



National Pan-Hellenic Council
Appalachian State University
Constitution and Bylaws

Revised September 26, 2016

Article I – Name

The name of this organization shall be the Appalachian State University National Pan-Hellenic Council, Incorporated.

Article II – Object

The object the National Pan-Hellenic Council shall be to develop and maintain all facets of fraternity and sorority life by:

1. Promoting an atmosphere of mutual respect and cooperation between the historically African-American fraternities and sororities.
2. Implementing programs designed to help meet the needs of the respective communities.
3. Acting in accordance with the National Pan-Hellenic Council's headquarters resolutions and policies.
4. Promoting superior scholarship and intellectual development.
5. Cooperating with member organizations and the university/college administration in concern for and maintenance of high social and moral standards.

Article III - Members

Membership in the Appalachian State University National Pan-Hellenic Council shall be open to the nine recognized historically Black Greek organizations who are in good standing with the University and their respective local, regional, and international bodies.

3.01 Members

Appalachian State University National Pan-Hellenic Council shall be comprised of affiliated undergraduate chapters of the international organizations that comprise of National Pan-Hellenic Council Incorporated. The affiliate organizations include:

1. Pi Nu Chapter of Alpha Phi Alpha Fraternity, Incorporated
2. Omicron Kappa Chapter of Alpha Kappa Alpha Sorority, Incorporated
3. Mu Upsilon Chapter of Kappa Alpha Psi Fraternity, Incorporated
4. Psi Mu Chapter of Omega Psi Phi Fraternity, Incorporated
5. Rho Theta Chapter of Delta Sigma Theta Sorority, Incorporated
6. Alpha Alpha Rho Chapter of Phi Beta Sigma Fraternity, Incorporated
7. Mu Omicron Chapter of Zeta Phi Beta Sorority, Incorporated

3.02 Active Membership

Active members shall be those organizations meeting the criteria of this Constitution and have met all financial obligations and responsibilities of active members. To maintain active membership, an organization must meet the following requirements:

1. Must be a recognized organization for the National Pan-Hellenic Council headquarters.
2. The organization must have an active charter at Appalachian State University.
3. The organization must be in good standing with their local, regional, international bodies, and the university.

4. The organization must pay dues.

3.03 Inactive Membership

Inactive membership are organizations who are:

1. Currently suspended
2. Not in good standing with their local, regional, international bodies, or the university.
3. Violating the National Pan-Hellenic Council's by-laws excessively.

3.04 Reinstate Membership

To be reinstated into the Appalachian State University National Pan-Hellenic Council, the organization must submit a letter of intent to the National Pan-Hellenic Council President and Advisor, and follow the requirements for active membership in the Appalachian State University National Pan-Hellenic Council. The executive board has the final approval for reinstatement.

3.05 Privileges and Responsibilities of Membership

1. **Duty of compliance.** All members, without regard to intake candidates, shall comply with all Appalachian State University National Pan-Hellenic Council membership requirements and be subject to these Appalachian State University National Pan-Hellenic Council bylaws, student code of conduct, and any additional rules Appalachian State University National Pan-Hellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by Appalachian State University National Pan-Hellenic Council in conflict with the National Pan-Hellenic Council headquarters shall be void.

Article IV - Officers, Duties, and Voting

4.01 Officers

The executive board of the Appalachian State University National Pan-Hellenic Council shall be:

1. President
2. Executive Vice President
3. Vice President of Administration and Finance
4. Vice President of Programming
5. Vice President of Community Relations
6. Vice President of Communications
7. Parliamentarian

4.02 Eligibility

Eligibility to serve as an officer shall depend on one's organization meeting the requirements of active membership, *See Article III, Section 3.01*, and have a cumulative grade point average of 2.5 of a 4.0 scale. Additionally,

1. No single organization is to be permitted to concurrently hold more than two of the elected offices. Should there be an insufficient amount of qualified members to hold officer positions; the Council President shall appoint members to those positions by the last meeting in the month following elections.

4.03 Selection of Officers and General Duties

The officers of the Appalachian State University National Pan-Hellenic Council shall be elected by ballot, except if there is only one nominee for the office that nominee shall be declared elected or if the officer's position is appointed by the president. Additional selection criteria are as follows:

1. Elections shall be held at the second to last general body meeting of the semester.
2. Applications will be submitted to the Appalachian State University National Pan-Hellenic Council President by the yearly deadline established by the executive board.
3. Applications shall be reviewed by the executive board and the Office of Fraternity and Sorority Life.
4. Members of the Appalachian State University National Pan-Hellenic Council executive board must attend workshops and training sessions, attend weekly executive council meetings, attend weekly National Pan-Hellenic Council meetings, and committee meetings as appropriate. Officers are also expected to hold weekly office hours in the Greek Council Office or other locations, as deemed necessary.
5. The order of the election shall be:
 1. President
 2. Executive Vice President
 3. Vice President of Administration and Finance
 4. Vice President of Programming
 5. Vice President of Community Relations
 6. Vice President of Communications
 7. Parliamentarian

4.04 The removal process for executive board members should be as follows:

1. Immediate removal from office may be warranted for the following reasons:
 - a. Blatant disregard for the Appalachian State University National Pan-Hellenic Council constitution and bylaws and/or policies and procedures of the university.
 - b. If more than two executive board meetings and or council meetings are not attended without being excused by the President.
 - c. If the duties and responsibilities of the office held are not being met, or grades fall below the required grade point average.
2. If executive board members are not fulfilling the requirements of their position, they will participate in a three step removal process outlined below:
 - a. Verbal warning from President (or advisor if member is serving as president)
 - b. Written warning from President (or advisor if member is serving as president). The member will be granted a final warning. The executive member will present themselves in front of the Appalachian State University National Pan-Hellenic Council at an executive meeting. They will need to explain why they are not upholding the duties of their position. The executive board will operate in a positive process to provide suggestions and helpful ideas to this member.
 - c. If the executive member is not upholding their duties on the third occasion, that member will then be removed from office.

- d. In the event that the President is removed from office, the Executive Vice President will succeed the outgoing President and a new Executive Vice President will be elected by general body.
3. If a the body wishes to censure, impeach, or remove an executive board member a:
 - a. motion must be made to censure, impeach, or remove an officer by a delegate from a member chapter in good standing or by unanimous vote of the executive board (minus the accused member).
 - b. confidential motion may be submitted in writing to the standards chair or the President, BUT it must include the name and chapter of the individual making the motion, and requires a second from the floor during a regular meeting.
 - c. If an executive board position is vacated, through removal or resignation, the executive board will nominate someone to fulfill the position. This nomination must be confirmed by a majority vote of the body during a regular meeting.

4.05 Officer Resignations

In the event that an officer must resign from their office before the end of their term, they must deliver a letter to the Appalachian State University National Pan-Hellenic Council President two weeks prior to leaving office.

4.06 Term

The officers shall serve for a term of one year or until their successors are elected. The term of office will begin in January and end in November. All elected officers are eligible to run for the same position and be reinstated in their current position if voted upon by the body.

4.07 Duties of Officers

1. The President shall:
 - a. Have overall responsibility of the operation of the Appalachian State University NPHC Chapter.
 - b. See that all NPHC projects and activities are carried out effectively and efficiently by properly delegating tasks
 - c. Serve as the chief spokesperson for the NPHC and represent the council on all official matters to the Administration, or other governing bodies of the University
 - d. Serve as the co-signer for all formal NPHC finances including budgets and checks
 - e. Meet with Advisor on a weekly basis
 - f. Have weekly office hours in addition to meeting with the Advisor, General Body Meetings, and Executive Council meeting
 - g. Shall ensure that the chapter and officers are performing all duties and tasks efficiently and in accordance to the rules and regulations of this document and all other superseding documents
 - h. Order the disbursement of fines
 - i. Render a full report at the end of their administration and make recommendations for the good of the NPHC.
 - j. Name committees and appoint the chairperson
 - k. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

2. The Executive Vice President shall:
 - a. Assist the President in the performance of duties and perform the duties of President in their absence or in their inability to serve.
 - b. Coordinate with the Fraternity and Sorority Life office and supervise the reinstatement and chartering of any organization petitioning active status with the NPHC.
 - c. Have weekly office hours
 - d. Ensure that a representative of the NPHC Executive board is in attendance at the IFC and PHC meetings each week as a liaison and spokesperson of NPHC.
 - e. Meet with the Advisor on a bi-weekly basis
 - f. Coordinate with the Fraternity and Sorority Life Advisor in planning conferences and retreats that are sponsored by or where attendance is required of the NPHC organizations
 - g. Co-Chair of the National Pan-Hellenic Council Standards Committee
 - h. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

3. The Vice President of Finance and Administration shall:
 - a. Be responsible for the general supervision of the finances of the NPHC
 - b. Receive all payments due to the NPHC, collect all dues, and give receipts
 - c. Notify member chapters of fines and collect them by correspondence with the chapter President and Financial Officer of each chapter
 - d. Maintain financial records and make prompt payment of all bills of the NPHC
 - e. Present a budget for approval by the General Body at the beginning of each academic year and be responsible for maintaining it for duration of term
 - f. Present a financial status report to general body members at each meeting
 - g. Present a financial status report to the President and Vice President whenever one is requested
 - h. Serve as the co-signer for all formal NPHC finances including budgets and checks
 - i. Have a minimum of one office hour per week in addition to: monthly meeting with the Advisor, General meeting, and Executive Council meetings
 - j. Be responsible for establishing fundraising opportunities as needed
 - k. Have their name on all accounts
 - l. Approve all possible expenditures and advise the Executive Board in regards to finances
 - m. Collect and compile historical data pertaining to the NPHC and the affiliate organizations
 - n. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

4. The Parliamentarian shall:
 - a. Have a minimum of one office hour per week in addition to: meetings with the Advisor, General meeting, and Executive Council meetings

- b. Assist the presiding officer in the interpretation of the Constitution and By-Laws and be well versed in Parliamentary Procedure and Robert's Rules of Order
 - c. Serve as the chairperson of the Constitution Revision Committee
 - d. Keep order in all meetings
 - e. Assist other officers as needed
 - f. Meet with Advisor on a Bi-weekly basis
 - g. Co-Chair the National Pan-Hellenic Council Standards Committee
 - h. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
5. The Vice President of Communication shall:
- a. Keep an up-to-date roll of the active members of the National Pan-Hellenic Council and their authorized representatives to the Council
 - b. Keep minutes of all regular and special meetings and a record of all actions taken by the Executive Council and General Body
 - c. Have previous minutes typed and emailed 48 hours after the General Body meeting, and keep a file which will include the minutes of the meetings of NPHC, the agendas of every meeting, and all correspondences. Also, keep all contracts made by the Council.
 - d. be responsible for organizing an effective means of communication throughout the general assembly, scheduled, or emergency meetings
 - e. be responsible for all mail generated by or directed towards NPHC.
 - f. Develop weekly reports of events and updates to be provided to the Fraternity and Sorority Life Office and the Multicultural Office
 - g. Meet bi-weekly with the Fraternity and Sorority Life Advisor
 - h. Write press releases
 - i. Have a minimum of one office hour per week in addition to: meetings with the Advisor, General meeting, and Executive Council meetings
 - j. Maintain the NPHC display case in the Student Union
 - k. Assist in the development of and maintenance of the NPHC portion of the Appalachian State University Greek Life website with chapter and organization programs, events, and announcements along with updating the NPHC events calendar
 - l. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
6. The Vice President of Programming shall:
- a. Promote NPHC events to ASU students
 - b. Serve as an Advisor to all NPHC organizations in regards to advertising and promotions
 - c. Be responsible for booking venues and speakers for programs
 - d. Create publications for distribution about NPHC and all corresponding programs and/or events and promote all events to the appropriate offices on campus
 - e. Be responsible for keeping current calendar of all Chapter and individual organization events

- f. Assist the Vice President of Communications in creating a event calendar for all organizations
 - g. Chair of all NPHC weeks and events
 - h. Meet bi-weekly with the Fraternity and Sorority Life Advisor
 - i. Have a minimum of one office hour per week in addition to: meetings with the Advisor, General meeting, and Executive Council meetings
 - j. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
7. The Vice President of Community Relations shall:
- a. Coordinate all community service events
 - b. Keep track of all organizations community service hours
 - c. Serve as a co-chair of tri-council community service events along with PHC and IFC
 - d. Serve as the Student Government Association (SGA) senator for NPHC
 - e. Meet bi-weekly with the Fraternity and Sorority Life Advisor
 - f. Have weekly office hours
 - g. and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
8. The Advisor shall
- a. Have full power and authority over NPHC and its member organizations as so far allotted within the guidelines established in the agreement with each member organization's National Headquarters and the NPHC Constitution
 - b. Have the power to suspend any and all member organizations as allowed in accordance with the rules and regulations of this and other binding documents or agreements
 - c. Carry the responsibility of ensuring that all guidelines are followed and executed as prescribed by this document, superseding documents, and decisions passed by the member organizations of NPHC
 - d. have their name on all financial accounts
 - e. Maintain all records and provide information as needed to all National and Regional Officers and local Advisors
 - f. Perform other duties necessary for the efficient and successful execution of all NPHC policies
 - g. Provide educational programs, leadership training, and retreats in coordination with the Center for Student Involvement and Leadership
 - h. attend all NPHC meetings and when unable shall arrange for a graduate assistant or member of the CSIL team to attend

4.08 Voting

Voting shall occur in a closed meeting session. The closed meeting process shall include the President or another executive officers, and chapter delegates. Each chapter's delegate shall have one vote. Voting shall be done through secret ballot.

A quorum shall consist of at least $\frac{2}{3}$ of the seated chapter delegates whose chapter is in good standing. In case of a vote, $\frac{2}{3}$ majority shall rule.

Article V - Meetings

The elected officers and seated delegates of active member organizations shall be present at every meeting and shall be considered excused only if an absence form is filled out and turned in to the Vice President of Communications (or President) 24 hours prior to the start of the meeting. All meetings shall be conducted in accordance to Robert's Rules of Order Newly Revised.

5.01 Meeting Schedule

The first official meeting shall be held during the second academic week of each semester. Regular meetings shall be held weekly at a place designated by NPHC. The day and time of these meetings shall be established by the council.

5.02 Attendance Rules

1. Each member organization is required to send a minimum of one voting delegate.
 - a. Failure to comply with this regulation will result in a fine of five dollars (\$5).
 - b. Executive Board members cannot serve as voting delegates unless the member organization is comprised of four or less individuals.
2. Name of delegate must be submitted to the executive board by the first meeting of each semester.
3. Constant tardiness or unexcused absences are grounds for disciplinary actions resulting in fines or removal from office.
4. Any member arriving ten minutes after the start of the meeting will be deemed absence and assessed an absentee fine.
5. If seated delegate is not able to attend meeting, they are allowed to send a proxy.

5.03 Quorum

A quorum to convene and transact business shall consist of fifty percent plus one of the seated delegates.

5.04 Special Meeting and Events

1. All special and emergency meetings shall be called by the President and/or the executive board. The meeting will be determined by majority vote of the executive board.
2. Emergency meetings shall be any meeting that is called with 48 hours without written notice.
3. The attendance policy shall be enforced at special and emergency meetings.
4. NPHC sponsored events, excluding special and emergency meetings, will be scheduled at least one month prior to the date of the but no later.
5. Member organizations must send at least fifty percent of their active membership to each NPHC sponsored event. Failure to comply will result in a fine.
6. Member organizations who are unable to meet this requirement must submit a written statement two weeks prior to the event.

Article VI – Finance and Fines

6.01 Allocation of Funds

Every organization is allotted up to \$400 per calendar year. It is up to the discretion of the executive board to determine the amount allotted, and render a response within ten days of receiving the request for funds. In order to apply for allocations, organizations must meet the requirements of an active membership. The process for applying for allocation is as follows:

1. Fill out a Monetary Disbursement Form that includes an itemized budget, the purpose of the event or travel requirement.
2. Submit a formal written outline and description of program or conference to the Fraternity and Sorority Life Advisor at least three weeks prior to event.

6.02 Local Membership Dues

Local dues to NPHC shall be given to the Vice President of Finance and Administration who shall record them. Dues are due by the second general body meeting each semester. The dues are determined by the executive board each year. If a member organization is not able to pay dues, a payment plan must be arranged with the Vice President of Finance and Administration. Failure to comply will result in a fine of five dollars every week until the dues and fines have been paid.

6.03 Annual National Dues

NPHC shall pay annual dues as established by the General Convention at the beginning of each fiscal year.

6.04 Fines

1. Each member organization will be given a grace period of three weeks to pay dues, fines and other fees. After the three-week grace period has passed, an additional fine will be assessed. After the three-week grace period has been established, an additional fifty percent (50%) of the amount that is owed will be added to the total. The Vice President of Finance and Administration and the Vice President of Communications will work together to keep accurate files on fines, dues, or other fees.
2. If an executive officer is absent (un-excused) from any NPHC meeting, they will incur a fine of \$5. If an executive officer arrives after the Parliamentarian or President calls the meeting to order they will incur a fine of \$5.
3. If representation from a member organization is absent during a meeting, they will be assessed a \$5 fine.
4. During General Body meetings, all officers and delegates are required to be in business casual attire on the first meeting of every month. For the remaining meetings, delegates and officers are allowed to wear casual clothing. If a guest is attending a meeting, delegates and officers are required to wear business casual. The following items are not allowed in meetings and violators will be assessed a fine of \$5:
 - a. Hats
 - b. No meals are allowed in meeting, only finger snacks.

- c. Cell phones
- d. Open cap beverages

6.05 Fine Assessment Overview

Fines will be assessed for the following:

1. Absence of Delegates from NPHC meetings
2. Absence from NPHC sponsored events
3. Failure to pay or arrange payments of NPHC dues
4. Failure to submit required documents when requested
5. Insufficient funds to cover a check written to NPHC
6. Disorderly conduct during meeting

Fines will compound but will not exceed \$100 per delegate. Fines are not categorized (i.e. fines for absence will compound with fines for calendar policy violations.) Fines and balances are rolling. Fines due dates are set by an agreement between the debtor and Vice President of Finance and Administration.

6.06 Additional Fees

No financial obligations shall be incurred without the approval and authorization of the body during a regular meeting or special meeting in which there is quorum.

6.07 Budget

The annual budget shall be approved by the general council by the second meeting. The books and records of the Secretary and Treasurer shall be reported monthly, audited annually, and copies of the Secretary and Treasurer's reports shall be filed with each undergraduate member organization.

Article VII: Weeks/Weekends

7.01 Weeks/Weekends Selection

1. Organization dates and weeks will be selected for each semester the semester prior. Each organization will be allowed only one week per academic semester. No organization shall sponsor any on-campus or off campus event during another organization's week without expressed written consent from the organization. Any organization requesting permission must submit a written request and receive a letter granting permission from the other organization. It must be signed by the President of both organizations. The request should be acted upon within the next chapter meeting of the organization receiving the request.
2. Selection order of Weeks/Weekend will be based off of chapter GPA for the past Fall or Spring.
3. A week shall be defined as seven days beginning from Sunday and ending on Saturday.
4. A weekend shall be defined as three days (3) beginning on Friday and ending on Sunday.
5. If Organization A's week consecutively follows Organization B's then Organization A will be allowed to publicize their week's activities during organization B's week beginning on Wednesday of Organization B's week. Any organization wanting to publicize prior to Wednesday must be granted written consent from the organization hosting the week and Greek Advisor.

6. If the rules are not followed, the chapter will be sent to the judicial board.

Article VIII – Judicial Board

8.01 Powers and Responsibilities

The Duty of the Judicial Board shall be to hold hearings and render consequences for violations of this Constitution or any resolution passed by the body.

8.02 Members

1. The Judicial Board shall consist of one member from each member organization.
2. The President of each member chapter shall select the Justice from that chapter at the beginning of each semester.
3. To be eligible for selection the member must meet the following requirements:
 1. The member must be in good standing with their chapter.
 2. The member must have been a fully initiated member for at least 1 semester.
1. No member of the NPHC Executive Board shall be eligible to sit on the Judicial Board.
2. No chapter NPHC delegate may serve on the Judicial Board.
3. Each Justice shall have one vote.
4. Each member shall serve for one semester, and is eligible for reappointment.
5. If a Justice becomes in bad standing or is removed from office within their respective chapter, they will be immediately removed as a Justice, and a replacement shall take their place.
6. If a Justice is performing unsatisfactory, the following steps may be taken to remove the Justice. Upon removal, that respective chapter shall replace that member in accordance with the procedure outlined above.
 - a. Majority of the Judicial Board may petition the NPHC Executive Board.
 - b. Majority petition by the Executive Board itself.
 - c. All Petitions must be in writing and sent to the President, NPHC Executive Vice President and Parliamentarian, and must include the specific actions of the Justice that would warrant removal.
 - d. Actions that would warrant removal include, but are not limited to, having charges brought against the Justice; non-compliance with the rules and procedures of the Judicial Board.

Article IX – Amendments

9.01

Constitution shall be amended by a two-thirds vote of the delegates present and voting at any General Body meeting. Only organizations in good standing with NPHC and the University will be allowed to vote.

9.02

Amendments may be proposed by the Executive Council, the General Body, the Constitution Revision Committee, or any active member of the Appalachian State University NPHC affiliate

organizations. All proposals must be written and presented in accordance to Parliamentary Procedure.

9.03

All proposed amendments must be submitted in writing to the Constitution Revision Committee.

9.04

The Constitution Revision Committee shall distribute each proposed amendment with its recommendation to the Executive Council and all General Body members at least one week prior to the meeting at which they are to be acted upon.

9.05

The National Pan-Hellenic Council shall review its constitution at the beginning of each semester to determine if any revisions are needed or necessary.

9.06

No amendment to this Constitution may supersede the powers of the National or Regional Constitution, University policy, or any local, state, or federal law.

Bylaws of the Appalachian State University NPHC Judicial Board

Article I: Procedures for the NPHC Judicial Board

1.01 Complaint Procedure

1. Initiation

1. A matter may be brought to the attention of the Judicial Board by presenting a written complaint to the NPHC President or Parliamentarian. If both of the above officers are involved in the complaint, the written notice shall be given to another NPHC Executive Board member who is not involved in the complaint.
2. Any complaint must be filed within two weeks of the violation.
3. Upon receiving the complaint, an initial investigation shall be launched by NPHC Parliamentarian.
4. If it is determined that there are sufficient grounds for the complaint the complaint shall be moved to the jurisdiction of the NPHC Judicial Board, which shall convene at its earliest convenience.

2. Jurisdiction

1. The Judicial Board has jurisdiction in cases involving members of the NPHC Executive Board, a group action of a member organization, and any event in which the member organization is liable.
2. A group is hereby qualified as 5 or more members.
3. If an offense is committed by an individual, then it will be deemed a coincidental affiliation and no action will be taken by the Judicial Board.
4. Authority to hear cases involved 4 or fewer can be granted by 2/3 vote of the NPHC Executive Board.

1.02 Procedure before the Judicial Board Hearing/Trial

1. Pending the decision of the initial investigation, if it is found that there are sufficient grounds for the case, and that the Judicial Board does have jurisdiction, the following procedures shall commence immediately:
 - a. The Parliamentarian shall immediately contact all members of the Judicial Board and determine a time and date for a hearing of the NPHC Judicial Board.
 - b. The hearing shall take place within two weeks of the ending of the initial investigation unless circumstances dictate that a later date must be used.
 - c. Once a date for the hearing has been determined, the Parliamentarian shall immediately inform all involved parties, as well as all NPHC Executive Board members, as to the time, date, and location of the Judicial Board Hearing. The letter should contain the following information:

- i. Name of the accused chapter, and the name of the chapter and individual who is bringing charges against them.
 - ii. The nature of the offense including: (1) nature of the alleged misconduct; (2) A concise statement of the particulars of the offense including, if known the time, date, and place of the misconduct.
 - iii. All rights of the accused, information on Due Process, and the procedure that the hearing will follow.
 - iv. A copy of the Judicial Article in the NPHC Constitution.
2. Rights of the Accused
 - a. The accused will be advised in writing by the Parliamentarian of charges against them, time and location of the hearing, and the rules in violation.
 - b. All of the accused are entitled to attend their Judicial Board hearing as well as be represented by their Chapter President and Chapter Advisor.
3. Due Process
 - a. The accused have the right to defend themselves by: calling witnesses and submitting any evidence that may absolve them of guilt.
 - b. the accused fail to attend the hearing, they will waive their right to defend themselves and the facts will be considered without their input.
 - c. The accused have the right to appeal the decision of the Judicial Board to the executive board.

1.03 Judicial Board Hearing Procedure

1. Call to Order
2. Roll Call
3. Reading of the Charges by the Parliamentarian
4. Plea of defendant
5. Defense statement(s)
6. The Judicial Board may ask questions whenever it is deemed necessary.
7. Hearing is adjourned while the Judicial Board makes its decision
8. Hearing is called back into session while the decision and sanctions are read.
9. The Parliamentarian shall see that all decisions shall be transferred to written form and a copy sent to the defendant, complainants, Greek Advisor, all Judicial Board Justices, and NPHC Executive Board.

1.04 Appeals

1. The accused have the right to appeal Judicial Board's decision to the NPHC Executive Board. The appeal must be made in writing and made within 5 days of the Judicial Board's decision. Grounds for appeal include the ONLY the following:
 - a. Prejudicial error committed during the hearing whereby the aggrieved was deprived of a fair trial.
 - b. The acquisition of significant new evidence, which was not available for the original trial.
 - c. The evidence does not support the decision or judgment.
 - d. The penalty or sanctions imposed is excessive or insufficient
 - e. The Judicial Board lacked jurisdiction to try the case and a Member Chapter Group Action.
 - f. A majority vote of the NPHC Executive Board is necessary to approve an appeal. Upon approval, the NPHC Executive Board will correct any action of the Judicial Board and submit a solution to the body for approval.

1.05 Procedural Considerations

1. All parties involved in any case (NPHC Executive Board members, Parliamentarian, Judicial Board Justices) should be prompt in the performance of their duties.
2. Board members should be considerate of each other and attentive to whoever is speaking. Board members should also be temperate, patient, and impartial.
3. Conversation between Board members and the complainants and defendants in a hearing is sometimes necessary.
4. Board members should not hear cases in which they are related to a party involved (complainant or defendant) or where a party is of such close relationship that the Board member's judgment would be affected.
5. Board members should be independent and should not be swayed by partisan or political demands, not by considerations of personal popularity or notoriety. Nor should they be apprehensive of unjust criticism in response to a controversial decision
6. Board members may properly intervene in a hearing to promote expedition and prevent unnecessary waste of time, or to clear up some obscurity.
7. The board shall hold NO internal conversations while complainants, accused, or any other interested parties are present.

1.06 Sanctions

1. Once a case is heard, and decision of the Judicial Board is made, the Board may opt to impose sanctions against the guilty party.
2. No sanction should be such as to damage the chapter or to punish them in such a way that would be detrimental to their survival.
3. Sanctions are to be determined on a case by case basis with a 2/3 vote of the NPHC Judicial Board.
4. Sanctions may be appealed by the defendant fraternity/sorority.
5. Sanctions may include, but are in no way limited to the following:
 - a. Community Service
 - b. Financial penalty
 - c. Probationary status
 - d. Social Probation