

NATIONAL PAN-HELLENIC COUNCIL OF PALM BEACH COUNTY CONSTITUTION AND BYLAWS

Adopted 5/17/2018

We, the representatives of historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of action and programming that can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws.

ARTICLE I - NAME

Section 1. The name of this organization shall be the NATIONAL PAN – HELLENIC COUNCIL OF PALM BEACH COUNTY hereinafter referred to as "NPHCPBC."

ARTICLE II - PURPOSE

The purpose of the NPHCPBC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, the NPHCPBC promotes the well-being of its County fraternities and sororities, facilitates the establishment and development of social and community programs that provide leadership and services to Palm Beach County communities.

ARTICLE III - STRUCTURE

Section 1. There shall be an established Council for Palm Beach County, which shall have the responsibility of joint coordination of all members to ensure unity and partnership and maximum service to the community.

Section 2. There shall be monthly meetings of the NPHCPBC that will provide leadership development opportunities, set collaboration direction on issues of concern to the member organizations or for the betterment of the community at large.

Section 3. There shall be a President that serves one-two-year term that will be rotated by a list established and voted on by the members of the Council. If the organization that is supposed to gain Presidency is not a member of the Pan-Hellenic Council, the next fraternity or sorority will hold Presidency.

The rotation of Presidency will be as follow:

Kappa Alpha Psi
Delta Sigma Theta
Phi Beta Sigma
Alpha Kappa Alpha
Omega Psi Phi
Sigma Gamma Rho

Alpha Phi Alpha
Zeta Phi Beta
Iota Phi Theta

If no member of this organization is a member of the NPHCPBC then the position rotates to the next organization.

If there is more than one chapter of the same organization represented, those organizations will determine amongst themselves who will be the President for that rotation. If an agreement cannot be reached between the organizations, the matter will then be taken to the full Council for a vote.

Section 4. Each member organization of the PBCPHC shall be financially active by the payment of annual dues by March 1st of the calendar year. An organization will be fined a one-time fee of \$10 if paid after March 1st.

ARTICLE IV - MEMBERSHIP

Section 1. Membership Organizations

Membership in NPHCPBC shall include Graduate or Alumni chapters of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity Inc. No other organization shall have the right to sit on, have a voice on, and /or may be considered for membership in the local level of the NPHCPBC other than the above-mentioned fraternities and sororities.

Section 2. Active Members

Active members shall be the members who have paid all required dues and assessments. See Article III Section 4 above.

Section 3. Any organization seeking membership in the NPHCPBC shall be approved by the current active members of the NPHCPBC. The procedures to petition for membership shall be provided in the bylaws (See Article IV, Section 1).

ARTICLE V – NPHCPBC MEMBERS

Section 1. Authority

While the supreme governing authority of the NPHCPBC shall be vested with the voting members of the NPHCPBC, the Council will have no authority over individual member organizations.

Section 2. Composition

The NPHCPBC shall be composed of members in good standing in their individual organizations' chapters. Each member will be appointed by their member organization to the Council. No member may serve on the NPHCPBC if they are not active and financial in their own local member organization.

Section 3. Responsibilities

The members of the NPHCPBC shall be responsible for acting first on behalf of their individual member organizations, and then in the best interest of the NPHCPBC and the local community they serve. Members are encouraged and responsible for providing a briefing to their member organizations on the operations of the NPHCPBC.

Section 4. Representation

Each financial member organization can have up to two (2) representatives on the board of NPHCPBC. Each organization will receive only one vote. There will be no proxy votes. Members will need to be physically present or communicating via phone or telecommunication. Each member organization will establish internally who they want their voting member to be. NPHCPBC meetings are open to any verified member of the Divine 9 of a financially active chapter.

Section 5. Officers

The NPHCPBC shall have the following officers: President; Vice-President; Treasurer; Financial Secretary; Recording Secretary; Corresponding Secretary; Parliamentarian; Chaplin; and Historian.

In the event of the death of the President, the position will be filled by the Vice President. If the death occurs while in office for less than a year, the Vice President becomes the new President. If the death occurs while in office for more than a year, the Organization that the President represented appoints a member as President to finish the President's term.

Officers and Duties

a. The duties of the **President** shall be:

- (1.) To preside at all meetings of the NPHCPBC, the Executive Committee, Presidents Council Planning Meeting, and any Special Meeting;
- (2.) To attend all the meetings of the NPHCPBC;
- (3.) Serve as ex-officio member of all committees except Nominations;
- (4.) Approve all vouchers for expenditures of budgeted funds;
- (5.) To appoint all committees unless otherwise provided for; and
- (6.) To perform all duties normally applicable to the office as prescribed by the Parliamentary authority adopted by the Council.

b. The duties of the **Vice President or President Elect** shall be:

- (1.) Attend all meetings of the NPHCPBC, the Executive Committee, the Presidents Council Planning Meeting and any Special Meeting;
- (2.) Perform President's duties during her/his absence or inability to serve;
- (3.) Coordinate programmatic thrust;
- (4.) Assist the President in any way possible; and
- (5.) To perform all duties normally applicable to the office as prescribed by the Parliamentary authority adopted by the Council.

c. The duties of the **Recording Secretary** shall be:

- (1.) To attend all meetings of the NPHCPBC, the Executive Committee, the Presidents

- Council Planning Meeting and any Special Meeting;
- (2.) Preserve all important records, documents, reports and communications;
- (3.) To perform all other duties normally applicable to the office as prescribed by the Parliamentary authority adopted by the Council.

d. The duties of the **Treasurer** shall be:

- (1.) To attend all meetings of the NPHCPBC, the Executive Committee, and any Special Meeting;
- (2.) Receive funds from the Financial Secretary and other funding sources to include donations and fundraising from the members;
- (3.) Pay monies as directed by the body;
- (4.) Keep correct and accurate record of all accounts, showing accurately the financial condition of the organization's funds, and give written reports at regular NPHCPBC meetings;
- (5.) Prepare Annual Budget;
- (6.) Deposit all monies received into the designated accounts;
- (7.) To perform all other duties normally applicable to the office as prescribed by the Parliamentary authority adopted by the Council.

e. The duties of the **Financial Secretary** shall be:

- (1.) The Financial Secretary shall be responsible for collecting and receipting all monies collected for NPHCPBC's activities, and shall turn all monies over to the Treasurer for deposit;
- (2.) In the event that the Financial Secretary is serving as a Chairman of a fundraising activity; the Corresponding Secretary shall receipt funds on his or her behalf for that activity;
- (3.) Assist the Treasurer to ensure NPHCPBC books and budget is balanced;
- (4.) Bill members for their dues and receive payments of them, and maintain a ledger of each member's account;
- (5.) Provide a written report at monthly meetings documenting all monies collected.

f. The duties of the **Corresponding Secretary** shall be:

- (1.) To handle all correspondence;
- (2.) Responsible for getting all materials to the Media and Technology Committee that deals with correspondence;
- (3.) Handle all correspondence from the National Pan-Hellenic Council;
- (4.) Present to the Executive Committee all requests for support from the community;
- (5.) Present all requests to the Executive Committee from non-members to present to the body.

g. The duties of the **Historian** shall be:

- (1.) Document all NPHCPBC events;
- (2.) Coordinate with the Media and Technology Committee to post and record all materials captured involving the NPHCPBC;
- (3.) Keep historical electronic file of all NPHCPBC events.

- h. The Duties of the **Chaplain** shall be:
 - (1.) Respond to and recommend action to the handling of all benevolence request;
 - (2.) Lead prayer at all NPHCPBC events and meetings.

- i. The duties of the **Parliamentarian**:
 - (1.) Advise the President and members on all questions of parliamentary law;
 - (2.) Use the current edition of *Robert's Rules of Order, Newly Revised*, to govern in all matters not provided for in this Constitution and Bylaws and other documentation of the NPHCPBC.

Section 6. **Term of Office:**
The term of office for the President shall be one two (2) year and said period shall begin January 1st and end December 31st

Section 7. **Vacancies:**
In the event of the death or resignation of any member of the Executive Committee other than the President, such vacancy shall be appointed by the President. The person thus chosen shall serve only until the end of the unexpired term, at which time a successor shall be elected. The resignation of an Executive Committee member shall be submitted to the President through the Corresponding Secretary.

Section 8. **Meetings:**
The NPHCPBC shall meet on the 3rd Thursday monthly with the exception of authorized scheduled breaks over the summer months or Christmas season. The Executive Committee will meet or conduct a conference call in the week prior to the monthly meeting. The NPHCPBC will send at least one member to the National Pan-Hellenic Council Bi-Annual meeting.

Section 9. **Presentation to the NPHCPBC:**
Any organization that would like to present to the NPHCPBC will forward their request through the Corresponding Secretary a minimum of 30 days before their request and placed on the agenda by either the Corresponding Secretary or President at the nphcpbc@gmail.com for consideration.

Section 10. **Quorum:**
To conduct any official meeting that calls for a vote must be done by a Quorum of financially active members. For the purposes of the NPHCPBC, 50% of members will be considered a quorum.

Section 11. **Attendance:**
Attendance will be kept and recorded by the Corresponding Secretary during every meeting with the recorded start and end times documented.

Section 12. **Reports:**
At a minimum, there will be a written Treasurer (financial) and Recording Secretary

(Minutes) available for each meeting with the exception being given by the President. However, no exception can be given for two consecutive meetings.

ARTICLE VI - MEETINGS

The NPHCPBC will meet as established in Article V Section 8

- Section 1. Planning Meeting:**
Upon Presidential change, a mandatory planning meeting must take place with the new Executive Committee.

ARTICLE VII – COMMITTEES

- Section 1. Standing Committees:**
The Standing Committees of the NPHCPBC shall be: Unity Weekend, Budget and Finance, Technology, Social Action, Constitution and Bylaws, and the Presidents Council Planning Committee.
- Section 2. Appointments:**
All standing committees Chairpersons shall be appointed by the President, with the approval of the active and financial members.
- Section 3. Special Committees:**
The Executive Committee may form such other committees as it deems necessary to carry out the duties of the NPHCPBC. The President shall appoint the Chairperson.

ARTICLE VIII – FINANCE

- Section 1. Membership Dues and Assessments:**
Membership dues and assessments shall be determined each year by the budget of the NPHCPBC and due by March 1st of the calendar year.
- Section 2. Budget:**
The annual budget for the PBCPHC shall be prepared and set by the Executive Committee and approved by the general body by the 2nd calendar meeting of the year.
- Section 3.** The fiscal year shall be January 1st to December 31st
- Section 4. Audit:**
An internal financial audit will be conducted annually by the Financial Review Committee, outside of the Treasurer and Financial Secretary. At the second to last meeting of the year, all

records are to be turned over for review. An external audit will be conducted at the change of officers. The audit should occur within 30 days of a change in Treasurer.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section 1. The current edition of *Robert's Rules of Order, Newly Revised* shall govern in all matters not provided for in this Constitution and Bylaws and other documentation of the PBCPHC.

ARTICLE X - LIABILITY

Section 1. The Executive Committee of the NPHCPBC expressly disavows responsibility for the negative actions of individual members who are in violation of either the letter or the spirit of this Constitution and Bylaws.

ARTICLE XI - AMENDMENTS

Section 1. The Constitution and Bylaws must be adopted and amended by a 2/3 vote of the active eligible voting members of the NPHCPBC.

Recommended changes, additions, and deletions must be submitted through the Recording Secretary and placed on the agenda for the following agenda with a minimum of 30 day notice.

Section 2. All proposed amendments shall be submitted at any time in writing to the Executive Committee through the office of the President.

Section 3. The President shall distribute each proposed amendment with its recommendation to the members of the NPHCPBC.

National Pan-Hellenic Conference Representation

The NPHCPBC shall pay for ONE delegate to attend the National Pan-Hellenic Conference. The NPHCPBC will cover the registration, transportation to and from the conference, and hotel fees.

ARTICLE XII – DISSOLUTION

In case of the dissolution of NPHCPBC, after providing for the debts and obligations of the Organization, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

