



NATIONAL PAN-HELLENIC COUNCIL, INC. OF CHICAGO

P.O. Box 438966
Chicago, Illinois 60643-8966

BYLAWS OF NATIONAL PAN-HELLENIC COUNCIL, INC. of CHICAGO

PREAMBLE

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 their 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 Bylaws.

ARTICLE I: *Name*

The name of this organization shall be the **NATIONAL PAN-HELLENIC COUNCIL, INC. of CHICAGO**, hereinafter referred to as **NPHCC**.

ARTICLE II: *Purpose*

The purposes of the NPHCC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To promote the social, intellectual and moral welfare of its members; to establish joint working projects to improve the respective communities in which we live; to implement programs that are compatible with the NPHCC and to provide strength and support to all NPHCC affiliated Black Greek Lettered Organizations

ARTICLE III: *Membership*

Section 1.

Membership in NPHCC shall include graduate 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., and any other affiliate organization of the NPHC as maybe granted membership. Chapters shall hereinafter be referred to as member chapters.

Section 2.

- a. Only member chapters whose organizations are recognized by the National Body of the National Pan-Hellenic Council may participate with NPHCC.
- b. Only member chapters who are in good standing with their national organization may participate with NPHCC.
- c. Only member chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with NPHCC.
- d. Any member organization that is in good standing with NPHC nationally cannot be prohibited from participating in the NPHCC.
- e. In order to remain active as an alumni council, NPHCC must have no fewer than two member organizations active with this council, unless permission to continue functioning is granted by the National Executive Director.
- f. Only those chapters operating within the geographical area of Chicago, Illinois, surrounding suburbs within 50 miles and North West Indiana are eligible to participate with NPHCC.
- g. No member chapter that is active with another alumni council of NPHC can participate with NPHCC.
- h. Multiple local chapters of the same organization are allowed to participate with NPHCC.
- i. Active membership status with NPHCC shall be defined as being on record as a member of the NPHC recognized organizations, who is in good standing, who is financial by payment of an annual fee to NPHC and NPHCC.

Section 3. Dues and Fees

- a. Annual dues are due to the Financial Secretary by January 31st. Any financial chapter of the NPHCC who fails to pay dues after the March meeting will be assessed a late fee.
- b. New and inactive chapters joining NPHCC after the June meeting will be charged pro-rated dues. A new chapter is one who has not been a financial member chapter of the NPHCC. An inactive chapter is one who was not financial during the previous calendar year.
- c. Before dues are accepted, member chapters who fail to meet their financial obligations by stated deadlines shall lose their "Good Standing Status" and voting privileges. All financial obligations must be cleared prior to paying dues for the upcoming calendar year.

ARTICLE IV: *Officers*

The officers of the NPHCC shall be the following: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Parliamentarian, Chaplain and Sergeant-at-Arms.

Section 1. Duties

- a) The **President** shall preside over all meetings of the NPHCC and Executive Board. They shall perform the usual duties of the Chief Officer including the appointment for the Office of Parliamentarian and all the NPHCC committee chairmen. The President shall serve as an Ex-Officio member of all committees, except for the Nominating Committee. The President shall be bonded within one month of taking office. The President serves as the official representative of the NPHCC. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- b) The **Vice President** shall assist the President in the performance of their duties and preside in all business in



the absence of the President. They shall serve as Chairman of the Program Committee. The Vice President shall serve as an Ex-Officio member of all committees, except the Nominating Committee. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

- c) The **Recording Secretary** maintains permanent records of all General and Executive Board meetings, maintain attendance records for Executive and general membership meeting and will keep accurate records of all activities and file them accordingly. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- d) The **Treasurer** shall receive all monies from the Financial Secretary. Provide a monthly written report of funds of the financial operations of the Council and other securities; deposit all monies in a bank designated by NPHCC. Disburse funds including dues; taxes and registration of the NPHCC as authorized. Present the annual budget of estimated income and expenditures to the delegates for approval for the upcoming year in November. Present an annual report of the previous year at the January meeting. Serve as Chairman of the Budget Committee. The Treasurer shall be bonded within one month of taking office. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- e) The **Corresponding Secretary** reads correspondence; maintains a “physical” correspondence file including hard copies of pertinent electronic mailings; sends meeting notices to member chapters; maintains and distributes NPHCC activities via the list serve; maintains a current roster of membership. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- f) The **Financial Secretary** receives and records all monies and passes all monies to the Treasurer and provides a monthly, written report of all transactions. The Financial Secretary shall sign all vouchers for expenditures withdrawn from the treasury. The Financial Secretary shall be bonded within one month of taking office. In the event the Financial Secretary cannot collect monies at a meeting or an event, any bonded officer can accept the funds on their behalf. They shall serve as a member of the Budget Committee. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- g) The **Parliamentarian** shall advise the President on rules and procedural matters in accordance with the current edition of Robert’s Rules of Order, Newly Revised. The Parliamentarian shall serve as Chairman of the Bylaws Committee. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- h) The **Sergeant-At-Arms** supervises the overall conduct of members in the meetings; at the request of the President or presiding officer, removes a disruptive member. The Sergeant-At-Arms shall maintain attendance records for all guests. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- i) The **Chaplain** performs all religious and spiritual activities including the opening and closing prayer at the general or call meeting; responds to the needs of the members by sending courtesies on behalf of NPHCC. The Chaplain shall serve as Chairman of the Ecumenical Service Committee. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- j) All officers must attend executive committee and general membership meetings. If an officer cannot be in attendance, they must notify the President within 24 hours of said meeting. In case of an emergency, they must notify the President as soon as possible.



- k) All officers shall deliver their successor all files, supplies and other materials in their possession within twenty (20) calendar days after the new officers have been installed.

Section 3. Qualifications

- a) Offices of the **President and Vice-President**: To be eligible for the office of President or Vice-President, the candidate must have been a delegate for two years; and served as an elected officer on the NPHCC executive board, in addition to holding a leadership role in their chapter.
- b) Offices of the **Recording Secretary, Treasurer and Financial Secretary**: To be eligible for the offices of Recording Secretary, Treasurer or Financial Secretary, the candidate must have served as a delegate, committee chairman or committee member in the NPHCC within one year preceding their candidacy. They should have working knowledge of accounting procedures and or business experiences or training.
- c) Offices of the **Corresponding Secretary, Chaplain, Parliamentarian and Sergeant-At-Arms**: To be eligible for the offices of Corresponding Secretary, Chaplain, Parliamentarian and Sergeant-At-Arms, the candidate must have served as a delegate or committee member within one year preceding their candidacy.
-) **Nominating Committee**: To be eligible to serve on the Nominating Committee, a candidate must have served as a delegate for two years immediately preceding the election.

Section 4. Term of Office

Elected and appointed officers shall serve no more than two consecutive terms or until their successor is elected. A term is two (2) years.

Section 5. Removal from Office

An officer shall be removed from office by 2/3 vote of member chapters at any general or call meeting for exhibiting conduct inconsistent with the duties and functions of the office; displaying conduct inconsistent with the laws and regulations of NPHCC. The commission of acts which tend to reflect unfavorably upon NPHCC and/or its membership. Consistent absenteeism (no more than 3 consecutive absences of the general and Executive Board meetings without notification to the Executive Board).

Section 6. Vacancies

In the event of resignation, removal from office, or death, between elections, the president shall appoint an interim to complete the unexpired term of that office or chairmanship.

ARTICLE V: *Nominations and Elections*

Section 1. Nomination and Elections of Officers

- a) The officers of the Executive Board elected by secret ballot shall be the following: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Financial Secretary, Chaplain and Sergeant-At- Arms.
- b) The Nominating Committee shall be responsible for ensuring that all nominees meet the qualifications for the office stated in these bylaws or in the parliamentary authority adopted by the NPHCC.

- c) After the nominees are presented by the Nominating Committee, the president shall take nominations from the floor.

- d) After all nominees have been cleared by the Nominating Committee as meeting the qualifications for office, a ballot will be prepared.
- e) Officers will be elected by plurality vote at the November meeting and installed at the December meeting. There will be no write-in candidates. If there is a tie, the election will continue until a nominee receives plurality vote. Appointed officers shall be named by the President at the December meeting and installed with the elected officers. All elected and appointed officer's chapters must be financial for the upcoming year by the date of installation.
- f) A delegate appointed to fill the unexpired term of an elected or appointed office shall meet the criteria for that office as stipulated in the NPHCC By-Laws for that office.
- g) Each member chapter of the NPHCC can have up to three delegates. Members shall not serve as elected officers and voting delegates concurrently.
- h) Only member chapters in good standing shall be entitled to one vote by one of its delegates. There shall be no absentee voting.
- i) In the case of an unexpired term of a President, the vacancy shall be filled by the Vice-President. At the next regularly scheduled meeting a special election will be held for the Vice-President.

Section 2. Other

- a) The ballots shall be kept by the Recording Secretary for one year. If there is no challenge to the results, the ballots will then be destroyed.

ARTICLE VI: Meetings

Section 1. Regular meetings shall be held on the first Sunday of each month, except for July and August. When the first Sunday falls on a holiday, the President and Executive Board can recommend a change in date for the meeting.

Section 2. The regular meeting in November shall be known as the annual meeting for election of officers, receiving reports and any other business which shall properly come before the meeting.

Section 3. Special meetings shall be called by the President or 2/3 vote of the Executive Board or 1/3 of the member chapters. Time, place and purpose of the meeting will be included in the notice of said meeting. Only business specified in the notice will be conducted. A minimum of 72 hours' notice is required for notice of a special meeting.

Section 4. A quorum shall consist of at least one-third of the financial member chapters of the council. A majority vote by members in attendance shall be required on all regular business.

ARTICLE VII: Executive Board

Section 1. The Executive Board shall be comprised of all elected and appointed officers and the immediate past-president; with the President as Chairman. All Executive Board members shall have voting privileges within Executive Committee meetings except for the parliamentarian who shall not have a vote. The Executive Board



shall meet monthly prior to the general meeting or at the discretion of the President. An Executive Board quorum shall consist of the majority (5) of officers.

Section 2. The Executive Board shall supervise the business of the NPHCC and has the authority to conduct business when NPHCC is not in session; recruit, reclaim and retain chapters. It is the duty of the Board to hear and act upon all appeals brought before it by members. The Executive Board shall present its recommendation to the Council. Investigate officer infractions described in Article IV, Section 6 Removal of the Bylaws.

Section 3. The Executive Committee shall consist of the Executive Board members and the Standing Committee Chairmen

Section 4. Resignations Any officer or chairman may resign effective upon giving written notice to the Executive Board. When notice is given, a successor will be appointed in accordance with Article IV Section 6 Vacancies of the Bylaws.

ARTICLE VIII: Committees

Section 1. The Standing Committees of the NPHCC shall be Programs, Budget, Bylaws, Community Outreach, Ecumenical, Elections, Executive, Membership, Networking/Fundraising, Nominating, Public Relations, Scholarship, Social Action, Technology and Undergraduate Liaison.

- a) The **Program Committee** shall be comprised of the Standing Committee Chairs. The Vice President serves as Chairman. The Committee monitors all sub committees whose goals are to plan and implement community and educational based programs in the name of the NPHCC. Meet as necessary and provide reports at next general meeting.
- b) The **Budget Committee** chaired by the Treasurer and Co-Chaired by the Financial Secretary, shall develop and supervise the operation of the annual budget. The committee shall consist of the Standing Committee Chairs and 2 other members appointed by the President, with the approval of the Executive Board.
- c) The **Bylaws Committee** is chaired by the Parliamentarian and consists of at least 4 members appointed by the President. The Bylaws committee reviews and presents the bylaws and standing rules.
- d) The **Community Outreach Committee** plans and executes all events, service projects, walk-a-thons or anything that involves the public.
- e) The **Ecumenical Service Committee** is chaired by the Chaplain. The Committee is responsible for planning the Ecumenical service.
- f) The **Elections Committee** comprised of 3 members who are not voting delegates in the current election; appointed by the President, disseminates, collects and counts ballots; reports results to the President and President reports winners. Members of the election committee are not eligible to run for any office on the ballot. Voting takes place after the Nominating Committee's report.
- g) The **Membership Committee** shall seek to identify unaffiliated organization of the NPHC in the community and invite them to affiliate with NPHCC. The Membership Committee shall also recommend strategies for recruitment, retention and reactivation of chapters.
- h) The **Networking/Fundraising Committee** shall plan and administer all social and fundraising initiatives by the NPHCC.



- i) The **Nominating Committee** is comprised of 3 members elected by the membership for a term of two years
The committee shall choose their own chairman. They must:
1. Open Nominations at the September general meeting; assess qualifications of Nominees.
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2. Present a slate at the October general meeting.
 3. Create a ballot for elections at the November general meeting
- j) The **Public Relations Committee** shall develop and provide information to the media and the public regarding the NPHCC's policies and program activities. The chief spokesman for the NPHCC shall be the President of their designee.
 - k) The **Scholarship Committee** shall establish criteria for eligibility to receive annual awards/scholarships. The Committee shall also identify and recommend the recipients of all awards and scholarships to the Executive Board.
 - l) The **Social Action Committee** shall make the NPHCC aware of current local, national and international political issues and plan strategies for NPHCC involvement.
 - m) The **Technology Committee** shall address the technology issues throughout the NPHCC. The technology committee shall be responsible for the NPHCC's website and social media platforms.
 - n) The **Undergraduate Liaison Committee** shall facilitate communication or cooperation with undergraduate chapters in the NPHC.

Section 2. The chairmen of all committees, except for those designated by office, shall be appointed by the President. Appointed chairmen shall be named by the President at the February meeting. All chairmen's chapters must be financial for the upcoming year by the February meeting.

Section 3. The President shall meet with a committee chairman who has consistently neglected or failed to perform their duties and set up a plan for mediation.

Section 4. All committee chairmen must hold at least 2 meetings during the fiscal year.

ARTICLE IX: *Special and Ad hoc Committees*

The President shall create special committees as needed to facilitate the purpose and objectives of the NPHCC.

Section 1. Special and Ad hoc committees shall include any committee(s) that are needed for a special purpose. Special committees cease to exist when the activity ends and a final report is submitted.

- a) The **Auditing Committee** shall compare in detail the financial reports with the vouchers and bank statements as given by the Treasurer. The committee shall make certain the reports are accurate. The Audit committee shall make periodic reports throughout the year.
- b) The **Greek Cookout Committee** plans the Annual Greek Family Cookout.
- c) The **Sankofa Awards Committee** shall plan the Sankofa Awards Program and prepares documents for NPHC National Awards.

ARTICLE X: *Parliamentary Authority*

The latest edition of Robert's Rules of Order, Newly Revised shall govern all matters not covered in these bylaws.



ARTICLE XI: Amending the Bylaws

Section 1. Proposed amendments to the bylaws of NPHCC shall be presented at one meeting and voted upon at the next general meeting.

Section 2. Bylaws may be amended by two-thirds of the votes cast for each individual proposed change, at any general meeting, provided every delegate has been notified in writing and the written communication is postmarked/time stamped 7 days prior to the voting of the Bylaws.

ARTICLE XII: Liability

The NPHC and NPHCC disavow responsibility of individual members and member chapters who are in violation of both the letter and the spirit of the NPHC Constitution and Bylaws and NPHCC Bylaws.

ARTICLE XIII: Dissolution

Upon dissolution of the NPHCC, its assets shall be distributed for one or more exempt purposes within the meaning of Sec. 501(c)(7) of the Internal Revenue Code, or corresponding section of any future federal tax code, or within the meaning of Sec. 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

President

Malcolm Whiteside, OBL,

Parliamentarian

Tiffany Wicks, AKA

Bylaws Committee Members

Joel Harris, SITO

Joel Head, SITO

Reginald Summerrise, SITO

Earnestine Jefferson-Martin, ZOO

Adopted: February 9, 2019

