

**GSW National Pan-Hellenic Council**  
**CONSTITUTION**

**PREAMBLE**

WE, THE REPRESENTATIVES OF ALPHA KAPPA ALPHA, ALPHA PHI ALPHA, DELTA SIGMA THETA, KAPPA ALPHA PSI, OMEGA PSI PHI, PHI BETA SIGMA, SIGMA GAMMA RHO, ZETA PHI BETA, IOTA PHI THETA RECOGNIZING THE NEED FOR COORDINATION OF ACTIVITIES OF HISTORICALLY BLACK GREEK-LETTERED ORGANIZATIONS, AND RECOGNIZING THAT THERE ARE CERTAIN AREAS OF ACTION AND PROGRAMMING THAT CAN BEST BE CARRIED OUT BY THE JOINT EFFORTS OF ALL SUCH ORGANIZATIONS, DO HEREBY ESTABLISH SUCH AN ORGANIZATION AND BIND OURSELVES TO ABIDE BY THE PROVISIONS OF THE FOLLOWING CONSTITUTION AND BY-LAWS. THIS CONSTITUTION AND BY-LAWS IN NO WAY CONFLICT WITH THE CONSTITUTION AND BY-LAWS OF RESPECTIVE MEMBER ORGANIZATIONS.

**ARTICLE I   NAME**

SECTION     I.     The National Pan-Hellenic Council shall act as a mediator for Historically Black Greek Organizations National Pan-Hellenic Council (NPHC Groups) at Georgia Southwestern State University.

SECTION     II.     The NPHC shall ensure cooperation among all NPHC Groups.

SECTION     III.     The NPHC shall promote and maintain high academic standards and social interactions among all NPHC Groups.

SECTION     IV.     To serve as a forum for the consideration of issues of mutual interest to member groups.

**ARTICLE II   MEMBERSHIP**

SECTION     I.     The members of the National Pan-Hellenic Council shall consist of these organizations whose chapters are financially active and sympathetic towards the purposes of the National Pan-Hellenic Council. Any organization that is suspended by their National Headquarters is also suspended by the GSW NPHC and is an inactive organization. Wearing of paraphernalia, displaying of crest, advertisement, strolling, or any form of representation at any GSW events is prohibited.

SECTION II. Each member organization must have at least one representative other than the officer to include the President or his designee along with each group having one vote. The designee for the President shall make their presence and role known to the Secretary at the beginning of each NPHC meeting.

**ARTICLE III OFFICERS**

THE OFFICERS / APPOINTEE SHALL BE AS FOLLOWS:

PRESIDENT  
FIRST VICE-PRESIDENT  
SECRETARY  
TREASURER  
PARLIAMENTARIAN  
GREEK RELATIONS ADVISORY BOARD REPRESENTATIVE (APPOINTEE)

THE DUTIES OF THESE OFFICERS / APPOINTEE(S) SHALL BE DESCRIBED IN THE BY-LAWS.

**ARTICLE V MEETINGS**

SECTION I A. Regular meetings of the NPHC shall be held biweekly at a time designated by the council.

B. All organizations shall be represented at each meeting as per the mandate of the Greek Relations Advisory Board. Organizations not represented could face being placed on an inactive list and will possibly lose their recognition at Georgia Southwestern State University.

SECTION II A. Special meetings shall be called with at least a 24-hour advanced notice.

B. A quorum will consist of three voting delegates.

**ARTICLE VI AMENDMENTS**

**SECTION I** The Constitution and By-Laws shall be amended by three voting delegates from three separate active member organizations (one delegate per organization) present and voting.

**SECTION II** Each amendment should be written and presented to the President by the first 2 meetings of the academic year.

**SECTION III** All amendments shall be tabled until the next meeting before a vote can be made. They must be approved by the Faculty Committee on Student Affairs via the Greek Relations Advisory Board.

**GSW NATIONAL PAN-HELLENIC COUNCIL**  
**BYLAWS**

**ARTICLE I**                    **OFFICERS AND DUTIES**

**SECTION**    1            The executive officers shall be the President, First Vice-President, Secretary, Treasurer, and Parliamentarian.

**SECTION**    2            President            -            Duties

- A.     Shall be responsible for the overall coordination of NPHC functions.
- B.     Shall be responsible for presiding over meetings of the NPHC.
- C.     Shall appoint standing and/or special committees as needed.
- D.     Shall not vote in meetings except in elections and only to break a tie.
- E.     Shall maintain a working relationship with the NPHC Advisor(s), GSW Administration and NPHC Council Members.
- F.     Shall enforce the laws and by-laws of the Constitution.
- G.     Shall attend all functions requiring the representation of the NPHC; unless otherwise designated.
- H.     Shall be responsible for getting approval of the agenda from the NPHC Advisor prior to meetings.

**SECTION**    3            First Vice President            -            Duties

- A.     Shall be responsible for assisting the President as needed.
- B.     Shall be responsible for carrying out all executive duties in the absence of the President, except those functions delegated otherwise by the Constitution and/or By-Laws.
- C.     Shall be the Chairperson of the following committees:
  - 1).     Constitution and By-Laws Committee

2). Step Show Committee

- D. Shall serve as liaison between all committees and the general body, with the exception of the Judicial Committee.

SECTION 4 Secretary - Duties

- A. Shall be responsible for keeping an accurate record of minutes at all meetings.
- B. Shall be responsible for keeping a record of attendance for NPHC representatives for all meeting, activities, and programs.
- C. Shall be responsible for notifying members of the NPHC regarding internal affairs (e.g., meetings, notices, fines....)
- D. Shall be responsible for e-mailing and distributing minutes of each meeting to all organizations and their advisors.
- E. Shall maintain a permanent, bound file of all current and past minutes, constitutions, and By-Laws to be filed in the NPHC office.

SECTION 5 Treasurer - Duties

- A. Shall work with the President and Advisor to maintain an accurate account of all NPHC monies.
- B. Shall maintain all financial accounts of the NPHC via the NPHC Advisor(s) and the Business Office of GSW.
- C. Shall give a financial report at each meeting.
- D. Shall collect money at all NPHC events. If absent, he/she should appoint an NPHC member and get his/her approval from the Advisor.

SECTION 6 Parliamentarian - Duties

- A. Shall be responsible for maintaining order in meetings according to Robert's Rules of Order.
- B. Shall serve as Chairperson of the Judicial Board.

C. Shall preside over the Judicial Board.

SECTION 7 Greek Relations Advisory Board Representative

A. Shall be appointed by the President.

B. Shall attend all GRAB Meetings and give a report to the general body at the next NPHC meeting.

**ARTICLE II** **ELECTIONS**

SECTION 1 In order to be eligible for an office, a candidate must be a full-time undergraduate student, with a minimum 2.5 cumulative GPA according to GSW academic regulations, and shall maintain such standing during their tenure of office. Kappa Alpha Psi Fraternity, Inc. will be allowed to maintain its representation on the Executive Board until the fraternity's International Headquarters amend the GPA requirement for eligibility to hold an office to be inline with the GSW National Pan-Hellenic Council's requirement of a 2.5 cumulative GPA.

SECTION 2 In order to hold the office of President of the NPHC a candidate must have been a NPHC Representative a minimum of 2 semesters, and have attended at least 70% of NPHC meetings per semester. In order to hold other executive officers, a candidate must have been a NPHC member for one semester.

SECTION 3 Nominations shall be held for officers at the sixth meeting of Spring Semester, and elected by secret ballot at the following meeting. Each nominee will be expected to give a 3-5 minutes campaign speech. New officers shall attend all NPHC meetings after they have been elected, and preside over the last two meetings of the school year.

SECTION 4 Elections of officers shall be decided by majority vote, with each organization having one (1) vote.

SECTION 5 No officer shall miss more than two consecutive meetings or more than three meetings per semester without abdicating their office.

SECTION 6 No officer shall be eligible to serve for more than two consecutive terms in the same office.

SECTION 7 A person may not hold the office of President of NPHC at the same time that she or he is President of their respective organization.

SECTION     8       In the event of a tie, it shall be broken by the Executive Board.

SECTION     9       If a member of the Executive Board resigns, an election must be held to fill the position.

**ARTICLE III**       **IMPEACHMENT CLAUSE**

SECTION     1       An officer may be impeached for violation of the constitution or being determined negligent by the general body.

SECTION     2       A formal request for impeachment shall be presented to the officer in violation and to the general body by any active member of NPHC within two weeks of the violation.

SECTION     3       An impeachment request shall be voted upon one meeting after the request is submitted.

SECTION     4       Formal acceptance of impeachment request shall be determined by a  $\frac{3}{4}$  vote of voting delegate.

SECTION     5       Argument of the officer in question shall be heard on the day formal acceptance is voted upon.

SECTION     6       Impeachment of an officer results in automatic removal from office, effective immediately.

**ARTICLE IV**       **FINES AND REGULATIONS**

SECTION     1       Each NPHC Member Organization shall be represented by at least 40% of its membership at all NPHC Philanthropic Activities, unless otherwise approved by the NPHC. NPHC must know at the meeting prior to the event the reason for not attending.

SECTION     2       Any organization that cannot attend a philanthropic event must give one week prior notice in writing. The NPHC shall decide on the legitimacy of the excuse.

SECTION     3       The fine for not giving adequate notice for not attending a philanthropic event shall be \$15.00.

SECTION     4       Each NPHC Member Organization shall be represented at all NPHC meetings. The fine for not being represented at a NPHC meeting shall be \$10.00 per meeting.

SECTION 5 The NPHC shall sponsor one **“MAJOR SERVICE PROJECT”** per semester. Any organization that is not represented will not be allowed to have events for the following semester unless otherwise excused by NPHC. The \$15.00 fine (Section 3) does not apply to major semester projects.

SECTION 6 Adequate representation will be consistent with the 40% membership requirement as outlined in Section 1.

SECTION 7 Dues are \$15.00 per semester for each organization and are due by the second meeting of the semester.

**ARTICLE V**                    **CALENDARS**

SECTION 1 Weeks and weekend party dates shall be selected one semester early and in the third week of the semester. No organization may sponsor a function on or off campus at any time during another organization’s reserved date or reserved week, with the exception of community service. It is mandatory to submit all events to NPHC the prior semester. Appeals may be made to the Judicial Council.

**FINES FOR VIOLATION:**

- 1.) NPHC will determine the fine or penalty to be dispersed to host organization if Section 1 is violated.

**SPECIAL STIPULATIONS:**

- a.) An organization that does not use an approved date and fails to cancel the said date a minimum of two weeks (14 calendar days) prior, shall be fine and shall forfeit the right to secure a replacement date for that semester. The fine shall be determined by NPHC. Appeals may be made to the Judicial Council.

- b.) A date change shall be granted after the calendar has been approved only with the following conditions:

\*The change request must be submitted in writing a minimum of two weeks (14 calendar days) prior to the date for which a change is being requested.

\*The requested date must be an open date and at least two weeks from the request.

\*Any amendments to the organizations' calendars shall be in writing and submitted to the Council.

c.) Priority for date assignments shall be:

Priority 1 - Weeks  
Priority 2 - Events

\* All reserved party dates will begin at 10:00 p.m. on said date and end at the advertised closing time of the event.

d.) NPHC can not be held liable for any off campus parties/events.

**ARTICLE VI**

**GRIEVANCE PROCEDURE**

**SECTION 1**

Any organization active with the NPHC may file a grievance with NPHC.

- A. All grievances must be filed within two weeks after the event that caused the grievance.
- B. Grievances must be filled with the Judicial Board of NPHC.
- C. All grievances will be decided upon during the meeting of the Judicial Board that immediately precedes the meetings in which the grievances have been filed. It is this meeting that:
  - 1.) The grievances will be formally stated to the Judicial Board.
  - 2.) The party to which the grievance has been brought against will be allowed to refute the charges against it.

**SECTION 2**

In the event that the Judicial Council finds the organization to which the grievance has been brought against, in violation, the Judicial Council will decide adequate punishment of the guilty organization.

**ARTICLE VIII      APPOINTED COMMITTEES**

**SECTION 1      FINANCE COMMITTEE (FC)**

This committee shall consist of a chairperson and three or more NPHC representatives. The FC shall devise and supervise that annual budget of NPHC. (Chairperson = Treasurer)

**SECTION 2      PUBLIC RELATIONS COMMITTEE (PRC)**

This committee shall consist of one representative from each organization, elected by the Executive Board, to serve as Chairperson and three or more NPHC representatives. The PRC shall be responsible for publicizing all the NPHC's events and notifying other schools of NPHC's upcoming events.

**SECTION 3      SERVICE / SOCIAL COMMITTEE (SC)**

This committee shall consist of the Vice-President as Chairperson and three or more NPHC representatives. The SC shall be responsible for planning all philanthropic, community, educational projects All-Greek Step Shows and Greek Picnics.

**RESOLUTIONS**

- 1.) The Presidents of NPHC member organizations and the President of NPHC shall be admitted to all Greek and NPHC related functions free of charge.
- 2.) The Presidents of each organization of NPHC shall comprise of the honorary President's Board and will be asked to represent NPHC and their respective organizations at appropriate events requiring their presence. The NPHC President shall be the official spokesperson for the council.
- 3.) The NPHC shall have the privileged of sponsoring the first Greek Event of each semester as a philanthropic event. The Council may opt to release the date to member organizations. All events/weeks shall be chosen by a random chance process (e.g., pulling numbers).

**ARTICLE VIII      STEP SHOWS**

**SECTION      1      NON-GREEK STEP SHOWS**

NPHC members are not allowed to participate in Non-Greek Step Shows at GSW. This stipulation is to maintain cooperation and consistency with the National Organization whose chapters are financially active or not financially active and sympathetic toward the goals and aspiration of the National body.

**SECTION      2      INVITATIONS TO STEP**

GSW NPHC organizations will be responsible for all Greek organizations that have been invited to participate. Participation can be denied by the organization.

**SECTION      3      DATES**

The date for the Homecoming Step Show will be determined after the official announcement of Homecoming Week and at the next meeting after the announcement.

**SECTION      4      FINES AND FEES**

The member organizations will be fined \$100.00 if they do not step during the Homecoming Step Shows and if they do step during Non-Greek Step Shows. A sanction will be given by NPHC 30 days after the events. No events on/off campus can be held during the time sanctioned. Fines must be paid the same day the sanctions end.

**SECTION      5      REGISTRATION FEE**

A registration fee will be charged to outside GSW NPHC groups who participate in the Step Show. The registration fee will be determined by NPHC at the second meeting.

**SECTION      6**      At the end of the Step Show, the unofficial winners will be announced. The Step Show tape will be reviewed by the President, Advisor, and Co-Advisors of NPHC. Once the tape has been reviewed, the official winners will be announced.

**SECTION      7**      If any GSW NPHC members are not stepping, they must pay an admission fee.

**STEP SHOW GUIDELINES**

1. No individual show should be performed in an extremely explicit, lewd, or obscene manner, including the disrobing of individuals or group members.
2. The step show routine must be presented before and approved by the sponsoring organization's advisor(s) prior to the actual show. It is suggested that all organizations work in conjunction with their advisor(s) when organizing their step show routine. Each organization must fill out a registration form to participate.
3. Positive messages in the organization's step show routine are mandatory (i.e. unity, brotherhood, sisterhood, education, etc.).
4. Any individual or organization the willingly or unwillingly violate any guidelines of the step show will be automatically disqualified and suspended from future competitions until further notice from the council.
5. Step show routines will not be less than eight (8) minutes in length, but will not exceed twelve (12) minutes.
6. Music for the routine must be provided by the sponsoring organization on a CD (compact disk) and submitted to the DJ by (INSERT DATE HERE). All organizations are responsible for the production of their music and can allow their own technician to supervise the presentation of their material. All music must be censored or the organization will be automatically disqualified.
7. Each group is allowed two (2) members of their chapter to assist with props and stage changes. Any more than two (2) will be charged a fee of \$3 per person.
8. All participants must be currently enrolled student at a recognized College or University and in good standing with their respective institution. They also must be active and financial within their chapter.
9. Each routine will be judged on a scale of one (1) to five (5) based on the following criteria; precision, uniformity, appearance, clarity, originality, crowd response, and overall presentation.
10. All forms are due by (INSERT DATE HERE) in NPHC mailbox.
11. The decision of the judges is final. In the event of a tie, the award will be divided between the groups and the next group(s) will move up one place.

I, the undersigned, being the President of \_\_\_\_\_ Chapter of \_\_\_\_\_ Fraternity/Sorority have received a copy of the aforementioned guidelines for the step show and agree to abide by them.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned, being the Advisor of \_\_\_\_\_ Chapter of \_\_\_\_\_ Fraternity/Sorority have viewed and approved of the step show routine for \_\_\_\_\_ Chapter of \_\_\_\_\_ Fraternity/Sorority.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP SHOW REGISTRATION FORM**

Organization's Name: \_\_\_\_\_

Chapter's Name: \_\_\_\_\_

Participant's Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Technician's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Prop Assistants: \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_\_\_\_ Phone# \_\_\_\_\_

Chapter's President: \_\_\_\_\_ Phone# \_\_\_\_\_

Chapter's Advisor: \_\_\_\_\_ Phone# \_\_\_\_\_

Registration form due (INSERT DATE HERE) in NPHC Mailbox

**STEP SHOW SCORE SHEET**

Organization's Name: \_\_\_\_\_

Chapter's Name: \_\_\_\_\_

There is a high possible score of five (5) for each category. The categories are:

Precision (straight and stiff arms and legs, properly executed moves)

1      2      3      4      5

Uniformity (coordinated movements)

1      2      3      4      5

Appearance (dress conformity)

1      2      3      4      5

Clarity (easy hear and understand what is being said and done)

1      2      3      4      5

Originality (creativity, uniqueness)

1      2      3      4      5

Crowd Response (ability to get and keep audience's attention)

1      2      3      4      5

Overall Presentation (performance as a whole)

1      2      3      4      5

Total Score: \_\_\_\_\_

Judge Number: \_\_\_\_\_

**STEP SHOW JUDGE’S REQUEST LETTER**

To Whom It May Concern:

As you may know, Georgia Southwestern State University’s National Pan-Hellenic Council is hosting a step show on (INSERT DATE HERE). We would very much appreciate it if you could assist us with this event by acting as a judge. You are being asked to score each participating organization’s routine on a scale of one (1) to five (5) in the following categories; precision, uniformity, appearance, clarity, originality, crowd response, and overall presentation.

Thank you in advance for your time and assistance and we look forward to working with you.

Sincerely,

GSW Chapter of NPHC  
President \_\_\_\_\_  
Advisor \_\_\_\_\_

**STEP SHOW JUDGE'S REGISTRATION FORM**

Judge's Name: \_\_\_\_\_

Organization's Name: \_\_\_\_\_

Chapter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

I, the undersigned, being a member of \_\_\_\_\_ Chapter of  
\_\_\_\_\_ Fraternity/Sorority have agreed to serve as a judge for  
the Homecoming Step Show on (INSERT DATE HERE).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Registration form due (INSERT DATE HERE)

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