University of South Carolina
National Pan-Hellenic Council, Inc. Programming Board

Policies and Procedures

Preamble

We, the representatives of the 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 actions 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 policies and procedures.

Article I – Name

Section 1. The formal name of this board shall be the University of South Carolina National Pan-Hellenic Council, Inc. Programming Board., further referred to as “the Board”, or “NPHC”.

Article II - Purpose

Section 1. The purpose of NPHC shall be to create and promote fraternity, sorority, and inter-Greek relationships; implement programs designed to help meet the needs of the respective communities; serve as a medium for the mutual interests of member organizations; and set an academic standard for Greek life as a subcommittee for Fraternity Council & Sorority Council. The Board shall also serve to create and maintain a strong working relationship with member organizations and the university administration in regards to high academic and moral standards, and act in accordance to the rules and policies set forth by the University of South Carolina and Fraternity Council & Sorority Council Constitution/Bylaws.

Article III - Membership

The Board shall be composed of the following organizations when recognized at the University of South Carolina by the Fraternity & Sorority Councils: 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, and Iota Phi Theta Fraternity, Incorporated.

Section 1. Delegates shall be selected by their respective chapters.

Section 2. There shall be two representatives per organization: the chapter president and one voting delegate.

Article IV - Executive Officers

Section 1. The Executive Officers of The Board shall be two Vice Presidents (one representing Fraternity Council and one representing Sorority Council), Secretary, Historian, Parliamentarian, Chaplain, Public Relations Chair, Programming Chair, and Community Service Chair. Officers shall be determined by election by the recognized membership of The Board. Vice Presidents will also be determined by Fraternity Council/Sorority Council election.

Section 2. Officers shall serve a one year term, coinciding with the start of the academic calendar year as determined by the University of South Carolina. Newly elected officers must be in attendance at the last two meetings of the academic year prior to taking office.
Section 3. Any officers not fulfilling the duties of their position can be brought for impeachment by any member in good standing with The Board. A majority vote is required for any officer to be removed from their position. Vice President(s) not fulfilling their duties may be brought for impeachment by a recognized chapter of the respective council.

Section 4. In the event of an office becoming vacant, a special election will be held no later than two (2) weeks after official notification that the position has become vacant. For vacancy in Vice Presidency, see Fraternity Council/Sorority Bylaws.

Article V - Committees

Section 1. The standing committees of The Council shall be the Judicial Committee, the Social and Civic Development Committee, the Community Outreach Committee, the Policies and Procedures Committee, the Scholarship Committee, and the Leadership Development Committee.

Section 2. The Vice Presidents will oversee all committees.

Section 3. Executive Officers will serve on the Judicial Committee.

Section 4. The Social and Civic Development Committee will be co-chaired by the Programming and Community Service Chairpersons.

Section 5. The Community Outreach Committee will be co-chaired by the Secretary, Historian, and Public Relations Chairperson.

Section 6. The Policies and Procedures Committee will be chaired by the Parliamentarian.

Section 7. The Scholarship Committee will be chaired by the Secretary.

Section 8. The Leadership Development Committee will be chaired by the Chaplain.

Article VI - Delegates

Section 1. Each member organization of The Board shall have one voting delegate.

Section 2. Delegates shall attend all regular and special meetings and shall serve on at least one committee.

Section 3. Delegates shall not serve as officers of The Board.

Section 4. Delegates shall vote for their respective organizations, and each member organization of The Board shall have one vote.

Article VII - Advisor

Section 1. The Assistant Director of Fraternity and Sorority Life shall be the advisor of The Board; each individual chapter is responsible for having a faculty advisor or actively seeking a faculty advisor if they currently do not have one.

Section 2. The Board will also be under the advisement of one Graduate Assistant in the Office of Fraternity and Sorority Life.

Article VIII - Meetings

Section 1. Regular meetings of The Board shall be determined by The Board.
Section 2. Special meetings of The Board may be called by the Vice Presidents when there is at least 48 hour notice is given to its members.

Section 3. Special meetings of The Board may be called by majority vote of the council.

Section 4. There must be a quorum present to hold a meeting. Quorum is defined as 50% of the recognized membership plus one (1).

**Article IX- Dues, Fees, and Finance**

Section 1. The majority of The Board’s funding will come from an established allotment as discussed by the two Vice Presidents and the respective Vice Presidents of Finance on Fraternity and/or Sorority Council.

Section 2. The Board, should the membership elect to do so, may be financed by dues, fees, and fundraisers from its member organizations.

**Article X - Violations**

Section 1. Any accusation of policies, procedures, and/or bylaws violation against any organization in The Board shall be referred to the Judicial Committee for further action.

Section 2. If there is a conflict of interest that is deemed too serious for The Board to make a fair and impartial judgment, the matter will be referred to the University of South Carolina’s Greek Conduct Board for further review.

**Article XI - Amendments**

Section 1. The Policies and Procedures may be amended at any time with a two-thirds vote of the membership.

Section 2. Proposals for amendments must be submitted in written form to the Policies and Procedures Committee at least two weeks prior to the meeting at which they will be presented to the membership. The amendment must then become tabled, reviewed, and distributed to each member of the council for review.

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**University of South Carolina National Pan-Hellenic Council, Inc. Board Bylaws**

**Article I - Finance**

Section 1. FISCAL YEAR - The fiscal year of The Board shall be congruent with the fiscal year of both Fraternity Council and Sorority Council.

Section 2. PAYMENTS - All payments due to The Board shall be given to one of the Vice-Presidents. Checks should be made out to the appropriate Council governing the respective chapter.

Section 3. MEMBERSHIP DUES - If membership dues are to be collected, the due date is assigned by the Executive Officers.

   a) The amount shall be designated by The Board
   b) Dues shall be paid by the end of each calendar year in accordance with Fraternity Council and Sorority Council fiscal year.

Section 4. BUDGET - The budget shall be presented before the end of every semester.

**Article II - Selection of Officers**
Section 1. The offices of two Vice Presidents (one representing Fraternity Council and one representing Sorority Council), Secretary, Historian, Parliamentarian, Chaplain, Public Relations Chair, Programming Chair, and Community Service Chair shall be determined by election by the recognized membership of The Board. The positions of Vice President are subject to final approval by the respective members of Fraternity/Sorority Council.

Section 2. To be eligible for an Executive Officer position, other than Vice President, officers must possess and maintain a 2.75 GPA each semester. Failure to maintain this GPA requirement is considered grounds for removal from office. Per Fraternity/Sorority Council Bylaws, Vice Presidents must possess and maintain a 3.0 GPA each semester.

Section 3. The office of Chaplain, Parliamentarian, and Historian may be combined with any other office except the office of Vice-President, depending on the number of active member organizations.

Section 4. All officers must attend the University of South Carolina for the full academic year in which they are serving on The Board. All newly elected officers must attend the last two National Pan-Hellenic Council Inc. meetings in the spring prior to beginning of their term of office.

Section 5. All Executive Officers of The Council are required to attend the University of South Carolina’s Greek Leadership Retreat, generally held a week before the beginning of the Spring semester. Additionally, Executive Officers must also attend the Student Leadership and Diversity Conference held at the University of South Carolina.

**Article III - Duties of the Executive Officers**

Section 1. The following shall be the duties of the Vice-Presidents:

- a) Preside over meetings
- b) Preside over all Committees
- c) Co-Chair the Judicial Committee
- d) Appoint committees as needed
- e) Call meetings
- f) Enforce policies and procedures
- g) Support sorority and fraternity events
- h) Vote only to break a tie
- i) Oversee scholarship distribution
- j) Serve on Fraternity Council or Sorority Council Executive Board

Section 2. The following shall be the duties of the Secretary:

- a) Call roll
- b) Check attendance
- c) Record thorough and accurate minutes and distribute them to the membership
- d) Chair the Scholarship Committee

Section 3. The following shall be the duties of the Historian:

- a) Photographically record programs, events, and activities and submit them to the Office of Fraternity and Sorority Life for publication in the weekly newsletter
- b) Compile and maintain a scrapbook and display board of The Council’s Activities
- c) Co-Chair the Community Outreach Committee

Section 4. The following shall be the duties of the Parliamentarian:
a) Assist Vice-Presidents in enforcing Policies and Procedures
b) Maintain Roberts Rules of Order and Parliamentary procedure in meetings
c) Bring an updated copy of Robert’s Rules of order to each
d) meeting
e) Co-Chair the Policies and Procedures Committee

Section 5. The following shall be the duties of the Chaplain:

a) Provide inspirational readings and other motivational concepts at The Council meetings and other related functions as requested.
b) Identify and mentor members of member organizations who have potential for leadership in future years
c) Chair the Leadership Development Committee

Section 6. The following shall be the duties of the Public Relations Chair:

a) Maintain all social media (Facebook, Twitter, Instagram, etc.) for The Council
b) Assist in the promotion of The Council’s events as well as individual chapter events
c) With assistance from Community Outreach Committee, design and distribute promotional materials (i.e. flyers, handbills, etc.)
d) Co-Chair the Community Outreach Committee

Section 7. The following shall be the duties of the Programming Chair

a) With assistance from Social and Civic Development Committee, plan special NPHC events, such as NPHC Week, Intake Orientation, NPHC Showcase, etc.
b) Co-Chair the Community Outreach Committee

Section 8. The following shall be the duties of the Community Service Chair:

a) With the assistance from the Social and Civic Development Committee, plan and coordinate quality community service opportunities for member organizations
b) Keep track of each chapter’s community service hours

Section 9. The following shall be the duties of the Associate Director of Fraternity and Sorority Life and the Graduate Assistant:

a) Serve as a liaison between The Council and University of South Carolina Administration
b) Provide advice to the Council when needed
c) Be present at National Pan-Hellenic Council, Inc. meetings when requested and available

**Article IV - Committees**

Section 1. Judicial Committee

a) Maintain order throughout the member organizations of the University of South Carolina National Pan-Hellenic Council, Inc.
b) Settle all matters between the member organizations
c) Serve as a checks and balance system
d) Refer member organizations for mediation when deemed necessary
e) The Judicial Committee reserves the right to set fines as needed
f) Membership shall include all Executive Officers. The President and Vice President shall serve as Co-Chairpersons.
Section 2. Constitution and Bylaws Committee

   a) Formally review Policies and Procedures at least twice per academic year
   b) Receive submitted suggestions for corrections to the Policies and Procedures from The Board.
   c) Amend the Policies and Procedures following the procedure stated in the Policies and Procedures
   d) Make reports at each NPHC meeting
   e) Membership shall include:
      a. Chair shall be the Parliamentarian and members shall consist of volunteers from each chapter

Section 3. Social and Civic Development Committee

   a) Plan and implement social gatherings for The Board, the Fraternity and Sorority Life Community, the University of South Carolina community, and Columbia.
   b) Coordinate NPHC Week each semester
   c) Coordinate a minimum of two educational programs per year
   d) Keep a monthly record of all member organizations service projects
   e) Coordinate a minimum of three community service projects each semester
   f) Membership shall include:
      a. The committee shall be Co-Chaired by the Programming, Public Relations, and Community Service Chairpersons and will consist of volunteers from all organizations.

Section 4. Community Outreach Committee

   a) Provide information to the area media sources on programs, activities, and other relevant information concerning The Council
   b) Design, distribute, and advertise for NPHC events at least seven days prior to the event
   c) Make reports at each NPHC meeting
   d) Maintain an annual scrapbook of The Council’s events and activities
   e) Update NPHC display board as necessary
   f) Membership shall include:
      a. Co-Chair shall be the Historian and Public Relations Chairpersons and members shall consist of volunteers from each chapter

Section 5. Scholarship Committee

   a) Distribute Greek Life Incentive Scholarship to a deserving individual of the membership; requirements for scholarship are to be outlined and reported The Board
   b) Coordinate study hall for The Board
   c) Work with the Graduate Assistant to help chapters coordinate with ACE Coaches, if necessary
   d) Make reports at each meeting
   e) Membership shall include:
      a. Chair shall be the Secretary and members shall consist of volunteers from each chapter.

Section 6. Leadership Development Committee

   a) Provide positive reports of the membership in the community
   b) Send well wishes to the membership to encourage successful programs and events
   c) Send encouraging mail (i.e. email, campus mail) to chapters of Fraternity or Sorority Life in time of sadness (i.e. loss of a chapter member, etc.)
   d) Organize at least one leadership workshop per academic year
   e) Make reports at each meeting
f) Membership shall include:
g) The Chaplain will chair this committee, and members shall consist of volunteers from each chapter.

**Article V - Academics**

Section 1. Organizations - Any organization that does not maintain a 2.75 GPA per semester shall be referred to Greek Conduct Board (refer to respective Council bylaws for sanctions).

Section 2. Officers - If an Executive Officer’s (other than Vice Presidents’) GPA falls below a 2.75 GPA for the semester they are to be replaced by a qualifying member of the membership by the Executive Officers regardless of the organization. Vice Presidents falling below a 3.0 semester GPA shall be replaced in accordance with the Bylaws of their respective Council.

**Article VI - Calendar**

At the end of each academic year there will be an open forum to select dates on the University of South Carolina National Pan-Hellenic Council Calendar. The forum will incorporate the following rules:

Section 1. Week Selection:

   a) Based on the previous semester’s GPA as reported in the Greek report, NPHC Sororities and Fraternities will select their week in order of academic standing (highest to lowest chapter GPA) and standing with the Council.
   b) Good standing with the Council is defined by adherence to calendar rules and chapter representation at 75% of all NPHC Council meetings.
   c) Chapters’ National Founders Day and Local Charter Day will take precedence over other chapters’ events.
   d) No chapter will observe their week during Greek Week or Homecoming Week.
   e) NPHC Executive Board will choose NPHC programming days last. Selecting

Section 2. Selecting Additional Dates:

   a) In order to select the additional days outside of the selected week, the organization must fill out a proposal for that date.
   b) If an organization(s) wants to hold an event on a day originally held by another chapter, communication must take place between affected chapter presidents. When a decision is reached, the two presidents must email both Vice-Presidents of NPHC and the graduate advisor. The two presidents must then update the Council so the calendar can be adjusted appropriately.

Section 3. Same Day Rules:

   a) Events that serve similar purposes cannot share the same day.
   b) Events that serve different purposes can share the same day but not the same time.
   c) Notification that an event is being held must be given to the organization who requested the date first*
   d) If you are planning an event during an organization’s week it must be requested and approved by the organization that is recognized by NPHC as being the host of that week.
   e) This event must also be added to the event calendar.

Section 4. Penalties

   a) Failure to comply with the NPHC Calendar Policy will result in a chapter fine of $300 to be assigned by the NPHC Executive Board.
   b) A formal notice will be sent by the NPHC Executive Board.
c) This fine should be paid with a chapter check within 14 days leading up to the next scheduled Council meeting.

d) The next offense will result in the organization’s removal from the NPHC calendar.
   a) Removal from the calendar includes but is not limited to:
      b) Forfeiture of calendar days
      c) Loss of Council support (ie. promotion, funding, etc.)
         a. Further issues will be dealt with according to the bylaws of Greek Conduct Board.

Section 5. Standing

a) Any violations of the above stated calendar rules will result in an organization’s status being deemed bad standing with NPHC.

b) Regardless of academic standing, an organization in bad standing with the Council will be moved down one spot in the rotation to select weeks and days.

c) If an organization does not commit any infractions following the semester in which they committed their first offense they will be readmitted to having good standing with the board.

Article VII - NPHC Intake Requirements

Section 1. The University of South Carolina is committed to the support, safety and prosperity of all NPHC organizations. Below are the requirements for all NPHC chapters as they conduct intake at the University of South Carolina. The Office of Fraternity and Sorority Life maintains these policies and will publish updates as appropriate.

Intake is the prescribed process potential candidates participate in; in conjunction with the respective organizations National Office, local chapter, and the University of South Carolina; to gain membership into a NPHC organization. Intake guidelines must be consistent with federal and state law, University of South Carolina policies, and National Organizations standards.

Section 2. Chapter Planning - When a chapter determines they want to have intake (3 – 6 months prior to desired intake period), the National Office, Fraternity and Sorority Life, Regional Director, and other additional individuals as needed are to be consulted/contacted to discuss the status of the chapter including chapter size, calendar, academic standing, university events, etc. which will be discussed during a formal meeting with the Associate Director and Graduate Assistant. At this meeting the Chapter President, along with Intake Coordinator and Chapter Graduate Advisor, if available, will go through the University of South Carolina Intake Packet and Guidelines.

Section 3. Formal meeting with Assistant Director/Graduate Assistant - The chapter president and intake coordinator must schedule a meeting with the Assistant Director and Graduate Assistant a minimum of 10 days before the requested interest meeting to review the intake process in detail. You will discuss any National policy changes, intake procedures, timeline of the process, etc. All mandated documentation must be submitted. Chapters may not conduct interest meetings until cleared to do so by the Associate Director and/or Graduate Assistant during this meeting.

Section 4. Interest meeting - The Assistant Director and/or the Graduate Assistant will be in attendance at the interest meeting and will bring all forms mandated by the Office of Fraternity and Sorority Life to be filled out by the aspirants. In the event one of the Advisors is not available, a form will be provided to the Chapter president or Intake Coordinator by the Office of Fraternity and Sorority Life that is to be used at the interest meeting. It will ask for the names, signatures, and social security numbers of the aspirants in attendance. This list is due to the Office of Fraternity and Sorority Life the next business day.

Section 5. Progress Meeting - Upon approval or next phase of intake, the intake coordinator and president must schedule an update meeting with the Assistant Director/Graduate Assistant with a copy of the list of the selected candidates.
Section 6. Notification - Chapters will keep candidates, the Office of Fraternity and Sorority Life and their respective national/regional staff informed of the progress of intake and any potential problems (i.e. dates, national visits, etc.). Chapters should communicate any changes that occur (i.e. candidates withdraw, national office visits, presentation locations, etc.) and notify Office of Fraternity and Sorority Life weekly of progress.

Section 7. Presentation of New Members - New members are “presented” to the University of South Carolina community upon acceptance and completion of the intake process. For purposes of these requirements, “presented” shall be defined as public acknowledgement of completion of intake period such as the wearing of paraphernalia, new member presentation shows, etc. The requirements for the presentation of new members will be agreed upon at the Progress Meeting with the Associate Director.

Section 8. New Member Summit - New members are required to participate in a New Member Seminar offered before the end of each semester, if necessary. It is the responsibility of the chapter to communicate times/dates/conflicts and to ensure that new members attend.

Section 9. Accountability - Chapter officers are responsible for implementing these policies within their chapters and must ensure compliance with these regulations. Conflicts with local or national regulations and any other concerns must be reported to the Office of Fraternity and Sorority Life promptly. Failure to comply with these regulations could lead to referrals to the Greek Conduct Board, suspension of intake, or denial of clearance to proceed with intake.