

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

- a. 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.
- b. There shall be one mandatory meeting per year with the executive board and all chapter advisors.

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 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 requirements. See Article I, Section 1 of Bylaws for details.

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. To maintain consistency, every organization must have an appointed delegate for general body meetings.

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, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, 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 an organization that is not in good standing with the local and national NPHC. Nor should any member of the executive council have 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 officer, 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.

Article VIII- OFFICERS

Section 1: Appointed Officers

The Appointed Officers shall be the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Sergeant-At-Arms, and Judicial Chair. A special interview committee should appoint, and seek approval from the NPHC voting delegation, of these officers in the spring semester of each year.

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.

1st 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. Serve as chair for NPHC Week for fall and/or spring.
3. Plan and execute the annual Best Steppers on the Yard Step Show Competition.
4. Serve as chair for any Special Events (co)-sponsored by the NPHC.

2nd Vice President - Public Relations

1. Publicize all events of the National Pan-Hellenic Council.
2. Utilize social media to publicize special events hosted by chapters.
3. Serve as co-chair for NPHC Week.
4. Assist the 1st Vice President with the planning and execution of the Best Steppers on the Yard Step Show Competition.

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.
2. Schedule meeting rooms and notify the body of said meetings/locations/times.
3. Present typed minutes to member organizations at each meeting and/or via email.
4. Oversee the NPHC Calendar Selection Process, (see Article III of the Bylaws)
5. Maintain an updated and accurate NPHC Calendar and oversee all changes/updates to said calendar.

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. 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. Serve as the NPHC Co-Chair on the Greek Week Committee.
6. Serve as the NPHC Chair for Homecoming events; ensure NPHC successfully participates in Homecoming.
7. Perform all other duties of the office.

Sergeant-at-Arms

1. Make sure that quorum is met
2. Regulate traffic in and out of the meeting room
3. Plan one all-NPHC community serve event per month.
4. Coordinate one all-NPHC mandatory campus cleanup per year.

Judicial Chair

1. Preside over the Judicial Committee
2. Preserve the standing orders of the organization.
3. Hold organization accountable to the bylaws and assess any fines as necessary (see Article VI Violations of the Bylaws)
4. Serve as the Chair of NPHC Academics.
 - a. Hold chapters accountable to the NPHC Academics Policy, (see Article IV of the Bylaws)
 - b. Coordinate academic incentive programs that benefit the NPHC.
 - c. Make chapters aware of campus academic resources.

Article IX- FINANCE

Section 1: Membership Dues

Each member organization shall be assessed a membership fee of \$50, 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. A financial report is to be given, by the NPHC Treasurer, regularly at each NPHC meeting.

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 by-weekly throughout 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

Roberts Rule of Order, the NPHC Constitution and Bylaws shall govern meetings

Article XII– STANDING COMMITTEES

Section 1

National Pan-Hellenic Council may have the following committees:

- Constitution and Bylaws (chaired by the Parliamentarian)
- Academic
- Community Service
- Judicial (if applicable)
- Treasury

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
Iota Phi Theta
Zeta Phi Beta

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

NATIONAL PAN-HELLENIC COUNCIL

of

Arkansas State University

BY-LAWS

Article I – MEMBERSHIP

Section 1

Inactive Members: Those member organizations that 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. Delegates and/or executive board members must provide the NPHC Executive Board President or Secretary at least 24 hours' notice of an absence. If not notified properly, the absence will count as an unexcused absence. The NPHC Executive Board will take unforeseen emergencies causing an absence into consideration.
- b. Non-payment of dues/fines by said date.
- c. Member organizations with GPA below 2.5 in a given semester (see Academic Standards)
- d. Member organizations operating with fewer than 5 members.
- i. Organizations may be granted a grace period of one (1) semester to increase membership to five (5) or more members to remain active. To be eligible for this grace period, the organization must submit a request for approval to the NPHC including a detailed description of the organization's reason for being in this situation. Organizations are expected to always remain cognizant of future chapter membership size.

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 **2nd 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 NPHC Executive Board.
- 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 an NPHC Meeting the 3rd week in April and November to review each organization's proposed calendar dates for the upcoming academic year.
- B. The role of 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. Parties may not be considered a traditional event, as the NPHC believes selection for party dates should be a reward for strong academic performance.
3. 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.
4. 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 Chapter Presidents 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 **Semester** Grade Point Averages pulled from the **previous** semester 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 IV- COUNCIL ACADEMIC STANDARDS

In an effort to better *emphasize* the academic focus and mission of both the University and the NPHC fraternity and sorority community, the following minimum chapter academic standards were developed by the NPHC Executive Council (2016-2017) of Fraternity & Sorority Life.

Section 1 – Chapter and Membership GPA Requirements

Failure to maintain the minimum GPA requirements could result in the chapter being placed in **Poor Standing** with the Office of Fraternity & Sorority Life for all campus and Inter/National reporting.

- A. Minimum Individual Academic Standards to Enter Recruitment/Intake:

2.50 previous high school GPA (applies to first semester in college freshmen unless defined usually defined by Organization)

2.50 previous college GPA (applies to transfers or second, third, etc. semester students)

B. Minimum Chapter Standards:

2.50 overall cumulative chapter GPA (chapter defined as actives and new members combined); if at any time a chapter's cumulative GPA falls below a 2.5 will immediately go into inactive status.

C. Chapter Academic Sanctions:

1. 1st Semester GPA Below a 2.50:

- i. The chapter as a whole must complete (3) learning common hours per member a week if semester GPA is below 2.5 for the previous term. If the chapter as a whole does not complete (ALL) learning common hours in a given week, a social event will be taken accordingly. If all social events for a semester are taken from a chapter, social events will then be taken from the following semester.

2. 2nd Consecutive Semester GPA Below a 2.50:

- i. The chapter as a whole must complete (3) learning common hours per member a week if semester GPA is below 2.5 for the previous term. If the chapter as a whole does not complete (ALL) learning common hours in a given week, a social event will be taken accordingly. If all social events for a semester are taken from a chapter, social events will then be taken from the following semester.
- ii. The chapter will be allowed to have social events (defined as date parties, mixers, takeovers, formals, or any event with alcohol) with 50% of the proceeds going to NPHC.

3. 3rd Consecutive Semester GPA Below a 2.50:

- i. The chapter as a whole must complete (3) learning common hours per member a week, if semester GPA is below 2.5 for the previous term. If the chapter as a whole does not complete (ALL) learning common hours in a given week, a social event will be taken accordingly. If all social events for a semester are taken from a chapter, social events will then be taken from the following semester.

- ii. The chapter will be allowed to have social events (defined as date parties, mixers, takeovers, formals, or any event with alcohol) with 75% of the proceeds going to NPHC.

D. Individual Academic Sanctions:

1. Previous Semester GPA Below a 2.50:
 - i. Any active individual apart of the Arkansas State University National Pan-Hellenic Council must complete (3) learning common study hall hours per member a week, if semester GPA is below 2.5 for the previous term.
2. Fines
 - i. The **1st week** that an individual fails to meet the 3-hour Learning Commons Study Hall requirement, will result in a **\$10 fine!**
 - ii. The **2nd week** that an individual fails to meet the 3-hour Learning Commons Study Hall requirement, will result in a **\$15 fine!**
 - iii. The **3rd week** that an individual fails to meet the 3-hour Learning Commons Study Hall requirement, will result in a **\$20 fine!**
 - iv. The **4th+ week** that an individual fails to meet the 3-hour Learning Commons Study Hall requirement, will result in a **\$75 CHAPTER FINE!**

**** ALL FINES MUST BE PAID IN FULL TO THE NPHC TREASURER WITHIN 7 DAYS OF THE FINE NOTICE SENT OUT BY THE NPHC JUDICIAL CHAIR, OR LATE FEES WILL BE ACCESSED ****

E. Considerations for Greek Councils:

1. In addition to these academic requirements, it is **strongly** advised that each governing NPHC council develop, implement, and enforce a substantial academic scholarship plan and/or policy which should, at minimum include the following:
2. General purpose statement on academic achievement

3. A short and/or long term plan which addresses minimum academic standards (Specific to each council)
4. An outline of council specific awards/incentives for chapters that exceed the minimum standards
5. An outline of council specific sanctions/interventions for chapters not meeting the minimum standards
6. A list of resources available to both the chapter, as well as individual members

Article V – MEMBERSHIP INTAKE

Section 1

All applicants for National Pan-Hellenic Council organizations must have a required grade point average of a 2.5 *and* 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 the appropriate Membership Intake paperwork to the NPHC Advisor prior to each established deadline. This includes providing the NPHC Advisor with a list of aspirants for an official grade check *prior to* submitting names to National Organization for approval.

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 at least be a regularly matriculated (full time/12 hours) student to be eligible for membership intake and meet the organization's hours requirement.

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 an Intake 101 Seminar *prior to* participating in an Intake Process. Intake 101 Seminars will be offered twice a semester.

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 of 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 VI- VIOLATIONS

Section 1

A. The Judicial Committee, if applicable, 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, or the ASU Office of Student Conduct.

C. If an amicable solution cannot be reached, the matter shall be referred to the Office of Student Conduct.

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

1. All NPHC organizations must have seventy percent (70%) of their membership at **any** function sponsored by the council and at any events voted upon by the NPHC chapters as a whole. Attendance will be strictly enforced. Lack of attendance will result in the loss of one party on or off campus and the following fines:

2. Sanctions

1st offense- \$50

2nd offense- \$75

3rd offense- \$100

4th offense- socially inactive for the current semester

Best Steppers- \$250

Homecoming - \$150