

NATIONAL PAN-HELLENIC COUNCIL, INC. of UNIVERSITY of South Alabama

CONSTITUTION

PREAMBLE

We, the representatives of historically established community service fraternities and sororities, Theta Delta Chapter of Alpha Phi Alpha Fraternity, Inc. Epsilon Upsilon Chapter of Alpha Kappa Alpha Sorority, Inc. Eta Nu Chapter of Kappa Alpha Psi Fraternity, Inc. Zeta Kappa Chapter of Omega Psi Phi Fraternity, Inc. Iota Nu Chapter of Delta Sigma Theta Sorority, Inc. Mu Phi Chapter of Phi Beta Sigma Fraternity, Inc. Delta Lambda Chapter of Zeta Phi Beta Sorority, Inc. and Pi Omega Chapter of Sigma Gamma Rho Sorority, Inc. 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 their 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 Constitution and Bylaws.

ARTICLE I – NAME

Section 1. The name of this organization shall be the National Pan-Hellenic Council (NPHC) of the University of South Alabama.

ARTICLE II- PURPOSE

Section 1. The purpose of NPHC is to:

- A.** Promote an atmosphere of mutual respect and cooperation between the historically African American fraternities and sororities.
- B.** Facilitate cooperative activities and functions with all of the Greek councils on the campus of the University of South Alabama.
- C.** To encourage positive relations with all other Greek councils on the campus of the University of South Alabama.
- D.** Disseminate information for a better understanding of Greek functions and purpose throughout the larger community of the university.

- E. Support and encourage high academic accomplishments.
- F. The NPHC chapter at the University of South Alabama, shall abide by the rules set forth by the National Pan-Hellenic Council body.
- G. To provide a representative body recognized and supported by the University of South Alabama

ARTICLE III – Non-Discrimination Policy

Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

ARTICLE IV- POWERS

Section 1. Individual Organizations

- A. Each active member organization has one vote on all matters and proceedings.
- B. Each member of the organization has the right to function autonomously when conflicts arise between the actions and proceedings of USA-NPHC and their national or chapter constitutions (with written verification from a higher and proper authority).

Section 2. General Body

- A. The general body has the **voting** power on all matters.
- B. The general body has the power to **elect** officers.
- C. The general body has the power to **impeach** officers.

Section 3. Executive Board

- A. The President shall serve as chairman at all meetings (regularly scheduled or otherwise). (See article VI, section 8 A-1)
- B. The Executive Board shall have the power to call a special meeting of the general body, which necessitates action between general body meetings. A report must be made at the next regular meeting regarding the emergency meeting.
- C. The Executive Board has the right to override any constitutional interpretation of the Parliamentarian by a 2/3 vote.

Section 4. Judiciary Board

- A. The Judiciary Board shall consist of the USA-NPHC Vice President and the Presidents of each active organization.
 - I. It has the power to deliver mandates to the member organizations and review constitutional disputes on bylaws, violations, and to mediate organizational disputes.
 - II. The Judiciary Board is to act as the official judiciary-sanctioning group.
 - III. The Judiciary Board must inform the council of all decisions.
- B. The Judiciary Board's decision is final with a majority vote, unless the accused organization appeals the decision.
 - I. The General Body will then vote on the Judiciary Board's decision by a 2/3 vote.
- C. Judicial Proceedings
 - I. The organization with a dispute must first contact the Vice President of USA-NPHC with a **formal written** complaint within five days of the dispute.
 - II. The Vice President of USA-NPHC will then set a meeting with the presidents of the organizations, who have conflicts, to discuss possible solutions.
 - III. If the problem is resolved in Article III, Section 4, C, 2 of Judicial Proceedings, then no further actions will be taken.
 - IV. If the dispute was not resolved, the Vice President of USA-NPHC will summon the Judiciary Board with written suggested solutions to be voted upon by the Presidents of each organization.
 - V. If Vice President is a member of one of the organizations involved within the dispute, then the President of USA-NPHC shall handle the Judicial Proceedings. The President of USA-NPHC will then give final possible solutions regarding the dispute.

- VI. If accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing, by the next general body meeting following the hearing between both organizations.

Section 5.

- A. The National Pan-Hellenic Council of the University of South Alabama is under the jurisdiction of University of South Alabama and must adhere to all rules and regulations thereof, in conjunction with the rules and regulations of the National Pan-Hellenic Council.

ARTICLE V - MEMBERSHIP

Section 1. The following recognized fraternities and sororities are members of the local USA-NPHC chapter: Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc., and The Greek lettered organizations stated above are considered active or inactive in status at the University of South Alabama. No other organizations shall have the right to participate within the USA-NPHC chapter.

Section 2. Criteria for Active Membership

- A. Adhere to the rules and regulations and policies contained herein the constitution and by-laws of USA-NPHC.
- B. Obtain financial status each semester by paying dues. New members to the USA-NPHC must pay a twenty-five dollars membership fee. The fee must be paid within the first month of membership. The fee must be paid by 12:00pm the day of the neophyte presentation; failure to do so, will result in cancellation of the neophyte presentation show.
 - I. \$10.00 for re-occurring members, a deadline will be set by USA-NPHC treasurer.
- C. Participate actively in all USA-NPHC events. Actively- arriving on time for scheduled events assisting as needed with what is necessary.
 - I. Chapters should abide by the following participation scale system: 80% of the chapter participates in community service events and NPHC events set by the USA-NPHC President.

- II. 20% of the chapter attends general body meetings and participates in the following **mandated** NPHC events (Sidewalk Step Show, Stop, Hop, and Stroll, and NPHC week events).
- III. If the chapter has 3 members or less, participation will not be forced.

D. Not miss more than two meetings per semester.

E. Inactive organizations will be held accountable for all violations against the USA-NPHC constitution and bylaws of its member organization. These violations must be resolved before the start of the probationary period in order to reactivate membership.

F. Active USA-NPHC organizations cannot sponsor, pair, or facilitate any event with an inactive organization. If so, that active organization will be sent to Judiciary Board for further actions.

G. THERE ARE NO WITHDRAWALS FROM USA-NPHC WHATSOEVER.

H. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members are included in semester dues. If dues are not paid by the second general council meeting of that semester, the organization becomes inactive and must adhere to criteria for membership in Article IV of the USA-NPHC constitution.

Section 3. Representatives of USA-NPHC shall be limited to two (2) individuals for each organization. Unless an organization has a membership of three (3) or less then, only one (1) individual is required to become a representative. All representatives have to be in good academic and financial standing with their respective organization. Only those members delegated as chapter representatives or alternates at the beginning of each school semester shall be allowed to vote at official meetings.

Section 4. Active members shall be the members who have paid all required dues and assessments.

Section 5. NPHC may nominate one representative from each organization to serve as council members to the following organizations: Black Student Union (BSU).

Section 6. Executive Board members do not function as representatives and cannot vote unless by proxy.

Section 7. Executive Board members must be an active member of their respective organizations.

ARTICLE VI – OFFICERS AND DUTIES

Section 1. Officers of this organization are as follows:

1. President
2. Vice President of Activities
3. Vice President of Community Service
4. Secretary
5. Treasurer
6. Parliamentarian
7. Historian
8. Social Chair

Section 2. Officer Requirements

- A. To be eligible for an office, a candidate must be a full-time undergraduate student, and shall maintain such standing during his/her term in office. An officer must be an active member of one of the active chapters that form the council.
- B. Each elected officer shall serve for one year, November through November. Consecutive offices should not be obtained. However, the outgoing officer is responsible for training the incoming officer from the time of elections (first meeting in November) until their installation.

Section 3. Selection and Training

- A. New officers shall be elected the first meeting in November.
- B. All candidates for each office must be from active member organizations.
- C. Candidates who have been recently initiated are allowed to seek office.
- D. The period from elections to installations will serve as a training period during which the newly elected officers will become familiar with their duties. The new officers will facilitate the last meeting before the officer's installation and all meetings thereafter and within their term of office.

Section 4. Succession

- A. In the event of the premature vacancy of the office of the President, the current Vice President will assume the title and duties of President. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election from the executive board or appointment by President.

Section 5. Attendance

- A. All officers will be required to attend all USA-NPHC meetings which shall include general body, judiciary, and executive board meetings. If an officer is not able to attend, a one (1)-day notice must be given to the President (except for emergencies, in which case every attempt should be made to contact the President). If the officer does not comply, they will be subject to impeachment from failure to perform duties as an officer.
- B. Each chapter must have at least (1) voting delegate present at each general body meeting. Failure to have a voting delegate will result in a twenty-five dollar fine for each absence, which will be levied to the chapter.

Section 6. No more than two (2) officers of the Executive Board shall be members of the same organization.

Section 7. It is recommended that at least one member from each USA-NPHC organization hold an executive board position.

Section 8. The duties of USA-NPHC officers shall be as follows:

A. President

It shall be the duty of the President to:

1. Preside over all meetings (See article IV, section 3-A)
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Declare the results of Council voting, stating passing, failed, or tie.
4. Call special/emergency meetings.
5. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Council.
6. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation.

7. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.
8. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Council's treasury accounts.

B. Vice President(s)

1. It shall be the duty of the Vice President of Activities to:
 - a. Assist the President by performing delegated duties and act in the place of the President when necessary.
 - b. Serve as president of all committees
 - c. Develop special programs and projects to further the development of USA- NPHC.
 - d. Chair at least one standing committee.
 - e. Be responsible for all USA-NPHC social events
 - f. Present a written report at each meeting.
 - g. Act as liaison between the IFC and CPC Greek councils.
2. It shall be the duty of the Vice President of Community Service to
 - a. Be responsible for all USA-NPHC community service events.
 - b. Present a written report at each meeting.
 - c. Chair at least one standing committee.

C. Secretary

It shall be the duty of the Secretary to:

1. Maintain accurate minutes of all proceedings at general body meetings, executive board meetings, and general council meetings.
2. Keep minutes with the following information:
 - a. Every motion
 - b. The name of the representative and organization that introduced the motion, as well as the name of the representative and organization that seconded.
 - c. The action taken on the motion.
 - d. Date, time, and place of the next general council meeting and/or executive committee meetings.
3. Compile all minutes in the Official USA-NPHC Record Book.

4. Present the minutes from the previous meeting to the body for approval prior to the start of the following general council meeting.
5. Have on hand all records and information committed to his/her care, including a copy of the USA-NPHC constitution and by-laws.
6. Preside over all meetings in absence of the President, Vice President(s).
7. Conduct the correspondence of the Council, both within the membership and outside of the membership.
8. Maintain a correspondence file and read any copies of correspondence before the Council.
9. Maintain a roster of all member organizations which should include chapter advisors, chapter presidents, voting representatives, and the alternates.
10. Maintain a roster of all USA-NPHC executive officers
 - a. Each roster should contain:
 - i. Name, USA-NPHC Position, Chapter, Organization
 - ii. Current mailing addresses
 - iii. Current local phone numbers
11. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members by use of e-mail, telephone and by posting notices in individual mailboxes.
12. Reserve all meeting rooms.
13. Assist the Vice President with planning and publicity for all major social events.
14. Present a written report at each meeting.
15. Reserve rooms for NPHC business and emergency meetings.
16. Be responsible for ordering and keeping an inventory of all supplies.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues. He/She must give a written status report at each meeting.
2. Give receipts for all fines or dues as they are paid and keep record of these transactions.
3. Submit dues and bills to the council.
4. Deposit all funds received, after verification by the executive committee.
5. Issue checks upon receipt of vouchers.
6. Prepare a budget for the following year by the first meeting in April for approval by the body.
 - a. Note: This budget must be prepared by the current treasurer and the newly elected treasurer. The budget shall be approved for the upcoming year by the Council (majority vote) by the last meeting in April.
7. Preside over all meetings in the absence of the President, Vice President and Secretary.
8. Advise executive board in regards to financial standing and recommend possible expenditures.
9. Shall have name on all financial accounts.
10. Sign on financial accounts.

E. Parliamentarian

It shall be the duty of the Parliamentarian to:

1. Be well versed in Robert's Rules of Order.
2. Be well versed in the USA-NPHC constitution and bylaws, and any amendments made to them.
3. Be responsible for the enforcement of the USA-NPHC constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.
4. Serve as interpreter in the case of any procedural dispute.

5. Assist the President in keeping order in all meetings.
6. Remove any representative from any meeting at the request of the President or the body.
7. Keep a voting record of all official motions and/or resolutions that come to the council. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.
8. Collect all written excused absences and keep a file.

F. Historian

It shall be the duty of the Historian to:

1. Keep NPHC website updated monthly.
2. Check NPHC website guestbook for new entries bi-weekly.
3. Take pictures at all NPHC events.
4. Keep a NPHC scrapbook of events with pictures.

G. Social Media

It shall be the duty of the Public Relations to:

1. Responsible for all publicity coverage of NPHC events
2. Serve as a liaison between Inter-fraternity Council, Multi-Cultural Greek Council, and Pan-Hellenic Association
3. The campus e-mail distributor
4. Responsible for press releases, flyers, and radio ads

H. All officers shall perform other duties as prescribed by USA-NPHC or so deemed necessary by the President.

ARTICLE VII – COMMITTEES

Section 1. The Standing Committees of the Pan-Hellenic Council shall be:

Community Service Committee (to be chaired by the Vice President of Community Service) duties shall be as follows:

To implement at least two joint community service projects to be participated in by the member organizations to be carried out throughout the academic school year.

promote all community service activities of the Council in the form of flyers, public service announcements, and/or ways deemed necessary by the Council.

Programming Committee (to be chaired by the Vice President of Activities) duties shall be as follows:

Coordinate NPHC week activities each semester

Coordinate additional programs each semester that continuously propels the body towards its purpose

Coordinate with other standing committees for support and implementation

Promote all programming activities of the Council in the form of flyers, public service announcements, and/or ways deemed necessary by the Council

Constitution and Bylaws Committee (to be chaired by the Parliamentarian) duties shall be as follows:

To revise and update the Constitution and Bylaws in order to promote a cohesive document for the organization of the Pan-Hellenic Council.

Section 2. The Council President shall establish any committees necessary to carry out the programs of the Council

ARTICLE VIII – SCHEDULING OF EVENTS

Section 1. Party/Date/Activity Policies are to be as follows:

Each affiliate organization shall be allotted ten days to use separately in either the fall or spring semesters for programming, during which no other affiliate organization can program without the written consent of the organization that reserved the week.

Each week allotted to the affiliate organizations shall be reserved with the Office of Greek Life.

Every affiliated organization shall receive a copy of the official activity date calendar.

The NPHC at USA shall be granted the first week of each semester and the first social event (party).

In the event of a conflict the issue will be resolved by the NPHC Advisor(s), whose decision is final. It is mandatory that representatives from all conflicting parties attend the next executive meeting, or an emergency meeting, if necessary. All parties must bring an outline of the events to occur on the conflicting date. If one party does not attend, the party present automatically receives all privileges originally requested.

ARTICLE IX – SANCTIONS

Section 1. Sanctions of an Organization must be kept track of by the USA-NPHC advisor.

For violation of any Article of the National Constitution or local Bylaws, the following penalties are applicable according to the severity of the violation.

Voting rights revoked for a specified period of time. The Judiciary Board shall determine this amount of time with a simple majority vote.

Future party date(s) revoked and distributed via lottery system with the inclusion of the Pan-Hellenic Council.

Suspension from the USA-NPHC for a period given by the advisors and approved by a vote from the Judiciary Board.

Suspension from the NPHC at USA for an indefinite period of time, pending readmission by the body.

A fine appropriate to the violation. These fines shall vary according to the violation. The fines shall not exceed five hundred dollars.

Social probation (Refer to Greek Life Policy)

Any combination of the above

Section 2. Sanctions of Officers. Failure of an officer to perform his/her duties is punishable by impeachment. (Article IV, Section 4)

Section 3. Sanctions from overdue fines and outstanding debts. Organizations with overdue fines and outstanding debts, the following penalties are applicable according to the nature of the fine or debt.

Future party date(s) revoked.

Voting rights revoked until financial status is regained

Past Due Balance must be paid to USA-NPHC treasurer and/or

Organization must appear before the judiciary board.

Any combination of the above.

It is the duty of the Treasurer and the Parliamentarian to work closely with the Greek Life Advisor to be sure of the financial status of each member organization before any voting may take place.

Section 4. Sanctions for Violation of Major/Minor Activity Dates

Punishment for disregarding a NPHC at USA organization's official activity date will result in the following: (i.e. party, organization's week, major event, etc.)

If the event was a fundraiser (to be defined by the NPHC as any event in which an organization charges and/or solicits monies from the public):

A fine of \$200 or two thirds (2/3) of the profits, which ever is greater, for the violating organization to be paid to the organization violated.

A forfeit by the violating organization of the next party date to the organization violated.

Loss of recognition as a university organization (only by recommendation of the judicial board).

If the violation occurs at the end of the semester and the violating organization has no more party dates available, the violating organization must forfeit its first party date for the upcoming semester.

ARTICLE X – DUTIES OF USA-NPHC ADVISOR

Section 1. It shall be the duty of the USA-NPHC Advisor to:

1. Attend all Greek Affairs emanating from the yearly programs set-up by USA-NPHC.
2. Attend all of the meetings of USA-NPHC, both regular and emergency meetings.

3. Perform other duties as prescribed by USA-NPHC or Greek Life.
4. He/She shall not vote or pay dues.
5. Shall have name on all financial accounts.
6. Sign on financial accounts.
7. Can be assisted by Graduate Life Advisor
8. Must be faculty or full-time staff

ARTICLE XI- Finances

ARTICLE XII - AMENDMENTS

Section 1. The USA-NPHC Constitution and Bylaws may be amended by a petition from any respective organization approved by USA-NPHC by two-third (2/3) majority vote.

Section 2. The amendment must presented in writing at least one (1) regular meeting prior to the one (1) at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor.

Section 3. The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.

Section 4. Every third (3rd) year the constitution and by-laws shall be revised and updated, unless requested by the NPHC executive council or its advisors.

Section 5. Good Cause Clause- any organization can be properly excused from any planned NPHC meeting and/or event by providing necessary proof in due time (3 weeks with written proof) to the NPHC Parliamentarian, President, and Advisor.