



# **The Constitution and Standing Rules of the National Pan-Hellenic Council North Carolina State University**

Revised: May 2014

## **ARTICLE I-NAME**

Section 1. This organization shall be called the National Pan-Hellenic Council of North Carolina State University and shall be referred to as NPHC-NCSU.

Section 2. The NPHC-NCSU chapter shall maintain active status with the National Pan-Hellenic Council, Incorporated.

## **ARTICLE II-PURPOSE AND EMPHASIS**

Section 1. The purpose of the NPHC-NCSU chapter shall be:

- A. To create and maintain high standards in the life of fraternities and sororities;
- B. To perpetuate constructive fraternity and sorority relationships;
- C. To foster an understanding of the structure and method operation among the affiliate organizations;
- D. To address, coordinate, and develop action strategies on matters of mutual concern to affiliate organizations;
- E. To serve as the conduit for such action plans as may be developed (taken from the Constitution and Standing Rules of the National Pan-Hellenic Council); and
- F. To promote superior scholarship as a basis to intellectual achievement.

Section 2. The emphasis of the NPHC-NCSU chapter shall be:

- A. To contribute to the political, spiritual, social, economic, and cultural life on the campus of North Carolina State University and the surrounding area through relevant involvement and engagement.
- B. To provide aggressive support to the upward mobility of the students on the campus and the youth of the community.

### **ARTICLE III-MEMBERSHIP**

Section 1. The organizations of North Carolina State University's National Pan-Hellenic Council shall consist of the organizations represented and recognized by the National Pan-Hellenic Council and North Carolina State University. These include:

- A. Alpha Kappa Alpha Sorority, Inc.
- B. Alpha Phi Alpha Fraternity, Inc.
- C. Delta Sigma Theta Sorority, Inc.
- D. Zeta Phi Beta Sorority, Inc.
- E. Iota Phi Theta Fraternity, Inc.
- F. Kappa Alpha Psi Fraternity, Inc.
- G. Sigma Gamma Rho Sorority, Inc.
- H. Phi Beta Sigma Fraternity, Inc.
- I. Omega Psi Phi Fraternity, Inc.

Section 2. National Requirements

- A. Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with NPHC-NCSU.
- B. Only chapters who are in good standing with their national organization may participate with the NPHC-NCSU.
- C. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the NPHC-NCSU.
- D. In order to remain active as an alumni council, NPHC-NCSU must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the National Executive Director.
- E. Only those chapters operating within the geographic area of Raleigh, NC are eligible to

participate with NPHC-NCSU.

- F. No chapter that is active with another alumni council of NPHC can participate with the NPHC-NCSU.
- G. Multiple local chapters of the same organization are allowed to participate with NPHC-NCSU.

Section 3. Each affiliate member organization shall notify the Council, in writing, of the names and university email addresses of its official members. Only the official chapter members of an affiliate organization are authorized to vote, or to participate in Council deliberations. Two votes are allocated to each active affiliate member organization.

Section 4. Active organizations shall be:

- A. Those affiliated organizations that have paid the required dues within three weeks of the required due date.
- B. In good standing with the University according to the prescribed guidelines in the Student Organization Handbook, Student Involvement, and those that govern fraternities and sororities.
- C. Those in good standing according to their National guidelines.
- D. Those that maintain a minimum chapter GPA of 2.5 or above per semester.

Section 5. Inactive Members shall be those who do not follow the guidelines as stated in Article III, Section 4.

Section 6. Consequences

- A. Affiliate member organizations that fail to meet the minimum chapter GPA requirement will be placed on chapter probation for the semester immediately following the first offense. Consequences of probation include:
  - a. No on-campus social events. This includes, but is not limited to, parties, mixers, game nights, etc.
  - b. No stepping on campus. This includes, but is not limited to, the Back 2 School Jam, the NPHC Pan-Afrikan Step Show, etc.
  - c. Consequences for violating these social restrictions will result in automatic inactive status for the following semester.
- B. Affiliate member organizations that fail to meet the minimum chapter GPA requirement after already being placed on probation the previous semester will be deemed inactive. Inactive chapters shall:
  - a. Lose voting privileges within NPHC-NCSU.
  - b. Have no participation in NPHC-NCSU programming (i.e. Meet the Greeks).
  - c. Lose the right to host social events, social programs, and participate in stepping

- competitions, unless required by the respective National Organization.
- d. Lose campus recognition, programming dates, reservations, the ability to win awards, etc. until deemed active.
  - e. Any other consequence shall be set by The Department of Greek Life.
- C. Consequences for violating the previously stated stipulations will be determined by the NPHC-NCSU Advisor and a committee consisting of one representative from each active organization (not including the accused organization).
- D. Chapters will be reinstated in the council upon raising their GPA to meet the minimum requirement, unless they violate the parameters of probation.
- E. If each active chapter member does not pay dues, that chapter will be deemed on probation as described in Article III, Section 6, Part a.

#### **ARTICLE IV-EXECUTIVE OFFICERS**

Section 1. The elected officers of the NPHC-NCSU shall be: President, Vice-President, Parliamentarian, Secretary, Treasurer, Service Chair, Special Events Chair(s), and Publicity Chair.

- A. The executive board shall consist of the executive officers and the NPHC-NCSU advisor, who will serve as a non-voting member.
- B. Executive officers are required to attend all executive board meetings and general body meetings.
- C. Executive officers shall prepare a report to be reviewed at the beginning of each executive board meeting. These reports shall be used for reference at each general body meeting as it pertains to the agenda.
- D. Executive Officers, whether elected or appointed, shall have a CUMULATIVE GPA of at least a 2.5 prior to elections and taking office and must maintain a 2.5 semester GPA throughout their term in office.
- E. There shall not be more than 2 (two) persons on the Executive Board who are members of the same affiliate organization unless extenuating circumstances occur, at which time, the President must approve of the extenuating circumstance and either appoint a person or hold elections to fill the vacant position.
- F. All officers shall serve one term in office or until a successor is elected, unless extenuating circumstances warrant an abbreviated term in office. One term is equivalent to two FULL academic semesters.
- G. Before new officers take office, they must attend a MANDATORY training retreat in order to obtain documents and information from the sitting Council officer.

Section 2. Election and Nomination of Officers

- A. The Chief Executive Officer of each affiliate member organization is not eligible for election as President of the NPHC-NCSU chapter.
- B. Nominations will be submitted beginning the first week in April through the Election meeting at which additional nominations will be taken on the floor.
- C. A plurality shall be required for Election.
- D. Elections and voting will take place during the last general body meeting in the month of April as scheduled on the calendar.
- E. The power of two votes will be granted to each affiliate member organization recognized by the NPHC-NCSU. If a tie occurs, the President will break the tie and the vote will stand. If there is a conflict of interest, the tiebreaker will be based on the constitutional chain of command.

### Section 3. Responsibilities of Officers

#### A. The **President** shall:

- a. Be the chief executive officer of the Council;
- b. Preside over all Executive Board and General Body Meetings;
- c. Preside over all regular and special meetings;
- d. Appoint all committee chairpersons and non-elected officers;
- e. Represent the Council as the official spokesperson of the NPHC-NCSU;
- f. Create an agenda for all meetings;
- g. Cast a tie-breaking vote in the case one is needed;
- h. Ensure the council is up to date with Student Involvement registration and policies;
- i. Have served on the Executive Board for one (1) full semester;
  - i. Clause 1. Elections should be open to the general body if no candidate for president is able or willing to take the position.
  - ii. Clause 2. If the election for the position of President does become open to the General Body, eligible candidates must have been a member of the NPHC for at least one (1) year to run for this position.
- j. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

#### B. The **Vice-President** shall:

- a. Assume the duties of President when the President is not available;
- b. Be directly responsible for oversight of all committee activities in addition to moderating the council calendar as Chair of the Programming Committee;
- c. Serve as the non-social programming chair, which includes but is not limited to NPHC Week, African American Student Advisory Council (ASAAC), Chancellor's Liaison Meetings, and the President's Roundtable;
- d. Submit the NPHC-NCSU calendar to ASAAC each month or submit the full academic year's calendar at the beginning of the Fall term; and
- e. Perform such other duties applicable to the office as prescribed by the parliamentary

authority adopted by the society.

C. The **Parliamentarian** shall:

- a. Advise the Council President on proper parliamentary procedure in accordance with the Council Constitution and Robert's Rules of Order Newly Revised;
- b. Maintain order and decorum at meetings;
- c. Coordinate and assist in the update and review of the constitution, as chair of the constitution review committee;
- d. Assist the presiding officer in the interpretation of the standing rules; and
- e. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

D. The **Secretary** shall:

- a. Record and distribute the minutes of all Council proceedings and keep official records;
- b. Have the primary responsibility for communicating with the Council members and coordinating all Council correspondence;
- c. Receive all monies from the general body to be recorded in the minutes and shall pass to the Treasurer for deposit;
- d. Take attendance at the beginning of every meeting and at each community service event; and
- e. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

E. The **Treasurer** shall:

- a. Receive all monies from the Secretary;
- b. Maintain all financial records of all receipts and disbursements of cash in the National Pan-Hellenic Council account;
- c. Co-sign with the President for all disbursements of Council funds;
- d. Submit an official report on the state of the council's finances at each business meeting;
- e. Notify each affiliate member organization, in writing, of the amount and due date of any official assessment (i.e. dues, fines, etc.);
- f. Be responsible for coordinating the application for Student Government Appropriations in the fall and spring semesters;
- g. Create budget for the upcoming school year with a committee consisting of one representative from each active organization; and
- h. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

F. The **Service Chair** shall:

- a. As community service committee head, plan and implement NPHC-NCSU Service Events two (2) times per semester, specifically around a cause which involves an on-going commitment to a university or community cause;
- b. Plans a semesterly roundtable discussion or workshop consisting of a chapter

representative from each organization to meet and discuss community service and philanthropy for the following semester. It is encouraged that the officer finds an outside speaker or source to lead or facilitate this discussion;

- c. Work to sponsor community service events with other campus organizations. Such organizations include but are not limited to:
  - i. IFC, PA, or MGC
  - ii. IRC
- d. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

G. The **Special Events Chair(s)** shall:

- a. Be responsible for the social programming of the council which includes organizing the Homecoming Week Stroll-Off during the Fall Semester, the NPHC Pan-Afrikan Step Show during the Spring Semester, and any other council event as the council sees fit;
- b. The Special Events Chair(s) cannot actively participate in the competition portion of any special event throughout the academic year, excluding Stroll Off; and
- c. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

H. The **Publicity Chair** shall:

- a. Be responsible for all NPHC-NCSU social media outlets;
- b. Be responsible for all promotional flyers, videos, other materials;
- c. Organize all promotional events;
- d. Email promotional materials and statements to various campus departments which include but are not limited to FYC, MSA, Greek Life, etc. in order to promote NPHC-NCSU events; and
- e. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

#### Section 4. Impeachment Policy

- A. An officer will be up for review if that person accumulates more than two unexcused absences from any Council meeting (Executive Board or General Body) unless this absence is excused. Excused absences are defined as proper notification to the Advisor, or any member of the Executive Board. Excused absences may include:
  - a. Chapter intake activities,
  - b. Prior chapter engagements, and
  - c. Emergencies
- B. Grounds for impeachment include, but are not limited to, excessive unexcused tardiness, unexcused absences, not performing the duties of that office, or student conduct violations.
- C. Any Executive Board officer who accumulates more than two unexcused absences from Executive Board and/or General Body meetings will be under review and sanctions will be

decided by the Executive Board. These can extend from being replaced to any other appropriate sanctions deemed by the Executive Board by a popular vote.

- D. Any active member of the NPHC-NCSU may recommend to the highest-ranking officer, not under review, that an officer be evaluated.
  - a. The highest-ranking officer, not under review, shall have the authority to initially evaluate that office.
  - b. The highest-ranking officer, not under review, shall present the issue to the Executive Board/Committee.
  - c. The Executive Board shall submit a copy of written complaint to the person under evaluation, and shall request that the person respond within forty-eight hours.

## **ARTICLE V-STANDING COMMITTEES**

- A. Each committee should include a minimum of two (2) members including the chair.
- B. Programming Committee Guidelines
  - a. The Chair of the Programming Committee shall be the Vice President.
  - b. The committee is responsible for assisting with the council calendar and the planning of non-social programs, which include, but are not limited to, NPHC Week programs.
  - c. The Programming Committee will be comprised of one member from each affiliate organization.
- C. Judicial Committee Guidelines
  - a. The Chair of the Judicial Committee shall be the Parliamentarian.
  - b. The committee is responsible for interpretations of the Constitution, provide recommendations for the update of the Constitution, and make decisions on the implementation of fines or sanctions.
  - c. The Judicial Committee will be comprised of one member from each affiliate organization.
- D. Scholarship Committee Guidelines
  - a. The Chair of the Scholarship Committee shall be the Secretary.
  - b. The committee is responsible for consistently finding ways to improve the scholarship goals of the council.
  - c. The Scholarship Committee will be comprised of one member from each affiliate organization.
- E. Fundraising Committee Guidelines
  - a. The Chair of the Fundraising Committee shall be the Treasurer.
  - b. The committee is responsible for planning the fundraising events of the council.
- F. Community Service Committee Guidelines



- a. The Chair of the Community Service Committee shall be the Service Chair.
- b. The committee is responsible for planning the community service events of the council.
- c. The Community Service Committee will be comprised of one member from each affiliate organization.

#### G. Special Events Committee Guidelines

- a. The Chair of the Special Events Committee shall be the Special Events Chair.
- b. The committee is responsible for planning the social events for the council, which include but are not limited to the NPHC Homecoming Stroll-Off, the NPHC Pan-Afrikan Step Show, and exclusive council social events.
- c. Council members that are not stepping or strolling in special events must volunteer, with a percentage decided by the Judicial Committee, before, during, and after the show.

#### H. Publicity Committee Guidelines

- a. The Chair of the Publicity Committee shall be the Publicity Chair.
- b. The committee is responsible for maintaining all NPHC-NCSU social media outlets, assisting the Publicity Chair with event promotion, creating promotion media, and other duties as assigned.

### **ARTICLE VI-MEETINGS**

#### Section 1. General Body Meetings

- A. Meetings of the NPHC-NCSU General Body shall be made regularly, as deemed necessary, by the Executive Board.
- B. Except for emergencies, Council activities shall be suspended during the months of June and July.
- C. Special meetings may be called by the President and/or Advisor when necessary, and shall be called by him/her upon the written request of any member on the Executive Board given a 48-hour notice.
- D. General Body meetings shall be held bi-weekly, except as otherwise provided.
- E. A quorum for the transaction of business shall consist of representatives of at least two-thirds (2/3) of the active affiliate member organizations.
- F. Each affiliate organization is entitled to two (2) votes for all Council business.
- G. All meetings shall follow Parliamentary procedure according to Robert's Rules of Order Newly Revised.

#### Section 2. Delegates

- A. Each active chapter of NPHC-NCSU shall have two (2) delegates to represent the chapter at

each general body meeting. These appointments shall be announced at the beginning of each meeting during roll call.

- B. These delegates shall be the only two (2) members from the chapter allowed to speak and vote on behalf of their respective chapter at that particular meeting.
- C. All Delegates shall have the following responsibilities:
  - a. Liaison: The primary duty of the delegate(s) is to serve as the communication link between their chapter and the Council.
  - b. Knowledge: The delegate(s) is responsible for being familiar with the Constitution and Standing Rules of the NPHC-NCSU and delivering them to their chapter.
  - c. Stabilizer: The delegate(s) should always work to stabilize forces within their chapter and to strengthen chapter/Council relations.
  - d. Involved: The delegate(s) is to be an active and cooperative member of their chapter and of NPHC-NCSU.
  - e. Educator: The delegate(s) must work to educate their chapter on basic ideas such as unity and promotion of friendship.
  - f. Attendance: The delegate(s) must attend all meetings. If they will not be present, it is the Delegate's responsibility to see that a proxy takes their place.
  - g. Financial: Must be member in good financial standing with their respective chapter.
  - h. Active: Their respective chapter must be active at North Carolina State University and recognized by their national organization.

### Section 3. Attendance

- A. Each organization needs to be represented at each meeting. Chapters of one person will be exempt from this policy. Attendance requirements are explained in the table below:

<b>Number of Chapter Members</b>	<b><u>Minimum</u> number of members required at general body meetings.</b>
1	Exempt from policy
2-5	1
6-8	2
9-11	3
12-14	4
15+	5

- B. If a chapter has a member on the Executive Board, the member is included in the number of members required. For example, if a chapter of 11 people (making their minimum requirement 3) and has one (1) member on E-Board, they only need to have two (2) more people at all

General Body meetings.

- C. If a chapter has multiple members on the Executive Board, only one (1) person will be counted towards their minimum requirement. For example, if a chapter of 15 (making their minimum requirement 5) has 2 members on the Executive Board, they will still need 4 non-Executive Board members to attend.
- D. Chapters who do not fulfill requirements outline in Article VI, Section 3 will be counted as non-participatory. A non-participatory chapter will be notified within a week of the missed meeting. A non-participatory chapter will be fined \$25.00 for each meeting missed with a maximum fine of \$75.00 before further sanctioning by the Executive Board. Fines are due at the next General Body meeting after the missed meeting. Fines will only be imposed when no proper or pre-approved notification to the Parliamentarian, Secretary, or Advisor has taken place. If chapter is fined up to \$75.00 and it is not paid within three weeks, notification will be sent with an additional \$100.00 fine added. If the fine of \$100.00 plus \$75.00 is not paid within the given three weeks' notice, that chapter will be suspended for a full semester or until fines are paid.
  - a. For chapters that are unable to pay the fine, NPHC-NCSU will allow the dollar amount to be made up in service hours, outside of the required NPHC-NCSU service hours. The ratio will be one service hour per member per \$5.00.
  - b. Signed documentation of community service hours for members who fulfilled service hours must be submitted to the Advisor. For example, if a chapter owes \$100.00, each member is required to do an additional 20 hours of community service.
- E. The extent to which an absence is considered excused or unexcused will be decided on an as needed basis by the Executive Board.

#### Section 4. Executive Board Meetings

- A. The Executive Board shall have its initial meeting during the last week in August or the second week of the academic year.
- B. The Executive Board shall meet as necessary to carry out the business of the NPHC-NCSU Chapter between regularly scheduled Council meetings. These meetings can be held electronically as deemed necessary and appropriate by the President.

### **ARTICLE VII-AMENDMENTS**

#### Section 1. Amendment by the Council Members

- A. This Constitution may be amended or repealed at any time after notice, as prescribed below, by any of the affiliate organizations qualified to vote, whether or not said members are or are not present at the Council meeting at the time the vote is taken. As used in this article, "affiliate organizations qualified to vote" are those that are in good standing with the Council.
- B. No amendment or repeal of this Constitution may be considered by the Council Members unless the proposed amendment or repeal has been presented to the Executive Board at least

thirty (30) days prior to the date on which the Council meeting is to convene. Presentation or endorsement by a member organization shall be by its President or petition signed by a majority of the undergraduate members in good standing with the chapter. Upon presentation of a properly submitted and endorsed amendment or notice of repeal, the President shall send notification of the proposal to all member organizations not less than ten (10) days prior to the date on which the Council meeting is to convene.

- C. Amendments shall be accepted by a two-thirds (2/3) vote of the affiliate members, with each member organization having two votes.

## Section 2. Annual Revision

- A. Amendments to the Standing Rules can be presented and reviewed at any general body meeting as called upon by a chapter delegate of the council in addition to reviewed annually.
- B. Proposals for amendments must be submitted in written form to the Executive Board at least one (1) week prior to the meeting at which they will be presented to the membership.
- C. After presentation of the proposed amendment, all voting procedures must comply with Robert's Rules of Order Newly Revised.

## Section 3. Annual Review

- A. Proposed Amendments from each affiliate organization shall be submitted to the Judicial Committee by February 1 of each academic year.
- B. The Judicial Committee shall have completed the review of submitted proposals by March 1.
- C. All amendments shall be voted upon during the first general body meeting in April.

## **ARTICLE VIII-PARLIAMENTARY AUTHORITY**

The rules contained in Roberts Rules of Order Newly Revised shall govern NPHC-NCSU in all cases to which they are applicable, and in which they are not inconsistent with the standing and special rules of order of this society.

## **ARTICLE IX-RATIFICATION**

This constitution shall become effective immediately after ratification by majority vote in the General Body meeting of the National-Pan Hellenic Council.

# **The Standing Rules of the National Pan-Hellenic Council North Carolina State University**

## **ARTICLE I-RESPONSIBILITIES OF AFFILIATE MEMBER ORGANIZATIONS**

The responsibilities of the affiliate member organizations of NPHC-NCSU shall be:

- A. All affiliate member organizations shall submit a calendar of events to the NPHC-NCSU Advisor(s) and the NPHC-NCSU Vice-President at the beginning of each semester so they may be compiled into one master calendar and distributed amongst NPHC-NCSU members.
- B. Each active member in each sorority and fraternity must pay dues in the amount of \$5.00 each academic semester.
- C. NPHC-NCSU dues go towards the annual NPHC Pan-African Step Show, Meet the Greeks, National and Regional NPHC Incorporation dues, and other programs, conferences, and events.
- D. Dues MUST be paid at the second meeting in September of the first semester and the first meeting of February of the second semester.
- E. All new members inducted into their affiliate organization within the semester will pay dues the following semester.
- F. A delinquent affiliate member organization shall be foreclosed from participation in Council activities for the remainder of the semester. A reinstatement fee of \$25.00 shall be assessed for any organization deemed inactive.

## **ARTICLE II-FINANCES**

Section 1. The operating budget of the Council shall be obtained by accessing each affiliate member organization an amount agreed to by the Council.

Section 2. The Council budget for the current fiscal (academic) year shall be approved by vote of the Council at its last general body meeting in April.

Section 3. The fiscal (academic) year shall be August 15 to May 15.

Section 4. All payments and contracts must be signed by the Treasurer and Advisor(s) and reviewed by the President in order to have a binding agreement.

## **ARTICLE III-NPHC-NCSU EVENTS**

Section 1. Unification and Visibility - In order to increase the unity among NPHC-NCSU organizations and

to increase the visibility of Black Greek-Letter Organizations, each member of an affiliate organization shall:

- A. Participate in one NPHC-NCSU social event each semester. This event is to be voted on by the members of the general body and may take place at any time during the semester. These events can include, but are not limited to, bowling, skating, movies, cook-out, etc. While during these events, they may be counted towards the standards program. Chapters are encouraged to have full chapter representation.
- B. Every Wednesday of each academic semester, each member of an affiliate organization should wear their letters in a visible form. Line shirts and line jackets are heavily encouraged.
- C. It is encouraged that each member of an affiliate organization attends the programs of another affiliate organization.
- D. The NPHC-NCSU shall participate in two (2) community services per semester. This community service event may be counted towards the standards program. Chapters are encouraged to have full chapter representation.
  - a. Full chapter participation will be defined as 50% of the active membership.
  - b. Failure to participate (less than 50% of active membership) without prior approval from the Service Chair for reasonable circumstances will be required to complete a separate community service event to benefit the same cause as the missed event or choose to pay \$100.00 fine.
- E. In order to reduce future conflict during Chapter Weeks and program dates, chapters will adhere to the **Programming Guidelines** provided in Section 2.
- F. All active chapters are guaranteed one (1) week per year but are not limited to such.
  - a. If a chapter wishes to program on another chapter's week, documented consent from the chapter holding a week must be obtained in order conflicting event to be held.
  - b. Failure to follow this standing rule could result in the loss of the chapter's week in the following semester or possible sanctioning from the NPHC-NCSU Programming Committee.
  - c. Each Chapter, out of respect, will not program during another organization's founding date or chartering date. Failure to follow this regulation, without written consent from the chapter, could result in community service, loss of reservations in future, and/or sanctioning by the NPHC-NCSU Programming Committee.
- G. Each chapter that is considered non-participatory in events such as, but not limited to, service projects, social activities, NPHC Week, the NPHC Homecoming Stroll-Off, and the NPHC Pan-Afrikan Step Show will be reviewed by the Judicial Committee. If the non-participatory chapter is fined, the fine will be due at least two weeks from the date of notification. If the fine is not received on the designated date, the fine will increase \$25.00 every two weeks following, for a maximum additional fine of \$75.00 before further sanctioning by the Judicial Committee. Fines will only be imposed when no pre-approved notification by the Parliamentarian, Secretary, or Advisor has been obtained. If a chapter is fined an additional \$75.00 and it is not paid along

with the original fine within three (3) weeks, that chapter will be suspended for a full semester or until fines are paid.

- a. For chapters that are unable to pay the fine, NPHC-NCSU will allow the dollar amount to be made up in service hours. The ratio will be one (1) service hour per member per \$5.00.
- b. Signed documentation of community service hours for members who fulfilled service hour must be submitted to the advisor. For example, if a chapter owes \$100.00, then each member is required to do an additional twenty (20) hours of community service.

## Section 2. Programming Guidelines

- A. Each active affiliate member organization is limited to one (1) programming week per year, with precedence being given to founding dates and chartering dates. Chapters will not program founding and charter dates which are not of their organization. Each is also guaranteed ten (10) days outside of this week to plan programs per year. These ten (10) days must not be consecutive.
- B. These ten (10) programming dates can be submitted to the NPHC-NCSU Executive board twenty-one (21) days before the first day of classes for each semester, but no later than fourteen (14) days before the first day of classes of each semester. Of these ten (10) dates, program details do not need to be submitted until one (1) month before the specific program. Dates that occur within the first month of the semester need to include program details by the first day of classes.
  - a. Program details are defined as the program name, location, time, and brief description (a minimum of 3 sentences) of the program topic.
  - b. If program details are not submitted a month before the program, the date will be forfeited.
  - c. Chapters will not promote their events during other chapters' Founding and/or Charter Days.
- C. For all additional programming dates, not included as a part of the designated ten (10) dates, chapters must provide program details upon submission to the NPHC-NCSU Executive board. Programs submitted without program details will not be added to the NPHC-NCSU Calendar.
- D. Scheduled active affiliate member organization's programs shall not overlap with the scheduled NPHC-NCSU Calendar. Programs may be scheduled for the same date, but must either be classified as a day program or night program.
  - a. Day program is defined as an event that begins and ends prior to 5 p.m.
  - b. Night program is defined as an event that begins and ends after 5 p.m.
- E. Founding dates and charter dates may only be used by their respective organizations and are not included as part of the ten (10) designated programming dates per chapter.
- F. Failure to adhere to these guidelines will result in room cancellations.
- G. In the case of conflict on the calendar, the NPHC-NCSU Programming Committee will decide

the resolution.

### Section 3. Annual Programs

- A. NPHC Week is a standard program that must be executed annually.
  - a. The “Meet the Greeks” Program is a standard program that must be executed annually within NPHC Week.
  - b. Every Chapter must participate in NPHC Week. Participation is defined as:
    - i. Every organization assisting in the planning and implementation of at least one (1) event during the week.
    - ii. Each NPHC-NCSU member attending at least one (1) organization’s event, outside of their own chapter.
- B. The NPHC Homecoming Stroll-Off is a standard program that must be executed annually.
- C. The NPHC Pan-Afrikan Spring Step Show is a standard program that must be executed annually.