



National Pan-Hellenic Council, Inc. **Charter & Reactivation Process**

To ensure the successful establishment of your council, please refer to the following steps for charter:

1. Inform the Administrative Associate of your intentions; he/she will record the necessary information on the charter/reactivation form and submit to national headquarters.
2. Submit proposed council bylaws, policies and procedures, council structure, a list of officers (include organization affiliation), advisors (if applicable), as well as projects and goals for the immediate future to Alumni Council Chair (for alumni councils) or Collegiate Council Chair (for collegiate councils) for review.
3. Acquire the National Parliamentarian's approval of the bylaws to proceed.
4. Submit application and fees (undergraduate/alumni council dues + \$100 application fee), along with Remittance of Funds form to NPHC Headquarters.
5. Acquire approval from headquarters, in the form of receipted monies and/or personal contact via phone or email, to move forward with the process.
6. Set up date for Chartering Ceremony with the Administrative Associate; he or she will inform you of the necessary preparations.
7. Charter will be sent to presiding officer (National President or her/his designee) for Chartering Ceremony.
8. Please keep copies of all documents sent to the National office for your records.

To ensure a successful reactivation of your council, please refer to the following steps:

1. Inform respective Administrative Associate of your intentions.
2. Submit council bylaws, policies and procedures, council structure, a list of officers (include organization affiliation), advisors (if applicable), as well as projects and goals for the immediate future to Alumni Council Chair (for alumni councils) or Collegiate Council Chair (for collegiate councils) for review.
3. Acquire the National Parliamentarian's approval of the bylaws to proceed.
4. Submit application and fees (undergraduate/alumni council dues + \$50 reactivation fee + the previous year's dues and a late fee if applicable), along with Remittance of Funds form to NPHC Headquarters.
5. Acquire verification from headquarters, in the form of receipted monies and/or personal contact via phone or email, that your council has been reactivated.

ADDENDUM

The person conducting the Chartering Ceremony must be approved by the National President. This person must meet the following guidelines:

1. Be a financial member of one of the nine NPHC affiliate organizations;
2. Their fraternal organization must be financial with the NPHC National organization;
3. The local NPHC affiliate chapter in the given city/region/area must have paid their local dues to the local Council; and
4. The local Council must be financial with the NPHC.

In essence, when chartering a council, the conductor must be the NPHC National President, a NPHC National Officer, or other representative approved by the National President.