



Constitution & By-Laws

National Pan-Hellenic Council

The Florida State University

I am because we are. We are, therefore I am.

CONSTITUTION

We, the representatives of the National Pan-Hellenic Council at the Florida State University, which includes the following member organizations:

- Iota Delta Chapter of Alpha Phi Alpha Fraternity, Inc.
- Zeta Omicron Chapter of Alpha Kappa Alpha Sorority, Inc.
- Theta Eta Chapter of Kappa Alpha Psi Fraternity, Inc.
- Chi Theta Chapter of Omega Psi Phi Fraternity, Inc.
- Kappa Epsilon Chapter of Delta Sigma Theta Sorority, Inc.
- Mu Epsilon Chapter of Phi Beta Sigma Fraternity, Inc.
- Rho Kappa Chapter of Zeta Phi Beta Sorority, Inc.
- Epsilon Delta Chapter of Sigma Gamma Rho Sorority, Inc.
- Epsilon Nu Chapter of Iota Phi Theta Fraternity, Inc.

Recognize the need for coordination of activities of intercollegiate historically Black Greek Letter Organizations by establishing and administering the activities of the Member Organizations, assisting the university administration in attaining its scholastic and cultural objectives, maintaining Greek life and inter-council relations, acting as a catalyst for Member Organizations on matters of interest to both the university and Member Organizations and to encourage them to maintain involvement within the Greek community in its entirety at the Florida State University. No other organizations, except for those mentioned above, have the right to participate within the National Pan-Hellenic Council at the Florida State University.

ARTICLE I - NAME

The name of this organization shall be the National Pan-Hellenic Council at the Florida State University.

ARTICLE II - PURPOSE

The purpose of the National Pan-Hellenic Council is:

- A. To promote an atmosphere of mutual respect
- B. To support a high academic and scholastic standard
- C. To assist member organizations in upholding their fundamental purposes and ideals
- D. To act as a governing body for the member and affiliate organizations
- E. To enhance the positive relationships among the men and women of the National Pan-Hellenic Council

ARTICLE III - MEETINGS

Section 1. General Body Meetings

General Body meetings shall take place bi-monthly (or as necessary) in order to discuss, evaluate, and review the activities, business, and correspondence involving Member/affiliate Organizations and the National Pan-Hellenic Council. Member organizations are required to have 50% attendance from their respective chapters in attendance at each general body meeting.

Section 2. Executive Board Meetings

Executive Board Meetings will be conducted weekly, prior to all general body and president's council meetings, or as deemed necessary by members of the Executive Board to discuss in advance items that will be addressed in the before the National Pan-Hellenic Council formal business meetings.

Section 3. Council of Presidents Meetings

Council of Presidents meetings shall occur bi-monthly, or as necessary, opposite general body meetings to coordinate upcoming events of each Member Organization and to keep chapters informed of happenings within the council. The Council of Presidents will also discuss collaborative projects to include all member organizations such as social & civic programs, community service, and member education. Furthermore the council will discuss pressing issues before the Greek and the Florida State University communities that may be of concern to the National Pan-Hellenic Council.

ARTICLE IV - MEMBERSHIP

Section 1. Criteria for Active Organizations

- A. Member Organizations must adhere to the rules and regulations as well as policies contained herein the constitution and by-laws of the National Pan-Hellenic Council at the Florida State University.
- B. Member Organizations must be registered through the Office of Greek Life and the Student Activities Center as student organizations in order to comply with the University and be eligible for representation within the National Pan-Hellenic Council.
- C. Member Organizations must maintain good financial standing with the National Pan-Hellenic Council each semester through proper payment of council dues and any accrued fines.

- D. Member Organizations must participate actively in all NPHC-FSU sponsored events [equivalent to 50% or more of current membership in attendance unless an adjustment is voted on by the Member Organizations].
- E. Member Organizations must attend all NPHC-FSU meetings per semester.
- F. Member Organizations must maintain a minimum chapter cumulative grade point average of 2.5 on a 4.0 scale.
- G. Inactive organizations will be held accountable for all violations against the National Pan-Hellenic Council at the Florida State University constitution and bylaws. These violations must be resolved before the start of a probationary period of evaluation in order to reactivate membership within the Council. Inactive organizations are not permitted to engage in the following:
 - 1. Participate in any activities sponsored by the Florida State University or the NPHC-FSU, which includes but is not limited to:
 - a. Intramurals
 - b. Homecoming
 - c. Dance Marathon
 - d. Extravaganza
 - i. All chapters not performing in Extravaganza (who do not provide an alternative team to perform in their stead, will have to pay general price admission for entry into the event.
 - e. Relay for Life
 - f. Summer Oasis
 - g. NPHC Week
 - h. Stroll- Off
 - i. Official Weeks
 - 2. Sponsor any on or off-campus activities in the organization's name.
- H. Active NPHC-FSU chapters are not permitted to sponsor, pair, or facilitate any event with an inactive organization (including unregistered summer semester activities). If such activities occur, the active organization will be sent to The NPHC Judicial Board for review and possible fines and/or sanctions will ensue.
- I. **THERE ARE NO WITHDRAWALS FROM THE NPHC-FSU.** According to the national NPHC constitution: chapters whose organization is nationally affiliated with the National Pan-Hellenic Council must fall under campus NPHC jurisdiction where two (2) or more organizations exist. (National NPHC By-Laws. Article I. Section 1).

ARTICLE V - REPRESENTATION

Section 1.

Representatives of the NPHC-FSU shall be limited to one (1) individual and one (1) alternate for each Member Organization.

- A. All representatives must be currently enrolled as a full time student at the Florida State University.
- B. All representatives must be in good academic standing with the university, NPHC-FSU, and their respective chapter.

Section 2.

The President, Vice President, two (2) voting delegates, and one (1) alternate delegate are required to attend a constitutional orientation at New Member Orientation scheduled by the NPHC-FSU in order to retain voting privileges. The constitutional orientation will be provided by the Chief Justice. However in his/her absence an Executive Board member may conduct this orientation.

Section 3.

Only those members delegated as chapter representatives or alternates at the beginning of each semester shall be allowed to vote at official meetings of the NPHC-FSU.

Section 4.

The duties of the representative(s) shall include, but are not limited to:

- A. Provide the NPHC-FSU's Secretary a calendar of scheduled events each month to be submitted by the 1st of the month for that upcoming month.
 - 1. Provide proposed dates for chapter weeks during designated time of submission.
 - 2. Dissemination of information to his/her Member Organization on behalf of the NPHC-FSU.

Section 5.

The power of 1 vote shall be given to each Member Organization, provided at least one (1) representative is present at the time of voting.

- A. Representatives not present that have not submitted a written excuse to the NPHC-FSU Secretary for approval by the NPHC-FSU President shall lose all voting rights at that specified meeting.
- B. A submitted written explanation to the NPHC-FSU Secretary for approval by the NPHC-FSU President must be provided to obtain a proxy vote.

Section 6.

The National Pan-Hellenic Council at the Florida State University may nominate two (2) members to serve as ambassadors to the following agencies/organizations: the Black Student Union and the Florida State University Chapter National Association for the Advancement of Colored People.

Section 7.

Executive Board members do not function as representatives and cannot vote unless done by proxy.

ARTICLE VI - Quorum

Section 1.

Quorum shall be defined as a 2/3 majority when there are eight (8) or more active organizations within the Council. In the event that less than eight (8) organizations are active, quorum shall be defined as a simple majority (half of active organizations plus one).

Section 2.

A quorum shall be necessary to conduct any business requiring a vote. The Secretary must identify whether quorum is either verified or not verified immediately following roll call (attendance).

ARTICLE VII - Qualification of Officers

Section 1.

No member may hold an elected or appointed office in the NPHC-FSU if:

- A. His/her respective organization is not an active organization;
- B. He/she is not identified as an active member of his/her respective chapter as indicated by the current chapter roster;
- C. He/she does not have a minimum **2.5 semester** grade point average or he/she does not have a minimum **2.75 cumulative** grade point average;
- D. He/she is not currently considered a "Full-time" student during the Fall and Spring semesters at the Florida University during the term of office.

ARTICLE VIII - Occupation of Office

Section 1. Executive Officers

- A. Members of the Executive Board and Chairs of the Executive Committees are considered Executive Officers.
 - 1. The Executive Board shall consist of the President, Vice President, Chief Justice, Secretary, Treasurer, Historian, and Public Relations Chair.
- A. Executive Board Officers are prohibited
 - from serving as chapter delegates.
 - 2. The Executive Committee Chairs shall be the Membership Chair, the Special Events Coordinator, and the Special Events Assistant Coordinator.
 - a. Executive Committee Chairs may serve as chapter delegates in meetings not governed by the Executive Committee of which they are the Chair/ Coordinator or Assistant Coordinator.
- B. Duties of Executive Officers
 - 1. The President shall Serve as the Chairperson of the General Body and Council of Presidents Meetings; Approve all vouchers for expenditure of budgeted funds; serve as chief spokesperson of the NPHC-FSU; Attend regularly scheduled meetings with the Advisor; coordinate communication

with other NPHC's, especially FAMU and Tallahassee Alumnae Chapters;
Perform the duties which are usually executed by the chief officer.

2. The Vice President shall assist the President in the performance of duties and preside in the absence of the President; coordinate activities to promote unity among the Executive Officers (e.g. retreats); appoint and coordinate the activities of the Executive Committees and other Committees; and make space reservations and arrange the proper accommodations on behalf of the NPHC-FSU.
3. The Chief Justice shall Serve as the Chief Justice during Greek Judicial Board hearings involving NPHC-FSU organizations; preside over the NPHC-FSU Judicial Board; keep files of each case and respective decisions of all Judicial hearings; provide an alleged "Notice of Violation" in writing to the charged organization, which shall include the time and place of the hearing; provide a "Notice of Sanction" no more than (3) business days after the conclusion of the hearing; preserve the Constitution, By-Laws, and other official documents and see that they are upheld in the proceedings of the NPHC-FSU; provide all Constitutional changes, including the previous and revised versions, and clearly mark which version is the current version; have a working knowledge of the most recent Robert's Rules of Order and shall keep a copy of said reference during all meetings to serve as Parliamentarian.
4. Secretary The Secretary shall keep ensure the proper contact information for the NPHC-FSU is kept on file with the National NPHC, Regional NPHC, and the FSU Greek Life Office; keep a current roster and list of delegates for each Member Organization; issue necessary correspondence to the NPHC-FSU member; record minutes of the General Body and Council of Presidents meetings and make them readily available to NPHC-FSU members; make minutes of all committee meetings available once they are received; and archive all documents used in the current and past administrations.
5. Treasurer The Treasurer shall remit dues on behalf of the NPHC-FSU to the National and Regional NPHC offices; submit the End of the Year Report and other mandated documents to the National and Regional Offices; maintain records of all NPHC-FSU, showing accurately the financial condition of the NPHC-FSU; issue and retain receipts of all funds; present a report including all financial transactions at the General Body meetings; issue checks and/or signatures for the expenditures of all funds upon the receipts of vouchers properly executed; provide a voucher form to the Secretary to be included in the *NPHC-FSU Official Documents Handbook*.
6. Historian The Historian shall make provisions for pictures to be taken at all NPHC-FSU-sponsored events; maintain record of such pictures; be

ultimately responsible for awards packets sent to the National and Regional levels of NPHC on behalf of NPHC-FSU.

7. Public Relations Chair The Public Relations Chair shall present all promotional items and advertisement material for the NPHC-FSU and provide a “Public Relations Approval Form” to the Secretary to be included in the *NPHC-FSU Official Documents Handbook*; make sure the website is maintained

Executive Committee Chairs

- A. Membership Chair. The Membership Chair shall serve as the NPHC-FSU’s primary representative for the FSU Alumni-sponsored Reunion Committee; make arrangements for members organizations to be recognized for chapter and founding dates; recognize the “Chapter of the Semester” at General Body Meetings; and coordinate all other chapter/ NPHC-FSU recognitions.
- B. Special Events Coordinator/ Assistant Coordinator. The Special Events Coordinator/ Assistant Coordinator and their committee shall coordinate the annual NPHC-FSU-sponsored Extravaganza Step Show, Summer Oasis, Stroll Off and End of the Year Banquet.

Section 2. Terms of Office

- A. An Executive Officer must attend all meetings of the NPHC-FSU. If an Officer misses a meeting without informing the President, he/she will be issued a reprimand. If an Officers misses two consecutive meetings without just cause, the President will have authority to remove the individual from office.
- B. An Executive Officer must perform the duties of his/her office as defined in “Duties of Executive Office”. If an officer is not performing the duties of his/her office adequately, he/she will be issued a reprimand and monitored more closely by the President and Advisor. If that officer does not show signs of improvement, the President and Advisor have the authority to remove him/ her from office.
- C. An Executive Officer is expected to keep the best interests of the entire NPHC-FSU in mind when in office, and is prohibited from using his/ her office to his/her chapter’s benefit. If found guilty of any activities deemed to be a breach of integrity, the Executive Officer will be subject to expulsion from the executive board by at the discretion of the President with just approval from the Adviser.

ARTICLE IX- Elections, Slating, Equal Representation, Vacancy

Section 1. Slating

- A. The slating committee should be responsible for selecting all eligible applicants who meet the criteria established by the designated application.

- a. If applicable, the President position must of served at least one year on the FSU-NPHC executive board
- B. The slating committee should be comprised of The Current Executive Board.
 1. Additionally the FSU-NPHC President will facilitate the slating process. If the FSU-NPHC President is running for a position the Chief Justice will preside, and if the Chief Justice is running for a position then the FSU-NPHC Advisor will facilitate the slating process thereof.
 2. Each committee member shall have 1 vote and each candidate must receive a majority of votes from the slating committee to be forwarded to the election process.

Section 2. Elections

Officers selected by slating shall be elected in the last general body meeting in march each year by a simple majority. Election shall be conducted by secret ballot method of voting by the active organizations of the Council.

Section 3. Equal representation

No organization shall hold more than three elected offices, unless under exceptional circumstances or conditions in which a 2/3 vote of delegates present is required at a general body council meeting and with the exception of one of those elected offices is the position of President.

Section 4. Vacancy

If a vacancy occurs, the General Body has the right to nominate a member of the NPHC who must be present to accept the nomination. All Nominees must be in accordance with the National Pan-Hellenic Council at the Florida State Qualifications. The Nominee will prepare approximately a 2 minute Speech followed by questions from the General Body to be ready for the following General Body Meeting. If elected, the nominee with serve the remainder of that term.

1. If the position must be filled before a regular scheduled GBM occurs, if a position is open, the President in tandem with the Vice-President and Adviser will have autonomy in selecting members they feel qualified and interviewing individually to be added to the executive board

Section 5. Terms of office

The terms of officers shall begin immediately after each officer has been installed and continue for a period of one (1) year.

Section 6. Removal of an officer

Any elected member of the Executive Board who is found neglecting or failing to discharge his/her duties may be removed from office by a majority vote of the Executive Board.

Article X - Judicial Board

Section 1. Purpose

The purpose of the NPHC Judicial Board shall be to interpret the NPHC Constitution and By Laws, the FSU-NPHC Code of Conduct, Alcohol Policy, and Hazing Policy in response to alleged violations of these documents by member of the National Pan-Hellenic Council.

Section 2. Judicial Board Composition

A. The NPHC Judicial Board shall be composed of council presidents or a representative at the presidents discretion, the current NPHC-FSU Chapter of the National Pan-Hellenic Council president, the Chief Justice of the NPHC-FSU who will serve as Chair of the board, and the current advisor to the NPHC-FSU chapter of the National Pan-Hellenic Council.

Section 3. Procedures

- A. A signed, written notice of a violation of the NPHC-FSU Constitution and Bylaws, FSU-NPHC Student Conduct Code, FSU-NPHC Alcohol Policy, and FSU-NPHC Hazing Policy by an affiliate of NPHC-FSU may result in mediation or a formal hearing of the NPHC Judicial Board.
- B. Upon receipt of a signed, written notice of a violation, the FSU-NPHC President, the NPHC-FSU Chief Justice, NPHC-FSU Advisor, and Responsibilities shall meet to determine the following:
 - 1. Whether formal charges should be brought forward against the organization as an organizational event, or individuals. Including, but not limited to:
 - a. Would it appear like an organizational event to a third party.
 - b. Was there a substantial amount of membership involved?
 - c. Did the officers have knowledge of the event?

- d. Was the event announced in chapter meeting?
 - e. Were there chapter funds collected?
2. What specific charges, if any, should be brought forward?
 3. The date of the hearing, if mediation of formal charges for an organization is being brought forward.
- C. If mediation or formal charges are being brought forward, a charge letter is sent to the organization specifying the charges and the date and time of the hearing or mediation session.
 - D. An information session will be made available for the chapter's use through the NPHC-FSU Advisor.
 - E. The NPHC Judicial Board hearings will be heard by a minimum of five NPHC Judicial Board members and the Chief Justice.
 - F. NPHC hearing procedures will follow the steps delineated in the FSU Student Code of Conduct.
 - G. All deliberations are to be kept strictly confidential.
 - H. After the mediation or hearing and deliberation, a recommendation of findings and sanctions will be given by the Mediator/ NPHC Judicial Board to the Director of Student's Rights and Responsibilities.
 - I. Upon the request of the chapter, and the agreement of the NPHC Judicial Board Chair and the NPHC Advisor, a chapter may have their case heard as an informal hearing as delineated in the Student Code of Conduct.
 - J. Appeals may be made to the Judicial Board up to five(5) class days after receiving notification of a decision. All appeal procedures will be in accordance to the NPHC Judicial Board.
 1. Appeal Criteria-
 - a. Due process errors involving violations of a charged student's rights (See Section (6)) that substantially affected the outcome of the initial hearing.
 - b. Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudice must be evidenced by a conflict of interest, bias, pressure, or influence that precluded a fair and impartial hearing.
 - c. New information that was not available at the time of the original hearing.
 - d. A sanction that is extraordinarily disproportionate to the offense committed.
 - e. The facts in the case did not warrant a sanction of "responsible."
 - K. The Director of Greek Life Affairs reserves the right to take direct jurisdiction of any stage of the Judicial process.

Section 4. Rights of the Accused Organization

- A. To have in writing the specific offenses and rule(s) and regulation(s) which have allegedly been violated.
- B. To have an advisor present at the hearing. The advisor may not represent the chapter before the Judicial Board unless expressly authorized by the Judicial Board. The representative of the chapter must speak for himself/herself.
- C. To receive notice of a formal hearing in writing at least seven class days prior to the hearing.
- D. To know the accuser(s) charges, witness, and board members, at least three days before the hearing.
- E. Question all witnesses.
- F. Know that the hearing will be tape-recorded.
- G. Call witnesses and present evidence on the chapter's behalf.
- H. Waive the right to a formal hearing.

Section 5. Penalties

The following is a list of possible sanctions, which may, alone or in combination, be recommended by the FSU-NPHC Judicial Board. The FSU-NPHC Judicial Board is not limited to the recommended sanctions in the following list.

A. Probation

- 1. Event Probation- Limited participation in campus and chapter events.
- 2. Conduct Probation- Serves as general chapter probation.
- 3. Social Probation- At the discretion of the NPHC Judicial Board, limitation placed on social activities which includes but is not limited to, participation in on campus and off campus parties, formals, participation in homecoming, Greek week and other chapter events.
- 4. Intramural Probation- Limits intramural participation.
- 5. Disciplinary Probation- This probation serves as a final warning, further infractions may result in immediate suspension

B. Fines

- 1. Fines may be assessed as deemed necessary, however, may not exceed the amount of \$500.

C. Other Sanctions

- 1. Projects deemed educational and constructive by the Judicial Board.

Section 6. Automatic Penalties

A. Organization Grade Requirement

- 1. Organizations whose cumulative GPA falls below a 2.5 are required to submit an academic program within 14 days of the start of the semester to the Chief Justice or be subjected to further probation to be determined by the FSU-NPHC Judicial Board. This program must include, but is not limited to:

- a. Recorded study hours
- b. Attendance of a time management workshop
- 2. If the organization falls below the GPA requirement for 2 consecutive semesters a mandatory Social, Conduct or Event Probation will be decided by the FSU-NPHC Judicial Board.
- 3. Violation of this Probation will result in a minimum fine of \$250.00

B. Attendance Breach

- 1. Organizations that do not adhere to attendance requirements for Events mandated by the NPHC-FSU will be:
 - a. Given a Warning for the 1st offense
 - b. The 2nd violation will result in a \$50.00 fine.
 - c. The 3rd violation will result in a \$100.00 fine.
 - d. The 4th violation and those thereafter will result in the organization being referred to the NPHC judicial board

C. Over Programming

- 1. If a member organization decides to sponsor/co-sponsor an event during an official week of another organization or reserve date stated on official NPHC calendar without the written consent of that organization, they will automatically be placed under judicial review to be fined \$500 to be paid (through the National Pan-Hellenic Council at the Florida State University) \$250 to the organization with that reserved date and \$250 to the NPHC.
 - a. Publicizing an event as if it were your organizations', whether by official name or other alias, constitutes as over-programming.

- 1. All fines must be paid within 10 class days from the date it was issued. If a payment is needed, the organization must contact both the Chief Justice and the President of FSU- NPHC within 5 class days from the date it was issued.
- 2. If the fine is not paid within 10 class days from the date it was issued, and no payment plan decided between NPHC Advisor, Chief Justice, and all parties involved, Social Probation will take effect immediately. All payments must be turned into the treasurer and at that point a receipt for the payment will be distributed to the paying organization.

Article XI- Official Weeks and Reserve Dates

Section 1. Purpose

The purpose of this policy is to promote unity among the NPHC member organizations. It is to allow everyone an equal opportunity for exposure.

- A. Each active NPHC member organizations will be afforded one week (hereafter referred to as Official Weeks) and six days (hereafter referred to as Reserve Dates) during each academic year.

- B. Official Weeks and Reserve Dates will be respected by all organizations. No group shall have an event to coincide with the Founder's/Charter or Reserve Day of another. Special cases including formal rushes and informational meetings must be cleared by the organization's President and NPHC advisor three (3) days prior to the event. Extenuating circumstances will be ruled on by the NPHC advisor. If, however, a group has selected a reserve date and does not use it they are responsible for notifying the NPHC advisor and executive board three (3) days prior to the scheduled event. Extenuating circumstances may dictate a period of no less than five days at the discretion of the executive board. If they fail to do so, a fine of \$100 will be imposed, and they will be last for date selection the following academic year.
- C. The assignment process of Official Weeks and Reserve Dates will take place during a President's meeting in the month of March for the upcoming academic year.
- D. In the case that an organization is not represented by collegiate members. The advisors or sponsoring Graduate Chapter must be notified for this meeting.

Section 2. Official Weeks

Official Weeks is the period of time that is designated for the observance of that organization's founding or charter date (although in most circumstances this is not possible). The specified period of any Official Week is defined as Sunday-Saturday. In the event that weeks cross, the involved member organizations will meet with the judicial board if a decision cannot be reached amongst themselves. There will be no official week held during the first three (3) weeks of each semester. The Weeks for the active NPHC member organizations are:

Alpha Phi Alpha-
Alpha Kappa Alpha-
Kappa Alpha Psi-
Omega Psi Phi-
Delta Sigma Theta-
Phi Beta Sigma-
Zeta Phi Beta-
Sigma Gamma Rho-
Iota Phi Theta-

Section 3. Reserve Dates

Reserve Dates are the six days that each chapter is able to specify for their activities. These six days will be specified by a lottery system.

- A. The order of the lottery pick will be determined by picking numbers in order of national founding dates; always starting with:
 1. Alpha Phi Alpha Fraternity, Inc.
 2. Alpha Kappa Alpha Sorority, Inc.
 3. Kappa Alpha Psi Fraternity, Inc.
 4. Omega Psi Phi Fraternity, Inc.
 5. Delta Sigma Theta Sorority, Inc.
 6. Phi Beta Sigma Fraternity, Inc.
 7. Zeta Phi Beta Sorority, Inc.

8. Sigma Gamma Rho Sorority, Inc.

9. Iota Phi Theta Fraternity, Inc.

B. After each eligible chapter has had an opportunity to select their first Reserve Date, each organization will again draw a number, which will determine the order in which they can select their second Reserve Date, this will continue until up to six reserved dates are chosen.

C. If for some reason the first organization is unable to draw first (i.e. dues have not been paid), the second organization will select first.

Section 4. Open Dates

Open dates are to be defined as any day between Sunday thru Thursday (outside of an official week), that has not been previously reserved by another organization. These dates may include but are not limited to Educational Programming, Forums/ Seminars, Community Service and Fundraisers to be submitted and approved by the membership chair, who will in-turn add it to the official calendar. (It will be up to the executive board to assist in the approval of any questionable or undefined events.) Requests for open dates shall be sent to the Secretary at least three (3) days prior barring extenuating circumstances to the requested date. Approval of the event post three (3) days shall be approved at the discretion of the FSU-NPHC President and the secretary. An organization may treat Friday and Saturday as an open date if the event it is a Fundraiser, Community Service, or Membership related event.

A. Multiple Organizations can have events on the same date barring that the time of the events do not overlap or conflict and if the date is not already a prior reserve date. Requests for all dates shall be sent to the Secretary at least three (3) days prior barring extenuating circumstances.

Section 5. Conflicts

Any member organization (or its members) found to solicit or advertise any event open to the public that conflicts with the Florida State University National Pan-Hellenic Council or a member affiliate will be referred to the Judicial Committee.

Section 6. Attendance

In the case that the Council has a reserved date and specified program, it is the duty of each affiliate member organization to be present at the said event. Events sanctioned by the Greek Life Office as mandatory, will in turn be mandatory within the NPHC.

A. Attendance Requirement will be outlined as 50% of the chapter attendance for events requiring 50% of chapter participation or more within 15 minutes of the initial start time of the event.

B. A member organization can petition the President for permission to not attend an NPHC sanctioned event, including Greek Life office events, given that the member organization has a legitimate conflict, and obtains approval from the FSU-NPHC President prior to the event.

- C. If approval is NOT obtained from the president, then each affiliate member organization will be represented at the said event. Representation shall consist of majority, which shall be present for the duration of the said event.
- D. If any member organization is found in violation of this requirement, they will be subject to fines if applicable.

Section 7. Sanctions

All member organizations must abide by the sanctions levied against the organization by the NPHC Judicial Board. Any organization found to be in violation of levied sanctions will be subject to review by the NPHC Judicial Board.

Section 8. Summer Events

All events held during the summer will be governed and regulated by the FSU-NPHC Executive board.

BY-LAWS

ARTICLE I- DUES

- Section 1:** Dues
Dues of the National Pan-Hellenic Council at the Florida State University shall be \$100.00 per chapter, to be paid during both fall and spring semesters, unless otherwise decided by a 2/3 vote by the general body. The set amount is payable no later than the second executive board meeting of the semester.
- Section 2:** If any organization has difficulty paying its dues it is the responsibility of that organization to make arrangements with the Treasurer.
- Section 3:** If a member organization does not pay its dues by the second executive board meeting of a semester or make arrangements with the Treasurer, the organization will be fined \$15.00 and it must be paid by the third executive board meeting.
- Section 4:** If the dues are not paid by the third business meeting, the organization will be placed on social probation until the dues are paid in full.

ARTICLE II-COMMITTEES

- Section 1.** The standing committees of the National Pan-Hellenic Council at the Florida State University shall be comprised of:
- A. Scholarship
 1. To decide or create the criteria for the recipient of the annual National Pan-Hellenic Council at the Florida State University Scholarship.
 2. Responsible for determining ways that NPHC can assist chapters to achieve academic excellence.
 - B. Extravaganza
 1. To create and plan an agenda and timeline for the implementation of the Extravaganza Step Show.
 - C. Unity Committee (Programs and Projects)
 1. To create, plan, and implement projects and programs for the Florida State University Chapter of the National Pan-Hellenic Council. These projects include:
 - a. Co-Sponsoring projects with student organizations.
 - b. Homecoming
 - D. Community Service Committee
 1. Responsible for planning and implementing all community service activities. These activities include, but not limited to:

- a. Dance Marathon
- b. Relay for Life

Section 2. The committee chairs shall be appointed by the President with the majority vote of the Executive Board. General Body Members can sign up to join any committee.
A. The FSU-NPHC President may develop a committee if need be.

Section 3. The duties of the committee chairperson shall be:
A. To arrange and conduct all committee meetings.
B. Keep accurate records of all committee meetings.
C. Submit a committee report to the Vice-President.
D. Present a committee report at all general body meetings.

ARTICLE III-SPECIAL EVENTS

Section 1. Calendar Policy -

- A.** An official week is a declared week when no other member organization of the NPHC-FSU shall program without written consent from the hosting member organization. A copy of the written consent must be given to the NPHC-FSU secretary.
- B.** An unofficial week is a declared week when other member organizations of the NPHC-FSU may be allowed to program without expressed written consent from the hosting member organization.
- C.** Member organizations shall only be allowed one official week per calendar school year, all official weeks must fall within the Fall and Spring semester
- D.** Week Requests are due two weeks prior to the opening of the next semester room reservation. This exact date will be set every semester by the Executive Board.

Section 2. Social Events -

- A.** A member organization is not allowed to have an off-campus party during a scheduled NPHC-FSU stateroom party.
- B.** A member organization is not allowed to have an event during an individual fraternity's or sorority's official week including off campus events.

ARTICLE IV- ALCOHOL POLICY

Greek letter organizations strive to ensure the safety to their members and guests, as well as to provide an opportunity for responsible social interaction. The Florida State University alcohol Policy serves to complement and require compliance with all federal, state, local, and university policies, and to provide parameters for the social events of Greek Letter organizations. The Greek system also expects alcohol education from their member chapters and recognizes abstinence from

alcohol as a healthy choice for its members. The National Pan-Hellenic Council also recognizes the importance of chapter National Headquarters and their alcohol policies, and remind fraternities and sororities at Florida State University that they re responsible for following their respective national/international policies with risk management and alcohol as a supplement to the NPHC Alcohol Policy.

Section 1. Registration of Events

- A. All chapter social events where alcohol is present, both on or off campus, must be registered with the National Pan-Hellenic Council.
- B. Social Event Registrations Forms must be turned in online at least 48 hours prior to social functions.

Section 2. Events Where Alcohol is present must conform to one of the following guidelines:

- A. Third Party vendor guidelines:
 - 1. A licensed, insured company caters and serves the function and alcohol. The company must be licensed and insured as required by the state and local ordinances.
 - 2. The sponsorship or co-sponsorship of a function at a tavern (an establishment that receives 50% of their gross sales from alcohol purchases) is prohibited.
 - 3. Chapters are prohibited from entering into arrangements with the catering company to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter funds. The catering company must be paid for services only, not the purchase of alcohol in any manner.

Section 3. Use/Purchase of Alcohol

- A. No organization shall furnish or cause to be furnished any alcoholic beverage to any person.
- B. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. are prohibited.
- C. Alcohol may not be directly or indirectly purchased by chapter funds (no slush funds, no passing the hat, etc.).
- D. No individuals under the legal drinking age will be permitted to bring alcohol to a function, to consume alcohol at the function, to be allowed to remain at a function if found in possession of alcohol.
- E. Social events, which encourage drinking, drinking games, drinking contests, and/or drunkenness, are prohibited.
- F. If a person chooses to leave the function and wishes to claim their remaining alcohol, they may do so only upon exiting the premises and turning in all their remaining tickets.

Section 4. Alcohol is prohibited at the following events:

- A. Any new member events.

- B. Any formal or informal recruitment events.

ARTICLE V.—HAZING

Hazing-- means any action, activity, or situation, which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University, hereinafter referred to as university organizations.

Section 1. All NPHC Chapter in good standing with the National Pan-Hellenic Council will abide by the Florida State University Hazing Policy.

- A. Any person suffering or witnessing a hazing activity is encouraged to report the incident to appropriate University Officials in the Office of Dean of Students.
- B. Pledge education or new member programs and activities must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole.
- C. Initiation week activities should be scheduled in a way so as to not interfere with or be detrimental to academic performance of organization members or perspective members. Initiation week activities shall not be scheduled during the week prior to or the week of final exams. Initiation weeks shall not be referred to as “Hell Week.”
- D. The principle officer of each university organization shall be responsible for informing pledges and initiated members of the Florida State University Hazing Policy.

ARTICLE VI- PROPOSED AMENDMENTS

Section 1. All proposed amendments will be presented formally in writing to the Chief Justice in the established time given prior to Executive Board Meetings or Constitutional Revisions before they are voted on.

ARTICLE VII- Attendance Breach

Section 1. A two-thirds vote of the council is necessary to amend or ratify By-Laws of the National Pan-Hellenic Council at the Florida State University.