

BOWLING GREEN
STATE UNIVERSITY COUNCIL
OF THE
NATIONAL PAN-HELLENIC COUNCIL, INC.
Bylaws

**BGSU COUNCIL OF THE NATIONAL PAN-HELLENIC COUNCIL, INC.
BYLAWS**

PREAMBLE

We, the duly constituted representatives 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., and Sigma Gamma Rho Sorority, Inc.**, of Bowling Green State University, in order to promote a closer union, advocate academic excellence, socially and morally develop and assist member organizations, do hereby establish these bylaws to be used in conjunction with the NPHC National Constitution and Bylaws for the government of the BGSU Council of the National Pan-Hellenic Council, Inc. now existent and hereafter shall be bound by the legislative laws set forth below.

ARTICLE I: NOMENCLATURE

Section 1. This organization shall be known as the BGSU Council of the National Pan-Hellenic Council, Inc.

ARTICLE II: OBJECTIVES

- Section 1. The objectives of the Council shall be:
- A. to educate members of Bowling Green State University about the history of African-Americans of which Black Greek Letter organizations they represent.
 - B. to make recommendations to member organizations on matter of interest and purpose to college and community.
 - C. to initiate and establish programs that are designed to help meet the needs of the university and community.
 - D. to assist in the social adjustments of African-American students.
 - E. to challenge member organizations to acquire and present new knowledge that will benefit humanity.
 - F. to create a stronger bond of unity among the members of the council.
 - G. to promote high standards of scholarship within the Greek community.

H. to perform community service for the university as well as surrounding communities.

ARTICLE III: EMPOWERED AUTHORITY

Section 1. The powers of the BGSU Council of NPHC shall be to make and enact policies that pertain to its member organizations.

Section 2. To initiate and act upon legislation necessary to promote the general welfare of the membership of the BGSU Council of the NPHC, namely:

A. to hear reports

B. to act on recommendations

C. to propose action which shall become the action of the Council

D. to amend the Bylaws in accordance with the NPHC Constitution

E. to levy and collect annual dues and assessments

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this Council shall be open to the following organizations which are active with their respective national organization and whose respective national organization is an active member of the NPHC:

Alpha Phi Alpha Fraternity, Inc.

Alpha Kappa Alpha Sorority, Inc.

Delta Sigma Theta Sorority, Inc.

Zeta Phi Beta Sorority, Inc.

Iota Phi Theta Fraternity, Inc.

Sigma Gamma Rho Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.

- Section 2. Classification of Member Organizations. There shall be two classes of membership; voting and nonvoting organizations.
- A. A voting organization shall be an organization that fulfills the following:
1. meets all financial obligations to the BGSU Council of the NPHC.
 2. **must be in good academic standing as determined by Bowling Green State University regulations. (moved from scholarship section).**
 3. **be in good standing with the University.**
 4. file proper paperwork, including hazing statements, grade releases, and updates to the roster with the Office of Residence Life, Greek Affairs.
 5. **Is represented at 75% of the meetings and activities of the Council.**

Section 3. A voting organization is one that has a right to vote on any issues in the NPHC Council, organize events on the campus of Bowling Green State University, and reserve future dates for events.

Section 4. Any organization that has not fulfilled all financial obligations in accordance with the bylaws of the BGSU Council of the NPHC shall be officially notified of a fifteen (15) day grace period before the said organization is removed from the official roster of voting organizations of the BGSU Council of the NPHC until such time as said organization fulfills its financial obligation.

Section 5. To be considered in Good Standing, an organization must do the following: achieve a 2.5 semester grade point average, be recognized as a voting organization, be financial with the Council, participate in required Council community service, and abide by the Constitution and Bylaws of the Council.

ARTICLE V: RECOGNITION

Section 1. Any organization proposing to be recognized by the BGSU Council of the NPHC must be in accordance with Article IV of the BGSU Council of the NPHC Bylaws.

Section 2. A proposal for recognition, in accordance with Greek Affairs guidelines, shall be presented to the full Council for review. At the following full

Council meeting the Council shall vote by secret ballot for recognition. At the next full Council meeting said organization shall be eligible to vote and have all rights and privileges of full membership.

ARTICLE VI: FINANCE

- Section 1. Membership Dues and Assessments. No member organization of the Council shall be considered in good standing unless the organization has paid established dues and assessments in accordance with the bylaws of the BGSU Council of the NPHC.
- A. The Executive Board proceeding each semester shall recommend Council dues.
 - B. Upon recommendation of the Executive Board, the dues shall be determined by a 2/3 vote of voting organizations present at a full Council meeting.
 - C. Dues shall be effective immediately upon passage unless otherwise provided for by a 2/3 vote of the voting organizations.
 - D. Any member organization that has failed to pay Council dues within fifteen (15) days of the date on which said dues and assessments become payable shall be declared in debt. Hence, the organization shall be classified as a nonvoting member of the Council.
 - E. No cancellation or refunds of dues shall be made.
 - F. Any member organization that owes monies from the sale of tickets, raffles, or any other assessment properly imposed upon the member organizations shall be considered delinquent in dues until such financial obligations are satisfied.
 - G. Any organization delinquent in dues and/or assessments shall be denied representation at any meeting or event of the BGSU Council of the NPHC. Delinquency for more than thirty (30) days, shall be subject to a one time fine of 10% of the total balance past due.

Section 2. Fines. Organizations shall be subject to the following fines:

- A. \$5 fine for absences from Council meetings.
- B. \$2 for tardiness (after 9:15) to Council meetings.

C. Failure to participate in set events will result in a fine to be determined according to the individual event.

D. Chapters with unavoidable conflict may appeal the fine to the Executive Board before the next meeting of the Executive Board following their absence.

Section 3. Requests for Funding/Co-Sponsorship. Organizations requesting funding must complete the NPHC Request for Co-Sponsorship Form. Organizations who are voting members of the BGSU Council of NPHC are unable to request money from the council for the duration of the semester after two unexcused absences. Two 2 tardies are equal to one absence.

ARTICLE VII: REPRESENTATION

Section 1. Each organization shall be granted the right of two (2)-voting delegates and two- (2) alternates organization in the event of the absence or incapacity of the regular voting delegates. Delegates and alternates shall represent only one vote for their respective organization.

Section 2. No Executive Board member shall be considered a voting delegate for his/her organization unless his/her respective organizations has a membership of 3 or less.

ARTICLE VIII: MEETINGS

Section 1. The Council will hold regular meetings every other week during the academic year. Meetings shall be run in accordance with Roberts Rules of Order.

Section 2. Additional meeting may be held on the basis of their importance at such times as may be determined by the president and the executive board, with 48 hours notice via phone to the Presidents of the member organization.

Section 3. When matters arise that warrant immediate attention, and the full council cannot be assembled, the Executive Board shall be empowered to act on behalf of the Council. The Executive Board is authorized to act on behalf of the Council between meetings. A full report on any actin taken by the Executive Board must be reported to the Council at the Council's next meeting for ratification by a majority of the membership. Actions by the Executive Board not ratified by the Council are rescinded. The Executive Board is not empowered to act on any matters related to bylaw amendments.

ARTICLE IX: QUORUM

Section 1. Quorum shall be defined as majority (half of voting members plus one).

Section 2. A quorum shall be necessary to conduct any business.

ARTICLE X: QUALIFICATION OF OFFICERS

Section 1. No member may hold an elected or appointed office on the BGSU Council of the NPHC if:

- A. his/her respective organization has not paid their semester dues and/or assessments.
- B. if the candidate's organization is under suspension or other disciplinary action by the university or the Council.
- C. who is scholastically deficient with a grade point average below the university requirements.
- D. he/she is not enrolled in at least six (6) credit hours during the entire term of office.

ARTICLE XI: ELECTIONS, LENGTH OF OFFICE AND VACANCIES OF OFFICERS

Section 1. Officers must be elected by the first meeting in the month of March of each year by a majority. Election shall be by secret ballot vote of voting organizations of the Council.

Section 2. Nominations for all elected officers shall be made one (1) meeting prior to the election of candidates. Nominations from the floor may be made at this time. No member shall be nominated for more than one (1) elected office. Each officer must meet the qualifications stated in Section 1 of Article X.

Section 3. No organization shall hold more than one (1) elected office, unless under exceptional circumstances or conditions requiring a 2/3 vote of delegates present at a full council meeting, or unless one of those elected offices is that of the President.

Section 4. Each organization shall be empowered with one (1) vote during the election procedure. Each vote shall only be cast by the authorized delegate.

Section 5. The terms of officers shall begin immediately after each officer has been installed and continue for one (1) year or until their successor has been elected. If a vacancy occurs the President shall have the power of appointment with the majority consent of the full Council. All appointments must be in accordance with the BGSU Council of NPHC Bylaws.

ARTICLE XII: EXECUTIVE BOARD

Section 1. The Executive Board shall be comprised of five (5) members as follows: President, Vice-President, Secretary, Treasurer, and Parliamentarian. The duties of the Executive Board shall be:

- A. The **President**, shall be the chief administrative officer of the Council. He/she shall preside at all meetings of the Council. He/she shall appoint chairpersons of all standing and special committees. He/she shall call all regular meetings of the Council. He/she shall have the authority to interpret regulations and policy statements of the BGSU Council of the NPHC in cooperation with the Parliamentarian.
- B. The **Vice-President** shall assist the President in the performance of duties and preside in the absence of the President. He/she shall also serve as the scholarship chair and well as perform other duties as assigned.
- C. The **Secretary** shall keep an official record of all actions of the Council. He/She shall make record of the minutes and resolutions of the Council. He/She shall be responsible for the filing of all the records and reports of the Council. He/She shall be responsible for the distribution of minutes and the agenda and shall submit a typewritten report to have on file after executive board and full Council meetings. He/She shall receive and prepare a response for all official correspondence of the Council. He/she shall be responsible for all publicity of Council events.
- D. The **Treasurer** shall deposit and account for all monies paid into the Council. He/she shall be responsible for monthly income and expense statements of the Council. He/she shall maintain an accurate ledger of the Council budget and make monthly reports to the full Council. He/she shall also sign all invoices for the payment of monies appropriated by the Council and submit a typewritten report after all full Council meeting which will be put on file in the Greek Affairs office.
- E. The **Parliamentarian/Sergeant at Arms** shall advise the President and members of parliamentary law when such issues arise. He/she shall give his/her interpretations of the Rules of Order. He/she will also inform members of the proper procedure to use during the meeting, assisting to keep the peace and maintain order.

F. **The External Affairs Chair/ Public Relations Chair** shall have the responsibility of promoting relations between the body of the Council and the entire community of Bowling Green State University. He/She shall take an active role in handling any issues concerning the Council and the general public of Bowling Green State University. All issues must be presented to the Council's executive board, in an orderly and respectfully manner, and then to the general body. He/She shall have the responsibility of all advertising for all programs, events, and projects. Before sending out any correspondence to the public, he/she shall bring it to the executive board and then to the general body of the Council for approval.

Section 2. The Executive Board shall submit all recommendation and actions taken on behalf of the Council to the full Council at the first full Council meeting following the action taken.

Section 3. Quorum shall be constituted as majority (half plus one).

Section 4. The Executive Board shall formulate and recommend to the Council the budget and agenda for the upcoming academic year by April 30 of the Spring Semester.

Section 5. The Executive Board shall maintain regular and effective communication with the Panhellenic Council, the Interfraternity Council, Office of Greek Affairs, and other organizations and members of the University community.

Section 6. The Executive Board is subject to the following fines:

- A. \$6 fine for unexcused absences.
- B. \$3 fine for tardiness (Must be paid by board member).
- C. All excuses must be brought before the board.

ARTICLE XIII: ADVISOR

Section 1. The Council shall be required to have an advisor who shall be a graduate student, faculty member, staff member, or administrator of Bowling Green State University as in accordance with Greek Affairs regulations.

Section 2. Duties of the Advisor shall include, but not be limited to:

- A. regular attendance at all Council meetings.
- B. monthly examinations of accounts payable and receivable of the Council.

- C. monitoring the meeting to assure that it is being conducted in accordance with the Council Bylaws.
- D. assisting officers in carrying out their duties and responsibilities.
- E. other such duties as may be needed by the Council and/or the University.
- F. sign all invoices for the payment of monies authorized by the Council in cooperation with the Treasurer.

ARTICLE XIV: COMMITTEES

Section 1. Standing Committees

- A. **Unity** It shall be the function of this committee to undertake programs of public interest. This committee shall recommend and implement social activities for the Council with the aim of enhancing unity among members.
- B. **Ways and Means** It shall be the function of this committee to study, plan, and recommend all social, fundraising or service activities or functions for the NPHC, BGSU or Bowling Green community at large.
 - 1. At least two community service activities must be completed by NPHC as a whole each semester
- C. **Political Action** It shall be the function of this committee to study and recommend, on a non-partisan basis, what action if any, the council should take on matters of political significance.

Section 2. The President may create other committees as he/she deems necessary for the proper and efficient functioning of the Council. Committees appointed by the President will only exist during the term of the appointing President.

Section 3. The committee chairperson shall represent the committee at all Council meetings.

ARTICLE XVI: EVENT PLANNING

Section 1. If one organization has a planned event and submitted it to be on the NPHC calendar, no other organization is permitted to have an event on that same date at the same time.

Section 2. The rotation of the “ice breakers” will go in order of organizations founding date. If due to any circumstances an organization cannot host the icebreaker, then it is the responsibility of the Council to become the host.

Section 3. All late night events must be cleared and scheduled through the graduate advisor of NPHC.

	Fall 2006	Spring 2007
Friday	Alpha Phi Alpha Fraternity, Inc.	Kappa Alpha Psi Fraternity, Inc.
Saturday	Alpha Kappa Alpha Sorority, Inc.	Omega Psi Fraternity, Inc.

	Fall 2007	Spring 2008
Friday	Delta Sigma Theta Sorority, Inc.	Zeta Phi Beta Sorority, Inc.
Saturday	Phi Beta Sigma Fraternity, Inc.	Sigma Gamma Rho Sorority, Inc.

	Fall 2008
Friday	Iota Phi Theta Fraternity, Inc.
Saturday	NPHC

ARTICLE XVIII: AMENDMENTS

Section 1. The BGSU Council of the NPHC Bylaws may be amended with a two-thirds vote of delegates present at a full Council meeting.

Section 2. All proposed amendments must be read and submitted in writing to all Council members at least fourteen (14) days or one (1) Council meeting prior to a vote.

Section 3. All amendments passed during a particular semester will go into effect the following semester, unless voted by the Council to take immediate action.

Last Revision: February 2007