

# The National Pan-Hellenic Council Constitution



**Florida International University**

## **PREAMBLE**

We, the membership of the representative fraternities and sororities (Hereinafter referred to as "Member Organizations") of the National Pan-Hellenic Council, Inc. that operate on the campus of Florida International University who are similar in structure with the purpose of fostering brotherhood and sisterhood, serving Florida International University, the community, and humankind, do hereby establish a chapter of the National-Pan Hellenic Council ("Herein referred to as "NPHC") under the official title of the National Pan-Hellenic Council at Florida International University (Hereinafter referred in this document as "FIU NPHC") for the purpose of complying with the goals and stipulations of our individual organizations, the NPHC, and Florida International University.

## **ARTICLE I. NAME**

**Section 1:** The name of this organization shall be known as the National Pan-Hellenic Council at Florida International University (herein referred to as NPHC at FIU).

## **ARTICLE II. PURPOSE**

Created in 1930, NPHC serves as the umbrella organization for the 'divine nine' organizations. The purpose of the NPHC is to promote "unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations"

## **ARTICLE III. MEMBERSHIP**

**Section 1:** The FIU NPHC shall be composed of member undergraduate chapters of the National organizations. The NPHC Members of the organizations are required to comply with all Fraternity and Sorority Life policies, Gold Star Recognition, and University guidelines and regulations. Member Organizations are bound to comply with the Constitution and Bylaws and resolutions set by the FIU NPHC and to the rules, regulations, of Florida International University, or those of their respective organizations. The member organizations include:

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.
- Iota Phi Theta, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Omega Psi Phi Fraternity, Inc.

**Section 2:** Only organizations recognized by NPHC can be members. Member organizations must be in good standing with their national organization and the NPHC in order to participate with the FIU NPHC.

**Section 3:** The category of membership designated as “active members” means that all required dues and assessments have been paid.

**Section 4:** The FIU NPHC is only composed of local chapters whose members are matriculating at the university.

**Section 5:** Active Member Organizations shall pay all dues and fines owed to the FIU NPHC.

**Section 6:** Maintain an updated list of all its current members, officers, and advisors in the Office of Fraternity and Sorority Life.

**Section 7:** Any NPHC at FIU affiliated organization failing to meet the above criteria for active membership will be considered a non-privileged organization and subject to fines outlined in Bylaws.

**Section 8:** In the event of the dissolution of the National Pan-Hellenic Council and cessation of governance, all funds remaining in general accounts shall be donated to the United Negro College Fund.

#### ARTICLE IV – MEETINGS

**Section 1:** The FIU NPHC shall meet twice monthly at a time and place determined by the Executive Board.

a. Notices: Notices of the meeting shall be issued not less than 48 hours preceding the meeting and 24 hours preceding special meetings.

**Section 2:** All NPHC meetings shall be open meetings except for any meetings deemed necessary to close at the discretion of the Executive Board.

**Section 3:** Quorum: 1-4 chapter members: 1 chapter member eligible to vote shall constitute a majority for the transaction of business.

5 < chapter members: Two-thirds of the chapter members eligible to vote shall constitute a majority for the transaction of business.

**Section 4:** The Executive Board may call emergency meetings as deemed necessary by the President.

a. Notices: Notices of the emergency meetings shall be made 24 hours preceding the meeting.

**Section 5:** Meetings and business shall be governed by Robert's Rules Newly Revised Edition except in matters specifically provided for in the Constitution, by-laws, and/or standing rules.

**Section 6:** Attendance: Failing to attend NPHC business meetings will result in the following consequences. (Parliamentarian)

1<sup>st</sup> absence/late = written warning

2<sup>nd</sup> absence = \$50 fine to chapter

3<sup>rd</sup> absence = \$50 fine + removal of one program during current or following semester

4<sup>th</sup> absence = receives least priority in choosing calendar dates

## ARTICLE V. OFFICERS

**Section 1:** In order to be considered eligible for an officer position, potential officers must meet the minimum eligibility requirements of active student membership. All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic standing, and financial and disciplinary holds to serve in a leadership position. Officers who do not meet these requirements during their term shall resign or be removed.

**Section 2:** Officers will be elected at the last National Pan-Hellenic Council meeting in October of the Fall semester.

**Section 3:** All candidates must submit an application by the prescribed deadline.

**Section 4:** Candidates may apply for an unlimited number of positions but can only serve in one position on the Executive Board at a time.

**Section 5:** Only Executive Board Members who have previously held a position are eligible to apply for President.

- If, no members from the Executive Board are eligible or apply, the President will open applications to the general body.

**Section 6:** Applications will be submitted via PantherConnect and will be checked to ensure that candidates are eligible to hold office. Eligibility is based on the following:

A. Candidates are in good standing with their chapter

B. Meet the 2.5 overall GPA requirement

C. Meet the National Pan-Hellenic requirements

D. Be in good standing with the university and free of University holds.

**Section 7:** Each candidate will give a two-minute speech. If the candidate runs for multiple positions, they will only give a speech pertaining to their preferred position. Following the speeches, a three-minute time period will be given. During this time period any chapter may ask questions.

**Section 8:** After all candidates have given their speeches, each chapter will vote indicating which candidate they are supporting. Each chapter will have **one** vote. Ballots will be counted and tabulated by the current National Pan-Hellenic Parliamentarian and the National Pan-Hellenic Council Advisor(s).

- A. After the ballots are tabulated, the forum will reconvene, and run-off elections will take place if necessary.
- B. There will be no more than 3 members from the same chapter on the Executive Board at any time.

## **ARTICLE VI. EXECUTIVE BOARD**

**Section 1:** The Executive Board of the NPHC at FIU is composed of the elected officers, and chairs of the standing committees.

- A. The Executive Board must meet prior to general meetings to finalize the agenda for the upcoming meetings, which includes any recommendations for consideration by the general body.
- B. Administer routine business between meetings of the National Pan-Hellenic Council when advisable and such other business has been approved for action by National Pan-Hellenic Council vote.
- C. Report all action taken by the executive board at the next regular meeting of the National Pan-Hellenic Council through the secretary and record the action in the minutes of that meeting.

**Section 2:** A term of office is one year, or until a successor is elected. The president and vice president cannot serve more than two consecutive terms.

**Section 3:** The election of officers will take place at the last general body meeting in October. Officers will be installed and take office at the last general body meeting in Fall.

## **ARTICLE VII. REMOVAL OF AN OFFICER**

**Section 1:** Any officer who neglects their duties can be removed from office by vote of the council, provided they have been sent the charges in writing. They shall be given the opportunity to be heard in their own defense before the vote is taken on removing them from office.

**Section 2:** If a vacancy occurs in an elected office, and the remaining term to be served is six months or less, the Executive Board will appoint a replacement. If the remaining term to be served is more than six months, a special election will be held to replace that officer.

## **ARTICLE VIII. EXECUTIVE OFFICERS**

**Section 1:** The Elected Officers of the Council shall be known as the Executive Board of the National Pan-Hellenic Council. Their duties and order of succession are as follows:

**Section 2. President: It shall be the duty of the President to:**

- Preside over all meetings of the Executive Board and General Body.
- Appoint all committees.
- Be responsible for the implementation of all decisions of the Executive Board and FIU NPHC Bylaws.
- Call special meetings when appropriate.
- Represent the NPHC at any meetings with university administrators.
- ensure that the Pan operates in accordance with the FIU NPHC Constitution and By-Laws as well as the NPHC National Handbook.
- Cast a vote only in the event of a tie.
- Exercise the power of Executive Order in detrimental situations.
- Meet with the FIU NPHC Advisor once a week or when deemed necessary by the NPHC Advisor.
- Approve in writing all expenditures of the budget.
- Acquire a working knowledge of parliamentary laws and procedure as stated in Robert's Rules of Order.
- Perform any other presidential duties not specifically outlined within these bylaws which are deemed appropriate by two-thirds of the Executive Board, deemed necessary by the NPHC Advisor, or the general body that will benefit the NPHC goals and objectives.

**Section 2. Vice President: It shall be the duty of the Vice - President to:**

- Assume the duties of President in their absence or incapacity of the President and perform such other duties as they are assigned.
- Assist the President in planning and implementing council functions such as meetings, fundraisers, socials, and community-service projects.
- Assist the President in overseeing committees by keeping the President current of their progress.
- Chair the Programs Committee.
- Perform designated assignments deemed necessary by the President, Advisor, or the general body that will benefit council goals and objectives.

**Section 3. SECRETARY: It shall be the duty of the Recording Secretary to:**

- Call roll at the beginning of all regular and special meetings.
- Keep a list of all committees.
- Record minutes of all meetings of the Executive Board and general body meetings.

- Prepare, type, and distribute minutes from each NPHC meeting to be approved at the next meeting (regular, Executive Board, and special meetings).
- Maintain and update all member organizations' full roster of membership with the NPHC Advisor.
- Call the meeting to order in the absence of the President and Vice President.
- Issue all necessary correspondence on behalf of the council with revisions by the President if necessary.
- Perform designated assignments deemed necessary by the President, Advisor, or the general body that will benefit the council.

**Section 5. TREASURER: It shall be the duty of the Treasurer to:**

- Responsible for all duties included in revenue and expenditure for the NPHC.
- Maintain accurate records of the financial status of the council in the form of financial statements issued by banks, the university, or any other entity in which the council has a vested interest in.
- Provide a copy of all financial statements to the NPHC Advisor.
- Submit and present a written report at each council meeting.
- Recommend any changes helpful to the achievement of the financial objectives of the council.
- Notify Member Organizations of their semesterly dues and assessments and other financial obligations at each meeting.
- Perform designated assignments deemed necessary by the President, Advisor, or the general body that will benefit the council goals and objectives.

**Section 6. PARLIAMENTARIAN: It shall be the duty of the Parliamentarian to:**

- Maintain a copy of the most current version of the constitution during all Executive Board, general, and special meetings.
- Have a general knowledge of the constitution and general structure of the council.
- Ensure the execution of the constitution and by-laws, and general rules of parliamentary procedure and meeting decorum, as outlined in the most recent edition of Robert's Rules of Order.
- Serve as timekeeper during the meetings and officer nominations and elections.
- Research any rule/practice as deemed necessary by the President or general body, by majority vote.
- Regulate the council judicial duties (point system, fines, etc.)
- Perform designated assignments deemed necessary by the President, Advisor, or the general body that will benefit the council goals and objectives.

**Section 7: VP of Communication and Marketing**

- Collect and compile historical data pertaining to the council and member organizations.
- Take photos/videos at NPHC events.
- Responsible for publicity for NPHC events
- Handle all public relations, publications and communications within the NPHC
- Be responsible for communication and correspondence with other Greek Councils

- Provide information regarding all relevant campus leadership and involvement opportunities.
- Advertise all NPHC sorority and fraternity programs.
- Oversee and creatively operate all social media platforms
- Create social media marketing plans, campaigns and initiatives
- Create content calendar for the year
- Perform designated assignments deemed necessary by the President, Advisor, or the general body that will benefit the council goals and objectives.

## **ARTICLE IX. STANDING COMMITTEES**

### **Section 1: Community Service and Social Action Committee.**

- 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.
- Implement and coordinate social justice initiatives that assist in the uplift of historically marginalized communities that the council serves.
- Promote all community service and social action activities of the Council in the form of flyers, public service announcements, and/or ways deemed necessary by the Council.

### **Section 2: Programming Committee**

- Coordinate NPHC week activities each semester.
- Coordinate additional programs each semester that continuously propels the body towards its purpose.
- Coordinate the annual NPHC Stroll Off
- Promote all programming activities of the Council in the form of flyers, public service announcements, and/or ways deemed necessary by the Council.

### **Section 3: Constitution and Bylaws Committee**

- To revise and update the Constitution and Bylaws in order to promote a cohesive document for the council.
- To be chaired by the Parliamentarian

### **Section 4: Establishing Committees**

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

## **ARTICLE X. ADVISOR**

**Section 1:** The NPHC Advisor shall be a University employee appointed by the Office of Fraternity and Sorority Life.

**Section 2:** The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and



activities, as well as FIU policy and procedure. Additionally, the advisor will expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

**Section 3:** The Executive Board may request a change in advisor by submitting a written complaint to the Fraternity and Sorority Life Office.

## **ARTICLE XI – AMENDMENTS**

**Section 1:** These bylaws shall be amended by an affirmative two-thirds vote by the Executive Board.

**Section 2:** All proposed amendments shall be submitted in writing to the Executive Board at least 7 days prior to the Executive Board meeting.

**Section 3:** The Executive Board shall distribute each proposed amendment with its recommendation to the General Body and all affiliate organizations at least 7 days prior to the next Council of Presidents Meeting.

## **ARTICLE XII. VIOLATIONS**

**Section 1:** Violations of any regulations of the Constitution or its related Bylaws shall be subject to penalties established by the Council in conformity with those recommended by the Office of Fraternity and Sorority Life.

**Section 2:** Any dispute arising from violations of NPHC rules and regulations shall be mediated with the NPHC Advisor, Council and Chapter Presidents.