



National Pan-Hellenic Council of Tallahassee, Inc.

Bylaws

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## 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 there are 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.

## TRANSMITTAL

Herewith is transmitted the Bylaws of the National Pan-Hellenic Council of Tallahassee, Incorporated as amended, codified, and adopted by the membership of the National Pan-Hellenic Council of Tallahassee, Inc., during the Willis-Marcelin administration in Tallahassee, FL in 2018.

Pursuant to the provisions of the Bylaws, these amendments have been ratified and adopted by the membership in accordance with Article XIII of the organization's current Bylaws.

These Bylaws are the basic laws of the National Pan-Hellenic Council of Tallahassee, Inc., and supersedes all previous bylaws, special orders, rules and regulations.



**Adner Marcelin**  
Vice-President

Chair of the Constitution & Bylaws Committee By Presidential Appointment  
Tallahassee National Pan-Hellenic Council, Inc.  
March 24, 2018

## CERTIFICATION

I hereby certify that the Bylaws which follow are the actions of the National Pan-Hellenic Council of Tallahassee, Inc., during my administration, as recorded in its proceedings and ratified by the membership.

ATTEST



**O. Jeanine Willis**  
President

Tallahassee National Pan-Hellenic Council, Inc.  
Adopted May 8, 2018

# BYLAWS

## Article I – Name

Section 1. The name of this organization shall be the **National Pan-Hellenic Council of Tallahassee, Inc.**, henceforth referred to as the “Tallahassee NPHC”.

## Article II – Objectives

Section 1. The purpose of the Tallahassee NPHC is to foster cooperation among its member organizations, focusing on matters of mutual concern, working together to improve the greater Tallahassee community, supporting undergraduate growth and development and to use its collective influence to promote the general welfare of men, women, and children in the greater North Florida geographic area.

Section 2. Tallahassee NPHC may, at its discretion, participate in social welfare activities to promote the general wellbeing of the community in which it exists, including but not limited to, providing educational scholarships, encouraging civic engagement, promoting health and promoting personal development and growth.

## Article III – Members

Section 1. Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with the Tallahassee NPHC.

Section 2. Only chapters who are in good standing with their national organization may participate with the Tallahassee NPHC.

Section 3. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the Tallahassee NPHC.

Section 4. In order to remain active as an alumni council, the Tallahassee NPHC must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the National Executive Director.

Section 5. No chapter that is active with another alumni council of NPHC can participate with the Tallahassee NPHC.

Section 6. Multiple local chapters of the same organization are allowed to participate with the Tallahassee NPHC.

1. Each chapter of a member organization may have up to four (4) representatives who can attend the meetings of the Tallahassee NPHC.

- a. The designated voter of each chapter must be identified by the Chapter President of each member organization at the December annual meeting.

- b. The other three representatives will serve as back-up voting delegates in the order designated by the Chapter President of each participating member organization at the December annual meeting.
  2. The President of the Tallahassee NPHC shall be ineligible to vote and shall only vote on matters to break a tie.

Section 8. Dues and Fees

- A. Dues and assessments for Tallahassee NPHC can only be established by majority vote of the membership at a regularly scheduled meeting of the Tallahassee NPHC or a special meeting called for the expressed purpose of voting on dues and/or fees.
  1. Chapters who pay membership dues after the December meeting of each fiscal year will be assessed a late fee.
  2. The amount of the late fee shall be determined by the Executive Board and provided in writing to each participating member organization during the same meeting referenced above in Section 8(A).
- B. Each chapter of a participating member organization is required to pay dues and fees assessed by the Tallahassee NPHC.
- C. The fiscal year for the Tallahassee NPHC is January 1 through December 31. Dues are due on December 1<sup>st</sup> for the ensuing year. Dues are delinquent if not received by the close of the regularly scheduled December meeting.
  1. Chapters of member organizations will lose their right to have a representative on the Tallahassee NPHC Council if dues are not paid by February 1<sup>st</sup>.
- D. Being financial is prerequisite to holding voting privileges in this Council, to serve as an officer, and to participate in its activities.

**Article IV – Officers**

Section 1: The elected officers of the Tallahassee NPHC shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Financial Secretary, Treasurer, Parliamentarian, Historian and Chaplain. The order of succession to the Presidency shall run in that order.

- a. The election of elected officers shall be staggered each year, in order to maintain continuity in the leadership of the Tallahassee NPHC.
  1. The offices of President, Corresponding Secretary, Treasurer, Parliamentarian and Chaplain shall be elected during even years.
  2. The offices of Vice-President, Recording Secretary, Financial Secretary and Historian shall be elected during odd years.
- b. If an elected officer currently holding office is elected into another elected officer position, his/her term will end upon him/her taking the oath of office. The previous position will be deemed vacant and filled in accordance to the bylaws.

Section 2: The appointed officers of the Tallahassee NPHC will be: the Advisor to the Undergraduate NPHC Council at the Florida State University (FSU) and the Advisor to the Undergraduate NPHC Council at the Florida Agricultural & Mechanical University (FAMU). These officers shall be appointed by, and will serve at the will of the President.

1. An elected officer of the Tallahassee NPHC may hold an appointed officer position, in addition to serving as an elected officer of the local NPHC Council.

Section 3: A term of office for all officers shall be two years, *or until a successor is elected* or appointed. A term of office shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>, two years hence.

1. The President and Vice-President cannot serve more than two consecutive terms. All other officers (elected and appointed) may serve an indefinite number of terms.
2. For the purposes of term limits, a term shall be defined as any person who serves in an elected office for a period exceeding nine (9) months.

Section 5: Officer Vacancies

- A. If a vacancy occurs in an elected office, the President will appoint a replacement, subject to ratification by a majority vote of the Executive Board.
- B. An officer who is appointed or elected to fill a vacancy, shall serve until the completion of the previous elected officer's term.
- C. If a vacancy occurs in an appointed office, the President is empowered to appoint a replacement.

Section 6: Any officer who is derelict in their duties can be removed from office by 2/3 vote of the Council, provided they have been notified in writing, of their area(s) of deficiencies at least 60 days prior to any action to remove them from office. No vote on removing an officer shall take place until the officer has been given the opportunity to heard in their own defense.

## **Article V – Officer Qualifications and Duties**

Section 1: Officer Qualifications

- A. All officers of the Tallahassee NPHC must be the duly recognized representative from a member organization in good standing with their respective local and national organizations.
  - a. Good standing is defined as being both financial and active.
- B. Candidates for the office of President must have been active with Tallahassee NPHC for at least one year prior to taking office.

- C. Candidates for the offices of Financial Secretary and Treasurer must have a working knowledge of Quick Books, Excel or other financial software programs to aid in the completion of his/her duties.
- D. Candidates for the office of Recording Secretary must have a working knowledge of Microsoft Word, Power Point, or some kind of publishing software to aid in the completion of his/her duties.
- E. Candidates for the office of Parliamentarian must be knowledgeable about Robert's Rules of Order Newly Revised, the National NPHC Constitution and Bylaws, and the Bylaws of the Tallahassee NPHC.

## Section 2: Officer Duties

### A. President Duties

- a. It shall be the responsibility of the President to:
  1. Preside over all meetings of the Tallahassee NPHC.
  2. Have general responsibility for ensuring that the programs and activities of the Tallahassee NPHC are implemented.
  3. Represent this Council with the national body of NPHC and the public.
  4. Be one of the signatures on the Council's checking account.
  5. Countersign all vouchers for disbursement.
  6. Appoint all standing committee members and ad hoc committee chairs and members, except as noted elsewhere in these bylaws.
  7. Be ex-officio on all committees except the Nominating & Audit Committees.
  8. Appoint the appointed officers of the Tallahassee NPHC and announce these appointments at the January meeting of the Council.
  9. Ensure that all reports required by the national NPHC organization are submitted in a timely manner.
  10. Chair the Executive Board of this Council
  11. Represent the Tallahassee NPHC at all Regional and National Conferences.
  12. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

### B. Vice-President Duties

- a. It shall be the responsibility of the Vice-President to:
  1. Preside over Council meetings in the absence of the President and at other times when requested to do so by the Council President or the Executive Board.
  2. Chair the Program Committee.
  3. Assist the President in the execution of his/her duties.

4. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

C. Recording Secretary Duties

- a. It shall be the responsibility of the Recording Secretary to:
  1. Take the minutes of all meetings of Tallahassee NPHC, and the Executive Board of the Tallahassee NPHC whether the meetings are regular, special or annual.
  2. Upload a draft version of the minutes in accordance with the provisions in the Standing rules.
  3. Sign and date all approved minutes.
  4. At the annual meeting of the Tallahassee NPHC in December, provide a report that extrapolates all substantive motions adopted by Tallahassee NPHC during the year and present this as part of the annual report of this office.
  5. Keep a file with copies of the signed, approved minutes available at each meeting of the Council and Executive Board.
  6. Maintain the corporate Seal and Ritual(s) of the Council, as applicable.
  7. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

D. Financial Secretary Duties

- a. It shall be the responsibility of the Financial Secretary to:
  1. Receive all funds being submitted to the Tallahassee NPHC, giving a receipt for all monies received.
  2. Maintain records on all financial transactions.
  3. Give to the treasurer all funds received and to receive a signed receipt for all monies given to the treasurer.
  4. Provide a financial report at every meeting of Tallahassee NPHC, or as ordered by the President or Executive Board.
  5. Submit all documents, books, ledgers, financial statements, for audit in accordance with the Standing Rules.
  6. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

E. Corresponding Secretary Duties

- a. It shall be the responsibility of the Corresponding Secretary to:



1. Retrieve all correspondence from the “Tallahassee NPHC’s” post office box and read the correspondence when requested to do so.
2. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

F. Treasurer’s Duties

- a. It shall be the responsibility of the Treasurer to:
  1. Receive all funds from the financial secretary, giving her/him a receipt for all money received.
  2. Be one of the two signatures on the Tallahassee NPHC, checking account.
  3. Only cut a check when a properly signed and authorized voucher has been submitted.
  4. Provide a financial report at every meeting of Tallahassee NPHC or as ordered by the President or Executive Board.
  5. Chair the Budget Committee of Tallahassee NPHC.
  6. With the Budget Committee, prepare a budget for presentation to the Executive Board for review, then to the Council for approval at the January meeting.
  7. Submit all documents, books, ledgers, financial statements for audit in accordance with the Standing Rules.
  8. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

G. Parliamentarian Duties

- a. It is the responsibility of the Parliamentarian to:
  1. Have a working knowledge of Robert’s Rules of Order Newly Revised (RONR).
  2. Bring to every meeting of Tallahassee NPHC, a copy of RONR, the Tallahassee NPHC bylaws, and the Bylaws/Constitution of the National NPHC.
  3. Advise the chair and the Council on matters of parliamentary law
  4. Be the timekeeper during debate.
  5. Chair the Constitution/Bylaws/Standing Rules Committee.
  6. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.

H. Historian Duties

- a. It shall be the responsibility of the Historian to:

1. Take pictures at Tallahassee NPHC events.
2. Write the history of the Tallahassee NPHC each year, focusing on officers, achievements and other positive events.
3. Present the history of the Tallahassee NPHC at the annual meeting in December, including a written narrative and accompanying pictures.
4. Maintain a file of the history reports that have been adopted by the Tallahassee NPHC.
5. Perform such other duties as appropriate to the office and directed by the Tallahassee NPHC and/or the Executive Board.

I. Chaplain Duties

a. It shall be the responsibility of the Chaplain to:

1. Render at the beginning of each meeting and or function, inspirational expressions.
2. To serve as the spiritual advisor for the Tallahassee NPHC.

J. Undergraduate Advisor(s) Duties

a. It shall be the responsibility of the Undergraduate Council Advisor(s) to:

1. Regularly attend meetings of the Florida State and/or FAMU NPHC Councils, but no less than twice a semester.
2. Maintain an accurate roster of the officers and member organizations of the Florida State and/or FAMU Universities' NPHC Council.
3. Make regular reports to Tallahassee NPHC on the status, issues, concerns and achievements of the undergraduate Council.
4. Encourage and promote inter-fraternity and sorority collaboration, cooperation and development to fulfill the ideals of NPHC.
5. Encourage participation of the undergraduate Council in national NPHC meetings.
6. Perform such other duties as directed by the Tallahassee NPHC.

**Article VI – Nominations and Elections**

Section 1. Nominations and Elections of Officers

- A. The Nominating Committee shall be appointed by the Executive Board and announced at the September meeting of the Tallahassee NPHC.

- B. The Nominating Committee shall identify qualified nominees for each office and present the same at the October meeting of the Tallahassee NPHC.
- C. The Nominating Committee shall be responsible for ensuring that all nominees meet the qualifications for office stated in these bylaws or in the parliamentary authority adopted by the Tallahassee NPHC.
- D. After the nominees are presented by the Nominating Committee, the President will take nominations from the floor.
- E. After all nominees have been cleared by the Nominating Committee as meeting the qualifications for office, a ballot will be prepared. *Voting will be by ballot only.*
- F. The election will take place at the November meeting of Tallahassee NPHC.
- G. There will be no write-in candidates.
- H. Election will be by plurality vote.
- I. If there is a tie, the election will continue until a nominee receives plurality vote.
- J. No one may be nominated for more than one office at the same time.

Section 2. Tellers

- A. The Executive Board will appoint two tellers who shall count the votes and present the Tellers Report to the Council as outlined in RONR.
- B. Tellers are not eligible to run for office.

Section 3. Other

- A. Those elected and appointed to office will take office effective January 1.
  - a. The ballot will be kept by the Recording Secretary for six months. If there is no challenge to the results, the ballots will then be destroyed.

**Article VII – Meetings**

Section 1. Regularly scheduled meetings of Tallahassee NPHC shall be held at a time and place to be determined by the President.

Section 2. A quorum for the transaction of business shall be:

- 1. A majority of elected officers for an Executive Board meeting.
- 2. A majority of the individual member organizations for a General Body meeting
  - a. The Executive Board, with the exception of the President, shall also contribute to the quorum count.

Section 3. The December meeting is designated as the annual meeting. All officers will provide an annual report of their activities at this meeting. The auditor’s report will be given at this meeting.

Section 4. The Council of the Tallahassee NPHC shall suspend all business during the month of August, unless determined otherwise by the Executive Board .

- Section 5. Special meetings of Tallahassee NPHC:
- A. May be called by the Executive Board or by majority vote at any regularly scheduled meeting.
  - B. The agenda for special meetings shall be limited to those items issued in the call for the meeting.
  - C. The Recording Secretary shall issue the call for any special meetings of Tallahassee NPHC.
  - D. A minimum of 10 days' notice is required for notice of a special meeting.

### **Article VIII – Executive Board**

- Section 1. The Executive Board is composed of all elected officers.
- 1. The Immediate Past President shall serve as a non-voting member of the Executive Board.
- Section 2. The Executive Board is chaired by the President of Tallahassee NPHC.
- Section 3. The Executive Board shall meet, at a minimum, 3 times a year.
- Section 4. The Executive Board will review the annual budget that has been submitted by the Budget Committee. They can make changes to the submitted budget. The budget will be presented at the January meeting of the Tallahassee NPHC for approval by the Council.
- Section 5: The Executive Board shall appoint the Chair and members of the Nominating Committee. Such appointment shall be announced at the September meeting, unless there is a need for the committee to convene prior to the annual election (e.g., an unexpected officer vacancy). The Executive Board shall also appoint two tellers to count the vote during the November election. Tellers cannot be candidates for office.
- Section 6: The Executive Board shall appoint a replacement for an elected office that becomes vacant if the unexpired term is less than 12 months. If the unexpired term is more than 12 months, a special election shall be held.
- Section 7: The Executive Board shall appoint two auditors to audit the books of the Tallahassee NPHC from among the member organizations. Alternatively, the Board can hire a professional auditor to audit the financial records of the Tallahassee NPHC. This auditor may or may not be a member of a member organization. The President, Treasurer and the Financial Secretary may not serve as auditors nor serve on the audit committee during the fiscal year, they held such positions.
- Section 5: The Executive Board shall have general authority to act on behalf of the Council in between meetings of the Council, except the Board cannot change any actions

adopted by the Council, nor can the Board amend or alter the constitution, bylaws or Standing Rules.

Section 6: Members of the Tallahassee NPHC may attend meetings of the Executive Board, however they may not speak without being recognized by the agreement of the majority of the Executive Board.

Section 7: Electronic Meetings

- A. The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment.
- B. If the Executive Board is meeting in person and an officer requests to meet via an electronic platform, that is also permissible.
- C. If the Executive Board wants to vote on an issue electronically, that can be authorized by the President.
- D. The Executive Board may establish its own rules on electronic meetings, including voting procedures, notices, etc.

### **Article IX - Committees**

Section 1: The standing committees of Tallahassee NPHC shall be the following: Program, Budget & Finance, Constitution & Bylaws, Community Service, and Public Relations.

Section 2: The Vice-President of the Tallahassee NPHC shall chair the Program Committee. The Treasurer shall chair the Budget Committee. The Chair and members of the Nominating Committee are appointed by the Executive Board. The Parliamentarian shall chair the Constitution/Bylaws/Standing Rules Committee.

Section 3. The President shall appoint members of all committees except the Nominating & Audit Committees. All committees shall be composed of no less than 3 and no more than 10 members. Every effort shall be made to ensure equitable distribution of member organizations on all committees.

Section 4. Duties

A. Program Committee

- 1. The Vice-President of the Tallahassee NPHC chairs this committee.
- 2. This committee is responsible for planning the program activities for Tallahassee NPHC annually such as annual leadership retreats, church services, health fairs and events that promote Greek Unity.
- 3. This committee shall present to the Executive Board a proposed calendar of activities for Tallahassee NPHC for their review and input. The calendar will then be presented to the Council for approval.
- 4. This committee is responsible for the execution/implementation of the proposed activities.

B. Budget & Finance Committee

1. The Budget & Finance Committee is chaired by the Treasurer.
2. This committee shall prepare the annual budget for presentation to the Executive Board prior to the October meeting of Tallahassee NPHC for input and review. The budget shall be presented at the November meeting of Tallahassee NPHC for approval.
3. This committee is also responsible for monitoring income and expenditures and advising the Executive Board and the Tallahassee NPHC when there are issues of concern to be addressed.

C. Constitution & Bylaws Committee

1. This committee shall be chaired by the Parliamentarian.
2. All proposed bylaw amendments shall first be reviewed by this committee. This committee shall then present all proposed amendments to the Council for adoption, ensuring that amendments are uploaded to Tallahassee NPHC members at least 30 days prior to the meeting where the voting will take place.
3. This committee is responsible for ensuring that the bylaws are consistent with the national bylaws of NPHC.
4. This committee is responsible for keeping an accurate and up-to-date version of Tallahassee NPHC bylaws and providing copies of the most recent versions of these documents to new Tallahassee NPHC representatives.

D. Community Service

1. This committee shall be chaired by the President’s appointee and fall under the Program Committee.
2. This committee is responsible for recommending and coordinating service activities for the Council to address the needs of the Greater Tallahassee community, and will serve as liaison to local community-based agencies and organizations.

E. Public Relations Committee

1. This committee shall be chaired by the President’s appointee and shall report to the Vice-President.
2. This committee is responsible for maintaining the council’s website, publishing the council’s newsletter, and coordinating all media related functions.

**Article X – Tallahassee NPHC Council of Presidents**

Section 1: Chapter Presidents of each participating Tallahassee NPHC member organization shall serve on the Tallahassee NPHC Council of Presidents.

Section 2: The Tallahassee NPHC Council of Presidents shall serve as the advisory board to the Tallahassee NPHC.

Section 3: The Tallahassee NPHC Council of Presidents shall convene at least four times a fiscal year.

Section 4: The Executive Board of the Tallahassee NPHC shall be members of the Tallahassee NPHC Council of Presidents.

**Article XI – Liability**

Section 1: The Tallahassee NPHC expressly disavows any responsibility for any actions of its member organizations that may be illegal at the local, state or federal level, or for violations of the rules and regulations of the NPHC, Tallahassee NPHC and/or its member organizations.

**Article XII – Parliamentary Authority**

Section 1. The rules contained in Roberts Rules of Order Newly Revised shall govern the Tallahassee NPHC in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of this society.

**Article XIII – Amendments**

Section 1. These bylaws can be amended by 2/3 vote at any regular meeting of Tallahassee NPHC, or at a special meeting called for the purpose of amending the bylaws, provided that the proposed amendments have been presented or distributed at least 30 days prior to the meeting.