

**BY-LAWS OF THE  
NATIONAL PAN-HELLENIC COUNCIL, INC.  
of LUMBERTON (North Carolina)  
REVISED: March 2020**

**ARTICLE I. NAME**

The name of the organization shall be the National Pan-Hellenic Council, Inc. of Lumberton, North Carolina hereafter referred to as NPHC Lumberton, NC or the Council, or the Pan, an affiliate of the National Pan-Hellenic Council, Inc.

**ARTICLE II. MEMBERSHIP**

Section 1. The Council shall be comprised of affiliate graduate chapters of the national organizations that comprise the National Pan-Hellenic Council, Inc. (Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., and Omega Psi Phi Fraternity, Inc.,) and any other affiliate organization of the NPHC **within a 50 mile radius**.

Section 2. Each affiliate chapter shall have two (2) official voting representatives.

Section 3. Each affiliate chapter representative is entitled to having one vote with the following provisions:

A. The affiliate chapter shall submit to the Council in writing a list of names, addresses, email addresses, and telephone numbers of the official representatives.

B. Each chapter shall be represented by two (2) voting members.

Section 4. The attendance of each affiliate chapter representative will be subject to the following provisions:

A. The Council shall have the right to recommend replacement of any representative who does not attend three consecutive Council meetings.

B. Once a replacement has been recommended, a letter of replacement shall be sent to the president of the affiliate chapter regarding the delinquency in representation. The Executive Board shall request the chapter president to respond within 30 days.

Section 5. At-large members are eligible for membership who are either financial, locally or nationally, with verification and join NPHCL at 10% of organizations membership cost.

### **ARTICLE III. OFFICERS**

Section 1. The six (6) elected officers of the Executive Board shall be President, Vice President, Recording Secretary, Treasurer, Parliamentarian, and Chaplain-Reporter.

Section 2. Officers shall rotate based on two (2) calendar year organizational pattern, e.g., (Jan 1-Dec 31)

Section 3. The President of the Council shall appoint a Historian and Sergeant-at-Arms to serve during the current administration.

Section 4. In case a vacancy occurs in any office, a successor shall be appointed from the chapter of that organization, before the next regular meeting of the Council. In the event that no candidate desires to serve in the respective chapter, the Council shall select a successor from the next chapter in line to serve. If the local graduate chapter is suspended from their national body, then the rotation moves on to the next chapter to serve.

### **ARTICLE IV. EXECUTIVE BOARD**

Section 1. There shall be an Executive Board comprised of the elected officers and the immediate past President of the NPHCL. The President, Basileus, Polaris and Polemarch of each affiliate chapter sits as ex-officio members of the Executive Board of the NPHCL.

Section 2. The Executive Board shall be responsible for approving the general programs of the Council.

Section 3. The current Council President shall preside as Chairperson of the Board.

Section 4. The Executive Board shall meet once or more annually at a time and location to be determined by vote of the Executive Board.

### **ARTICLE V. ELECTION OF OFFICERS**

Section 1. A transition meeting between all out-going and incoming officers shall be held within thirty (30) days of the installation of new officers. During the transitional period, all records and properties shall be transferred to the new officers. This includes, but is not limited to: the Council bankbook and all financial statements, the changing of the names on the bank's signature card; exchanging of the mailbox keys; monthly chapter minutes of previous meetings; all correspondence, and any other pertinent information, records or materials vital to the operations of the Council.

## **ARTICLE VI. ELIGIBILITY FOR OFFICE AND TERM**

Section 1. To be eligible for office in the NPHCL, a candidate shall be fully financial and in good standing at all levels within their respective organization. This must be validated by a letter from the current chapter president.

Section 2. A local chapter must be in good standing with the NPHCL, to be eligible to serve in an officer position within the Council.

Section 3. Candidate should serve as a representative before becoming eligible for office.

Section 4. All elected officers shall serve a term of two (2) years in office.

Section 5. Appointed officers can serve for two (2) consecutive year terms. The second year continuation is at the discretion of the Council President.

## **ARTICLE VII. DUTIES OF OFFICERS**

Section 1. The President shall preside at all meetings of the Council and shall appoint all committees. The President shall call special meetings; order the disbursement of the funds of the Council and sign checks whenever necessary; exercise general supervisory powers over the work of the other officers; direct and control the policy of current administration; require reports from each of the other Executive Officers; and assure that each officer performs their responsibilities as outlined in this document.

Section 2. The Vice President shall in the absence of the President, preside and/or perform the further duties of this office and at all times shall render assistance to the President. The Vice President shall convene over at least one joint meeting of all committee chairs for the purpose of coordination and clarification of the activities that each committee is pursuing and thereafter make sure that each committee is functioning.

Section 3. The Recording Secretary shall keep a record of the business transactions of the Council, noting all actions taken whether carried or lost. The Recording Secretary shall keep, and when required, shall call the roll and shall keep a list of all committees. In the absence of the President, and Vice President, the Recording Secretary shall call the meeting to order and assign a Pan Representative to record the minutes.

Section 4. The Financial Secretary shall receive and account for all funds of the Council, and after the recordation of these funds, must turn them over to the Treasurer within three (3) days. The Financial Secretary shall execute all vouchers for expenditures of funds on order from the President, and assist the Treasurer in the performance of his/her duties. The Financial Secretary shall inform the Vice President of chapters delinquent in the payment of annual dues. In the absence of the Recording Secretary, the Financial Secretary will record the minutes of the meeting.

Section 5. The Treasurer shall receive all monies from the Financial Secretary, acknowledge the same by providing a receipt and deposit all monies within three (3) business days of receipt. The Treasurer shall co-sign all checks with at least one other authorized officer (President or Financial Secretary); upon proper authorization, make all disbursements on behalf of the Council; report all receipts and disbursements as separate items to each session of the Council. This report shall be in uncomplicated bookkeeping form. The Treasurer shall deposit all funds and other valuables of the Council in such depositories as stipulated by the Executive Board and/or membership, and shall recommend to the body any changes helpful to the achievement of the financial objectives of the Council.

Section 6. The Parliamentarian shall assist the presiding officer in the interpretation of the By-Laws as well as Robert's Rules of Order. In addition, this position shall aid the President at all times in keeping order throughout the Council meetings.

Section 7. The Chaplain-Reporter shall be in charge of devotions at Council meetings and shall be responsible for all publicity on Council activities.

Section 8. The Historian is responsible for maintaining and updating the history of the Council; keeping records of all historical properties; and maintaining a file of all publicity pieces or documents, souvenirs and magazine/newspaper clippings on the Council.

Section 9. The Sergeant-at-Arms is primarily responsible for organizing meetings, following protocols and keeping board members in order. If new members are attending their first meeting, the sergeant at arms greets them and briefs them on protocol and procedures and welcomes any guests. The sergeant at arms administers sign-in documentation, ensures that the meeting starts on time and checks that only authorized members are present. During meetings, the sergeant at arms keeps order. If other board members or meeting attendees are disruptive, the sergeant may warn them and, in extreme cases, eject them from the meeting.

Section 10. Officers that miss three (3) consecutive Council meetings shall go through the following disciplinary process:

A. The President shall call the officer regarding the reason for the missed meetings. In the event that the member is not reached, contact shall be made by e-mail and/or mail.

B. In the event that there is no response from the officer and/ or the officer fails to provide a justifiable reason for the missed meetings, a letter will be sent to the officer's chapter president requesting the officer's replacement.

## **ARTICLE VIII. MEETINGS**

Section 1. The regular meetings of the Executive Committee shall be the 4th week of each month with the exception of the months of July and August.

Section 2. The Council will hold bi-annual meeting as required by Executive Board.

Section 3. Special meetings may be called by the President or upon request of the member organizations.

Section 4. The organizations shall constitute a quorum **(50% + 1)** for the transaction of business.

## **ARTICLE IX. COMMITTEES**

Section 1. The standing committees shall be: Academic Signing Day, Budget & Finance, Program, Protocol (Courtesy), Publicity, and Ways & Means

Section 2. Other committees shall be named as deemed necessary by the President, the Executive Board or the Council.

Section 3. A financial member of an organization (At Large) can be committee chairs, if they pay dues of the National Pan-Hellenic Council of Lumberton.

A. A member must pay 10% of a NPHC chapters annual local dues.

B. If the member is unable to complete requirements, or requests to step down, they will be removed from their position without refund.

## **ARTICLE X. DUTIES OF COMMITTEES**

Section 1. Budget & Finance Committee shall keep check on income and expenditures and prepare a budget each year to be presented in May and approved at the Annual Meeting.

Section 2. The Program Committee shall be responsible for projects (annual and special).

Section 3. The Ways and Means Committee shall plan the fundraising activity and assist in funding of the other activities of the council.

Section 4. The Protocol (Courtesy) Committee shall suggest and plan amenities and participation of the Council during the visits of distinguished groups and or/fraternal individuals; extend courtesies to representatives and their families in the event of births, deaths, or any other occurrence that the Council deems necessary.

Section 5. The Publicity Committee shall keep the public informed of activities throughout the year. The committee will contact the media and make use of their public service programs.

## **ARTICLE XI. FINANCES**

Section 1. The funds of the Council shall be collected by the Financial Secretary, and such funds shall be turned over to the Treasurer within three (3) days of receipt. Treasurer shall deposit all funds within three (3) business days. The Treasurer will provide a receipt to the Financial Secretary upon receiving funds.

Section 2. Proper authorization of the disbursement of funds shall consist of the following:

A. Submission of official vouchers form with attached supporting documentation such as, but not limited to, receipts, invoices, etc.

B. All receipts must be submitted by the following meeting or within thirty (30) days of receipt of funds.

C. Proof of payment and supporting documentation of disbursed funds not received to the Council within thirty (30) days will be considered in noncompliance, according to Section 2B.

1. Notification – **on day 31** - will be made by the Financial Secretary to the NPHC of funds who is in non-compliance, requesting submission of documentation to the Pan immediately. Submission should be within ten (10) days of notification.

2. In lieu of non-compliance of C1, it will be incumbent upon the representative to reimburse the Council.

3. Failure to comply with the reimbursement will result in disciplinary action to include:

a. On day 41, there will be a suspension of chapter voting privileges and of the representative for the rest of the term and loss of the Executive Board position.

b. Chapter will be notified of representative who is non-compliant with policy and procedures.

Section 3. Local dues for each affiliate chapter will be assessed equally on an annual basis at the rate of **\$200** annually per affiliate chapter, beginning in January of each year.

Section 4. No financial obligation shall be incurred by the Council or any of its members, except as approved and authorized by the Council at a regular or special meeting in which a quorum of its member organizations are present. **Unauthorized obligations are the sole responsibility of individuals and their respective organization.**

Section 5. Council funds shall be deposited in a legal financial institution and disbursed by signature of the Treasurer jointly with the signature of one other designated officer (President or Financial Secretary). In the event that a check should be made payable to the one of the designated signers, that signer's check must have the signatures of the other designated signers,

Section 6. If a new chapter from one of the nine (9) national organizations requests membership into the NPHCL, the chapter will not be held responsible for any delinquent debts of an organization of the same name.

## **ARTICLE XII. REMOVAL OF ELECTED OFFICERS**

Section 1. An officer of the Council can be removed for failure to perform the respective duties of his or her position. An officer shall be removed for the following offenses:

- A. Violation(s) of the NPHCL bylaws.
- B. Deliberate neglect of officer duties and responsibilities as defined by the bylaws.
- C. Willful and malicious destruction of any materials and/or properties belonging to the Council.
- D. Theft of funds from the Council.
- E. Fraud
- F. Any criminal activity leading to conviction in a court of law.

Section 2. The petition of removal shall be submitted by a quorum of the Council membership to the President with the charge(s) or allegation(s) specified in writing. If the President is the subject of the removal process, the petition shall be submitted to the Vice-President and the removal process will proceed as written in the bylaws.

Section 3. The petition of removal must include the names and signatures of the members in the quorum, which shall be certified by the President, **or acting President** to determine that the signatures have been voluntarily affixed to the petition.

Section 4. The President, **or acting President**, shall have five (5) days to notify in writing, the accused officer that a petition has been received and of the charge(s) or allegation(s). All Council representatives and the President of the accused officer's chapter will be notified that a petition has been received and that a hearing will be held by the Executive Board within thirty (30) days. The accused officer shall be relieved of his/her duties and responsibilities pending the outcome of the removal process.

Section 5. After receipt of notification, The President, or acting President, and accused officer shall, within a 14 day period, agree on a date, time and location of a hearing of the Council representatives for the purpose of reviewing the charge(s) or allegation(s).

Section 6. If the accused officer has refused to agree to a date, time and location for the hearing, within the 14-day period, the hearing will proceed without the accused officer. The only exception made will be due to extenuating circumstances, such as serious illness, hospitalization or death in the family.

Section 7. The Council representatives shall review the charge(s) or allegation(s) and any other information gathered at the hearing and come to a final conclusion, which shall be one of the following:

- A. The offense(s) is (are) not grounds for removal and no rehabilitation is recommended.
- B. The offense(s) is (are) not grounds for removal, but rehabilitation is recommended.
- C. The offense(s) is (are) grounds for removal, and the removal is effective immediately.
- D. The offense(s) is (are) unfounded and no action shall be taken.

Section 8. The voting for the removal of the accused officer shall be conducted by ballot, which shall be tallied by representatives appointed by the President, **or acting President**.

Section 9. The President, **or acting President**, shall have five (5) days to notify the accused officer, the President of the accused officer's chapter and the Council representatives of the results of the vote and final decision.

Section 10. If the Council votes for removal of the accused officer, the office shall be considered vacant and shall be filled by another member of the organization assigned to serve in that position for the current administration, per the established organizational rotation.

### **ARTICLE XIII. MISCELLANEOUS**

Section 1. Each affiliate chapter shall maintain financial and moral status commensurate to good practices toward the Council programs.

Section 2. All member organizations shall notify the Council in writing two (2) months in advance, of their organizational plans and programs, which may or will obligate the Council in any manner.

Section 3. All affiliate chapters will be asked to furnish a copy of their individual chapter's calendar of activities for the year prior to the October meeting of the Council.



Section 4. All dues from affiliate chapters shall be payable on or before the regularly scheduled January meeting. A chapter shall be delinquent if dues are not paid by February 28<sup>th</sup> of the same year.

Section 5. If a member chapter is considered delinquent or inactive, the chapter is restricted from decision-making, holding office, and voting.

Section 6. The fiscal year of the NPHCL shall be January 1<sup>st</sup> through December 31<sup>st</sup>. For example, the audit is due before December 1<sup>st</sup> of the odd years (first year of the presidential office).

Section 7. The financial records of the Council shall be audited every other year before the new officers take over their duties. A financial statement shall be sent to all affiliate member chapters.

Section 8. The bylaws of the Council shall be reviewed during the even year of the current administration.

Section 9. The Executive Committee of the NPHCL shall appoint a designee to attend the annual NPHC Convention and financially support, as budget approved.

**By-laws Committee:**

Beta Nu Chapter of Omega Psi Phi Fraternity, Inc.

Delta Sigma Theta Sorority, Inc. – Lumberton Alumnae Chapter