

# National Pan-Hellenic Council of Eastern Illinois University Constitution

*Revised and Approved – February 24, 2020*

## **ARTICLE I - Name**

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

## **ARTICLE II - MISSION**

It is the mission of the National Pan-Hellenic Council to promote cooperation and harmony between member organizations and 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:

- A. To act as a unifying body that promotes scholarships, community service, campus involvement, and success for each active organization.
- B. NPHC is the governing body of the Divine Nine Greek Letter Organizations. Therefore, any other organization disputes should be handled by other means, because they are not a part of the Divine Nine.
- C. To promote positive inter-Greek relations among IFC, PHC, and the campus community

## **ARTICLE III – STRUCTURE & POWERS**

Section 1: THE BODY (representative, voting members)

- A. THE BODY will consist of one active member from each good standing organization within NPHC.
- B. THE BODY has voting powers on all matters.
- C. 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.
- D. THE BODY may also choose to recommend any business related dispute to the Executive Board and/or an agreed impartial source to make a decision on the matter. (The impartial source will consist of all NPHC advisors, currently overseeing council chapters seated on the EIU campus).
- E. THE BODY has the power to elect officers

Section 2: EXECUTIVE BOARD (President, 1st Vice President, Treasurer, Secretary, Parliamentarian, Public Relations).

- A. 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.
- B. When empowered by the BODY, the EXECUTIVE BOARD may resolve internal matters.
- C. 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)
- D. Each board member will hold his/her positions for a one-academic year term.
- E. The NPHC ADVISOR must attend all EXECUTIVE BOARD meetings.
- G. Disciplinary action must be made in accordance with EXECUTIVE BOARD Policies/Procedures, outlined in the constitution and judicial policies/ procedures, and Fraternity and Sorority Review Board governing documents and FSP policies.

Section 3: NPHC ADVISOR

- A. The Director of Fraternity & Sorority Programs, and/or designated graduate assistant, shall serve as the NPHC Advisor. In the absence of the Director of Fraternity & Sorority Programs, the university administration shall appoint an advisor.

- B. Unless specifically noted in this Constitution, the NPHC Advisor shall serve in an advisory capacity to the Eastern Illinois University NPHC.

Section 4: SPECIAL COMMITTEES

Annual special committees shall be formed for the following NPHC events: Step Show, Homecoming, Black History, Greek Week and Awards, Fellowship and Hospitality, Program Coordinator

Other committees shall be formed by the discretion of the NPHC Executive Board.

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.

- A. 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
- B. Liaisons shall be responsible for attending or receiving minutes regular weekly meetings of each organization he/she is appointed liaison to.
- C. Liaisons are responsible for giving weekly NPHC reports at each liaison meeting he/she attends.
- D. Liaisons are responsible for submitting weekly oral reports to the NPHC. If duties are not fulfilled this may result in removal from position.
- E. 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

- A. Risk Management Chair

**ARTICLE IV - MEETINGS**

Section 1: MEETING FORMATS

- A. The President shall serve as chairperson at all scheduled and emergency meetings.
- B. Parliamentarian, at the discretion of the President, shall maintain order during meetings.
- C. Any disruptive misconduct from any chapter and/or member may result in a fine by the Parliamentarian. (See Article XII, Section 6). If misconduct continues, the president may eject the disruptive member and/or chapter.
- D. Each meeting shall run according to Robert's Rules of Order at the discretion of the Council.
- E. For every NPHC meeting, meetings a representative and/or executive board member will be considered tardy if 5 minutes late, and unexcused absent if 10 minutes late or more. If more than 10 minutes late, an unexcused absence will be given. Two unexcused tardies equal one unexcused absence. The Executive Board shall approve any exceptions.

Section 2:       FORMAT AGENDA

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

- A.    Call to Order
- B.    Guest Speakers
- C.    Secretary’s Report
- D.    Public Relations Report
- E.    Parliamentarian’s Report
- F.    Treasurer’s Report
- G.    1st Vice President’s Report
- H.    President’s Report
- I.    Advisors Reports
- J.    Chapters Reports
- K.    Liaisons Reports
- L.    Committee Reports
- M.    Old Business
- N.    New Business
- O.    Announcements
- P.    Adjournment

Section 3:       ORGANIZATION OF MEETINGS

- A.    The EXECUTIVE BOARD shall establish the agenda, date, and place of scheduled meetings. In the event that the EXECUTIVE BOARD does not meet, the president shall ensure that information is delineated respectively.
- B.    Frequency of meetings – THE BODY must meet at least twice a month, and the EXECUTIVE BOARD shall also meet weekly as designated.
- C.    Quorum will be two thirds of voting representatives. If Quorum is not met, voting cannot commence.

Section 4:       OFFICIAL REPRESENTATION   Move to Article V

- A.    Each active organization shall have one vote to be cast by one official representative.
- B.    Each organization shall have a specified representative and a specific alternate representative. In the event that neither is present, an unspecified alternate may vote if there is a 24-hour notification to the President of the Council.
- C.    A simple majority shall carry all voting by hand vote. Official votes taken shall be recorded in the minutes.

Section 5:       ADMITTANCE TO MEETINGS

- A.    All scheduled BODY meetings are open to NPHC members, guest speakers, and liaisons unless otherwise specified by the BODY.
- B.    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 V - REPRESENTATIVES**

## Section 1: DECLARATION OF REPRESENTATIVES

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.

## Section 2: RESPONSIBILITIES OF REPRESENTATIVES

- A. Representatives must be able to give chapter reports and address NPHC matters on behalf of his/her organizations.
- B. Representatives will hold voting rights and the power to make decisions on the behalf of his/her organization.
- C. Representatives must be in good standing.

## Section 3: RESPONSIBILITIES OF ORGANIZATIONS

- A. Representatives for NPHC are held accountable for actions, conduct and fulfillment of the duties of their organizations.
- B. Organizations in NPHC are held accountable for actions, conduct, and fulfillment of the duties of their Representatives.

## Section 4: EXECUTIVE OFFICERS

Executive officers cannot function as representatives, nor vote for their respective organizations unless by proxy. The Executive Board shall approve any exceptions.

**ARTICLE VI - MEMBERSHIP**

## Section 1: CRITERIA FOR ADMISSION INTO THE COUNCIL

To be considered for admission into the Council, organizations must pay a \$100.00 non-refundable application or reinstatement (for suspended chapters) fee due semester of the application semester and complete a one-year probation period in which the organization must:

- A. Be a Greek letter, Divine Nine, service/social oriented organization that has local and/or National affiliations.
- B. Must have a representative present at all National Pan-Hellenic Council meetings. Only three excused absences are permissible to insure admission in one academic year. (NO unexcused absences)
- C. Complete six community service projects, including four projects carried out by the Council. Each project must be completed and documented for the Executive Board of the Council. The first three closure reports must be submitted by December 1 of the fall semester, and the last three by April 15 of the spring semester.
- D. Provide written notification requesting admission into the Council. This document should express the organization's purpose and goals for achievement within the council.
- E. Present at an NPHC BODY meeting their purpose and goals for achievement within the council.
- F. Provide a letter of endorsement by a sponsor from their national office, a letter from the chapter's advisor, a copy of the organization constitution, and phone numbers by which their regional and national office can be contacted.
- G. Have 25% of their members participate in each event sponsored by the National Pan-Hellenic Council for the one-year period. Excused absences will be considered by the executive board if addressed to the Board at least one week prior to the event. In cases where a chapter has an odd number of members, the chapter will round down to determine the number of attendees required.

- H. Pay the \$100.00 fee by application date, or an additional \$5.00 will be added each week until the fall semester ends. Failure to pay this fee by the end of the fall semester will result in disapproval of admission.
- I. Must have obtained a chapter G.P.A. of 2.50 by the end of the semester.
- J. Violation of two or more criteria of admission policy will result in disapproval of admission. Organizations can reapply the following semester.
- K. Chapter seeking admission to the council must have 2/3 approval from the council one-week after completion of criteria.

Section 2: CRITERIA FOR ACTIVE MEMBERSHIP

In order to remain a recognized organization within the National Pan-Hellenic Council, the following criteria must be met each year:

- A. Be a Greek-lettered service/social organization.
- B. Adhere to the University National Pan-Hellenic Council regulations and policies each contained herein.
- C. Complete six-community service projects per 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 to the executive board for review.
- D. 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. The executive board shall approve any exceptions.  
  
At least 25% of an organization's members must participate in each educational sponsored by each NPHC organization.
- E. Each organization may have no more than three unexcused absences from the National Pan-Hellenic Council meetings in one semester. After two absences the chapter will lose voting privileges and after three absences the chapter will pay a \$100.00 fine. Being tardy (15 minutes) for a meeting counts as half an absence. The EXECUTIVE BOARD shall approve any exceptions.
- F. Each organization must maintain an overall semester G.P.A. of 2.50 of its active membership.
- G. Each organization must pay semesterly chapter dues as set forth and established by the council.
- H. If a chapter violates three or more of the following and fails to meet the 2.50 semester GPA, a chapter will be placed on social probation and assess the fine of \$50. (Seen in XIII Mandates). Any one violation committed during the probationary period will result in a loss of council membership status.

Section 3: ROSTER REQUIREMENTS

- A. An updated roster must be submitted to the NPHC Parliamentarian by the 3rd week of each semester.
- B. All and only current Eastern Illinois University full time undergraduate members may be added to the roster.

**ARTICLE VII - DUES**

Section 1: DUES

- A. Each organization will pay \$125.00 per active chapter per academic year.
- B. Dues must be paid by the third regular council meeting of the semester.
- C. Failure to pay dues on time shall result in a 10.00 per week fine.

## ARTICLE VIII – ELECTION PROCESS

### Section 1: NOMINATIONS

- A. Nominations for officers are restricted to one nomination and one second per organization per office.
- B. Only voting representatives of each active organization may nominate a candidate or second a nomination.
- C. The Nominee needs to accept or decline the nomination
- E. A nominee can be nominated in the event of an EXCUSED absence noted by the Executive Board.
- F. Nominations shall be held one to two weeks before elections.
- G. All nomination procedures must be followed in ascending order of succession.
  - 1. President
  - 2. 1st Vice President
  - 3. Treasurer
  - 4. Parliamentarian
  - 5. Secretary
  - 6. Public Relations
- H. For a member to be eligible for the nomination of any office, they must have a semester 2.50 and a cumulative 2.50 grade point average.
- I. Voting Representative shall speak for no more than two minutes about the candidate. This presentation should include the speaker's views on the candidate's qualifications, experience, character, and background.
- J. For a candidate to be eligible for the nomination of NPHC President and 1st 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. Active members must be active in his or her active fraternity/sorority chapter on Eastern Illinois University campus.
- K. President and Treasurer cannot be from the same chapter so control over the finances are not biased.

### Section 2: PRESENTATIONS

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

### Section 3: ELECTIONS

- A. Nominations will be held at the first meeting in April. Elections will take place the following meeting in April. Special elections shall be held at the discretion of the council.
- B. Elections shall be conducted by secret ballot, adhering to the order of ascending office (Article VII, Section 1, E)
- C. Candidates must win by a simple majority vote of active chapters.
- D. Each active member organization has one vote per office.

- E. 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.
- F. Election results will be tabulated immediately following each vote by the NPHC Advisor.
- G. In the event of a vacant office the EXEC BOARD will appoint the next officer.
- H. 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. The entering officer will recite the NPHC mission statement collectively while receiving their materials.
- I. Current office and elected office should hold a transitional meeting to discuss goals and hand over ideas the week prior to finals.

## **IX - OFFICERS**

### Section 1: ELECTED OFFICERS

- A. President
- B. 1st Vice-President
- C. Treasurer
- D. Secretary
- E. Parliamentarian
- F. Public Relations

### Section 2: TERM OF OFFICE

Each elected officer shall be able to serve no more than two consecutive years. Members of the same organization shall not hold the executive positions of PRESIDENT, 1st VICE PRESIDENT, and TREASURER during the same term of office.

### Section 3: SELECTING AND TRAINING

- A. New candidates shall be nominated the first General Body meeting in April and elected the second General Body meeting of April.
- B. All candidates for each office must be active members in recognized organizations and recognized on the current roster.
- C. 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 4: SUCCESSION

In the event of the premature vacancy of the office of the PRESIDENCY, the current 1st VICE PRESIDENT will assume title of "ACTING PRESIDENT". In the event of a vacant office, the EXEC BOARD will appoint the next officer.

### Section 5: GPA REQUIREMENT

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.

## **ARTICLE IX - EXECUTIVE DUTIES**

### Section 1: PRESIDENT

It shall be the duty of the President to:

- A. Preside over all meetings and to enforce the constitution of the Council.
- B. Declare the results of Council voting.
- C. Call special or emergency meetings.
- D. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation
- E. Chair the executive board
- F. Delegate administrative duties to executive officers and call for reports from them, as well as chairpersons, as he/she deems necessary.
- G. Request the removal of any person from any Council meeting with due cause.
- H. Establish the agenda for each meeting consistent with Article VI, Section 2.

Section 2: 1st VICE PRESIDENT

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

- A. Assist the President in the performance of his/her duties and to act in the place of the President when necessary.
- B. Shall advise all Standing Committees (Event Planning, Public Relations, Council Enhancement and Community Service)
- C. Encourage chapters to apply for community service programming awards through the Greek Awards Night.
- D. Conduct Roundtable Meetings and Educational Workshops for chapters to enhance the importance of academic achievement.
- E. 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.
- F. Encourage chapters to apply for scholarship programming awards through the Greek Awards night.
- G. Preside over meetings in the absence of the President and the 1st Vice President.
- H. Conduct Roundtables and Educational Programs related to Membership Recruitment.
- I. Shall advise all special committees (i.e. – Homecoming, Step Show, African-American Heritage Month, Greek Week, Fellowship, Hospitality)
- J. 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:

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



Section 5: SECRETARY

It shall be the duty of the Secretary to:

- A. Maintain accurate minutes of all proceedings at general body meetings, emergency meetings, and executive board meetings with the following information:
  - a. Every motion.
  - b. The name of the representative and organization who introduced the motion, as well as the name of the second and his respective organization.
  - c. The action taken on the motion, i.e. tabulation of all votes.
  - d. Date, time, and place of the next general body meeting and or executive board meeting.
- B. Compile all minutes in the NPHC file.
- C. Present the minutes of the previous meeting to the body for approval prior to the start of the current meeting.
- D. Have on-hand all records and information committed to his /her care including:
  - a. A copy of this constitution.
  - b. A roster of all member organizations.
  - c. A roster of chapter advisors, presidents, voting representatives and their alternates.
  - d. A roster of all National Pan-Hellenic executive officers.
  - e. Current campus mailing addresses, local phone numbers, and email of those listed above.
- E. Manage the correspondence of the council, both within and outside the membership.
- F. Maintain a correspondence file and read any copies of correspondence before the Council with one-week prior notification.
- G. Notify all participating member organizations of meetings pertaining to them.
- H. 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:

- A. Be well versed in Robert's Rules of Order, maintain order in NPHC meetings.
- B. Be well versed in the Constitution and by-laws of the National Pan-Hellenic Council.
- C. Serve as interpreter in the case of any procedural dispute.
- D. Remove any member from any meeting at the request of the President of the Body.
- E. Impose penalties according to the National Pan-Hellenic Council Fine System.

Section 7: PUBLIC RELATIONS CHAIR

It shall be the duty of the Public Relations chair to:

- A. Take pictures at various NPHC and chapter events.
- B. Prepare a yearly scrapbook/slide show/board presentation consisting of photos, articles, etc.
- C. Keep a file including pictures, articles, awards and other written documents relating to the National Pan-Hellenic Council.
- D. Establish and maintain a web site for the council.

**Section 8: RISK MANAGEMENT CHAIR**

It shall be the duty of the Risk Management Chair to:

- A. The planning and implementation of educational programming in the area of risk management
- B. The administration and enforcement of the council's risk management policy and procedure
- C. Help assist the council in doing programs with peer councils to educate chapter officers and chapter members about a variety of risk reduction methods and co-sponsors events with peer councils that support risk management.

**ARTICLE XI - IMPEACHMENT**

**Section 1: ELIGIBILITY**

All elected officers may be subject to impeachment consistent with violations of Article X of the National Pan-Hellenic Council Constitution, as well as other violations reviewable by the EXEC BOARD.

**Section 2: PROCEDURE**

Any active member organization may bring an officer of the National Pan-Hellenic Council up for impeachment with due cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda.

**Section 3: NOTIFICATION**

All chapter presidents will be notified in writing of the alleged charges, the National Pan-Hellenic Council officer(s) accused, and the date and time of the review proceedings.

**Section 4: REVIEW PROCEEDINGS**

The Executive Board and general body will convene and formally hear the accusations of the sponsoring organization and rebuttal from the accused National Pan-Hellenic Council officer in accordance with the Executive Board policies/procedures. The Executive Board will render a decision along with a general body vote. All decisions may be appealed to THE DIRECTOR OF FRATERNITY AND SORORITY PROGRAMS & THE NPHC ADVISOR.

**Section 5: PUNISHMENT**

The punishment determined by the Executive Board may be one or a combination of more than one of the following.

- A. Removal from office on a 2/3 vote.
- B. Censure- an official reprimand.
- C. An applied fine determined by the Executive Board.

**Section 6: ENFORCEMENT**

The decision of the Executive Board along with the general body will be final upon appeal.

**ARTICLE XII - POLICIES AND PROCEDURES**

**Section 1: HAZING POLICY**

All member organizations are strictly forbidden from hazing their prospective members or members in accordance with the Student Life Office Hazing Policy, EIU Student Conduct Code, State of Illinois Hazing Law and National Fraternal Policy. The following is considered, but is not limited to acts of Hazing.

DEFINITION OF HAZING: HAZING is a violation of the Eastern Illinois University RSO Hazing Policy, Student Conduct Code and Illinois State Law.

- A. Physical hazing is any activity that is physically harmful or humiliating to a prospective member or member such as paddling, pledge duties, lack of sleep, or exposure.

- B. Psychological hazing is any public act or any in-house act that compromises the personal dignity of a perspective or member or psychological harm or mental strain, late night session, or verbal abuse.
- C. Hazing also includes the requirement by a prospective member or a member that compels a prospective pledge or a member to participate in any activity that is illegal.

Section 2: MEMBERS IN GOOD STANDING

All member organizations must at all times remain in good standing with their National Office, Eastern Illinois University, Student Life Office, and the National Pan-Hellenic Council. All NPHC Chapters in good standing shall be required to adhere to university and National Pan-Hellenic Council policies and procedures.

Section 3: PERFORMANCE OF DUTIES

All officers must perform their prescribed duties as stipulated in Article IX of the National Pan-Hellenic Council constitution.

Section 4: ACTIVITIES POLICY

A. Major and Minor Activity Dates

1. Major activity dates shall be defined to include Thursday, Friday, and Saturday.
2. Minor activity dates shall be defined specifically to include Sunday through Wednesday only.
3. Chapters should notify NPHC of all major activity dates and activities “tentatively” planned two (2) weeks in advance, and all minor activity dates and activities “tentatively” planned one (1) week in advance. “Open” dates in the academic calendar shall be reserved on a first come, first serve basis.
4. Any Violation of a Major Activity dates shall result in a \$150.00 fine. Violation of Minor Activity dates shall result in a fine as determined by the Executive Board.
5. Any active NPHC organization may miss a major event with prior approval from the sponsoring chapter presented to E-Board one week in advance.
6. Any active chapter may hold two major and two minor event per month that NPHC will have to attend. This excludes your week of the semester and paid events.
7. Any organization requesting funds from NPHC must present a proposal to the council two weeks in advance. NPHC will adhere to a \$300.00 cap for the organizations proposal. Event must adhere to educational, regional, or national guidelines.

B. Exemptions

1. Any active member organization may hold a community service function at any time and on any date.
2. Any active member organization may hold recruitment activities at any time and on any date. Recruitment activities are limited to Smokers, Recruitment Events and informational meetings for the express purpose of recruiting prospective members of Greek-lettered organizations.  
  
Recruitment activities, events, or socials cannot be held during a chapter’s week unless the chapter has received permission from the chapter hosting the week. The chapter must ask the hosting chapter a week in advance for permission. If the chapter hosts the event without permission a \$50.00 fine will charged to the chapter in violation.
3. Pre-authorization and/or notification by the chapter holding the activity date(s) is not required for community service.

Section 5: PARTY DATES AND WEEKS ASSIGNMENT POLICY

- A. Party dates and chapter weeks will be assigned by the academic ranking of the previous semester. In choosing party dates and chapter weeks the chapter with the highest academic ranking will choose in order of ranking. Every other chapter will continue to choose party dates in the same order that they rank academically.
- B. In the case of two chapters, who share party date weekend(s), chapter academic rankings shall determine the chapter who has priority reserving the week.
- C. "Open" weeks shall consist of no more than two events sponsored per week, per organization, using the GPA ranking system.

Section 6: NPHC FINE SYSTEM

The following NPHC Fine System will be enforced during all NPHC meetings for the current academic year:

- A. Verbal Warnings – **2 verbal warnings**
- B. Every verbal warning after will result in a \$5.00 chapter fine, and individual chapter member/rep. being asked to leave the meeting.
- C. Attendance Policy -Meetings (NPHC Bi-Weekly 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 \$10 chapter fine.
- D. Attendance Policy- NPHC Events: Each chapter is allowed one unexcused absence to a NPHC Event. The second unexcused absence will result in a \$15 chapter fine. NPHC events include but are not limited to study tables, service, and forums. (Adhere to attendance policy)
- E. Attendance Policy- Chapter Events: Each chapter is allowed one unexcused absence to another Chapter's event. The second unexcused absence will result in a \$20 chapter fine. (Adhere to attendance policy)
- F. All other chapter fines for non-participation in special event planning will result in a fine of \$25.00. (i.e. – Homecoming, Step Show, African-American Heritage Month, Greek Week, Fellowship, Hospitality)
- G. All chapter fines must be paid within one week of the following meeting. Failure to do so will result in the onetime fine increasing to twice the fine amount.
- H. After two weeks of unpaid fines voting rights will be revoked and will be regained upon payment of issued fines

Section 7: NPHC EXECUTIVE ATTENDANCE POLICY

- A. 2 unexcused executive meetings including NPHC weekly meetings and NPHC sponsored events will result in a review for "termination". 3 consecutive unexcused absences will result in a review for "termination".
- B. There will be a limit of 5 excused absences per term of office which require a minimum of 1-hour notification to the NPHC President or Advisor and are of unusual or emergency circumstances.
- C. "Unsatisfactory" fulfillment of official duties, 3rd unexcused and 5th excused, will be grounds for "impeachment" or "termination" as determined by the Judicial Board.

Section 8: NPHC EXECUTIVE BOARD JUDICIAL POLICY

- A. The NPHC Executive Board and general body shall reserve the right to develop and revise NPHC policies and procedures in all Greek matters and affairs that govern member organizations.
- B. The NPHC Executive Board reserves the right to oversee disputes, conflicts, issues in Greek matters between chapters, as they pertain to NPHC policies and procedures.

- C. The NPHC Executive Board shall provide representation and recommendations to the Greek Life Office with regards to the university policies and procedures in Greek matters.

**ARTICLE XIII - MANDATES**

Section 1: PUNISHMENT OF AN ORGANIZATION

The following penalties are applicable according to the severity of the violation, which shall be decided by the Executive Board by majority vote.

- A. Voting rights revoked for the next general body meeting if violation coincides with disruptive behavior during meetings.
- B. The next upcoming major or minor dates revoked if violations coincide with non-payment of chapter fines.
- C. Suspension from the National Pan-Hellenic Council for a specified period of time if multiple violations occur without correction i.e. the following; Throwing events while not in good standing, having non-paid fines past two general body meetings.
- D. Any combination of the above.

Section 2: PUNISHMENT OF OFFICERS

Failure of an officer to perform his/her duty is punishable by impeachment.

Section 3: PUNISHMENT FOR VIOLATIONS

- A. Any violation of Article 12, section 1 is punishable according to those penalties prescribed by the Eastern Illinois University Code of Conduct, RSO Policy and Illinois State Law.
- B. If by the last Council meeting of the semester, a member organization has not paid a fine issued during the current semester, or has not made suitable payment arrangements (decided upon by the Executive Board), they will lose all NPHC privileges and rights for the upcoming semester including all voting rights until payment or a suitable arrangement is made.

**ARTICLE XIV- AMENDMENTS**

Section 1: CRITERIA FOR AMENDMENTS

An amendment may be made for any of the following:

- A. To add or delete certain words or paragraphs
- B. To strike out certain words or paragraphs.
- C. To substitute another resolution or paragraph on the pending subject.
- D. To divide the question into two or more questions as the mover specifies.

Section 2: NOTIFICATIONS

An amendment can be considered up to two weeks after written notification is provided to the body.

Section 3: VOTING

This constitution may be amended by a review of policy and procedures by the Executive Board and by a 2/3 vote of the body.

**ARTICLE XV- SOCIAL PROBATION**

Section 1: PUNISHMENT FOR SOCIAL PROBATION

- A. 1st Offense: In the event that a chapter falls below the semester GPA of 2.50, the Chapter's study table percentage will increase to 75% and the chapter will only be allowed to host service events, national programs and educational events (with the approval of the executive board). The chapter cannot hold social events.

- B. 2nd Offense: In the event that a chapter falls below the semester GPA of 2.50 for a full year the chapter will have to meet with the DIRECTOR OF FRATERNITY AND SORORITY PROGRAMS to discuss their needs of academic improvement. If the chapter maintains 75% study table attendance they may hold community service events and national programs only.

**ARTICLE XVI - HEARING AND APPEAL PROCESS Section 1: HEARING**

The hearing process is the first step for any dispute of a violation imposed upon an organization. \*Must be arranged by a letter to the NPHC President within (5) business days after the given sanction or the sanction is FINAL.

- A. The Review Board shall at all times consist of only the NPHC advisor and the NPHC Executive Board excluding those members of the organization in question. If there is no representation on the board from an organization then that organizations President can take the spot of the member that steps down.
- B. Each Review Board member shall have one vote. The decision of the Review Board and any sanctions will be decided by majority vote.
- C. All members of the Review Board must be present in order to conduct the hearing.
- D. The hearing will only be open to members of the appealing organization and any witnesses called.

**Section 2: THE APPEALS PROCESS**

The appeals process is the second act and is not a rehearing of the original case. It provides an opportunity to review the record of a case and the procedures followed in decision-making. The request for appeal must be written and submitted to the NPHC Advisor and Director of Fraternity and Sororities within ten (10) university working days of the Executive Board's decision.\*Failure to submit a request for appeal within the allotted time will render the original decision final.

**Section 3: APPEAL REQUIREMENTS**

- A. The request for appeal must contain:
  - a. The name of all organizations involved in the original case.
  - b. Minutes from the original hearing.
  - c. All materials and witness statements that were provided at the original hearing and any additional information deemed necessary for review.
  - d. The decision of the review board and any sanctions that were imposed
  - e. The grounds for appeal.
  - f. A recommended solution.
- B. Incomplete requests for appeal will be denied.
- C. Grounds for appeal:
  - a. Inappropriate sanction. The organization must show that the sanction imposed was inappropriate for this violation.
  - b. Procedural error. The organization must show that unusual procedures were followed or due process errors occurred that reasonably affected the decision.
  - c. Additional evidence. The organization must possess information that is relevant to the case, which they were not aware of at the time of the original hearing. The information must be such that it could have changed the outcome of the original hearing.
  - d. Must be within same semester as allege accusation and sanction.

- D. NPHC Advisor will decide if there is an appeal basis and respond to the Chapter with an appeal approval status within (5) University business days.
- E. NPHC Advisor will also be responsible for presenting a letter to the organization in question with the appeal verdict within (5) University business days after the appeal has been approved and processed.
- F. If the allegation that is being disputed happens close to the end of the semester (finals week), there may be a special/shorten process so that the issue does not carry on into the next semester.

**Article XVII - NON-DISCRIMINATION CLAUSE**

The Eastern Illinois University NPHC is committed to equal opportunity for all and does not discriminate in membership or access to its programs and activities on the basis of race, sexual orientation, gender identity, color, national origin, religion, creed, age, marital status, mental or physical ability, or veteran status. The NPHC shall follow the Student Code of Conduct statutes regarding diversity, nondiscrimination, and affirmative action, Policy Number: 174, and will not make any decision or action that violates the document.

The member chapters of the NPHC have the right to confine their membership to a single gender as outlined by the appropriate provisions of Title IX of the Educational Amendments and IRS Code Title 26, and their right to exist as single-sex organizations shall not be abrogated by any government agency or action.