

Council of Presidents Transition Plan:

As our National Pan-Hellenic Council prepares to move forward to the format of the Council of Presidents we have created a layout that we will follow to remain in compliance with the National Structure while catering to our community.

Council of Presidents

The Council of Presidents (COP) will be made up of all recognized/active NPHC chapters at The Ohio State University. This body shall be the governing body of the NPHC. All council wide decisions must be approved by the Council of Presidents. Within the Council of Presidents there shall be a chair, who serves to organize and call the Council of Presidents meetings to attendance. This role will be cycled through each chapter in alphabetical order with a semester term for each organization. If an organization is incapable (within appropriate reason, examples include but not limited to, low chapter membership numbers, competing commitments, experience, etc.) of fulfilling the role of chair the next organization in line (alphabetical) will resume the chair position. All decisions for chair alteration must be made by and confirmed with the COP. Each organization will hold the chair position for one academic semester.

The Council will meet monthly with the executive board to review council initiatives and plans. These meetings will be open to the NPHC community.

Executive Board

The Executive Board will consist of 4 appointed leadership positions, President, Vice President, Treasurer and Secretary. Each position is appointed and determined by the COP. Position descriptions are listed below. The executive board will meet bi-weekly with the NPHC adviser and monthly with the COP and general body.

President

The president manages and oversees all council activities/initiatives and chairs. The president is responsible for the delegation of tasks and making sure that members are following through. The president shall not make any decisions without the consent of the Council of Presidents. The president shall run the NPHC executive board meetings and will be responsible for all necessary reporting to the COP. This position shall be appointed by the Council of Presidents.

The duties of the President are:

- The President shall maintain close contact with the work of the officers and committee chairpersons. The President shall be prompt in bringing any matter of importance to the council.
- The President shall serve as chairperson of all Executive Board meetings.
- The President shall work with the COP to appoint special committees and their chairpersons as deemed necessary for the efficient conduct of business of NPHC. The President shall be an ex-officio member of all committees.
- The President shall represent the NPHC on any campus-wide committee or council having a seat assigned to a representative of the Council or appoint someone to replace him/her in that position, who will report to the Council.
- The President shall work with the COP to interpret the constitution in case of a conflict. That interpretation shall be voted upon by a quorum of the voting COP representatives.
- The President shall act in the best interest of the Council and has the power to remove members of the Executive Board after careful consideration and consultation with the COP for reasons and appoint a temporary replacement before COP determines final appointment.
- The President shall act as an ex-officio chairperson of all social committees.
- The President shall perform at least two office hours per week in the Greek Council's Office.
- The President shall perform other duties as the office may require.
- -Shall supervise Unity Week chairs.
- Coordinate new members retreat.
- Schedule and Coordinate monthly professional development for membership.
- Schedule and Coordinate trainings (recruiting, fundraising, parliamentary, advertising, and press releases, ect.) for chapters.
- Work with graduate chapter and coordinate networking events.

Vice President

The vice president shall be responsible for all programming aspects of NPHC. The vice president shall supervise the chairs of each committee (including but not limited to Step Show Chair, Stroll Competition Chair, and African American Farewell Celebration Chair. The vice president shall be a representative to the Greek Programming Board.

Programming

- Shall be an ex-officio chairperson of all committees and attend committee meetings as deemed necessary by the President.
- Shall perform two office hours per week in the Greek Council's Office.

- Shall oversee the Step Show, Stroll Competition, and African American Farewell Celebration.
- Serve as the chair of chairs for all NPHC programming.
- Communicate with MCGC, PHA, and IFC executive boards about upcoming programs and service.
- Organize and keep record of the NPHC cleaning shifts for the council suite and delegate shifts.
- Serve on the planning for the Greek Programming Board.

Treasurer

The treasurer shall be responsible for all financial information for the NPHC. The treasurer will maintain an accurate account clearly identifying income and payments made through the NPHC account. The treasurer will also be a representative on the Greek Programming Board.

- Shall receive and deposit all funds of NPHC.
- Shall pay only on the order of the COP.
- Shall receive and issue receipts for funds.
- Serve on the planning for the Greek Programming Board.
- Shall approve budgets for all committees in accordance with the COP.
- Shall keep extremely accurate records of all transaction and prepare a written financial report to be given to all organizations present at each meeting.
- Shall be responsible for the signing and disbursing of all checks.
- Shall organize fundraising efforts.
- Shall perform two office hours per week in the Greek Council's Office.
- Shall serve as the team captain for Buckeyethon.
- Shall coordinate philanthropic initiatives for the council.
- Shall perform other duties as the office may require.

Secretary

The secretary shall be responsible for all internal communications between the executive board and the NPHC. The secretary shall be responsible for providing service and philanthropy opportunities for the NPHC.

- Shall manage the social media of the council, this includes but is not limited to Facebook and Twitter.
- Shall serve as the webmaster for the NPHC website.
- Shall maintain records of every NPHC event through flyers, photographs, and other forms of advertisement.
- Shall maintain and update the NPHC scrapbook.
- Shall record the minutes of all proceedings and meetings of NPHC and distribute accordingly and file one copy in the Greek Council's Office
- Shall give advance notice of all meetings in writing to chapter representatives and/or Presidents one semester in advance.
- Shall prepare all agendas for the executive and general body meeting, unless otherwise stated by the President.
- Shall perform two office hours per week in the Greek Council's Office.
- Shall perform other duties as the office may require.
- Shall plan at least two community service programs each semester.
- Shall plan an alternative break program for the Winter or Spring breaks.

Chairs

There shall be 4 chairs that will be appointed by the Council of Presidents. These chair positions include Step Show, Stroll Competition, African American Farewell Celebration, and Unity Week. All chairs excluding Unity Week shall report to the Vice-President of programming and the Unity Week chair shall report to the President.

COUNCIL OF PRESIDENTS

- Alpha Kappa Alpha
- Alpha Phi Alpha
- Delta Sigma Theta
- Iota Phi Theta
- Kappa Alpha Psi
- Omega Psi Phi
- Phi Beta Sigma
- Sigma Gamma Rho
- Zeta Phi Beta

- President
- Vice President
- Treasurer
- Secretary

(President)

- Unity Week
- Membership Development

(Vice President)

- Step Show
- Stroll Competition
- AAFC

(Treasurer)

- Fundraising Committee
- Philanthropic Initiatives

(Secretary)

- Community Service Initiatives
- Administration

NPHC
GENERAL
BODY