observed during that week. The NPHC Advisor must approve the event when the NPHC Calendar is set; and the other group must be notified about the event in writing.
4. Chapter weeks must be claimed by the 2nd to last meeting of the semester for the following semester.
5. Chapter Weeks are optional.

**Section 4b: Founder’s Day**

To promote respect and courtesy between members, an organization shall not schedule events on the Founder’s Day or Charter Days of another organization. The following are the founding dates of all NPHC member organizations:

* Alpha Phi Alpha Fraternity, Inc. – December 4, 1906
* Alpha Kappa Alpha Sorority, Inc. – January 15, 1908
* Kappa Alpha Psi Fraternity, Inc. – January 5, 1911
* Omega Psi Phi Fraternity, Inc. – November 17,1911
* Delta Sigma Theta Sorority, Inc. – January 13, 1913
* Phi Beta Sigma Fraternity, Inc. – January 9, 1914
* Zeta Phi Beta Sorority, Inc. - January 16, 1920
* Sigma Gamma Rho Sorority, Inc. – November 12, 1922
* Iota Phi Theta Fraternity, Inc. – September 19, 1963

**Section 4c: Chapter Charter Dates**

* Alpha Phi Alpha Fraternity, Inc. – January 10, 1969
* Omega Psi Phi Fraternity, Inc. – May 18, 1969
* Phi Beta Sigma Fraternity, Inc. – May 22, 1970
* Zeta Phi Beta Sorority, Inc. – January 23, 1972
* Sigma Gamma Rho Sorority, Inc. – January 21, 1971
* Iota Phi Theta Fraternity, Inc. – March 16th, 1986

**Section 5: New Membership Intake**

Chapters conducting Intake must complete the Organization Membership Intake Request Packet 14 days before the start of the Intake Process. Membership Intake must end three weeks before finals. Failure to submit this packet may result in denial of intake procedures. It is required that this packet is submitted prior to an Informational being conducted.

1. To be eligible for membership in a fraternity or sorority, a student must be a regularly enrolled, full-time student in good standing with the Eastern Illinois University with no less than twelve (12) earned credits, and with a minimum 2.50 overall GPA. Transfer students with at least 12 earned credits from a recognized institution of higher learning with no overall GPA are eligible.

2. Eligibility for membership must be verified by the Student Life Office. Failure to comply will result in possible disciplinary action through the Dean of Students Office.

3. In the event that Intake activities begin without the knowledge and approval of the Student Life Office/or the chapter has not adhered to the Intake Guidelines, intake activities will cease immediately, and the chapter may be referred for disciplinary action.

**Section 6: New Member Presentations**

1. All shows must be held no more than 15 business days after the members have been initiated into the organization or three weeks before finals.
2. Shows are not to be scheduled on the same night/time of a previously planned show of another chapter.
3. Shows must be scheduled at least two weeks before finals.
4. No explicit or revealing attire is to be worn by the aspirants or other Show participants.
5. No alcoholic beverages are to be consumed prior to or during the New Member Presentation.
6. References to hazing and/or other illegal activities will be not allowed.
7. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, punching, pushing, poking, caning, etc. (canes, staffs, sticks etc. may be used as part of the performance but may not be used as a weapon to threaten or harm another individual).
8. No profane language (in any language)/gestures in chants, music or speech will be used before, during, or after the show. No members of the organization may dance provocatively with any members of the audience.
9. There are to be no references to any individual(s) departing from the Membership Intake Process.
10. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, derogatory speech or comments and death marches.
11. The duration of the show will be no longer than 2 hours. Show must begin no later than 15 minutes of the time advertised. Shows must be over and room/location vacated by 10pm.
12. Organizations are limited to one new member presentation per semester.
13. The presenting organization will be responsible for ensuring the site is left in its original state after use.
14. Organizations must have facilities request approved at least 20 business days prior to the scheduled Show.
15. The New Member Presentation Agreement must be submitted to the Student Life Office specifically the advisor no later than 15 business days prior to the date of the show.
16. Shows must occur in the same semester as the new member education. There can be no delay in the presentation or show.
17. All actions of organization members/aspirants must adhere to the Student Conduct Code.
18. Violation of these guidelines will result in a referral to the Director of the Student Life Office and/or the Dean of Students Office and may result in punitive sanctions.

**Section 7: Rosters**

Rosters are submitted twice per semester: once at the beginning of the semester within the first week of classes and once by the last day of classes. Rosters are submitted to the Student Life Office.

1. Rosters must include members name, e-number, EIU email, chapter board position, and phone number.
2. All and only current Eastern Illinois University full time undergraduate members may be added to the roster.

**ARTICLE 13 – AMENDMENTS**

Proposed amendments to this constitution shall be adopted upon two-thirds (2/3) vote of the voting delegates present and voting. A majority vote of the members of this organization voting in a general election.

**ARTICLE 14 – CONDUCT**

All conduct violations shall be overseen by the Student Life Office and/or the Dean of Students Office, National organization, or any infractions not manned by student code of conduct will be handled by the NPHC of EIU Executive Board and the NPHC of EIU council advisor.