

NATIONAL PAN-HELLENIC COUNCIL

of

Arkansas State University

CONSTITUTION

PREAMBLE

We, the local collegiate council of the National Pan-Hellenic Council (NPHC) of Arkansas State University, comprised of representatives from historically African American established community service fraternities and sororities, similar in structure and background with other undergraduate chapters, 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 on the campus of Arkansas State University. We bind ourselves to abide by the provisions of the following Constitution and By-Laws.

## Article 1 – NAME

### Section 1

The name of this council shall be the National Pan-Hellenic Council (NPHC) of Arkansas State University.

### Section 2

Official colors of this council shall be black and white

## Article II – PURPOSE

The purpose of the NPHC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, NPHC promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local communities and provides leadership training for its constituents.

## Article III – ORGANIZATION AND STRUCTURE

### Section 1

There shall be delegation composed of one delegate from each member organization. This delegation shall have authority on all matters.

### Section 2

There shall be an Annual Meeting which shall install officers for the ensuing term and perform such other duties as may hereinafter be described. This annual meeting shall be held at the first meeting in April. Candidates may campaign the three (3) days prior to the election date. The officers shall be elected by majority vote. Voting shall be by secret ballot.

### Section 3

The National Pan-Hellenic Council shall have an advisor who shall be a member of the university faculty and/or administration. The advisor shall be present at all National Pan-Hellenic meetings.

## Article IV- MEMBERSHIP

### Section 1: Affiliate Member

Affiliate Membership in NPHC shall include Greek organizations which are registered with the Tribal Leadership Center at Arkansas State University and whose national headquarters is a member of the National Pan-Hellenic Council. No other organization shall have the right to sit on, or have a voice in and may not be considered for membership.

Section 2: Active Member

Active Member organization shall be obtained by those members who meet all financial and academic obligations (i.e. dues, assessments, g.p.a. of 2.0 or higher, etc.).

Article V- DELEGATION

Section 1: Scope of Authority

The supreme governing authority of the NPHC shall be vested in the delegation.

Section 2: Composition

The NPHC Delegation shall be composed of one voting delegate selected by each member organization from within that member's organization or its alternate delegate, who shall represent the organization in the absence of their voting delegate.

Section 3: Responsibilities

- A. The NPHC Delegation shall be responsible for the broad general policies of the NPHC and for instructing the Executive Council regarding activities on behalf of NPHC.
- B. The NPHC Delegation should convene twice a month.

Section 4: Eligibility

No person should be elected or selected as a voting delegate for a member organization that is not a member of a member organization that is in good standing with a local and national NPHC. Nor should any delegate (or alternate delegate) have been a member of a member organization less than one (1) year, unless total membership of that chapter is less than six (6).

Article VI- EXECUTIVE COUNCIL

Section 1: Scope of Authority

The executive and administrative powers of the NPHC Delegation shall be vested in the Executive Council.

Section 2: Composition and Quorum

The President, Vice-President, Secretary, Treasurer, Parliamentarian, Public Relations Chairperson, Sergeant-at-Arms, Judicial Chair, and the Advisor (who is ex-officio) shall be known as the NPHC Executive Council. Each Active Member Organization should have representation within the Executive Council. Six (6) Executive Council members should constitute a quorum for the transaction of business.

Section 3: Qualification Term

No elected Executive Council member shall serve more than two terms in any position, except as herein provided.

#### Section 4: Eligibility

No person should be elected as a member of the executive council that is not a member of a member organization that is in good standing with the local and national NPHC. Nor should any member of the executive council have a been a member of a member organization less than one (1) year, unless total membership of that organization is less than six (6). For this purpose, a fraternity and sorority, which has been granted an extension by the Executive Council as provided in the bylaws for the payment of dues, shall not be deemed as a member in good standing. An elected member whose organization is not in good standing because of failure to pay dues, shall have the office vacated forthwith.

#### Section 5: Vacancies

In the event of the death or resignation of a member of the Executive Council, the member organization that held that position may fill the void by submitting in writing the name of the member who is to fill the position to the NPHC Secretary, provided that they meet NPHC membership requirements. If that organization is unable to fill the position before the next Executive Council Meeting, then the matter should be referred to the Judicial Committee. The resignation of an Executive Council member should be submitted to the Executive Council in writing and should be presented to the NPHC Delegation before the seat is declared "vacant".

### Article VII- ANNUAL MEETING

#### Section 1: Occasion

The Arkansas State University National Pan-Hellenic Council shall convene each year at the first meeting in April for the purposes of installing new officers and Award Recognition Ceremonies. This meeting shall mark the close of the fiscal year of NPHC.

#### Section 2: Quorum

At least 70% of eligible voting strength shall constitute a quorum at the annual meeting.

#### Section 3: Annual Meeting and Awards Committee

The NPHC President and the NPHC Advisor shall establish an Annual Meeting and Awards Committee and make such appointments thereto as may be required to carry out the business of the Annual Meeting.

### Article VIII- OFFICERS

#### Section 1: Elected Officers

The Elected Officers shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, Public Relations Chairperson, Sergeant-At-Arms, and Judicial Chair. These officers should be elected at the Annual Meeting.

#### Section 2: Duties of Officers

#### President

1. Have overall responsibility for the operation of the National Pan-Hellenic Council.
2. Call and preside at all regular and special meetings of the National Pan-Hellenic Council.
3. Call and preside all meetings of the National Pan-Hellenic Council Executive Board.
4. Review, approve and sign all National Pan-Hellenic Council and contracts involving the National Pan-Hellenic Council.
5. Serve as a member ex-officio of all National Pan-Hellenic Council Committees.
6. Report as required to the National Pan-Hellenic Council Area Advisor.
7. Maintain a complete and up-to-date President's file which shall include a copy of the current National Pan-Hellenic Council Constitution, By- Laws and Standing Rules; the current National Pan-Hellenic Council budget; the current NPHC MANUAL OF INFORMATION and related materials, current correspondence and materials received from the NPHC Advisor.
8. Serve as the official representative for the National Pan-Hellenic Council.

#### 1<sup>st</sup> Vice President

1. Assume the duties of the President in his/her absence or at the request of the President; and perform other duties as are assigned by the President.
2. Schedule meetings rooms and notify the secretary.
3. Chair the project evaluation committee.

#### Recording Secretary

1. It shall be the duty of the Secretary to keep a neat and accurate record of all regular and called meetings of the NPHC and to read this record before the council when called upon by the presiding officer. The minutes of all regular and called meetings shall be duplicated and one copy placed in the NPHC file, and the NPHC adviser file.
2. Present typed minutes to member organizations at each meeting.
3. Prepare correspondence and keep permanent record of same.

#### Treasurer

1. Shall receive all money of National Pan-Hellenic Council and deposit with the Office of Finance or adviser within 24 hours.
2. Acquire forms from the Office of Finance to purchase goods and services.
3. Maintain accurate records of receipts and disbursements and give a report at regular Council meetings.
4. Chair the Finance Committee
5. Produce a budget for the fiscal year.

#### Parliamentarian

1. Shall preserve the Constitution and By-Laws and see that they are upheld in all proceedings of the National Pan-Hellenic Council.
2. Keep copies of Robert's Rule of Order and Parliamentary Procedures as a source of governance during meetings.
3. Maintain order in all meetings.
4. Chair the Constitution & By-Laws Committee.
5. Perform all other duties of the office.

#### Public Relations Chairperson

1. Publicize all events of the National Pan-Hellenic Council through any style of print.

2. Submit in writing activities of the National Pan-Hellenic events for inclusion in The Herald, Jonesboro Sun, campus marquee, and other media.
3. Publicize all events via media transmission (i.e. campus wide emails)

#### Sergeant-at-Arms

1. Make sure that quorum is met
2. Regulate traffic in and out of the meeting room

#### Judicial Chair

1. Preside over the Judicial Committee
2. Preserve the standing orders of the organization.
- 3.

### Article IX- FINANCE

#### Section 1: Membership Dues

Each member organization shall be assessed a membership fee, which shall be due to the treasurer on or before the second meeting of the delegates each fall and spring semester.

#### Section 2: Fiscal Year

The fiscal year of the NPHC shall be from May to April.

#### Section 3: Contracts

The signature of the president, treasurer, and the NPHC Advisor shall be required to bind the NPHC.

#### Section 4: Checks

All checks issued on behalf of the NPHC shall be signed by the president, treasurer, and the NPHC Advisor.

### Article X- MEETINGS

#### Section 1

The National Pan-Hellenic Council should assemble in its entirety twice a semester.

#### Section 2

At least 70% of each member organization should be present. Two-thirds eligible voting strength shall constitute a quorum.

#### Section 3

A special meeting of the National Pan-Hellenic Council may be called by the President when necessary and/or upon the written request of any one of the member organizations.

Article XI – PARLIAMENTARY AUTHORITY

Section 1

Meetings shall be governed by Roberts Rule of Order, the NPHC Constitution and Bylaws, and ASPHC Constitution and Bylaws.

Article XII– STANDING COMMITTEES

Section 1

National Pan-Hellenic Council shall have the following committees:

- Finance (chaired by the Treasurer)
- Project Evaluation (chaired by the Vice President)
- Constitution and Bylaws (chaired by the Parliamentarian)
- Judicial (chaired by the Judicial Chairperson)

And other committees as deemed necessary by the President and/or Council.

Article XIII - AMENDMENT

Section 1

A two-thirds (2/3) vote from the delegation shall be necessary to ratify and pass amendments to the Constitution and By-Laws.

Section 2

Changes in the By-Laws must be voted on at the delegates meeting.

Article XIV– ENABLING ACT

Section 1

After the respective adoption of this Constitution and By-Laws, it shall go into effect immediately. The active member organizations shall supervise the full enabling of this Constitution and By-Laws.

Ratified and amended by:

Alpha Kappa Alpha  
Alpha Phi Alpha  
Delta Sigma Theta  
Zeta Phi Beta

Kappa Alpha Psi  
Omega Psi Phi  
Phi Beta Sigma  
Sigma Gamma Rho

NATIONAL PAN-HELLENIC COUNCIL

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BY-LAWS

Article I – MEMBERSHIP

Section 1

Inactive Members: Those member organizations who automatically lose the right to vote have no voice, and forfeit all the privileges granted by the Pan-Hellenic Council will fall into one of the following categories:

- a. Member organization with two (2) unexcused absences per semester from delegates and/or executive board meetings.
- b. Non-payment of dues/fines by said date.
- c. Member organizations with g.p.a. below 2.0
- d. Member organizations operating with fewer than 5 members.

Section 2

Any change in membership shall be reported to the Advisor of the National Pan-Hellenic Council no later than forty-eight hours after it has occurred.

Article II – MEETINGS

Section 1

All delegates arriving after the meeting has been called to order will be referred to the judicial committee.

Article III – COUNCIL CALENDAR

Section 1

- A. Each member organization will annually submit to the Council Secretary their proposed chapter calendars **no later** than the **2<sup>nd</sup> week in April**. The specific day shall be determined by and announced by the Council Secretary at the first NPHC Meeting of the Spring semester.
- B. Any member organization failing to turn in its chapter calendar by the specified April deadline shall not be allowed to sponsor any event until their calendar has been submitted and approved by the Presidents' Assembly.



- C. Calendars should entail each chapter's events beginning with the upcoming Fall semester through the ending of the next Spring semester.
- D. Calendars should encompass all community service projects, social programs, educational programs, dances, step shows, pageants, talent shows, parties, receptions, Founders' Day, inter-chapter functions, state and regional functions held on this campus, etc. and any on/off campus activities. Calendars should not include chapter meetings.
- E. All events, with the exception of chapter meetings, are subject to approval through the Council Calendar Approval Process.

Section 2 – Calendar Approval Process

- A. Chapter Presidents shall congregate for a Presidents' Assembly Meeting the 3<sup>rd</sup> week in April to review each organization's proposed calendar dates for the upcoming academic year.
- B. The role of the Presidents' Assembly in the Calendar Approval Process is to provide an opportunity for NPHC organizations to come together and be made aware of each organization's plans for the upcoming academic year through an open discussion in order to resolve any conflicting dates.
- C. To assist chapters in the negotiation and compromising of dates, the below Calendar Priority Ranking Guide will be utilized. Events will be ranked in the following order of priority:
  - 1. Founder's Day, (see Section 2-D)
  - 2. NPHC Week Dates, to include Best Steppers
  - 3. Traditional Events , (see Section 2-E)
  - 4. Community Service Events
  - 5. Designated Weeks (See 2-F)
  - 6. Social Events
- D. Founder's Day
  - 1. To promote respect and support between NPHC organizations, an organization may not schedule any activities on the Founder's Day of another organization. The following are founding dates of all NPHC organizations:

**Alpha Phi Alpha Fraternity, Inc. – December 4, 1906**  
**Alpha Kappa Alpha Sorority, Inc. – January 15, 1908**  
**Kappa Alpha Psi Fraternity, Inc. – January 5, 1911**  
**Omega Psi Phi Fraternity, Inc. – November 17, 1911**  
**Delta Sigma Theta Sorority, Inc. – January 13, 1913**  
**Phi Beta Sigma Fraternity, Inc. – January 9, 1914**  
**Zeta Phi Beta Sorority, Inc. - January 16, 1920**

**Sigma Gamma Rho Sorority, Inc. – November 12, 1922**  
**Iota Phi Theta Fraternity, Inc. – September 19, 1963**

- E. Traditional Events
  1. A traditional event is an event that has occurred for **two** or more consecutive years.
  2. If a member organization experiences any type of inactivity, that organization loses any traditional event(s), and the date is then available to another member organization.
  3. There will be a limit of two traditional events that can be observed per semester per chapter, **as it relates to conflicting events.**
  
- F. Designated Weeks
  1. A designated week is four or more consecutive days that have been approved by the Calendar Approval Process. Organizations may host various activities throughout this week.
  2. There is a limit of one designated week per semester for each member organization, **as it relates to conflicting events.**
  
- G. In the event that the Presidents' Assembly cannot resolve conflicting dates through compromise and negotiation, the NPHC Executive Board will assume responsibility for resolving the conflict.
  
- H. The NPHC Executive Board will resolve the conflict using Overall Fall Grade Point Averages for each chapter.
  
- I. The Council Secretary will compose the final NPHC Academic Year Calendar and submit to each chapter no later than one week following the Calendar Approval Presidents' Assembly Meeting.

Section 3 – Calendar Changes/Additions

- A. Additions and/or changes to the final calendar must be submitted in writing to the NPHC Executive Council for approval.
  
- B. Any activities not approved by the Executive Council will be in violation of this Constitution and organizations in violation will be fined accordingly.

Article III – MEMBERSHIP INTAKE

Section 1

All applicants for National Pan-Hellenic Council organizations must have the required grade point average as stated by its national organization and Arkansas State University before he/she can be considered for membership intake.

Section 2

Each organization must submit a list of all pledges to the NPHC Advisor at least a week prior to the beginning of membership intake.

### Section 3

The membership intake program for all candidates shall last no longer than the maximum period as stated by the national member organization and the NPHC guidelines.

### Section 4

A student must be regularly matriculated (full time) student to be eligible for membership intake.

### Section 5

A candidate may be initiated whenever he/she has met the requirements of the fraternity/sorority to which he/she is inducted.

### Section 6

All candidates are required to attend leadership sessions during membership intake.

### Section 7

Hazing may subject a member organization and/or its member(s) to disciplinary action. Hazing is defined as any action taken of situation created, intentionally, whether on or off fraternity/sorority premises, to produce ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in stunts and jokes; morally degrading of humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

## Article IV- VIOLATIONS

### Section 1

- A. The Judicial Committee shall be composed of the Executive Board with the NPHC Advisor serving as an ex-officio member. If a committee member is a member of the chapter involved in the situation, that individual shall be temporarily excused.
- B. Any dispute arising out of the violation of National Pan-Hellenic Council rules and regulations shall be adjudicated through a conference of the executive council, NPHC Advisor, and fraternities/sororities involved.
- C. If an amicable solution cannot be reached, the matter shall be referred to the Office of Student Affairs.
- D. Chapters involved with alleged violations have the right to consult national officers, alumni advisors and to have alumni advisors present at any hearings. Please let the NPHC Advisor know prior to contact.

### Section 2

All ASPHC organizations must have seventy percent (70%) of their membership at **any** function sponsored by the council. Attendance will be strictly enforced. Lack of attendance will result in the loss of one party on or off campus. (Found in Cooperative Dance Agreement 6.1)