

**CONSTITUTION OF THE UNDERGRADUATE CHAPTER  
OF THE NATIONAL PAN-HELLENIC COUNCIL  
OF JACKSONVILLE STATE UNIVERSITY**

**PREAMBLE**

We, the representatives of 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. recognize the need for coordination of activities through respect and unification of intercollegiate Greek-letter fraternities and sororities. We recognized that there are certain areas of action and programming that can be carried out by the joint efforts of all organizations in brotherhood and sisterhood. We believe that these organizations need structure and commit ourselves to abide by the provisions of the following Constitution.

**ARTICLE I – NAME**

The name of the organization shall be The Jacksonville State University National Pan-Hellenic Council, Inc. hereinafter referred to as the NPHC.

**ARTICLE II – PURPOSE**

The purpose of the organization shall be as follows:

- a. To promote unity among the historically Black Greek-letter organizations;

- b. To provide a representation recognized by Jacksonville State University administration as an affiliate of the National Pan-Hellenic Council;
- c. To promote chapter programming within the JSU campus and the Jacksonville community;
- d. To provide a forum and/or support network for historically Black Greek-letter organizations; and,
- e. To establish and/or maintain the rules and regulations of Jacksonville State University and the NPHC.

### **ARTICLE III – MEMBERSHIP**

1. The following sororities and fraternities are members of the NPHC:
  - 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.
  - Omega Psi Phi Fraternity, Inc.

2. Any Greek-letter organization wishing to petition for membership in the NPHC shall:

- f. Submit a letter to the NPHC requesting admission;
- g. Submit a roster of officers, members, and advisor(s); and
- h. Submit a brief history of the organization.
- i. Submit a grade report of the previous semester G.P.A, which must be above a 2.5 cumulative.

3. Upon acceptance, semester dues of \$25.00 per member must be paid.

- o This fee is waived for the first semester.

4. All organizations must maintain a collective grade point average of 2.5 each semester.

5. Failure to meet the said criteria shall result in the following actions by the judicial board:

- a. Failure to meet the required 2.5 grade point average for one semester will result in each member (regardless of their grade point average) to conduct three mandatory study hall hours per week. 80% of your chapter must be present at each study hall hour. A detailed report of mandatory study hall hours must be turned in to the Vice President of the NPHC by Saturday at 11:59 p.m. each week.
- b. Failure to turn in the detailed report of mandatory study hours will result in a \$25 late fee per week after the due date.

- c. Failure to meet the required 2.5 grade point average for two consecutive semesters will result in the organization being on social probation for the semester, as well as the study hall] requirements mentioned above.
- d. Failure to meet the required 2.5 grade point average for three consecutive semesters will result in the organization losing all NPHC recognition until the specified GPA is met.
- e. Failure of individual members to attend and meet mandatory study hall hours will result in the chapter being fined \$25 for all members that are not meeting the requirements. If a member is unable to attend study hall hours, then the individual shall make other arrangements to have study hours completed and verified by faculty advisor or university officials. Examples of university officials: Math lab, Tutoring Sessions, Individual Study Time Completed (i.e. Work Study).

#### **ARTICLE IV – OFFICERS**

6. The elected officers of the NPHC shall be President, VP of Judicial Affairs, VP of Administrative Affairs, VP of Finance, VP of Public Relations, and VP of Events. The NPHC General Assembly shall elect all other officers and committee chairpersons.
7. The officers shall be elected by a majority vote.
8. Voting for the officers shall be by secret ballot.
9. The officers shall be elected before the last council business meeting of the fall (November) semester each year. The officers shall be elected by the active membership of the NPHC *General Assembly*. The newly elected officers shall assume their respective positions at the last council meeting in the fall semester (December). The newly elected officers shall serve their office for a full year (From December to December).

## ARTICLE V – REPRESENTATION

### 10. The Legislative Body

- a. The legislative body of the NPHC shall be the *General Assembly*. This council shall consist of the primary and secondary delegate from each fraternity or sorority.
- b. Each organization must be in good standing in order to have a vote. Good standing is defined as being financial, having no delinquent balances, not exceeding the absence allotment, and not meeting academic standards. Not being academically sound is defined as not meeting the required grade point average for two consecutive semesters.
- c. With the advisement from the Dean of Students Office and the Fraternity and Sorority Life Advisor, the National Pan-Hellenic Council General Assembly shall meet bi-weekly.

### 11. The Executive Council

#### A. The duties of the President shall be as follows:

1. To preside over meetings of the NPHC *General Assembly*;
2. To vote in the event of a tie;
3. To call an emergency meeting (general or executive), if necessary;
4. To serve as the spokesperson for the NPHC;
5. To prepare an annual report; and
6. To attend all NPHC Executive Council and *General Assembly* meetings.
7. Arrange new member workshops for all chapters on study skills, time management and other pertinent topics
8. To recognize NPHC scholars and outstanding or improved chapter scholarship.

#### B. The duties of the VP of Judicial Affairs shall be as follows:

1. To assume the duties of the President in the case of his/her absence;
2. To assist the President in performing the duties of the NPHC;
3. To serve as the chairperson for the NPHC Judicial Board;
4. To monitor the process of various committees; and
5. To prepare an annual report on committee activities.
6. To monitor the academic standing of the NPHC community.
7. To attend all NPHC Executive Council and *General Assembly* meetings.

C. The duties of the VP of Administrative Affairs shall be as follows:

1. To take minutes and roll at each meeting of the NPHC General Assembly and Executive Committee;
2. To keep minutes and current correspondence on file in the Dean of Students Office;
3. To distribute a copy of the minutes at each NPHC General Assembly meeting
4. To retrieve and respond to all correspondence from and through the Dean of Students Office; and
5. To read all correspondence at meetings.
6. To attend all NPHC Executive Council and General Assembly meetings.

D. The duties of the VP of Finance shall be as follows:

1. To maintain accurate records of the expenditures and receipts of all finances and to present a report at all regular NPHC General Assembly meetings;
2. To issue checks upon receipt of vouchers and/or pending vouchers (i.e. security deposits); and
3. Issue bills and collects all dues from each chapter.
4. To maintain accurate records of the expenditures and receipts of all finances and to present a report at all regular NPHC General Assembly meetings;
5. To work with the advisor and VP of Events on budget planning.
6. To come up with fund raising ideas
7. To serve as OC Representative.

8. To attend all NPHC Executive Council and General Assembly meetings.

E. The duties of the VP of Public Relations shall be as follows:

1. To be responsible for NPHC Publications
2. Serve as a liaison to the campus and community; including SGA, the newspaper staff, city council, advisors, staff, or other organizations interacting with the NPHC.
3. To work with the VP of Events to publicize all events.
4. To work with NPHC Chapters to make sure all events are well publicized for each of the chapters.

F. The duties of the VP of Events shall be as follows:

1. To be responsible for planning NPHC events.
2. To serves as OC representative
3. To work with the advisor an VP of Finances to budget all events
- 4.To work with the VP of Public Relations to publicize all events.
- 5.To come up with a planning committee to help with planning, execution, and set up/ take down of all events.
- 6.To work with Order of Omega to plan FSL Events
- 7.To work with other councils' VP of Events to plan across council sessions and bonding
8. To attend all NPHC Executive Council and General Assembly meetings.

## **Article VI- MEMBERSHIP INTAKE**

12. All chapters will abide by the NPHC Membership Intake Guidelines specified on the Membership Intake Checklist.

13. All unaffiliated students will be required to attend one expo in order to be eligible to solicit membership into any of the nine NPHC organizations.
14. All unaffiliated students must complete an NPHC Expo card in order for his or her attendance to be documented.

**BY-LAWS OF THE  
JACKSONVILLE STATE UNIVERSITY**



# NATIONAL PAN-HELLENIC COUNCIL

## ARTICLE I - POWERS

The powers of the NPHC shall be:

- j. To make laws pertaining to its own government.
- k. To uphold all rules set by Jacksonville State University and JSU policies as stated in the student handbook.
- l. To admit, according to the criteria stated in this constitution and by-laws, any Greek organization petitioning for membership in the NPHC.
- m. To discipline, fine, suspend, or expel members or organizations in accordance with the constitution and by-laws.
- n. To levy and collect dues.
- o. To correlate programs that are designed to help meet the needs of the NPHC and NPHC representatives.
- p. To enforce the stipulations set forth in the constitution and to ensure that the organizations comply with the regulations established therein.

- q. To impeach NPHC officers both elected and appointed.
  
- r. To establish its own meeting times and rules of procedures.

## **ARTICLE II - QUALIFICATION OF OFFICERS**

Those individuals seeking an office in the NPHC must meet the following criteria:

- s. Be enrolled at Jacksonville State University.
  
- t. Must be an active member of an affiliated NPHC organization
  
- u. Have and maintain a 2.5 cumulative GPA
  
- v. If a candidate is seeking the position of President, they must have served on the NPHC exec board for at least a semester.

## **ARTICLE III – VOTING**

- a. A quorum shall consist of a majority of the member organizations that are active.
- b. Each organization is allowed the power of one vote
- c. Each organization is to have two undergraduate delegates (one primary voter and one secondary voter)
- d. The secondary voter is only allowed to vote when the primary voter is not present.
- e. The NPHC Executive Council Members are not considered delegates. The President will vote only in the event of a tie.

#### **ARTICLE IV – PRESENTATION OF NEW MEMBERS**

- 15. All organizations must adhere to the following guidelines when presenting new members to the campus.
  
- 16. Guidelines for those presenting new members shall be: (i.e. show, probate, neophyte presentation, etc.)
  - w. Neophyte Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
  
  - x. A Facility Reservation Form must be obtained from the Dean of Students Office. A copy of the reservation form must be submitted to the Fraternity and Sorority Life Advisor.
  
  - y. No alcoholic beverages will be permitted.
  
  - z. No hazing or physical abuse will be tolerated.

- a. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.)
  
- aa. In the event of a fight during the presentation, those fighting will be disciplined immediately.
  - a. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
  
- bb. Disruptions by other attending organizations will not be tolerated.
  - a. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
  
- cc. The duration of the neophyte presentation should be no longer than 2 hours total. Following the show, members of the presenting organization must vacate the area within an hour. The presenting organization will be responsible for ensuring the site used is left in its original state.
  
- dd. A Chapter Advisor, Faculty Advisor, or other previously approved advisor MUST be in attendance at all neophyte presentations.

## **ARTICLE V - ATTENDANCE POLICY**

## 17. Executive Officers

- a. No executive officer may miss more than two meetings per semester.
  
- b. Missing more than two meetings will result in automatic removal of the officer and re-election will occur within two weeks.

## 2. General Assembly Delegates

a. The Primary Delegate must remain the same person for an entire semester unless special consideration is granted by the Executive Council.

b. The Secondary Delegate may rotate as needed.

c. Delegates from each active organization are allowed to miss two meetings.

- (I.e. three tardies constitute one absence)
- On the third absence, the organization will be fined \$25.
- On the fourth absence, the organization will be placed on social probation for thirty days. If thirty-day probation is not permitted in that term, the organization is placed on social probation for the remainder of the term and the beginning of the following academic term to total thirty-day probation. .

d. Each active organization must be represented only by its members on roster at all NPHC scheduled functions, social events, and or community service projects. On your first absence from a scheduled event, the first fine will be \$100. The second absence will be a fine of \$150. The third absence will be a fine of \$200. In the event of an excused absence, the following must be adhered to:

- A work or class excuse must be given to the Organization President 48 hours before the event.

- The Organization President must report their expected number of participants to the NPHC President 48 hours before the event.

D. Fifty percent of your chapter must be present at all events. If you have a member on NPHC Exec, they do not count in the percentage.

E. Any organization placed on a thirty-day social probation that misses a NPHC function, including meetings yet excluding NPHC parties, the thirty-day probation starts over the following day.

## **ARTICLE VI – SCHEDULED FUNCTIONS**

18. Delegates from each active organization are required to participate in all NPHC scheduled functions, social events, and community service projects. If an organization does not participate in one event a \$25 fine will be given. If an organization is absent from two events, a \$50 fine will be given. If an organization is absent from three events, a \$100 fine will be given. If an organization is absent from four events, a judicial hearing shall take place.
19. Homecoming is an open week for all organizations that want to schedule events.
20. The day before Academic Preparation Day in both fall and Spring semesters is an open day for all active organizations' social events.

21. No organization is allowed to schedule events conflicting with previously scheduled NPHC approved events. An organization week is an NPHC approved event. If an organization schedules an event conflicting with NPHC functions, social events, and community service projects then that organization will be warned about the conflicting schedules. If the organization refuses to change date and has the conflicting event then a fine will be given to that organization. The fine will be \$300.
  
22. If an organization wants to have an event during another NPHC schedule event, then mediation must take place. In the mediation, an agreement must be made between all involved organizations. Each chapter president, the NPHC president, and the fraternity and sorority life advisor must sign a contract agreement. The contract agreement must have all agreed upon terms written in it. This contract can be submitted up to 3 days before the event. .
  
23. Organizations are allowed to have fall weeks as well as spring weeks, but weeks have to be scheduled through the NPHC as early as possible. Weeks are reserved on a first come first served basis. You can only reserve weeks a semester at a time. Week for the Fall can be reserved in April. Weeks for the Spring can be reserved in November.
  
24. Weeks are Sunday through Saturday.
  
25. Organizations are allowed to have collaborating weeks in the fall and Spring semester. The organization must submit a request as soon as possible. Weeks are reserved on a first come first served basis. You can only reserve weeks a semester at a time. Week for the Fall can be reserved in April. Weeks for the Spring can be reserved in November.

### **Article VII: Replacements and Vacancies**

26. If any executive officer, chapter, or the National Pan-Hellenic Council Advisor should feel that an officer is not fulfilling their duties, a written complaint outlining the problems with that officer should be made to the Vice President

A. The executive board will meet with the officer and discuss the allegations. If a chapter makes the complaint, the chapter president should be present.

B. If the officer is found to be at fault, a probationary period of no less than 2 weeks, but not more than 4 weeks will be placed on that officer.

C. At the end of the probationary period, the executive board will reconvene to discuss ending probation or voting for dismissal.

D. A vote by secret ballot will be taken by the Executive Board.

E. The National Pan-Hellenic Council Secretary/Treasurer will keep a record of all events and the National Pan-Hellenic Council President will notify the officer in writing of the outcome.

27. Any officer who fails to meet the grade requirement of the National Pan-Hellenic Council Executive Board will be immediately dismissed from office.

28. Should an officer be dismissed before the end of Spring semester:

- Applications will be taken for that office.
- Regular elections will take place.

Should dismissal occur after Spring semester:



- The President will notify all delegates of the vacancy.
- Applications will be taken for that office.

Executive Board will take a secret ballot vote on the election of a new officer

In the event the President position should become vacant, the Executive Board will select by secret ballot one of the executive board members to fill the position.

The new officer selected by the executive Board will be approved by the National Pan-Hellenic Council at the next regular meeting.

29. Any executive officer that is dismissed from their office will not be allowed to run for another National Pan-Hellenic Council executive position for one year.

30. If a vacancy should occur within the Executive Board, all remaining Executive Board officers reserve the right to appoint a qualified candidate from the submitted applications.

31. The appointment process shall not exceed two weeks from the announcement of the vacancy at the General Assembly meeting.

#### **ARTICLE VIII - DUES**

Each chapter must pay \$25.00 per member per semester in dues to remain in good standing. This amount is due when the VP of Finance and Advisor give notice each semester. Chapters will be giving at least one month to pay dues. After that meeting, there will be a \$25 late fee per meeting.

- This fee is waived for the first semester.

## **ARTICLE IX – ADVISOR**

The advisor shall be the Assistant Dean of Students Fraternity and Sorority Life.

## **ARTICLE X - JUDICIAL PROCEDURES**

### 32. Judicial Board

- c. The name of this branch shall be the NPHC Judicial Board.
- d. The purpose of the Judicial Board shall be to enforce the rules and regulations of the NPHC and Jacksonville State University.
- e. The NPHC Judicial Board shall have jurisdiction over all group activities involving:
  - Violation of NPHC rules and regulations.
  - Controversies between two (2) or more conflicting NPHC Member organizations.
  - Actions that bring disgrace or injury to the name and standing of the organization, the NPHC, or Jacksonville State University.

### 33. Judicial Board Composition

- f. The NPHC Judicial Board shall be composed of an appointed delegate of each organization and the NPHC Advisor.
  
- g. The members of the NPHC Judicial Board shall serve for the semester.
  
- h. The chairperson shall be the NPHC Vice President and shall vote only in the event of a tie.
  
- i. The NPHC Secretary shall act as the Judicial Board Secretary.
  - i. The Secretary shall not be entitled to a vote or to participate in the proceedings.
  
  - ii. The duties of the Secretary shall be to:
    - 1. Record the minutes of each meeting.
    - 2. Keep files of all minutes and decisions.
    - 3. Inform all parties involved, in writing, of time and place of hearings.
    - 4. Make available all relevant documents and decisions to the appropriate Jacksonville State University officials.

### 34. Advisor to the Judicial Board

- j. The advisor to the NPHC shall serve as an ex officio member of the Judicial Board.

### 35. Board Proceedings

- k. The Board may conduct its proceedings only with two-thirds (2/3) of its members present.
  
- l. All hearings are closed to anyone not directly involved with the case. Exceptions may be granted at the discretion of the Judicial Board.
  
- m. The Judicial Board will only hear the case for which they are convened.
  
- n. In any proceedings, no off-the-record communications, threats, or offers of reward shall be made to any member of the Judicial Board. Any such communication shall become a part of the official record of the case and will be used in the decision making of the Judicial Board.
  
- o. The plaintiff shall be limited to five (5) working days for the occurrence of the alleged incident to file a complaint to the NPHC Judicial Board.
  
- p. The plaintiff, before the hearing, must submit to the Board, an account of the incident (including all statements), a list of witnesses, and a written testimony.

### 36. Complaint Procedure

- q. All written complaints must be delivered to the NPHC Vice President.

- r. The Executive Board shall investigate the complaints and attempt to solve the problem through mediation.
- s. If mediation fails, the Judicial Board will be asked to convene.
- t. Complaint(s) may be initiated by:
  - iii. Any individual or group of fraternities.
  - iv. Any individual or group of sororities.
  - v. Any appropriate University official.
  - vi. Any aggrieved individual or group.

### 37. Case Hearing and Procedures

- u. The NPHC Vice President shall give the President of the organization charged written notice of the charges to be presented at the hearing at least seven (7) days prior to the hearing. Such notice shall be hand delivered.
- v. The notice shall include the following:
  - vii. The name of the plaintiff or complaining agency.
  - viii. The date, place, and nature of incident(s).

- ix. The section of the University and/or NPHC rules and regulations that are alleged to have been violated.
- x. The procedure for the hearing.
- xi. The date, time, and place of hearing.
- xii. The notice of the Judicial Board membership.
- xiii. The right to review and object to Judicial Board members before the hearing.
- xiv. The right to review the case files before the hearing.

w. The hearing shall take place as scheduled. A hearing will not be suspended or discontinued because of the absence of the respondent unless the respondent has not been notified. Failure to appear shall be evidence of default and the NPHC Judicial Board shall render a decision based on available evidence and testimony.

x. Any judicial officer who is a member of the involved organization (s) may be a part of the hearing but may not be present during the vote nor have no vote in the decision.

y. If further inquiries are necessary, the Judicial Board may suspend or discontinue the hearing in order to pursue such inquiries.

### 38. Deliberations

z. The Judicial Board shall hear and review all relevant facts of each case.

aa. At the conclusion of the hearing, the Judicial Board shall deliberate in closed session in order to reach a decision.

bb. The deliberations should normally proceed as follows:

- xv. Review the facts.
- xvi. Determine whether the respondent's conduct constitutes a violation of NPHC or University rules or regulations.

- xvii. If a violation is found, review all facts in extenuation or alleviation.
- xviii. Take appropriate authorized action.

cc. The NPHC Judicial Board may take any authorized action or impose any authorized sanction.

dd. The NPHC Judicial Board may refer any case to the Director of Student Life for further action.

#### 39. Disciplinary Action

ee. A majority vote is needed for action.

ff. The Judicial Board may take the following actions:

xix. Reprimand - This action is a warning indicating that a chapter's actions were inappropriate and that subsequent infractions will result in more serious actions.

xx. Fines - This action consists of levying fines in accordance with the fining system established by the NPHC By-laws, or where this does not exist, by the NPHC Judicial Board. The decided upon fine will be precedent unless amended.

xxi. Community Service - This action consists of the organization performing a certain number of community service hours with documentation provided to the council showing completion of the requirement.

#### 40. Probation

ee. General - Shall consist of a warning within a specified period that a chapter's actions were inappropriate and that subsequent actions will result in penalties that are more serious.

ff. Restriction

2. Social Probation is a sixty-day period starting with the first day of classes.

3. Social Probation - Shall consist of prohibition from any participating in or initiating any social Greek Events.

4. Participating- The organization will not be allowed to actively participate in any event hosted by any recognized organization at Jacksonville State University. (I.e. step shows, pageants, etc.)

5. Since the organization is an active organization, the organization representation scale does still apply to the chapter. The organization placed on social probation may still host a week, but no social functions may be held in the name of the chapter placed on social probation.

6. Initiating- the organization placed on social probation is not allowed to have or host any mixers, or parties that might have the organization in violation of social probation.

7. If an organization is found in violation of the social probation restriction(s), that organization will have an additional sixty-day social probation added to their probationary period.

8. Social probation will start immediately following violation and will continue until the entire sixty-day period has expired.

- If the organization violates its social probation for the second time, that organization will be placed on immediate suspension.
- If the organization violates its social probation for the third time, that organization will lose all NPHC recognition.



gg. The NPHC Judicial Board shall have powers to recommend disciplinary sanctions of a constructive nature, such as work projects, which the Board deems suitable and proper with respect to the seriousness of the offense.

#### 41. Appeals

- a. If the organization feels the decision rendered was unfair, it may appeal to the Dean of Students in accordance with procedures and rules established by that office.
  
- b. All appeals must be made no later than one (1) week after the organization is contacted with their sanction.
  
- c. Formal appeals within the NPHC Judicial Structure shall end with the announcement of a decision in each case by the Director of Student Life.
  
- d. In all cases, ultimate authority in matters relating to student life recognized to rest with the President of the University.

### **ARTICLE XI**

The principles contained in Roberts Rules of Order, currently revised edition, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the By-laws and any special rules of order of the NPHC.

## **NPHC MEMBER CONDUCT CODE**

Each member is subject to disciplinary action for the following offenses:

42. Not abiding by the Constitution, By-laws, or conduct code.
  
43. Not adhering to NPHC Judicial Board's sanctions. This will be referred to the Dean of the Student Office.
  
44. Threatening (by any means), intimidating, or using physical force in a manner that endangers the health or safety of another member, or which reasonably causes another member to be fearful of physical or emotional harm. Also, attempts to coerce or influence any member in an effort to discourage or prevent his use of or participating in any disciplinary proceeding.
  
45. Acting in a way that disrupts or impedes meetings.
  
46. Intentional or negligently damaging or destroying property owned or in possession of another member of the NPHC.
  
47. Knowingly and without consent or authorization possessing, removing, using, or misappropriating the property or services of another member or members of NPHC.
  
48. Using the facilities, or property, of NPHC, or its members, without authorization.

49. Obstructing or interfering with the reprimand, discipline, or apprehension of another member who is involved in the commission of an offense under this code.
50. Intentionally acting to impair, interfere with or obstruct the orderly conduct, processes, and functions of NPHC.
  
51. Attempting to sponsor an on-campus activity during, or at the same time as, another organizations.
  
52. Knowingly instituting a disciplinary case against another student without proper cause.
  
53. Attempting to commit an offense prohibited by law, University regulations, or these codes, and in such attempt does any act toward the commission of the offense, but fails in the perpetration, or is intercepted or prevented in the execution of the same.

### **THE PRESIDENT/EXECUTIVE BOARD**

54. Cannot misrepresent the NPHC. Misrepresentation includes, and is not limited to, falsifying information or records submitted to university offices, administrators, faculty, student organizations, University-wide committees, student courts, or hearing officers.
  
55. In case of emergency, the President cannot make decisions without consent of the Executive Board. The majority of the NPHC General Assembly must approve all other decisions.
  
56. Must notify the NPHC *General Assembly* of all dates, activities, functions, etc.

### **GENERAL**

57. Fines shall be limited to three hundred (\$300.00) dollars. If a fine amounts to more than three hundred dollars (\$300.00), a written recommendation shall be submitted to the Dean of Students and the University Judicial Officer.
  
58. All fines must be paid to the VP of Finance at a General Assembly meeting or during their office hours no later than five (5) business days from the issuance of the invoice.
  
59. If an organization does not pay the fine within the allotted time a twenty-dollar (\$20.00) late fee will be added daily.
  
60. Once the outstanding fine has reached the three hundred (\$300.00) dollars limit stated in Section 1, the organization will be placed on immediate sixty-day social probation.
  
61. If the chapter has not paid the fine by the end of the semester, the organization will lose NPHC recognition until the specified fine is paid in full.