Constitution of The George Washington University National Pan-Hellenic Council

PREAMBLE

We, the representatives of historically established community service fraternities and sororities, similar in structure, recognize the need for coordination and cooperation in activities of intercollegiate Greek letter organizations, and recognize certain areas of action and programming 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

The name of this organization shall be The George Washington University National Pan-Hellenic Council also referred to as “GW NPHC.”

ARTICLE II – PURPOSE

The purpose of the GW NPHC is to foster cooperation, positive and courteous discourse among its member organizations, focus on matters of mutual concern, work collaboratively to improve the community, and support academic excellence.

ARTICLE III – NON-DISCRIMINATION

Section 1. The GW NPHC shall follow all local, state, federal and university laws and regulations. The GW NPHC is responsible for following regulations against racial and other types of discrimination, sexual harassment (including domestic violence, stalking and criminal sexual misconduct), hazing (in any form), and the university’s alcohol and drug policies.

A. GW NPHC agrees that the organization and all of its members will not discriminate against anyone on the basis of race, color, creed, religion, age, ability, sex, sexual orientation, gender identity, national origin, political affiliation, or veteran status.

B. GW NPHC agrees that it will not engage in any activity construed as sexual harassment, or condone sexual misconduct in any form.

C. GW NPHC agrees that it will not support or encourage any activities that place an individual at risk, whether physically or emotionally, that may or may not be part of an initiation to join or be recognized as a member of an affiliate organization.

D. If any member of GW NPHC is aware or becomes aware of any violations of the provisions contained in this article, they will immediately report the violation or suspicion of such violations to Fraternity & Sorority Life staff, or other university personnel.

E. GW NPHC will abide by all University policies.

F. Only currently registered GW students and affiliates are considered members of the organization; all others (alumni, friends, family, faculty, and staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.
G. The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values are subject to removal from the organization. Grounds for removal may include, but are not limited to, the following actions:
   i. Discrimination
   ii. Harassment
   iii. Illegal activity
   iv. Sexual assault
   v. Violence and other abuse
H. Members who have allegedly acted in a way that does not live up to the values of the University and/or the Constitution and Bylaws of GW NPHC are subject to removal.
   i. Members in question shall be brought forward to the Judicial Council Committee
   ii. If the member in question is a representative of the Judicial Council Committee, they shall be removed
   iii. If the Chairperson of the Judicial Council Committee is in question, the GW NPHC President shall appoint a replacement, pending the approval of the Executive Board

ARTICLE IV – MEMBERSHIP

Section 1. Member Organizations
Only the following nine (9) member organizations recognized by NPHC, Inc. Headquarters shall be represented by GW NPHC:

    Alpha Phi Alpha Fraternity, Incorporated
    Alpha Kappa Alpha Sorority, Incorporated
    Kappa Alpha Psi Fraternity, Incorporated
    Omega Psi Phi Fraternity, Incorporated
    Delta Sigma Theta Sorority, Incorporated
    Phi Beta Sigma Fraternity, Incorporated
    Zeta Phi Beta Sorority, Incorporated
    Sigma Gamma Rho Sorority, Incorporated
    Iota Phi Theta Fraternity, Incorporated

Section 2. Establishment of Council
In order for GW NPHC to be active, there must be at least two (2) member organizations active. If the number of participating member organizations falls to one, permission must be sought from the NPHC, Inc. National President and the university to continue functioning for a period not to exceed two (2) years. During this time, every effort will be made to recruit eligible member organization to join GW NPHC. (Refer to Article IX Expansion for more details)

Section 3. Active Standing
All member organizations within GW NPHC are classified as in good standing by meeting all of the following criteria:
   A. Must be in good standing with their respective Headquarters office
B. Must be in good standing with Fraternity & Sorority Life, Student Rights and Responsibilities (SRR), and George Washington University
C. Must be current with all GW NPHC Dues, Fines, and Invoices
D. Must be in good judicial standing with GW NPHC and SRR
E. Must have a minimum cumulative chapter grade point average of 2.50

ARTICLE V – EXECUTIVE BOARD

Section 1. Officers
The officers of GW NPHC shall be the President, Vice-President, Secretary, and Treasurer. The combined elected officers of the GW NPHC are considered “The Executive Board.”

Section 2. Rank of Officers
The ranking of officers shall be as follows:

President
Vice President
Secretary
Treasurer

Section 3. Appointed Officers
The Executive Board shall appoint additional officers by simple majority vote (50% +1). The Executive Board may not appoint more than two (2) individuals from the same organization.

Section 4. Term of Office
A. The term of office for the Executive Board shall be one (1) year commencing on January 1st and concluding on December 31st of each year.
B. The President and Vice-President cannot serve more than two (2) consecutive terms.

Section 5. Eligibility
A. All active undergraduates within GW NPHC who are registered as full-time GW students are eligible for an Executive Board position provided the following are met:
   i. Have and maintain a minimum cumulative grade point average of 2.50
   ii. Must be in good standing with their respective organization
   iii. Must be in good standing with Fraternity & Sorority Life and George Washington University
   iv. Shall not serve as President of their respective member organization while in office
   v. New members initiated within the same semester of elections are not eligible to run for the office of President

Section 6. Attendance
Members of the GW NPHC who are not officers or committee chairs may attend the meetings of the Executive Board, provided they receive permission to do so from the President.

Section 7. Authority
A. The Executive Board supervises the affairs of the GW NPHC.
B. The Executive Board cannot amend the constitution, bylaws, standing rules, or change any action adopted by the council.
C. The Executive Board has the authority to appoint ad hoc committees as the need arises for the GW NPHC and for its own operations

Section 8. Election Process
A. All interested and qualified candidates shall be required to submit an application, created by the previous Executive Board, and emailed to nphc@gwu.edu one (1) week prior to the second-to-last meeting of the Fall semester
B. Each candidate who submitted an application will be provided a maximum of three (3) minutes to present a speech at the next meeting.
C. All candidates for each position shall step out of the room for voting
D. Each active member organization will cast their vote by secret ballot
E. Each member organization shall only have one (1) vote each
F. The offices of President and Vice President shall not be from the same member organization.
G. No more than two (2) members from the same member organization shall hold office during the same term of office.
H. The new Executive Board will be installed at the last meeting of the Fall semester

Section 9. Removal of Officers
A. Any Executive Board member may be removed from office if duties are not being performed
B. An active member of GW NPHC must formally submit a written allegation via email to nphc@gwu.edu stating how and why the officer in question failed to perform their responsibilities, at least one (1) week before the next meeting is to be held.
   i. Upon receipt of the written allegation via email, the current Executive Board members (excluding the officer in question) shall determine with a majority vote if there are grounds for removal
   ii. The officer in question shall be given an opportunity to be heard, in their own defense, during the meeting
C. If the Executive Board determines there are grounds for removal:
   i. A discussion and vote will occur at the next meeting.
   ii. The officer in question shall be informed in writing of the proceedings within 48 hours of the compliant being received.
   iii. The officer in question shall be excused from the room while the discussion and vote takes place, then asked to return to reveal the results
D. In the event the President is removed from office, the Vice President will succeed the outgoing President

Section 10. Vacancies
A. If a vacancy occurs in an elected office, the Executive Board/President shall appoint a replacement, in accordance with the following:
   i. If the remaining term to be served is more than six (6) months, a special election will be held to replace the office(s).
   ii. If the remaining term to be served is less than six (6) months, the President (or designee) shall appoint a replacement until the next election.
iii. The election process of the special election must adhere to Article V, Section 6: Election Process.

iv. In the event the President is removed from office, the Vice President shall succeed the outgoing President until a successor is named, provided the Vice President accepts the role.
   a. If the Vice President does not accept the role, the position of President will be open for election and must follow Section 8: Elections Process

ARTICLE VI – MEETINGS

Section 1. General Body Meeting
   A. The General Body Meetings of the entire GW NPHC will occur at least two (2) times a month on a day and time set by the Executive Board.
   B. The General Body Meetings shall consist of the GW NPHC Executive Board and the President of each member organization, or designee

Section 2. Special Meetings
   Special meetings can be called by the Executive Board or upon request by a majority of the representatives of the GW NPHC. The notice for such meetings must be e-mailed to all members of the GW NPHC at least five days prior to the meeting. Only the items named in the notice to the meeting can be discussed at a special meeting.

Section 3. Quorum
   The quorum required for any meeting of the GW NPHC is a simple majority (50% + 1) of the chapter representatives.

Section 4. Cancelled Meeting
   If a weather emergency, other emergency, or conflict arises, the Executive Board can cancel and/or reschedule a regularly scheduled meeting.

Section 5. Attendance
   Members of the GW NPHC may attend the regularly scheduled meetings.

Section 6. Electronic Meetings
   A. The Executive Board can hold electronic meetings, provided all officers have the appropriate equipment.
   B. If the Executive Board Meeting is in person and an officer requests to meet via an electronic platform, it is permissible.
   C. A vote by any electronic means may be authorized by the President.
   D. The Executive Board may establish its own rules on electronic meetings including voting procedures, notice, quorum, etc. but shall notify GW NPHC of these rules at least one (1) week before

Section 7. Voting
   A. Each member organization will have one (1) vote
   B. In the event there is a tie, the GW NPHC President shall break the tie vote
ARTICLE VII – COMMITTEES

Section 1. Standing Committees
The standing committees of the GW NPHC will consist of: the Program Committee, Budget and Finance Committee, Nominating & Elections Committee, Judicial Council Committee, and Constitution and Bylaws/Standing Rules Committee.

Section 2. Membership
A. All committees will consist of no fewer than three (3) members and no more than seven (7) members.
B. All members within GW NPHC Committees shall have the following eligibility requirements:
   i. Must be in good standing with their respective member organization
   ii. Must be in good standing with Fraternity & Sorority Life and George Washington University
   iii. Must have a minimum cumulative grade point average of 2.50
C. New Members are eligible for any committee position, except Chairperson

Section 3. President’s Role
The GW NPHC President shall serve as an ex-officio member on all committees except the Nominating Committee.

Section 4. Electronic Meetings
A. Standing committees may meet electronically.
B. If a standing committee is meeting in person and a member of the committee wants to attend the meeting via an electronic platform, it is permissible.

ARTICLE VIII – ADVISOR

Section 1. Eligibility
GW NPHC shall have an Advisor who is employed within the Center for Student Engagement, Fraternity & Sorority Life.

Section 2. Authority
A. The role of the GW NPHC Advisor is to serve as a resource and provide advisory support for the organization.
B. All GW NPHC Advisor(s) must sign the appropriate paperwork required by the Center for Student Engagement and/or Fraternity & Sorority Life offices.
C. The GW NPHC Advisor shall have voice in any discussion but shall not have a vote in any of these meetings.

Section 3. Attendance
The GW NPHC Advisor has the right to attend any and all meetings, including: the Executive Board meetings, council meetings, special meetings, and committee meetings.
Section 4. Selection of Advisor
The Executive Board shall be directly involved in the hiring process of the GW NPHC Advisor.

ARTICLE IX – EXPANSION POLICY

Section 1. Purpose
The aim of any expansion effort should be to provide all students with the opportunity to join a fraternity or sorority with the focus on improving both the GW NPHC and University community.

Section 2. Interested Member Organization(s)
Member organizations seeking to start a chapter, or re-establish a chapter, at The George Washington University must first express formal interest to the President and Advisor via email.

Section 3. Application
Interested member organizations will be required to complete an expansion application which includes a report of the following information:
A. Letter of Intent
B. A current list of the organization’s International Executive Board (name, email, phone)
C. National Constitution and By-Laws
D. Reference/Recommendation Letter from the organization’s International President, or a member of the International Executive Board
E. Information on traditional events (including name, purpose, description, funding, and target audience)
F. International cumulative GPA and cumulative GPA of chapters located within DC, Maryland, Virginia
G. Risk Management Policies and Procedures including:
   i. Anti-hazing Policy
   ii. Alcohol and other Drugs policies
   iii. Internal conduct/judicial board policies and procedures
   iv. Proof of liability insurance
H. List of references including:
   i. Local Chapter Advisor (name, email, phone)
   ii. Local Chapter Advisory Board (name, email, phone)
   iii. A list of additional alumni support in the area (name, email, phone)
I. Sample Constitution/Bylaws and sample chapter budget

Section 4. Application Review
A. The President, in collaboration with the GW NPHC Advisor, will review all expansion application materials, reference check the applicant, and notify the Executive Board of the application’s existence at the next Executive Board meeting.
B. The Executive Board will determine whether the Council is open to expansion based on, but not limited to university climate, the current status of individual organizations and the council as a whole.
C. The Council will not be open to expansion if:
   i. Two or more chapters are currently classified under dormant status (defined below)
ii. Two or more chapters are not in good standing for any reason (e.g. academic probation, financial, no members, etc.)
D. The above criteria will ultimately be decided at the Executive Board’s discretion.
E. Should the Executive Board determine the Council is not open to expansion, the President will send a formal letter to Fraternity & Sorority Life (FSL) of the rationale.
F. A letter will then be issued on GW NPHC’s behalf, by FSL staff, to the interested organization.

Section 5. Presentation
A. Should the Executive Board determine the Council is open for expansion, the interest group will be notified via letter, by the President, and be asked to proceed to the next step of the expansion application, present to the GW NPHC general body
B. The interest group will present to the GW NPHC general body at the next meeting and must include/address the following:
   i. History of the organization
   ii. Purpose and goals of the organization
   iii. International cumulative GPA and cumulative GPA of chapters located within DC, Maryland, Virginia
   iv. Organization’s main source of funding
   v. Information on local chapters and local alumni
   vi. Who will be assisting the intake process?
   vii. Tentative calendar of events to be hosted during the first academic year
   viii. What the organization will bring to GW NPHC that is unique and currently not present at the university?
C. The General Body must then vote with a two-thirds (2/3) majority vote for approval of the interested organization.
D. If the interested organization is approved, they will be granted one (1) full academic year (beginning the following semester), known as a Probationary Period, to initiate their first line at the George Washington University.
   i. A letter will be sent by FSL staff outlining the provisions and approval by Council/recognition by University.
E. After approval and recognition by the University, the member organization is assumed to be in good standing as long as the organization meets the standards of its International Organization, the policies, regulations and procedures of the University, Fraternity & Sorority Life, the GW NPHC, and federal, state and local laws.

Section 6. Requirements of Approved Organization
A. The approved organization must abide by the following rules and fulfill the requirements stated below:
   i. Programming may occur during the semester of application.
   ii. Intake may not begin until the semester after approval.
   iii. The approved organization must complete the following per semester:
      a. Co-sponsor 1 event with any current GW NPHC organization
      b. Attend 3 other events hosted by GW NPHC organizations. One of which must be a community service related event.
B. If an approved organization fails to initiate a line within the “Probationary Period“, they must reapply for expansion.

Section 7. Dormant Status
A. All fraternities and sororities are expected to maintain membership with currently enrolled GWU students.
B. Organizations will have status changed to “dormant” if they:
   i. Do not have any active members enrolled at GW.
   ii. Should a member organization lack GW student membership
   iii. For city-wide chapters this means the member organization must have one member on the GWU campus to avoid dormant status.
C. A dormant organization will remain recognized by the GW NPHC for up two (2) semesters, pending consistent communication with the Council.
D. After two (2) semesters, the organization will have its status changed to not in good standing.
E. Member organizations who have had its status changed to not in good standing must go through the application process stated in this Policy to re-obtain GW NPHC membership.
F. The member organization may not host or co-sponsor any Late Night Events during dormant status.

ARTICLE X – PARLIAMENTARY AUTHORITY

Section 1. Authority
The rules contained in Robert’s Rules of Order Newly Revised shall govern the GW NPHC in all cases to which they are applicable, and in which they are not inconsistent with this constitution and special rules of order of the GW NPHC.

ARTICLE XI – AMENDMENTS

Section 1. Authority
This constitution can be amended by two-thirds (2/3) vote at a regularly scheduled meeting or special meeting, provided the proposed amendments have been presented at the council meeting at least seven (7) calendar days prior to the meeting in which they will be voted on.
BYLAWS

ARTICLE I - DUTIES OF OFFICERS

Section 1. Duties of Elected Officers

A. The President shall:
   i. Serve as Chairperson of the Executive Board;
   ii. Be the official spokesperson for the GW NPHC;
   iii. Serve as liaison for GW NPHC to University personnel staff/faculty;
   iv. Attend all-Council President’s meeting, hosted by Fraternity & Sorority Life;
   v. Preside at all meetings of the Executive Board;
   vi. Serve as ex-officio member of all committees, with the exception of the Nominating Committee;
   vii. Approve and sign (if applicable) all financial transactions, checks, or vouchers for expenditure of the budgetary funds;
   viii. Meet with the GW NPHC Advisor on a weekly basis;
   ix. Perform the duties which are usually executed by the chief executive officer.

B. The Vice President shall:
   i. Assist the President in the performance of duties;
   ii. Preside in the absence of the President;
   iii. Oversee all efforts related to academic achievement and scholastic excellence including, but not limited to:
       a. Notify member organizations who do not meet the minimum cumulative 2.50 GPA required by GW NPHC;
       b. Work with member organizations who do not meet the minimum cumulative 2.50 GPA
   iv. Serve as Chairperson of the Judicial Council Committee;
   v. Serve as Chairperson of the Program Committee.

C. The Secretary shall:
   i. Attend all meetings of the Executive Board & Council Meetings;
   ii. Shall keep a true and accurate record of agendas/minutes of all Executive Board and Council Meetings;
   iii. Reserve all spaces on campus for the purpose of council-wide events/meetings;
   iv. File and preserve all important records, documents, reports and communications;
   v. Be responsible for all publications and social media of GW NPHC;
   vi. Serve as expert and be knowledgeable of all governing documents including, but not limited to, the Constitution/Bylaws;
   vii. Serve as Chairperson of the Nominating and Elections Committee, unless they are running for re-election;
   viii. Serve as Chairperson of the Constitution and Bylaws Committee.
D. The Treasurer shall:
   i. Keep correct and complete records of accounts, showing accurately the financial condition of GW NPHC;
   ii. Create and submit a Budget to the Executive Board;
   iii. Create and submit a separate budget to the Student Association, through the student organization re-registration process;
   iv. Create, issue, and collect all Dues, Invoices, and/or Fees;
   v. Provide a checks and balances of all finances;
   vi. Be responsible for the depositry of all funds via OrgSync
   vii. Furnish a statement of the financial condition of GW NPHC at meetings of the Executive Board, or whenever requested;
   viii. Serve as Chairperson of the Budget and Finance committee.

ARTICLE II – COMMITTEES

Section 1. Committee Responsibilities
A. Program Committee
   i. The Vice President shall serve as Chairperson;
   ii. Recommend projects and/or activities to be jointly implemented by member organizations;
   iii. Plan and coordinate projects and/or activities approved by the Executive Board

B. Budget and Finance Committee
   i. The Treasurer shall serve as Chairperson;
   ii. Plan and recommend a budget to the Executive Board;
   iii. Recommend financial policies to the Executive Board.

C. Judicial Council Committee
   i. The Vice President shall serve as Chairperson;
   ii. Responsible for handling all judicial matters – both officers and member organizations
   iii. Shall consult with the GW NPHC Advisor on all recommendations and/or sanctions given to officers and/or member organizations

D. Nominating and Elections Committee
   i. The Secretary shall serve as Chairperson;
      a. If the Secretary is running for election for the next Executive Board, they shall excuse themselves and President shall serve as Chairperson, or nominate a designee from the remaining Executive Board positions;
   ii. Receive nominations of interested members to serve as officers of the GW NPHC from member organizations;
   iii. Develop guidelines for elections;
   iv. Perform all duties related to the election as duties are assigned;
   v. Tabulate the votes and prepare a report.

E. Constitution and Bylaws Committee
i. The Secretary shall serve as Chairperson;
ii. Receive and evaluate recommendations for changes in the Constitution and Bylaws and present recommended changes to the Executive Board.

ARTICLE III – FINANCE

Section 1. Fiscal Year
The fiscal year for all financial transactions shall be from July 1st through June 30th every year.

Section 2. Dues and Fees
A. Each member organization shall be obligated to pay $10 per member per semester, including those members traveling abroad for the semester.
B. Dues shall be collected by the Treasurer and deposited into GW NPHC’s account, via OrgSync.
C. Member organization are required to pay their membership dues two (2) weeks after receiving their respective invoice/notice.
   i. Failure to pay for their membership dues on the date provided will result in late fees (See Section 3. Fines and Fees).
D. Active “new” members of each organization will be invoiced after the respective organization’s new member showcase/probate (See Article V Membership Intake).
   i. Should a member organization’s roster change by the end of the collection period, the member organization must still pay the initial invoice in full, though they may request a refund reflecting the difference resulting from this change.

Section 3. Fines and Fees
A. Any amount/invoice unpaid by the due date indicated shall result in a 10% penalty recurring weekly.
B. Until the amount/invoice is paid, the member organization will not be in good standing.
C. Until the amount/invoice is paid, the member organization may incur additional sanctions including but not limited to denying all requests for social, programming, or late night events.

Section 4. Financial Standing
A. Member organizations who pay their invoice within the billing period will be in good standing.
B. Any member organization who does not pay their invoice within the billing period will be considered not current and will be classified as not in good standing.

Section 5. Reactivation
Any member organization who has not been financial for more than two semesters will be required to pay a reactivation fee of $75.00.

Section 6. Accounting.
The financial accounts of GW NPHC shall be handled through the student organization portal through the Center for Student Engagement (OrgSync).

ARTICLE IV – LATE NIGHT EVENTS

Section 1. Late Night Events
A. Late Night Events are considered an event that is:
   i. Social in nature which may include, but not limited to, outside entertainment/vendors
   ii. Occurs past 12:00AM (Midnight)
   iii. Expected to have a number of guests exceeding 300
   iv. Open to non-GW attendees
B. All Late Night Events must follow all policies and procedures outlined by Fraternity & Sorority Life and the Center for Student Engagement

ARTICLE V – MEMBERSHIP INTAKE

Section 1. Eligibility
A. An individual interested in a member organization within GW NPHC must meet the following minimum criteria:
   i. Have a minimum cumulative GPA of 2.50
   ii. Have successfully earned a minimum of 12 credit hours at The George Washington University after high school graduation or transferred to The George Washington University with a minimum of 12 credit hours from another accredited college/university
B. For city-wide chapters, interested individuals must submit a transcript to Fraternity & Sorority Life that meets the criteria in Section 1.A.

Section 2. General Process
A. A member organization interested in having a new member class must submit the following information to the GW NPHC Advisor to verify eligibility:
   i. A list of date(s), time(s), and location(s) of all interest meetings/info sessions
   ii. Full legal name
   iii. Student identification number (GWID)
      a. For city-wide chapters, interested individuals must submit information to obtain affiliate status
   iv. GW email address (name@gwu.edu)
   v. The start date of the new member process
   vi. The end date of the new member process
   vii. The proposed date, time, and location of the new member presentation/probate
B. After the new member presentation/probate, the member organization must submit the full list of new members to the GW NPHC Advisor.