

# Constitution, Bylaws, and Standard Procedures



## Preamble

We, the representatives of historically established Black Greek-lettered fraternities and sororities, similar in structure and background, recognizing the need for coordination and cooperation in the activities of intercollegiate Greek letter fraternities and sororities, recognizing there are certain areas of action and programming that can be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provision of the following Constitution and Bylaws.

## Constitution

### ARTICLE I: NAME

#### SECTION I

The name of this organization shall be the National Pan Hellenic Council Inc. The Ohio State University Chapter hereinafter referred to as “NPHC OSU.”

### ARTICLE II: MISSION, PURPOSE AND GOALS

#### SECTION I

**MISSION STATEMENT:** National Pan-Hellenic Council at The Ohio State University is the umbrella agent for the nine historically black Greek lettered organizations chartered at The Ohio State University. We exist as a cooperative who strives to be an inclusive community dedicated to supporting and developing member organizations, individual members, and the community at-large through educational, social, and civic initiatives.

#### SECTION II

**PURPOSE:** The NPHC is designed to assure that member organizations cooperatively work together while maintaining their distinct identities. NPHC organizations have a profound commitment to providing community service and to uplifting and promoting the general public’s welfare. Students are at The Ohio State University to excel academically, professionally and socially. NPHC organizations should jointly provide programs that assist Greeks and non-Greeks in attaining this goal.

#### SECTION III

##### GOALS:

Through intentional and impactful educational, social, and philanthropic initiatives, The Ohio State University National Pan-Hellenic Council, NPHC OSU, is committed to:

- A. Fostering an inclusive, social justice-oriented environment for all its members and the community at-large.
- B. Supporting all of its members with the campus and community resources to maintain high achievement and standards.
- C. Educating the campus and community at-large on the history and foundation of our member organizations.
- D. Acting upon mutual concern to the member organizations.
- E. Maintaining positive relationships and collaboration with other governing councils within the sorority and fraternity community and community at large at The Ohio State University.

## **ARTICLE III: MEMBERSHIP**

### **SECTION I**

**AFFILIATE MEMBERSHIP:** General membership in National Pan-Hellenic Council, Inc. includes Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc. and any other affiliate organization of the NPHC as may, from time to time, be granted membership. No other organization shall have the right to sit on or have a voice in the NPHC and may not be considered for membership on the undergraduate level. Affiliate membership shall also include local undergraduate, and alumni councils chartered by the NPHC.

**LOCAL MEMBERSHIP:** The Ohio State University active chapter membership. The National Pan-Hellenic Council at The Ohio State University (NPHC OSU) is home to 9 active chartered organizations represented through the National Pan-Hellenic Council, Inc. The NPHC OSU currently has 6 active chapters out of the 9 active charters:

- 1. Alpha Phi Alpha Fraternity, Inc.- Kappa Chapter
- 2. Alpha Kappa Alpha Sorority, Inc.- Theta Chapter
- 3. Kappa Alpha Psi Fraternity, Inc.- Zeta Chapter
- 4. Omega Psi Phi Fraternity, Inc.- Iota Psi Chapter
- 5. Delta Sigma Theta Sorority, Inc.- Epsilon Chapter
- 6. Phi Beta Sigma Fraternity, Inc.- Delta Omicron Chapter
- 7. Zeta Phi Beta Sorority, Inc.- Xi Gamma Chapter
- 8. Sigma Gamma Rho Sorority, Inc.- Delta Phi Chapter
- 9. Iota Phi Theta Fraternity, Inc.- Beta Mu Chapter

### **SECTION II**

#### **ORGANIZATIONAL ACTIVE MEMBERSHIP:**

- A. The NPHC will consider any organization active who has paid all dues to the NPHC by the deadline, follow Sorority and Fraternity Life and council expectations, paperwork, and financial obligations, maintain a GPA of at least 2.5 per academic semester, have at least five members in the organization, adheres to NPHC OSU Constitution and Bylaws and Standards, and is recognized and in good standing with The Ohio State University as well as their respective national affiliation.

### **SECTION III**

#### **ORGANIZATIONAL INACTIVE MEMBERSHIP:**

- A. The NPHC will consider any organization that is not in good standing with the Ohio State University, Sorority and Fraternity Life, or by the National Headquarters of the respective organization as inactive.
- B. Upon inactive status of the organization either by the Ohio State University or their National Headquarters, NPHC must be immediately notified.
- C. The NPHC will consider any organization that has failed to adhere to constitution and bylaws and pay all dues by the stated deadline stated as inactive.
- D. The NPHC will consider any organization that does not meet the minimum GPA requirement as inactive.
- E. If the organization does not have the minimum member requirement of at least 5 members that organization may be subject to inactive status depending on circumstances. In this case, the Council Advisor will work with Sorority and Fraternity Life liaison and chapter leadership to develop an action plan for membership growth.

## **ARTICLE IV: ORGANIZATION STRUCTURE**

### **SECTION I**

#### **EXECUTIVE BOARD OFFICERS**

- A. The elected officers of this organization shall be: President, Vice President, Director of Finance, Director of Administration and Communication, Director of Community Engagement and Social Justice, Director of Judicial Standards, Director of Marketing and Public Relation, and Director of Programming and Special Events.
- B. Executive board membership in this organization is open to all Ohio State University students a part of the National Pan-Hellenic Council in good academic standing who have paid their Sorority and Fraternity Life contribution and NPHC dues. Executive Board Membership will be revoked by half (1/2) votes from the executive board and three-fourths (3/4) votes from Council of Presidents if actions are deemed inappropriate or insufficient by the voting body.
  - a. In order to serve on the executive board, you must maintain a 2.8 cumulative GPA before applying and after being elected. In addition, the members can only serve on the executive board if their respective chapters are active within the council.
  - b. If a member of the executive board falls below the cumulative GPA requirement of a 2.8, the said member will be placed on academic probation and Council Advisor will assist the executive board officer in developing an academic success plan.
  - c. If a member of the executive board fails to reach a 2.8 cumulative GPA for the second consecutive semester, they will be removed effective immediately and will not be eligible for re-election until GPA meets academic requirement.
  - d. Failure to adhere to executive board officer responsibilities and/or uphold the integrity of the name of NPHC OSU will result in interim removal from position upon receiving a grievance from any council officer or general body member and be subject to council judicial code and procedures. The executive board in consultation with Council Advisor reserves the right to recommend removal of executive board officers for not performing said responsibilities and/or duties of position.
- C. All applications for officers/committee chairs positions to the Executive Board shall be reviewed by the current Council President, Vice President, and Director of Judicial Standards. Applicants must be interviewed, then present to the community and be voted on by the NPHC Council of Presidents with the advisement of the general membership.
- D. The executive board shall meet at the call of the Council President or Council Advisor and shall be responsible for the transaction of routine business. The executive board shall be empowered to act, in situations of emergency, provided that a full and complete report is made to the council of such actions at the next regularly scheduled meeting. The executive board has the right to amend any

constitutional amendment by a two-thirds (2/3) vote. Final approval of the constitutional amendment must be approved by the Council of Presidents unless the amendment is an executive board action.

- E. In the event the Council President is unable to perform their duties or unable to attend The Ohio State University for any reason the Council Vice President should be next in the order of succession.
- F. In the event that the Council Vice President cannot or does not wish to take their new office permanently, then the Council Vice President must occupy the new office until a special election or appointment process can be held to fill the vacancy. Following such election, the aforementioned officer has the option of returning to their former position or yielding that position to another council member selected through the election and/or appointment process.
- G. If an executive board officer not in a position of succession chooses to leave or be removed from their office, the acting Council President and Council Advisor will have the jurisdiction to make a recommendation to appoint another council member. In order to fill the newly vacant position, the council member being recommended must meet all requirements and be approved half (½) votes from the executive board and three-fourths (¾) votes from Council of Presidents.

## **SECTION II**

### **COUNCIL OF PRESIDENTS**

The Council of Presidents (COP) will be made up of presidents from all recognized/active NPHC chapters at The Ohio State University. This shall be a legislative entity of the NPHC OSU. All council wide decisions must be approved by the Council of President, unless the decision or action item is the responsibility of the executive board. Each member of COP will serve in their position at the discretion of their respective chapters as chapter delegates. The Council of Presidents will meet monthly with the executive board to review council initiatives, plans and community best practices. These meetings will be open to the NPHC general body and special guests.

- A. The chair of the Council of Presidents (COP) shall be the President of the council and/or an appointed chapter president serving within the Council of Presidents. The chair of the Council of Presidents is responsible for working with the Council Advisor to provide advisement to the overall governing structure of the COP.
- B. If a representative of the COP is not performing their responsibilities, the chair of the COP will work with the Council Advisor on necessary communication and recommendations.

## **SECTION III**

### **GENERAL BODY**

Each organization must have at least 50% of their membership attend general body meetings, council initiatives and/or signature events unless discussed with the Director of Administration and Communication and Council President. If an organization is unable to meet this standard, an attendance form must be submitted on behalf of the chapter at least 48 hours before each general body meeting. Failure to do so will result in a \$75 fee assessed to the chapter. Each active member organization has one vote on all matters and proceedings. The general body has the power to voice concerns within the NPHC OSU and make decisions through the powers of the Council of President's delegate system.

- A. The general body has the shared-power to:
  - a. Elect and recommend removal of executive board officers
  - b. Serve on council committees
  - c. Make recommendations for constitutional and by-law amendments
  - d. Vote on general body decision making action items pertaining to the welfare of the council
- B. General body meetings will be held once a month and will be presided by the Council Vice President. The Council Vice President will ensure general body meetings provide council updates, community development and outreach or learning opportunities.

## **SECTION IV ADVISOR**

The Advisor will counsel and advise the NPHC OSU by assisting students in their decision-making process, ensuring compliance with governing documents, keeping them aware of institutional policies/procedures, understanding local, state, federal laws, and challenging the NPHC to go beyond the status quo. The advisor shall improve the effectiveness of the NPHC while assisting in the positive development of the students. The advisor will serve as a full-time employee within the Office of Student Life Sorority and Fraternity Life.

## **ARTICLE V: MEETINGS AND QUORUM**

### **SECTION I**

- A. All council meetings for the following school year shall be scheduled prior to the beginning of the academic term. Council meetings shall be added to the calendar and final approval is given from the Council of Presidents.
- B. Executive Board meetings will be held bi-weekly; Council of Presidents and General Body meetings will be held once a month.
- C. The NPHC President and Director of Administration and Communication shall notify the council of any changes to the meeting schedule. All council meetings are open to all general body members and special invited guests.
- D. The executive board, council of presidents, and general body can hold electronic and/or virtual meetings, provided that all officers have the appropriate equipment. If the is meeting in person, and an officer and/or member may request to meet via electronic and/or virtual platform, which is also permissible. The president may authorize a vote by any electronic and/or virtual platform. The executive board may establish its own rules as necessary on electronic and/or virtual meetings including voting procedures, notice, quorum, etc. All electronic and/or virtual votes must be submitted to the council president and council advisor as instructed.

### **SECTION II**

Special meetings shall be called by the Chair of the Council of Presidents, or at the request of a quorum of the general body or Executive Board. Each organization's president/representative deemed by the president shall be informed by a phone call or written form of communication from the Executive Board at least two days prior to the meeting. The Chair of the COP reserves the right to suspend the day limit if immediate action is necessary.

### **SECTION III**

Two-thirds (2/3) of the active organizations or executive board officers in NPHC constitute a quorum for meetings.

### **SECTION IV**

Attendance at all COP meetings is mandatory for each respective organization. Failure to attend without two-day prior notification to the Director of Administration and Communication and/or the Council President will result in a \$25 fine.

### **SECTION V**

Meetings shall be run in accordance with Robert's Rule of Order, except where they conflict with the Constitution and Bylaws. In those cases, the Constitution and Bylaws shall supersede Robert's Rules of Order.

## **ARTICLE VI: VOTING**

### **SECTION I**

In the event of officer elections, each active member organization present, shall have one vote.

- A. All voting shall take place if quorum is met with two-thirds (2/3) of the voting membership in attendance.
- B. All voting shall be carried by a simple majority vote unless otherwise specified by the bylaws.
- C. Members of inactive organizations or those not in good standing with NPHC OSU will not have a vote in council decisions including but not limited to, council initiatives, elections, financial obligations, and judicial procedures.
- D. In the case of a tie, the Executive Board of the NPHC OSU shall vote, casting the deciding vote.
- E. The president may authorize a vote by any electronic and/or virtual platform.

## **ARTICLE VII: FISCAL YEAR**

The fiscal year for NPHC OSU shall be a full calendar year beginning January 1st -December 31st. Fiscal year ends after council has made complete transition of executive powers.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

- A. The governing documents for this Council shall be the National Pan-Hellenic Council, Inc. Constitution, Bylaws, Ohio State Code of Student Conduct, NPHC of the Ohio State University Constitution, Bylaws, Standards of Procedures, Judicial Code, and the Roberts Rules of Order (Newly Revised).
- B. 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 Ohio State University.
- C. 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 OSU.

## **ARTICLE IX: AMENDMENTS**

### **SECTION I**

This Constitution shall be amended by a two-thirds vote of the COP/representatives, at a COP meeting.

### **SECTION II**

Amendments may be proposed by a representative of a member organization, the Executive Board, the Judicial Standards Board, or the NPHC Advisor.

### **SECTION III**

All proposed amendments should be submitted in writing to the Judicial Committee or the Executive Board.

### **SECTION IV**

The proposed amendments will be presented and distributed to the council at the COP/Executive Board meeting or a special meeting following the submission of the amendments. The Director of Judicial Standards and Director of Administration and Communication shall be responsible for communicating all proposed amendments via email for documentation

### **SECTION V**

The Council of Presidents (COP) shall review proposed amendments and approve or deny the amendment in an official vote of two-thirds (2/3). A subsequent amendment to the initial amendment must be approved by a two-thirds (2/3) vote of the NPHC COP/deemed member representatives. The Director of Judicial Standards and Director of Administration and Communication shall keep record of the final decision and update governing documents at least 3 business days after the vote has been made.

## **ARTICLE X: GENERAL PROVISIONS**

### **SECTION I**

**NON-DISCRIMINATION CLAUSE:** This Organization and its members shall not discriminate against any individual(s) on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with the guidelines set by the Office of Student Life Student Activities.

### **SECTION II**

**STATEMENT OF NON-HAZING:** Section 3335-23-04 (L) of the Code of Student Conduct prohibits hazing, which is defined as: Doing, requiring, or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching, or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.

### **SECTION III**

**STATEMENT OF COMPLIANCE WITH INSTITUTIONAL, LOCAL AND FEDERAL REGULATIONS:** This organization shall comply with all Ohio State University policies and procedures, including but not limited to, those policies set forth in the Code of Student Conduct, Student Activities, Sorority and Fraternity Life, as well as local, state, and federal laws.

## **ARTICLE XI: GOVERNING POLICIES AND PROCEDURES**

### **SECTION I**

**Financial Management Policy** The purpose of the National Pan-Hellenic Council's **Financial Management Policy and Procedures** is to establish guidelines for control of the administration and implementation of the National Pan-Hellenic Council's funds in accordance with the National Pan-Hellenic Council's financial goals and objectives; to properly safeguard the assets of the National Pan-Hellenic Council at The Ohio State University to make sound financial decisions, and have the ability to provide accurate financial reports. More details on Council Budget, Council Expenses, and Revenue can be found on the National Pan-Hellenic Council at Ohio State Financial Management Policy and Procedures

This policy will be put in place in order to ensure the governance of the financial management system and provide a clear structure. This is set to create transparency between officers of the National Pan-Hellenic Council and the Council of Presidents in becoming a more cohesive and productive team.

### **SECTION II**

**Membership Intake/Recruitment Policy** The purpose of these documents is to provide the sororities and fraternities of The Ohio State University's NPHC, advisors, and prospective members with sources of information regarding Membership Intake. The Office of Student Life Sorority and Fraternity Life (SFL), Chapter Members, Chapter Advisors, and the NPHC Advisor will come together to ensure the health, safety, and well-being of our students and the local community here at The Ohio State University. This reporting is expected and is subjected to change each semester as needed. In order for Sorority and Fraternity Life to support chapters

through membership intake process and avoid problems, each chapter must adhere to the following guidelines and procedures if they are to conduct membership intake at The Ohio State University. It is our goal to have fair and equal reporting of all membership intake processes. The measures we are taking will help secure a safe and equal fraternity and sorority community. We are asking that each organization conducting membership intake keep the Sorority & Fraternity Life informed of all membership intake activities each semester. For organizations to participate in or host membership intake activities, chapters must be: 1. Recognized as an active student organization with the department of Student Activities 2. A financial and active chapter with the council and Sorority and Fraternity Life 3. In compliance with recruitment and membership intake guidelines, the Code of Student Conduct and respective national/local organization policies/guidelines The intake window is set each semester for the following semester. Within this window, all related events to intake must occur, including the New Member Presentation. Each organization may conduct membership intake during the set intake window each semester. The council membership intake window is set by the executive board prior to each semester and approved on the council calendar. The window begins the first day of scheduled classes and 10 business days from first day of finals. Membership intake related activities should not occur outside of this window.

Members, new members, alumni and members of the Graduate Chapters will be held responsible for their actions during the new member process. It is important that they understand that their actions may cause consequences for the current undergraduate chapter. If organizations within the council allow membership outside of The Ohio State University, the chapter must meet Student Activities' requirement of having 90% of membership being Ohio State students. Each organization will be required to participate in the NPHC Convocation, and all candidates for membership will be required to attend the NPHC Convocation and/or attend a makeup session offered during the semester in order to be considered for membership intake within a respective organization. Attendance at NPHC Convocation for candidates seeking membership is good for one academic year.

### **SECTION III**

#### **Risk Management Policy**

- a. SFL Big 4
  - i. If you break the law, accept the consequences
  - ii. We DO NOT provide alcohol
  - iii. We will know our guests
  - iv. There will be no alcohol in the joining process
- b. Alcohol/Drug Compliance: As stated in the Ohio State University Student Code of Conduct, unlawful possession, use, production, distribution, or sale of drugs either illegal or non-prescribed by any faculty, staff, or student is prohibited on university property or as any part of university activities. The use of illegal drugs is strictly prohibited at any council programming or events. Section 3335-23-04 (I) of the Code of Student Conduct states: Use, underage intoxication, production, distribution, sale, or possession of alcohol in a manner prohibited under law or applicable university policy or facility policy.
- c. COVID-19 Expectations: All members of the Council are to adhere to federal, state, and local guidelines relating to the COVID-19 pandemic
- d. Hazing/Title IX Management: No civil or social discrimination outlined by the university's Title IX code of conduct and rules
- e. Social Event Management: All social events should be registered and approved with the Executive Board and properly documented with participating organizations

### **SECTION IX**

**Council Calendar Policy** NPHC-OSU and all NPHC-OSU organizations must adhere to the calendar policies as stated in the "Ohio State University National Pan Hellenic Council Standards, Procedures and Protocol" documents Article III sections 1-3



## **SECTION X**

**Council Engagement Policy** Attendance, engagement, and behavior guidelines can be found in the introduction to Judicial Code as well as Article I & II of Ohio State University National Pan Hellenic Council Standards, Procedures and Protocol

## **SECTION XI**

### **Academic Policy**

## **SECTION XII**

**STANDARDS OF PROCEDURES** The council should use “Ohio State University National Pan Hellenic Council Standards, Procedures and Protocol” as a reference for the standard procedures and processes that members should take to carry out their roles and routine operations within the Council. The goal of this document is to promote self governance and accountability. Items include but are not limited to procedures, protocol, calendar procedures, and financial management These documents should be updated annually by Officers on the Executive Board and voted on by the Council of Presidents.

## **SECTION XIII**

**JUDICIAL CODE** The Judicial Code is established to outline responsibility of all National Pan-Hellenic Council Members and their moral obligation to promote honesty, respect, community, brotherhood/sisterhood, and cooperation within the NPHC community and our respective chapters. This Judicial Code is designed to inspire members, reinforce exemplary conduct and values, and perpetuate lifelong membership to enrich the sorority, fraternity, and overall NPHC experience.

# **Bylaws**

## **ARTICLE I**

### **COUNCIL LEADERSHIP RESPONSIBILITIES**

#### **President shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Serve as the chief executive office of the Council.
- Maintain close contact with the work of the executive board officers and committee chairpersons.
- Be prompt in bringing any matter of importance to the council.
- Serve as chairperson of all council meetings including but not limited to, General Body, Executive Board, and Council of Presidents meetings.
- Serve as the voice and representation of the council on any campus-wide committee, organization, programming and or media; or appoint someone to replace them in that position, which will report back to the council.
- Act in the best interest of the council and have the power to remove members of the Executive Board after careful consideration and consultation with the COP for specific reasons and appoint a temporary replacement until special elections or final appointment.
- Have the power to interpret governing documents and policies in cooperation with the Director of Judicial Standards.
- Perform at least three office hours per week in the Greek Council’s office suite.
- Serve as the liaison to the graduate council on council relations, initiatives and networking events.

- Oversee and develop community development initiatives to enhance the sustainability and growth of the council.
- Have the right to call any emergency and/or special meeting for the council as deemed necessary
- Attend and serve as the liaison for all joint council functions and/or meetings
- Assist the Director of Finance with all financial management responsibilities
- Complete all university required trainings including but not limited to Student Activities-Leadership and Service
- Make sure meetings are run according to the *Newly Revised Robert's Rules of Order*
- Perform other duties as assigned in which the office may require.

**Vice President shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Perform the duties of the president in their absence during their inability to fulfill their roles and responsibilities or at their call.
- Serve as the ex-officio chairman and oversee all sub committees including but not limited to standing and special committees (ex. judicial committees, programming committees, community engagement).
- Perform at least three office hours per week in the Greek Council's office suite.
- Serves as liaison to SFL in terms of SOE's and academic initiatives.
- Assist the President with developing community development initiatives to enhance the sustainability and growth of the council.
- Perform other duties as assigned in which the office may require.

**Director of Administration and Communication shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Maintain records of all NPHC events and programs through pre-event planners, booking and reservations, post-event evaluations, confirmation emails, and any other documents pertaining to the council.
- Record the minutes and resolutions of all NPHC meetings including but not limited to General Body, COP and Executive Board meetings and distribute accordingly.
- Inform members within the council of meetings and events.
- Assist the President in creating agendas for all meetings.
- Make, confirm, and check all reservations and room setups for council meetings, programs, and special events at the request of the executive board and/or the Advisor.
- Be in charge of creating sign-up sheets and spreadsheets for any programs and/or special events.
- Perform other duties as assigned in which the office may require.

**Director of Finance shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Serve as the primary signature and disturber for financial withdrawals, checks, statements and other financial responsibilities in accordance with the council's banking institution. (US Bank)
- Receive and deposit all funds pertaining the council.
- Issue all receipts and/or invoices for funds that need to be or has been received.
- Develop an operating and programming budget for council each academic year.
- Approve budgets for all sub-committees in accordance with the Executive Board and COP.
- Keep accurate records of all transactions and prepare a written financial report to be given to all organizations present at each meeting not including General Body.
- Develop and organize fundraising efforts to enhance financial stability for the council; including collaborating with the Director(s) of Programming and Special Events.
- Serve as the team captain for Buckeyethon.
- Perform other duties as assigned in which the office may require.

**Director of Marketing and Public Relations shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Provide general publicity for all council programs, events and initiatives.
- Manage all Social Media outlets for the council consistently.
- Manage and maintain the council website.
- Develop and maintain a marketing plan for the council.
- Coordinate and develop all promotional material for the council.
- Keep the council up to date on various events and programs that are going on around campus.
- Serves as the liaison between Sorority and Fraternity Life and Student Life marketing in accordance with council marketing.
- Serve as the liaison for any community constituents for any events (ex. Vendors, Snack stands, etc.).
- Develop monthly newsletters for the council and/or community partners/stakeholders.
- Perform other duties as assigned in which the office may require

**Director of Special Events/Programming shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Develop and oversee the Special Events/Programming sub-committee.
- Serve as the liaison and oversee the planning and coordination of all signature events including but not limited to NPHC Welcome Week, Step Show, Stroll Competition, African American Farewell Celebration, Yard Show, Family Affair and Reunion, Homecoming.
- Coordinate and plan at least 2-4 educational (passive or active) programs for the council per year.
- Serve as the liaison with major campus events and activities.
- Oversee special and/or standing committees for council special events.
- Serve as the point of contact for any outside entities who will serve as special guests/speakers/performers for all special events.
- Handle and manage all contracts for council special events and programs.
- Serve as the liaison for programming between Sorority and Fraternity Life, Greek Programming Board and the council with assistance from the Director of Community Engagement and Social Justice.
- Perform other duties as assigned in which the office may require.

**Director of Community Engagement and Social Justice shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Develop and oversee community service initiatives and sub-committees.
- Coordinate and plan at least 2-4 community service and/or philanthropic initiatives for the council per year.
- Coordinate and plan at least 2-4 social justice initiatives for the council per academic year.
- Serve as the liaison with the Student Life's Multicultural Center, Social Change, Student Advocacy, Hale Black Cultural Center, Office of Diversity and Inclusion programs.
- Develop and oversee council weeks and/or weekends.
- Assist and work with the Director of Special Events/Programs with any programs that overlap with programming.
- Serve as the point of contact for any outside entities who will serve as special guests/speakers/performers for all social justice events and community service events.
- Serve as the liaison for programming between Sorority and Fraternity Life, Greek Programming Board and the council with the assistance from the Director of Special Events and Programming.
- Perform other duties as assigned in which the office may require.

**Director of Judicial Standards shall:**

- Attend all council Executive Board, COP and General Body meetings.
- Coordinate and serve as the chairman for the council Judicial Committee.
- Serve as the executive officer of all council judicial hearings, investigations and

adjudication of any violations deemed appropriate by the council and judicial committee.

- Act as liaison for the joint council judiciary board.
- Maintain knowledge of and enforce all council policies, procedures and governing documents.
- Make sure meetings are run according to the *Newly Revised Robert's Rules of Order*.
- Ensure that the council is operating within the parameters and restraints of the current council constitution and by-laws.
- Develop all policies and procedures for the council's special events and/or programs.
- Coordinate and oversee the council's election process as written in the current council constitution and by-laws.
- Perform other duties as assigned in which the office may require.

#### **Council of Presidents**

#### **Council Advisor**

### **ARTICLE II REMOVAL OF COUNCIL OFFICERS**

Any Executive Board member shall be removed from office for one or more of these reasons:

- Continued insubordination and constant neglect of responsibilities and duties
- Found by the University Judicial System to be in violation of University Policy as indicated in the Code of Student Conduct of The Ohio State University.
- Failure to maintain a 2.5 cumulative grade point average.
- Failure to maintain active status within one's organization.

Any officer under review of the COP for removal from office shall receive verbal and written confirmation stating the reasons for such actions. With such a review, no officer shall be removed from office. With the advice of the Adviser, the COP shall have the final say, in the removal of an officer from their position. Executive Board may conduct their own investigation pending a decision from COP

### **ARTICLE III COUNCIL CALENDAR**

To promote respect and courtesy between members, an organization shall not schedule events on the Founder's Day of another organization, regardless of the chapter's activity status on campus. 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

NPHC-OSU and all NPHC-OSU organizations must adhere to the calendar policies as stated in the Standards, Procedures, and Protocol document under Article III titles NPHC Calendar. All active organizations may have a total of eleven (11) to fourteen (14) days for programming in an academic semester. All active member organizations may have one (1) week of consecutive programming. NPHC-OSU shall have priority to select dates before member organization's select their calendar dates for the upcoming semester. A week can be as minimal as four (4) consecutive days and a maximum of seven (7) consecutive days. Each member organization has priority to their Founders' and Charter Date.

All unused or lost Greek dates will be returned to NPHC-OSU. Any active member organization may hold internal community service functions at any time. The date selection process is as follows:

- Based on the previous semester's GPA NPHC-OSU Sororities and Fraternities will select their week in order of academic standing (highest to lowest chapter GPA) and standing with the Council
- Chapter programming dates will be selected via GPA from the previous semester at the last general body meeting of each semester
- Chapters weeks get chosen (2) weeks before the last meeting of the semester.
- Chapters will then pick programming dates at the last meeting of the semester based on the GPA from the previous semester
- Following chapter programming dates will be granted upon request if there is no conflict.
- The calendar should be finalized (3) weeks after the date selection period

Details about dates switching, adding, and violations can be found in the Ohio State University National Pan Hellenic Council Standards, Procedures and Protocol

#### **ARTICLE IV SANCTIONS AND APPEAL RIGHTS**

If it is determined that the member organization does not convene, or has violated, one or more of the aforementioned standards and/or regulations, one or more of the following sanctions may be imposed as stated in the Ohio State University National Pan Hellenic Council Standards, Procedures and Protocol

- **Warning.** Reprimand of an organization for behavior unbecoming of a fraternity/sorority at OSU
- **Reprimand.** This is a warning indicating that the group's actions were inappropriate and that subsequent violations may result in more serious disciplinary action.
- **Restitution.** A payment for financial impact. The assessed costs to be paid may be in addition to other penalties.
- **Intramural Restrictions.** These restrictions prohibit the group from participation in any portion of the intramural program as determined by the board.
- **Educational Seminars.** This sanction requires the group to attend, sponsor, and/or present an educational program.
- **Activities Restrictions.** These restrictions prohibit groups from participating in some, or all, university, chapter, and Greek events. This may include social events and events off campus.
- **University/Community Service.** The group must complete a specified number of hours, with certain minimum requirements.
- **Fine.** A fine of no more than \$500.00 can be imposed on a chapter. A fine makes a matter of record any incident that reflects poorly on the chapter, the system, or the University. The fine shall be paid to NPHC.
- **Loss of Council Recognition.** This is a serious warning that subsequent violations of regulations may result in an organization's forfeiture of specifically listed social and/or other privileges for a period of not less than three months, or more than three calendar years, and may also require specific performance during probation. The international headquarters of the fraternity/sorority placed on probation will be notified of this action. In addition to imposing the sanction of probation, the Board may impose one or more of the restrictions listed and other actions that are deemed appropriate. In the event an organization is currently on probation, and found responsible, additional sanctions may be imposed, if further violations occur.

#### **ARTICLE V FINANCE**

The purpose of the National Pan-Hellenic Council's Financial Management Policy and Procedures is to establish guidelines for control of the administration and implementation of the National Pan-Hellenic Council's funds in accordance with the National Pan-Hellenic Council's financial goals and objectives; to properly safeguard the assets of the National Pan-Hellenic Council at The Ohio State University to make sound financial decisions, and have the ability to provide accurate financial reports. More details on Council Budget, Council Expenses, and Revenue can be found on the National Pan-Hellenic Council at Ohio State Financial Management Policy and Procedures

## **ARTICLE VI GRIEVANCES AND APPEALS**

If a chapter would like to report a grievance/violation of standards, code, constitution or bylaws, they should submit the details through the All Council Grievance Form/Judicial Committee Grievance Form. After grievances are filed and reviewed parties and/or stakeholders will be notified, and a meeting will be requested. If a chapter commits is in violation of the NPHC OSU Constitution, Standards of Procedures, or Bylaws, one or more of the following sanctions listed in Article IV will be recommended.

## **ARTICLE VII MEMBERSHIP INTAKE AND RECRUITMENT**

Updated Recruitment Policies for the NPHC OSU can be found [here](#) and on the SFL website for Ohio State University under "Current Members". See Constitution Article XI Section II.

# **Council Standards, Procedures and Protocol**

The purpose of this document is to serve as a reference for the standard procedures and processes that members should take to carry out their roles and routine operations within the Council. The goal of this document is to promote self-governance and accountability.

## **ARTICLE I: PROCEDURES**

### **SECTION I: MEETING PROCEDURES**

**DEFINITION AND PURPOSE** A meeting is defined as an event where member organizations of NPHC OSU are required to have at least 50% of their chapter present at the General Council Meeting. Any organization not sending the required number of representatives will be subject to discipline. More rules based upon meeting protocol can be found in Article II

**AGENDA & MINUTES** The President & Director of Communication and Administration shall establish the agenda, date, and location of meetings using NPHC-OSU agenda template. Meeting agenda should be sent out at least 24 hours in advance and representatives are expected to notify the Director of Communication and Administration 12 hours in advance, in email form with President, Director of Judicial Standards, and Advisor cc'd on it, if any items that need to be added to the agenda

**MAINTENANCE OF ORDER** The Director of Judicial Standards, at the discretion of the President, shall maintain order at the meetings. Representatives with disorderly conduct may result in the ejection from this meeting. If the ejections of the representative or representatives occur more than twice a semester, the respective organization will be penalized with suspension of voting privileges for that semester and will be subject to discipline

**FREQUENCY OF MEETINGS** The Executive board will meet at the beginning of each month and with the General Body. The General Council will meet once a month. The executive board members shall meet 1 on 1 with the NPHC Advisor at least once a month. The President and Director of Communication and Administration will be responsible for sharing meeting information with organization members at least 48 hours before scheduled meetings, ideally these notifications will be sent at the beginning of the semester with a finalized calendar.

The President and Advisor have the ability to schedule emergency meetings when needed. Notifications of emergency meetings are the responsibility of the Director of Administration and Communication

**MEETING REPORTS** The Executive Board member should email their meeting report 48 hours before a meeting begins to the Director of Administration and Communication with the Council President, Vice President and Council Advisor cc'd on it.

#### **Reports should include:**

- Updates in work that has been completed since the last time we met
- Report on the state of projects that are already in the works
- Address any support that may be needed by other Executive Board members, Chapter Presidents, and NPHC-OSU Advisor

Each Chapter President should email their report 48 hours before a meeting begins to the Director of Administration and Communication with the Council President, Vice President and Council Advisor cc'd on it.

#### **Reports should include:**

- Any major activities since we last met
- Future planning activities
- State of their Chapters

## **SECTION II: COUNCIL EVENTS AND PROGRAM PROCEDURES**

**DEFINITION AND PURPOSE** NPHC-OSU programs should be constructed with the goal of providing and inclusive community, supporting and developing member organizations, individual members, and the community at-large through educational, social, and civic initiatives.

**EVENT FLYERS** Event flyers must receive approval by the Executive Board before they are posted.

**POST-EVENT PROCEDURES** Event evaluations should be shared at-least 48 hours after and event to gauge the success and responses to events.

## **SECTION III: COUNCIL ELECTIONS AND REMOVAL FROM OFFICE**

**NOMINATIONS** Appointed members should be within a good academic standing with the University and be active members within their respective chapters.

Nominees are selected via an application process. The application is open for 2 weeks and will be sent to COP for them to send to their members. The nomination description in the application must include:

- Name
- Position(s) they are running for
- Current academic standing
- Involvement both on and off campus
- Why you chose these position(s) and how these position(s) will benefit you and the council

Nominations to the executive board must be confirmed by the NPHC Advisor, President, and Director of Judicial Standards.

An interview is then proceeded with the NPHC Advisor and the Director of Judicial Standards. During the interview, the nominee will be asked a series of questions and they must answer them to the fullest of their ability.

Elections will take place towards the end of the Fall Semester during the end of preceding executive board term.

Members of inactive organizations or those not in good standing with NPHC-OSU cannot be nominated for an office by either active or inactive organizations, unless the organization will be confirmed active the following semester.

**SPEECH AND PRESENTATION GUIDELINES** All nominees will have a limit of (2) minutes to give a brief speech (and/or presentation) as to why they feel they are qualified for the office in which they are seeking. In the case of an uncontested candidate, he/she will not be required to give a speech but must be voted into the position by the council.

After speeches are given from each candidate, there will be a brief ten minute question period after each candidate for one (1) position at a time gives their speeches (and/or presentation). After ten minutes has passed, the Director of Judicial Standards will call for a vote.

In the event that a candidate running for an Executive Officer position cannot be in attendance for Election, they must send in a video giving their speech (and/or presentation) along with three frequently asked questions for further clarification since they cannot attend.

**VOTING FOR NOMINEES** Voting shall take place if  $\frac{2}{3}$  of voting membership is in attendance. Each active member organization shall have one official representative/delegate that will cast one vote on all voting procedures.



Each chapter gets one, in the event that there is a tie the president of NPHC-OSU shall vote.

All voting shall be carried by a simple majority vote unless otherwise specified in the bylaws.

An organization can vote only if they are in good financial status with the NPHC-OSU.

In the case of a tie, the Executive Board of the NPHC-OSU shall vote, casting the deciding vote.

No Executive Board member on the NPHC Council shall have the authority to vote as a representative of their organization. Only in the event of a tie will the member be allowed to vote.

**IMPEACHMENT PROCESS** Any Executive Board member shall be removed from office for one or more of these reasons:

- Continued insubordination and constant neglect of responsibilities and duties
- Found by the University Judicial System to be in violation of University Policy as indicated in the Code of Student Conduct of The Ohio State University.
- Failure to maintain a 2.5 cumulative grade point average.
- Failure to maintain active status within one's organization.

Any officer under review of the Judicial Committee for removal from office shall receive a verbal and written confirmation stating the reasons for such actions. With such a review, no officer shall be removed from office. With the advice of the Adviser, the Executive Board and Judicial Committee shall have the final say, in the removal of an officer from their position.

## **ARTICLE II PROTOCOL**

### **SECTION I: MEETING PROTOCOL**

**TYPES OF MEETINGS** The types of meetings that the NPHC-OSU holds include: E-Board, COP Round Table, General body, 1 on 1's with President and Advisors, and Programming/Internal

**ROBERT'S RULES OF ORDER** Every NPHC-OSU Executive Board and General Council meeting shall use the terminology within Roberts Rule of Order, 11th Edition that presents formal business etiquette within meetings to ensure that time and conversation are not being wasted.

**ATTENDANCE TO MEETINGS** Members are expected to be present at least 5 minutes before the start of the meeting.

Attendance at General Body meetings is required for executive board members and at least 50% attendance.

Attendance at Executive board meetings is required for all executive board members, but open to COP.

Attendance at committee meetings is required for all committee members.

Any active member organizations arriving more than 30 minutes after meeting is called to order, WITHOUT emailed notice at LEAST 24 HOURS in advance to the will be deemed absent. All voting privileges will be revoked for that General Council meeting.

**ATTIRE, ETIQUETTE AND ENGAGEMENT** For in-person meetings, there shall be enforced protocol for attire. At any General Council/Executive Board in-person meeting hosted by NPHC-OSU, council members must be wearing business casual clothing.

For in-person or virtual events/programs, the members of the NPHC-OSU in attendance must wear appropriate and up to par paraphernalia respective to their organization. If the event calls for business

professional attire, then it will be expected for the President and Director of Administration and Communication to set what the attire will be required.

## **VIRTUAL PROTOCOL**

In the event that meetings need to be held on Zoom for any particular reason, individuals must:

- Use chat tools for more efficiency with conversation.
- Use breakout rooms if needed for elections, committees, or any other specific situation that allows it.

## **CAMERAS AND ENGAGEMENT**

Cameras should be on for the duration of meetings to ensure engagement.

During events, cameras must be on for the entire duration of the event so that we can best engage with our student body unless a circumstantial situation calls for a council member to turn it off.

## **ARTICLE III: NPHC CALENDAR**

### **SECTION I: CALENDAR POLICIES**

NPHC-OSU and all NPHC-OSU organizations must adhere to the calendar policies as stated.

All active organizations may have a total of eleven (11) to fourteen (14) days for programming in an academic semester.

All active member organizations may have one (1) week of consecutive programming.

NPHC-OSU shall have priority to select dates before member organization's select their calendar dates for the upcoming semester.

A week can be as minimal as four (4) consecutive days and a maximum of seven (7) consecutive days.

Each member organization has priority to their Founders' and Charter Date.

All unused or lost Greek dates will be returned to NPHC-OSU.

Any active member organization may hold internal community service functions at any time.

No active member organization may hold or co-sponsor a non-profit social or profit generating event in their name, on or off campus (i.e. house party, happy hour), on another member organizations dates without prior written consent, in email form within 24 hours of the program with the NPHC-OSU Director of Administration and Communication and President cc'd on it, to that organization. **Failure to comply with these instructions stated will be subject to disciplinary actions as stated in Article 4 of the By Laws by the Judiciary Board resulting.**

### **SECTION II: DATE SELECTION PROCESS**

Based on the previous semester's GPA NPHC-OSU Sororities and Fraternities will select their week in order of academic standing (highest to lowest chapter GPA) and standing with the Council.

Chapter programming dates will be selected via GPA from the previous semester at the last general body meeting of each semester.

Chapters weeks get chosen (2) weeks before the last meeting of the semester.

Following chapter programming dates will be granted upon request if there is no conflict.

The calendar should be finalized (3) weeks after the date selection period.

### **SECTION III: DATE SWITCHING, ADDING, AND VIOLATIONS**

In the event that a chapter has violated/hosted an event on another chapter's day, that chapter is subjected to discipline by the Judicial Committee as stated in Article 4 of the By-Laws.

In the event that an organization would like to swap/replace dates, they must coordinate with the organization they would like to swap with and then email the Director of Administration and Communication [with the President and Council Advisor cc'd] to note the changes in the calendar.

### **ARTICLE IV: FINANCIAL MANAGEMENT**

#### **SECTION I: PURPOSE**

The purpose of this sections is to establish guidelines for control of the administration and implementation of the National Pan-Hellenic Council's funds in accordance with the National Pan-Hellenic Council's financial goals and objectives; to properly safeguard the assets of the National Pan-Hellenic Council at The Ohio State University to make sound financial decisions, and have the ability to provide accurate financial reports.

This policy will be put in place in order to ensure the governance of the financial management system and provide a clear structure. This is set to create transparency between officers of the National Pan-Hellenic Council and the Council of Presidents in becoming a more cohesive and productive team.

#### **SECTION II: COUNCIL BUDGET**

The council budget will be set at the beginning of each semester before the release or collection of any funding.

The Director of Finance is responsible for introducing a detailed budget to the Executive Board as well as the Council of Presidents in order to enhance transparency between the council.

The budget is responsible for taking in account programming, marketing, operations and miscellaneous expenses. This budget will be taken in account when funds are to be requested.

#### **SECTION III: COUNCIL EXPENSES**

There is to be a set system organized in place to how funds are to be omitted and accepted in the council.

Expenses are held under the US bank located on Ohio State campus inside of the Ohio Union.

The expense outflow and inflow that are carried through the bank are to be closely monitored by the Director of Finance and the two officers that are to be added to the account in that given period.

Council expenses are to be spent on council related programs, initiatives, and fundraisers as fit by campus organization guidelines.

Methods of payment to the council that will be accepted are as follows:

Checks paid out to "The National Pan-Hellenic Council at OSU"

Cash app (with the cashtag \$NPHCOSU)

Money orders paid out to "The National Pan-Hellenic Council at OSU"

#### **SECTION IV: BUDGET REQUEST FORM**

This form is to be available for and utilized by the Executive Board only.

Budget request forms must be turned in no later than 7 business days in advance to the time the funds are needed in order to give the operating officers an adequate amount of time to look over the budgeting needs and vote upon the requested funds.

Once this form is submitted, the officer must send the Director of Finance a confirmation email as well as one form of external contact (whether that be through text message or a phone call).

Mandatory items in submitting a Budget Request Form:

- Proof of item costs
- Itemized budget list of each expense
- Justification or explanation to why the National Pan-Hellenic Council should fund the requested program or initiative.

Each budget request is to undergo a reviewing process whether it be any of the following:

- Jurisdiction of approval by President and Director of Finance if the requested amount is under \$50.00.
- Jurisdiction of approval by the entire Council Executive Board if the requested amount is over \$50.00.
- Jurisdiction of approval by Council Executive Board as well as Chapter Presidents if the requested amount exceeds \$100.00.

After the budget has been reviewed and approved by the necessary officers, the President and Director of Finance will work with the Council Advisor for final acknowledgement for usage of funds.

## **SECTION V: DUES**

Council dues are to be issued with a set due date by the first General Body meeting of the given semester.

Once the set due date is established and communicated through the council and chapters, the Director of Finance will be responsible for creating the proper invoices in giving chapters a delicate description of the amount due to each chapter based on the number of active members involved in each chapter.

For each active member of recognized chapters, \$15 will be due to the National Pan-Hellenic Council at The Ohio State University. The modes of payments to be accepted will be via Cash App with the cashtag of \$NPHCOSU as well as checks issued through a valid bank account.

The Director of Finance will work with the President to receive the correct roster for each chapter.

Each chapter is responsible for having their roster accurate and complete with the Sorority and Fraternity Life Roster Management Systems.

Failure to comply with the due date issued will result in a fee of \$5.00 for each day it is late as well as the removal of dates in the National Pan-Hellenic Council calendar.

The chapter will no longer be considered active in the council until the dues are paid. This is to be closely enforced by the Director of Finance and the Director of Judicial Standards.

## **SECTION VI: FUNDRAISING**

All fundraisers for the council are to be voted on and approved by the Executive Board.

