

*National Pan-Hellenic Council, Incorporated
of Hudson County*

BYLAWS

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 and National Pan-Hellenic Council, Inc. Bylaws.

Article I – Name

The name of this group shall be known as the National Pan-Hellenic Council, Inc. of Hudson County hereinafter known as the NPHC of Hudson County

Article II – Members

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

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

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

Section 4. In order to remain active as an alumni council, NPHC of Hudson County must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the Administrative Assistant.

Section 5. Only those chapters operating within the geographic area of Hudson County are eligible to participate with the NPHC of Hudson County. If a chapter is chartered outside of Hudson County, but Hudson County is the closest NPHC council, that chapter may affiliate with Hudson County, per the national bylaws of NPHC.

Section 6. No chapter that is active with another alumni council of NPHC can participate with the NPHC of Hudson County.



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Section 7. Multiple local chapters of the same organization are allowed to participate with the NPHC of Hudson County.

- A. Each chapter of a member organization may have up to 3 representatives who can attend the meetings of the NPHC of Hudson County.
- B. Each chapter of a member organization will be recognized, but each member organization, regardless of the number of chapters or representatives, will receive one vote.
- C. Member organizations that have more than one chapter active with the NPHC of Hudson County must decide how to select the voting representative for their member organizations.
- D. The designated voting representative must be identified at the first meeting of the fiscal year.

Section 8. Dues and Fees

- A. Dues and assessments for NPHC of Hudson County can only be established by majority vote of the membership at a regularly scheduled meeting of the NPHC of Hudson County or a special meeting called for the expressed purpose of voting on dues and/or fees.
- B. Each chapter of a member organization is required to pay dues and fees assessed by the NPHC of Hudson County.
- C. The fiscal year for the NPHC of Hudson County is January 1 through December 31. Dues of \$200 are due by the October meeting for the ensuing year. Dues are delinquent if not received by the November meeting. Chapters of member organizations will lose their right to have a representative with NPHC of Hudson County if dues are not paid by the December meeting and will have to pay a reinstatement fee of \$25 along with the outstanding dues.
- D. Specific fees and dues are listed in the Standing Rules appended to this document.
- E. Being financial is prerequisite to holding voting privileges in this Council, to serve as an officer, and to participate in its activities.

Article III – Officers

Section 1: The elected officers of the NPHC of Hudson County shall be: president, vice-president, recording secretary, financial secretary, and treasurer.

Section 2: The appointed officers of the NPHC of Hudson County will be the Parliamentarian, Web Master, Historian, and the Chaplain. These officers are appointed by the President.

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 and end on December 31, two years hence.



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Section 4: 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.

Section 5: Member organizations who are responsible for submitting the name of a candidate for the office of president, vice-president, secretary, treasurer, and financial secretary, will submit one name to the Nominating Committee, ensuring that the candidate meets the criteria for office as outlined in these bylaws. Regardless of how many chapters of a member organization may be active with this council, only one name for president, vice-president, treasurer, and financial secretary can be submitted. It is up to the chapters to develop a process by which their nominee will be selected.

Section 6: Officer Vacancies

- A. If a vacancy occurs in an elected office, and the remaining term to be served is twelve months or less, the Executive Board will appoint a replacement for the unexpired term.
- B. If the remaining term to be served is more than twelve months, a special election will be held to replace that officer.
- C. If a vacancy occurs in an appointed office, the president is empowered to appoint a replacement.
- D. An officer who is appointed or elected to fill a vacancy and who serves in that office for more than twelve months, is considered to have served a full term.

Section 7: 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 be heard in their own defense. The secretary shall provide written notice of such charges to that officer via certified and electronic mail. Such officers shall be given thirty (30) days from the date of receipt of such written charges to file a written answer with NPHC of Hudson County by sending the original answer by certified and electronic mail to the President and forwarding a copy to the Secretary.

Article IV – Officer Qualifications and Duties

Section 1: Officer Qualifications

- A. All officers of NPHC of Hudson County must be an active member of a member organization in good standing with their respective national affiliate organization and whose respective national organization is a financial member of the NPHC, Inc.
- B. Candidates for the office of President must have been active with the NPHC of Hudson County for at least one year prior to taking office.
- C. Candidates for the office of secretary must have a working knowledge of Microsoft Word, power point, and some publishing software.
- D. Candidates for the office of Web Master, must have the necessary skills to maintain, update, and manage the council's web site.



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- E. Candidates for the office of Parliamentarian must be knowledgeable about Robert's Rules of Order Newly Revised, the national NPHC bylaws, and the bylaws of the NPHC of Hudson County.

Section 2: Officer Duties

- A. It shall be the responsibility of the president to:
 - 1. Preside over all meetings of the NPHC of Hudson County.
 - 2. Have general responsibility for ensuring that the programs and activities of the NPHC of Hudson County 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 Committee.
 - 8. Appoint the appointed officers of the NPHC of Hudson County 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. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- B. 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. It shall be the responsibility of the Secretary to:
 - 1. Take the minutes of all meetings of the NPHC of Hudson County, and the Executive Board of the NPHC of Hudson County 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. Retrieve all correspondence from the NPHC of Hudson County's post office box and read the correspondence when requested to do so.



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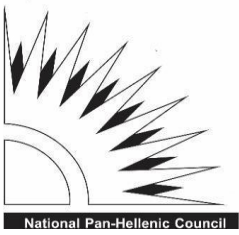
5. At the annual meeting of the NPHC of Hudson County in December, provide a report that extrapolates all substantive motions adopted by NPHC of Hudson County during the year and present this as part of the annual report of this office.
 6. Keep a file with copies of the signed, approved minutes available at each meeting of the Council and Executive Board.
 7. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- D. It shall be the responsibility of the Financial Secretary to:
1. Receive all funds being submitted to the NPHC of Hudson County, 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. Be bonded at a level set by NPHC of Hudson County.
 5. Be one of the signatures on the NPHC of Hudson County checking account.
 6. Provide a financial report at every meeting of NPHC of Hudson County or as ordered by the president or Executive Board.
 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.
- E. 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 bonded at a level set by NPHC of Hudson County.
 3. Be one of the three signatures on the NPHC of Hudson County checking account.
 4. Only cut a check when a properly signed and authorized voucher has been submitted.
 5. Provide a financial report at every meeting of NPHC of Hudson County or as ordered by the president or Executive Board.
 6. Advise the Executive Board and the Council on investment of NPHC of Hudson County funds as needed.
 7. Chair the Budget Committee of NPHC of Hudson County.
 8. 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.
 9. Submit all documents, books, ledgers, financial statements for audit in accordance with the Standing Rules.
 10. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.



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- F. 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 NPHC of Hudson County, a copy of RONR, the NPHC of Hudson County bylaws, and the Bylaws 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 Bylaws and Standing Rules Committee.
 6. Perform such other duties applicable to this office as prescribed by the parliamentary authority adopted by this Council.
- G. It shall be the responsibility of the Web Master to:
1. Regularly review and access the NPHC of Hudson County Council web site.
 2. Recommend updates as the technology for the internet advances
 3. Have responsibility for mass media communications and technology
 4. Notify members of all newsworthy activities of the NPHC of Hudson County
 5. Notify the appropriate officers of any issues communicated through the web site that require follow-up or additional communication.
 6. Update the web site as needed or directed to reflect changes in officers, programs being sponsored by the NPHC of Hudson County.
 7. Update the calendar of events to reflect activities of all active member organizations.
 8. Perform such other duties as appropriate to the office and as requested by the NPHC of Hudson County or the Executive Board.
- H. It shall be the responsibility of the Historian to:
1. Take pictures at NPHC of Hudson County events.
 2. Write the history of the NPHC of Hudson County each year, focusing on officers, achievements and other positive events.
 3. Present the history of the NPHC of Hudson County 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 NPHC of Hudson County.
 5. Perform such other duties as appropriate to the office and directed by the NPHC of Hudson County and/or the Executive Board.
- I. It shall be the responsibility of the Chaplain to:
1. Conduct activities of devotion, invocation, meditation and other such activities at all regular meetings and other NPHC Of Hudson County special activities as assigned
 2. Distribute a monthly inspirational message to the general body
 3. Perform courtesies for the council (such as gestures of sympathy, purchasing and sending cards, flowers, gifts, etc) when requested and authorized by the



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President

Article V – 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 October meeting of the NPHC of Hudson County.
- B. The Nominating Committee shall review the qualifications of all nominees for office and present the same at the November meeting of the NPHC of Hudson County. Member organizations will submit a name for all elected offices to the Nominating Committee.
- 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 NPHC of Hudson County. If a nominee for an elected office is not deemed to be qualified, the Chair of the Nominating Committee will notify the chapters of the member organizations that nominated the candidate and request the name of another nominee for that office.
- D. After the nominees are presented by the Nominating Committee, the president will take nominations from the floor for all offices.
- E. After all nominees have been cleared by the Nominating Committee as meeting the qualifications for office, a ballot will be prepared. Voting shall be by secret ballot only, unless there is only one nominee for an office. In such circumstances the president may declare said person elected by acclamation.
- F. The election will take place at the December meeting of the NPHC of Hudson County.
- 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.



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- B. The ballot will be kept by the Secretary for one year. If there is no challenge to the results, the ballots will then be destroyed.

Article VI – Meetings

Section 1. Regularly scheduled meetings of NPHC of Hudson County shall be held on the second Sunday of every month unless otherwise ordered by the NPHC of Hudson County or the Executive Board.

Section 2. Regular and Special meetings will be conducted in person or virtually. If held virtually there must be a simultaneous aural communication.

Section 3. Quorum. A quorum for the transaction of business will be the presence of representatives from 5 member organizations.

Section 4. 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 5. Special meetings of NPHC of Hudson County

- A. May be called by the Executive Board or on demand of 5 representatives presented in writing to the Executive Board.
- B. The agenda for special meetings shall be limited to those items issued in the call for the meeting.
- C. The Secretary shall issue the call for any special meetings of NPHC of Hudson County.
- D. A minimum of 10 days' notice is required for notice of a special meeting.

Article VII – Executive Board

Section 1. The Executive Board is composed of all elected and appointed officers.

Section 2. The Executive Board is chaired by the president of NPHC of Hudson County.

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 NPHC of Hudson County 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 October meeting, unless there is a need for the committee to convene prior to the annual election (e.g., an unexpected officer vacancy).



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The Executive Board shall also appoint two tellers to count the vote during the December 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 NPHC of Hudson County from among the member organizations. Alternatively, the Board can hire a professional auditor to audit the financial records of the NPHC of Hudson County. This auditor may or may not be a member of a member organization.

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 bylaws or Standing Rules.

Section 6: Members of the NPHC of Hudson County may attend meetings of the Executive Board provided they request permission from the president to do so at least one week prior to the Executive Board meeting.

Section 7: Electronic Meetings

- A. The Executive Board can hold electronic meetings, provided that all officers have the appropriate equipment and there is a simultaneous aural communication.
- B. If the Executive Board is meeting in person and an officer requests to meet via an electronic platform, which 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 VIII - Committees

Section 1: The standing committees of NPHC of Hudson County shall be the following: Program, Budget, Fundraising, Nominating, and Bylaws/Standing Rules.

Section 2: The Vice-President of the NPHC of Hudson County shall chair the Program Committee. The Treasurer shall chair the Budget Committee. The Chair and members of the



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Nominating Committee and Fundraising Committee are appointed by the Executive Board. The Parliamentarian shall chair the Bylaws/Standing Rules Committee.

Section 3. The President shall appoint members of all committees except the Nominating Committee. 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 NPHC of Hudson County chairs this committee.
2. This committee is responsible for planning the program activities for NPHC of Hudson County annually.
3. This committee shall present to the Executive Board a proposed calendar of activities for NPHC of Hudson County 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. Fundraising Committee

1. The Fundraising Committee chairperson shall be appointed by the Executive Board
2. This committee shall coordinate and direct approved fundraising activities.
3. The chairperson shall serve as a standing member of the Budget and Finance Committee

C. Budget Committee

1. The Budget Committee is chaired by the Treasurer.
2. This committee shall prepare the annual budget for presentation to the Executive Board prior to the January meeting of NPHC of Hudson County for input and review. The budget shall be presented at the January meeting of NPHC of Hudson County for approval.
3. At the discretion of the committee or by direction of the Executive Board, this committee can make recommendations on investments, purchasing CDs, etc.
4. This committee is also responsible for monitoring income and expenditures and advising the Executive Board and the NPHC of Hudson County when there are issues of concern to be addressed.

D. Bylaws/Standing Rules

1. This committee shall be chaired by the Parliamentarian.
2. All proposed bylaw amendments and changes to the Standing Rules shall first be reviewed by this committee. This committee shall then present all proposed amendments to the Council for adoption, ensuring that amendments



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are uploaded to GAC 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 and Standing Rules (SR) are consistent with the national bylaws of NPHC.
4. This committee is responsible for keeping an accurate and up-to-date version of NPHC of Hudson County bylaws and SR and providing copies of the most recent versions of these documents to new NPHC of Hudson County representatives.

Section 5. Electronic Meetings

- A. Standing and ad hoc committees may meet using an electronic platform, provided such meetings have been approved by the president to ensure there are sufficient funds to pay for such meetings.
- B. If a standing or ad hoc committee is meeting in person, and a member of the committee wants to meet via an electronic platform, they may do so, provided there is approval by the president to ensure there are sufficient funds to pay for the meeting.

Article IX – Liability

Section 1: The NPHC of Hudson County 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 of Hudson County or its member organizations.

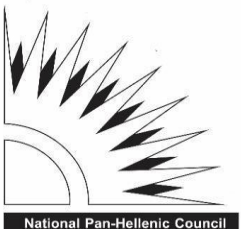
Article X – Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised is the parliamentary authority for Hudson County NPHC except where the bylaws of Hudson County, its Standing Rules of adopted Special Rules of order may conflict.

Article XI – Amendments

Section 1. These bylaws can be amended by 2/3 vote at any regular meeting of NPHC of Hudson County, 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.

Section 2. Proposed amendments must be submitted electronically or in writing to the Bylaws Committee who will provide the proposed amendments to the Secretary. The Secretary will distribute to all members of the council. Proposed amendments shall not be considered unless such amendments have been submitted in writing or electronically delivered by the Secretary to



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all members of the council at least 30 days prior to the meeting at which the chapter voting shall be taken.