

NATIONAL PAN-HELLENIC COUNCIL Western Michigan University

CONSTITUTION

ARTICLE I- NAME

Section 1: The official name of this council as established by the National Pan-Hellenic Council, Inc. shall be the Western Michigan University chapter of the National Pan-Hellenic Council (NPHC).

ARTICLE II- PURPOSE

Section 1: The purpose of this institution is to act as a cooperating body to all members of the NPHC at WMU in accordance with the National, Regional, and Local constitution, and the policies and procedures required by each organization's individual National Constitution at WMU. We shall work together to emulate the ideals of brother/sisterhood, academic excellence, community service that has served as the foundation of the NPHC's existence since 1930.

ARTICLE III- STRUCTURE

Section 1: The regular meetings of the NPHC are to be conducted according to Robert's Rules of Order (the newest revised edition) and in accordance with the local NPHC constitution.

Section 2: It shall be the duty of the Executive Board along with the Graduate Advisor, to ensure that the actions in the above mentioned article are properly executed.

ARTICLE IV- MEMBERSHIP

Section 1: Membership in The NPHC shall include Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., and Omega Psi Phi Fraternity, Inc. provided that they are not currently under and National, Regional, or Local sanctions or suspensions.

Section 2: The NPHC shall have an active membership with the National Pan-Hellenic Council, Inc. upon payment of required annual dues.

ARTICLE V- OFFICERS

- Section 1:** The elected officers shall be the President, Vice President, Secretary, Treasurer, and Parliamentarian.
- Section 2:** The positions of Committee Chairpersons are elected positions, and those positions that have been left vacant due to resignation, enablement, or impeachment are appointed.
- Section 3:** The President has the duty to appoint, but can do so only if the intended appointee is approved by the Executive Board.
- Section 4:** The Vice President shall be the chair of Community Service. The Vice President shall have the duty to appoint all committee chairpersons, excluding that of the Fall and Spring Icebreaker committees and Marchdown committees which shall be elected positions.
- Section 5:** The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, and Parliamentarian.
- Section 6:** The members of The Executive Board shall serve without a voting privilege during regular meetings, unless approved by 2/3 majority vote of the general body.
- Section 7:** The Graduate Advisor shall be appointed each academic year, no later than the 5th formal meeting of each academic year. The advisor's role is to provide leadership, information, and guidance for the NPHC.

ARTICLE VI- MEETINGS

- Section 1:** NPHC meetings shall be held at a time and place designated by the Secretary and notified at least seven (7) days prior to actual meeting date.
- Section 2:** The Executive Board shall meet at least once per month, in order to discuss any outstanding issues.
- Section 3:** Regular meetings shall be composed of the Executive Board and one representative of each active organization.
- Section 4:** Regular meetings may not be held without quorum. Quorum shall be designated by 2/3 attendance of all active NPHC organizations. In the event of a lack of quorum, NPHC may still conduct business unofficially, however all applicable attendance fines may be implemented at the following meeting.
- Section 5:** All organizations with voting privileges shall be entitled to one vote per motion.

Section 6: Official representatives shall be the only person permitted to obtain the floor to speak during regular meetings without consent of the President.

Section 7: NPHC meetings are closed to the general public unless permitted by The President. WMU administration, advisors and invited guests are exempt.

ARTICLE VII- COMMITTEES

Section 1: The standing committees of NPHC shall be that of the Scholarship Committee, Community Service Committee, Marchdown Committee, Icebreaker Committee, and the *Fundraising Committee.

Section 2: The Scholarship Committee shall create the guidelines, rules, and regulations, and handle all matters pertaining to the NPHC Scholarship.

Section 3: The Vice President shall serve as Chairman of the Scholarship Committee.

Section 4: The Vice President shall appoint all committee chairpersons.

Section 5: Standing committees shall be composed of at least one member of each active organization.

Section 6: Any addition of standing committees must be amended into this constitution.

***Section 7:** Marchdown Committees shall be formed on the day of elections in the Spring

ARTICLE VIII- AMENDMENTS

Section 1: Amendments to the Constitution of NPHC must be approved by 2/3 majority vote of the general body.

ARTICLE IX – STATEMENT OF COMPLIANCE

Section 1: The National Pan-Hellenic Council of Western Michigan University will comply with all SALP and University policies, procedures, and practices, and all local, state, and federal laws.

BYLAWS

ARTICLE I- DUTIES OF ELECTED OFFICERS

- Section 1:** PRESIDENT- It shall be the duty of President to act as Chairperson over all regular meetings, uphold the rules and regulations of NPHC, conduct all meetings in accordance to Robert's Rules of Order, maintain a close working relationship within the members of NPHC, appoint knowledgeable individuals to vacant positions, serve as the official representative of NPHC, approve all vouchers for expenses, sign all official documents, and perform any duties executed by a chief officer according to Robert's Rule of Order.
- Section 2:** VICE PRESIDENT- is shall be the duty of the Vice President to oversee all committees and delegate responsibilities to the committees, assume to position of the President in case of resignation, enablement or impeachment, serve as liaison between non-NPHC organizations, and assume the duty of the President in his/her absence. The Vice President shall also ensure that all philanthropic events of the NPHC shall be executed as prescribed by the Executive Board.
- Section 3:** SECRETARY- It shall be the Secretary's duty to read and record the proceedings of past and present meetings (making sure to record the maker and affirmation of each motion), maintain official copies of the National, Regional, and Local Constitution and Bylaws, prepare and distribute a roster of representatives, organization's chapter rosters and executive board members, head all unofficial correspondence, designate venue for meeting, notify organizations of meeting time seven days in advance, and notify representatives in changes of any matters pertaining to the NPHC in a timely manner. The Secretary shall keep an additional record of all disbursements.
- Section 4:** TREASURER- It shall be the duty of the Treasurer to keep record of all financial transactions, prepare monthly financial statements for the general body, assume responsibility for handling all financial matters, keep all receipts, issue all reimbursements, as well as create and maintain all submitted budgets.
- Section 5:** PARLIAMENTARIAN- It shall be the duty of the Parliamentarian to have an active knowledge of Robert's Rules of Order, assist the presiding officer in maintaining order during regular meetings in accordance with Robert's Rules of Order, issue fines, and notify the general body of each organization's voting privilege.

ARTICLE II- ELECTIONS AND REQUIREMENTS OF OFFICERS

- Section 1:** Candidates seeking any Executive Board position must be a member of an active organization within the NPHC and possess at least a 2.3 minimum grade point average.
- Section 2:** Candidates seeking the position of President or Vice President must possess a minimum grade point average of 2.5, possess a working knowledge of NPHC, and be able to attend Regional and National Conventions.
- Section 3:** Nominations for elections shall occur at the 1st formal meeting following Spring Break or at the 2nd formal meeting in March- which ever comes first. Elections shall be held at the formal meeting following nominations.
- Section 4:** Candidates need not be present to accept nominations; however, all candidates must be present on the day of elections and be prepared to give campaign speech and answer questions by the general body and the current Executive Board.
- Section 5:** Voting is to be done by secret ballot and tabulated by the Secretary and the Parliamentarian. In the event that the Secretary is a candidate, tabulation shall be done by the President and the Parliamentarian.
- Section 6:** Under no circumstances shall the President and Treasurer be of the same organization.
- Section 7:** Under no circumstances shall the President and Vice President be of the same organization.

ARTICLE III- FUNDS

- Section 1:** It shall be the responsibility of NPHC to provide room, board, and travel expenses for the President and Vice President to attend National and Regional Conventions. Receipts must be provided for all expenses paid.
- Section 2:** It shall be the duty of the event committee and/ or Treasurer to count all funds collected from a fundraising event. The Treasurer will then deposit the funds into the chapter account.
- Section 3:** All funds acquired from a fundraising event must be placed in an approved, bank secured envelope initialed by the event committee and Treasurer to be deposited.
- Section 4:** When making deposits from a fundraising event, the depositor must be accompanied by an authorized security agent, approved WMU administration, or an additional member of NPHC.

- Section 5:** All expenses must be accompanied by a receipt, which are to be kept in an official ledger by the Treasurer and available to be viewed by each organization at each regular meeting.
- Section 6:** All disbursements must be given in checks. Disbursements must be signed for in a written document by the President, Treasurer, and Secretary.
- Section 7:** Funds from NPHC events must be counted between every door shift by the event committee and Treasurer. Quorum must be present to count funds from all fundraising events. The Treasurer and/or event committee shall be empowered to modify provisions of Section 2 and Section 7 of this Article in the event of extenuating circumstances.
- Section 8:** Each year the Treasurer in conjunction with the President will perform an annual audit at the end of each Academic year.

Article IV – ALLOCATIONS

- Section 1:** During the month of February, NPHC shall allocate funds to each its active organizations provided that they meet all requirements as prescribed in this Article of the Bylaws of NPHC. These funds may be used by each of the organizations to conduct any of its regular service events and programs.
- Section 2:** In order for an active NPHC organization to be eligible for any allocation, they must not have any more than *1 unexcused meeting absences and no unexcused event absences per semester.
- Section 3:** The Executive Board shall assign points to each organization for providing 50% chapter participation in the following events:

Maximum Points Possible:

10pts. Fall Ice Breaker- Chapters must arrive on time (3 points), stay for the duration of the party (2), work their assigned door times (3) and recognize and provide assistance when necessary (2).

10pts. Homecoming March Down- Chapters can perform competition, exhibition, or not participate, but have their organization represented in a performance by another chapter. (10)

10pts. Homecoming March Down After Party- Chapters must arrive on time (3), stay for the duration of the party (2), work their assigned door times (3) and recognize and provide assistance when necessary (2).

10pts. Spring Ice Breaker- Chapters must arrive on time (3), stay for the duration of the party (2), work their assigned door times (3) and recognize and provide assistance when necessary (2).

10pts. NPHC Community Service- When NPHC sponsors or mandates the participation and/or support in another organization's community service event. (10)

10pts. NPHC Sponsored Events- When NPHC sponsors or mandates the participation and/or support of another organization's events. (10)

- Section 4:** The Executive Board should assign points to each organization within two weeks of each meeting or event, upon the report of event committee.
- Section 5:** The Secretary should keep a log of each organization's accumulated points throughout the year. (S)He shall calculate all points / possible points for each organization no later than January 31st of each year.
- Section 6:** Each organization shall be allocated a percentage of the maximum allocation amount based on the percentage of points they acquired of the total possible points by their chapter's participation (Le. Phi Beta Sigma 80 / 100pts = 80% of maximum allocation) in NPHC meetings and events.
- Section 7:** No allocations will be awarded to an organization that has a pending grievance filed against them. Once the grievance is reconciled, they may be awarded provided that in the event that they are found guilty of a grievance, the Executive Board's ruling bared no impact on allocation allowance.
- Section 8:** Any organization that is believes their accumulated points are inaccurate, incomplete, unjust, or unwarranted may bring the matter to discussion before body in any regular meeting and put matter to simple majority vote if necessary.
- Section 9:** If feasible, the Treasurer shall distribute checks to organizations no later than the second formal meeting in February. In the event that unforeseen financial matters (beyond their control) require Treasurer from delaying the disbursements of allocation checks, Treasurer shall provide a detailed, written report at the next meeting and a new proposed disbursement date.

ARTICLE V- PARTY DATES, BALL & FOUNDER'S WEEK LOTTERY

- Section 1:** All organizations within NPHC shall be allowed two fundraising dates for both Fall and Spring semesters through NPHC Lottery. Any additional fund raising dates must be approved by majority vote of The Council during a formal meeting.

- Section 2:** NO NPHC organization shall sponsor any program on a date that another NPHC organization has selected without written consent of the organization who has officially selected that date with the exception of community service events.
- Section 3:** NPHC shall conduct its lottery drawing for Fall semesters not later than the second formal meeting held in the month of March. It shall in turn conduct its lottery drawing for Spring semesters not later than the second formal meeting held in the month of September.
- Section 4:** To conduct the lottery drawing, The Secretary shall place individual, folded slips of paper that are numbered 1 through the number of active NPHC organizations. Each representative shall draw a number and select dates in numerical order.
- Section 5:** Founder's Weeks and Ball Weeks shall be selected before fund raising dates are selected. In addition, prior to selection of fund raising dates, certain dates shall be blocked as deemed by The Executive Board or The Body such as Homecoming, Founder's Weeks, etc. In addition, a date can be blocked by an organization that is soliciting the full support of NPHC for a large community service event by a simple majority vote.
- Section 6:** Founder's Weeks shall be assigned to all NPHC organizations prior to selecting fund raising dates.
- Section 7:** In the event that two or more organization's Founder's Week occurs during the same week, weeks shall be assigned by the order of the lottery drawing. All organizations will be granted their Founding Date, regardless of the week in which it occurs. In the spirit of building unity within the NPHC, organizations should support and respect the Founding Date that falls within their week by any means they deem efficient or guidelines can be set by THE BODY.
- Section 8:** Dates that will not be used must be resubmitted to The Council two weeks prior to the selected date, or contact the President and/or Secretary if there is no meeting scheduled two weeks prior to the event.
- Section 9:** The Secretary shall submit a copy of all drawn dates to all Black student organizations within thirty days of lottery drawing to avoid conflicting events.

ARTICLE VI- FINES

- Section 1:** The Parliamentarian shall be responsible for administering fines on behalf of The Council. In the absence of the Parliamentarian, the Secretary shall be responsible for the administration of fines. The Secretary will also be responsible for fining the Parliamentarian.

Section 2: Fines shall be imposed on any organization that is in error of any of the below mentioned incidences listed below.

Fines are as follows:

*Unexcused absence for meeting	\$50
-Late for meeting (5 minute grace period)	\$3
-Disruptive during meeting	\$2 per occurrence
-Swearing during a meeting	\$1 per occurrence
* Unexcused absence for event	\$10 x50% of respective org. membership
-Late for event (5 minute grace period)	\$5 every half-hour x50% of respective org. membership
*Leaving an event early	\$15
*Non-compliance of delegated assignment	\$30
-Event not held on day selected through lottery	\$700 to NPHC
-Having an event (without written consent) on another organization's date	\$700

Section 3: All fines must be paid in full to the Parliamentarian by the next official meeting. If the outstanding balance is not paid in full by the next meeting, the member’s respective organization loses voting rights until the balance is paid in full.

