

## **CONSTITUTION**

### **PREAMBLE**

We, the representatives of the historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek-lettered fraternities and sororities, recognizing that there are certain areas of action and programming that can be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and By-Laws

### **ARTICLE I – NAME**

The name of this organization shall be the National Pan-Hellenic Council, Inc. of Murray State University, hereinafter referred to as “National Pan-Hellenic Council, Inc.” or “MSU NPHC” or “NPHC”.

### **ARTICLE II – PURPOSE**

The purpose of the National Pan-Hellenic Council, Inc. shall be to create and maintain high standards in the life of fraternities and sororities; to perpetuate constructive fraternity and sorority relations while fostering an understanding of the structure, differences, and methods of operation among the affiliate organizations; to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations; and to serve as the conduit for such action plans as may be developed to ensure constructive fraternity and sorority relations. The goals of this organization are:

1. To be the governing body for the nine affiliate organizations of the NPHC;
2. To promote cultural programs, workshops, etc., for the advancement of the community in civic, economic, educational, and political affairs;
3. To supplement and endorse the efforts of civic and social groups for the betterment of race relations;
4. To work in partnership with Murray State University offices and administration in all matters affecting the welfare of the student body;
5. To aid in the social adjustment and maturation of students;
6. To develop the leadership capabilities of members;
7. To provide scholarships for conferences and new members.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1 – General Membership**

The National Pan-Hellenic Council shall consist of currently enrolled undergraduate students who are active members of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Omega Psi Phi Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc.

**Section 2 – Delegates**

Each organization shall appoint one (2) of their members to serve as delegates for their organization. One primary delegate will serve as the main voice of the chapter, and a second delegate to serve as a secondary voice on hand in the event of the absence of the primary. The delegate shall vote upon decisions made by the Executive Board.

**Section 3 – Committees**

Each organization must have representation on each NPHC committee. Standing committees shall be Fundraising, Social, and Service. Ad-hoc committees shall include Homecoming and any sub-committees needed.

**Section 4 – Active Status**

In order to be an active member of NPHC, an individual member must be active in his or her organization. In order to maintain active status, an individual member shall maintain at least a 2.5 CUMULATIVE GPA for active members of fraternities and sororities and must be enrolled full-time unless you are a graduating senior in the term in question. Individuals must also be in good standing financially and judicially with the University and NPHC. For chapters to be considered in good standing, a 2.5 CUMULATIVE GPA for the previous semester or cumulative must be reached.

**Academic Warning**

- I. Chapters falling below the benchmarked GPA set above will be placed in academic warning for a semester. Chapters that are placed on academic warning will have to do the following:
  - Cannot have more than two social events.
  - Complete Map Works by a designated date.
  - Each member of that chapter will have to complete 50 documented study hours.
  - The individual member(s) who have fallen below the benchmarked GPA must submit their grades three weeks prior to the step show. If the individual's GPA still falls below the benchmarked GPA, the individual will not be allowed to perform in the step show.

**Section 5 – Inactive Status****Academic Probation**

- II. If the chapter doesn't raise the GPA to the recommended GPA, the chapter will be placed on probationary status for the semester following the grades in question. Chapters may return to good standing upon achievement of the benchmarked GPA. If a chapter remains below the benchmarked GPA, they will be referred to the Judicial Board for further sanctions. Chapters that are placed on academic probation will have to do the following:
  - Provide a mid-term progress report to the Greek Coordinator.
  - Meet with the Executive Board and Greek Coordinator to provide a plan of action to raise their chapter GPA.

- Will not be allowed to have a week in the upcoming semester.
- Each member of that chapter will have to complete 75 documented study hours.
- Chapter vote will be taken away for the upcoming semester.

\*\*\*INACTIVE- Chapter/Member is unable to participate in Homecoming Step Show, NPHC Stroll Off, NPHC Retreat, and/or any event where the Chapter/Member is acting as a representative of NPHC.

### **Section 6 – New Members**

All new members and transfer members must complete the New Member Orientation at Murray State University.

## **Article IV – Officers**

### **Section 1 – Elected Officers**

The elected officers of the Murray State University NPHC shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, and Chaplin. The elected President and Treasurer shall not be the same person.

### **Section 2 – Term of Office**

The President, Vice-President, Secretary, and Treasurer shall be elected and/or appointed for a term of one (1) year by majority vote of NPHC organizations' representatives and/or alternates as follows:

- i. Officers shall be nominated the first meeting in the month of November;
- ii. They shall be elected and/or appointed the second meeting in the month of November;
- iii. They shall be installed the second meeting of November, so that they may run a minimum of the last two meetings of the fall semester.
- iv. The Parliamentarian and Chaplin can be semester terms.

### **Section 3 – Qualifications of Officers**

- i. All officers must meet active requirements within NPHC;
- ii. All officers must be in good standing academically and financially with their respective NPHC affiliate organization and NPHC;
- iii. All officers shall have and maintain an overall GPA of 2.5 or better;
- iv. No more than two (2) members from any one (1) organization may serve as officers, if possible;
- v. President and Vice-President shall not be elected from the same organization;
- vi. President, Vice-President, and Treasurer shall have at least one year membership in NPHC, if possible;
- vii. No officer will serve as a chapter delegate unless approval is granted by the council.

### **Section 4 – Election Ways and Means**

Revised: February 10, 2016  
President: Alexis Macklin

Parliamentarian: Keioni Hall

- i. There shall be an annual election.
- ii. Each organization should nominate at least one (1) NPHC member per each position.
- iii. After the nomination meeting, all candidates shall be required to give a speech, not exceeding five (5) minutes, detailing their reasons for seeking office and their qualifications.
- iv. The mode of elections shall be secret ballot after the nomination meeting. The nominee receiving majority vote shall be elected. In the case of a tie, a run-off shall be held between the candidates. The candidate receiving the highest number of votes shall be declared the winner. In the case of three (3) consecutive ties, the vote will be cast secret ballot individually.

### **Section 5 – Vacancies and Impeachment**

- i. Should the office of President be permanently vacated, the Vice-President shall immediately succeed into the office of President. A new Vice-President shall then be elected. For this Vice-President election, nominations from organizations will be taken. Elections shall take place at the meeting following these nominations.
- ii. Should any office of the Executive Committee position be left vacant by way of non-nomination, by an officer stepping down, said position shall be filled through recommended appointment of the NPHC President with consideration and approval from the Advisor. Appointments shall be approved by majority vote.
- iii. The Council may remove any officer of the Executive Committee for violations of the By-laws or for not fulfilling his/her duties of the position.

### **Section 6 – Advisor**

The Advisor for the NPHC will be appointed by Murray State University.

## **ARTICLE V – MEETINGS**

### **Section 1 – Frequency**

The meetings of the Council will be held bi-weekly unless otherwise called by the President.

### **Section 2 – Quorum**

A quorum to convene and transact business shall consist of two-thirds (2/3) of the delegates.

### **Section 3 – Special Meetings**

The President shall call all special meetings. Each organization shall be notified of a special meeting in writing or via email at least 24 hours prior to the meeting. Said meetings shall be composed of a quorum and adhere to the rules of procedure of regular meetings.

### **Section 4 – Absences**

An excuse of absence or tardy shall be submitted to the President at least twenty-four (24) hours prior to the date of the scheduled meeting or at the end of the work day.

**Section 5 – Reports**

All officers are required to give a bi-weekly report at every meeting. At least one (1) delegate must attend the meeting in order to give a meeting report to their respective chapter presidents.

**Section 6 – Order of Business**

The order of business shall be:

- I. Call to Order
- II. Prayer
- III. Roll Call
- IV. Approval of Minutes
- V. Officer Reports
  - a. President
  - b. Vice President / Public Relations Committee
  - c. Treasurer / Fundraising Committee
  - d. Secretary / Social Committee
  - e. Parliamentarian / Nomination Committee
  - f. Chaplin / Service Committee
- VI. Advisor Reports
- VII. Old Business
- VIII. New Business
  - a. Chapter Reports
- IX. Announcements and Other Communications
- X. Adjournment

**ARTICLE VI – AMENDMENTS**

This Constitution shall be provisionally amended by a two-thirds (2/3) vote of the National Pan-Hellenic Council membership, provided notice of the proposed amendment has been given in writing at the preceding regular meeting of the National Pan-Hellenic Council.

## **BY-LAWS**

### **ARTICLE I – OFFICER DUTIES**

#### **Section 1 – President**

The President shall have overall responsibility for the operation of the NPHC; call and preside at all regular, Executive Committee, and special meetings of the NPHC, ensuring that they are conducted with decorum and discipline; appoint committees and serve as ex-officio member of all committees; represent or appoint a representative for NPHC at all meetings dealing with the welfare of the Council; attend President's Council (IFC, NPHC, CPC) meetings as NPHC delegate when needed; confer with the Executive Board concerning appointments of delegates to committees; remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties with exception of impeachment matters; maintain a complete up-to-date President's file of all material pertinent to the running of the Council; provide a report at all NPHC meetings; enforce the Constitution & By-Laws; maintain a working relationship with the NPHC Advisor and the Office of Greek Life and Student Organizations; and serve as liaison between advisor, other Councils, and NPHC; and perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution & By-Laws.

#### **Section 2 – Vice-President**

The Vice-President shall perform the duties of the President in his/her absence, inability to serve, and removal from office or at his/her call; serve as ex-officio member of NPHC committees (Community Service, Social Activities, Greek Unity) and be responsible for any special projects assigned by the Executive Committee; serve as the Public Relations Chair, Homecoming Chair and the NPHC Step Show Chair; serve over all Committee Chairs; serve as delegate to the Black Student Council or assign a delegate to serve; maintain a close working relationship with the President; provide a report at all NPHC meetings; maintain a complete up-to-date Vice-President's file of all material pertinent to the running of the Homecoming Step Show; and perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution & By-Laws.

#### **Section 3 – Secretary**

The Secretary shall keep an up-to-date roster of the members of the NPHC, and make roll call at every NPHC meeting; be responsible for keeping a record of attendance for all representatives at meetings, activities and programs; be responsible for keeping an accurate and strict record of all proceedings of the Council and all documents of the Council; be responsible for keeping an accurate record of minutes for all meetings, keeping these minutes readily available at all times and distributing these minutes to all NPHC Presidents; be responsible for keeping a current calendar of all NPHC and individual organization events; be responsible for the official correspondence of the Council and correspondence with the NPHC Advisor; serve as Social Committee Chair; provide a report at all NPHC meetings; and perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution & By-Laws.

**Section 4 – Treasurer**

The Treasurer shall be responsible for the general finances of the NPHC; be responsible for the prompt payment of all bills of the NPHC; receive all payments due to the NPHC, collect all dues, and inform the President of those member fraternities/sororities who may be financially ineligible to vote; be responsible for all deposits, balancing of the checkbook, and writing & keeping of receipts as well as notifying members of the NPHC regarding all internal affairs (e.g. fines, notices, etc.); be responsible for the preparations of a semester budget and a semester written financial statement; maintain all financial accounts of the NPHC via the NPHC Advisor; serve as Fundraising Committee Chair; ensure an audit is done at the end of each academic year by the advisor and Treasurer-elect; provide a report at all NPHC meetings; and perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution & By-Laws.

**Section 5 – Parliamentarian**

The Parliamentarian shall be responsible for maintaining order in NPHC meetings according to Robert's Rules of Order; serve as Nomination Committee Chair; serve as Chief Justice of the NPHC Judicial Board; be responsible for handling all impeachment requests, determining their validity, and reporting them to the Judicial Board; enforce the laws and by-laws of this Constitution and policies set by the Office of Greek Life and Student Organizations; provide a report at all NPHC meetings; and perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution & By-Laws. The Parliamentarian shall distribute a copy of this Constitution to every member of NPHC.

**Section 6 – Chaplain**

The Chaplain shall provide prayer at the start of all NPHC meetings; provide spiritual council for the membership;

**ARTICLE II – FINANCE**

The fiscal year of the MSU NPHC shall be January 1 to December 31.

**Section 1 – Contracts**

The signature of the President and the Treasurer shall be required to bind the NPHC, with approval of the Advisor.

**Section 2 – Checks**

All checks issued on behalf of the NPHC shall have two (2) signatures as follows:

- President and Advisor
- Treasurer and Advisor—with the knowledge of the President

**Section 3 – Payments**

All payments due to the NPHC shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the National Pan-Hellenic Council.

**Section 4 – Membership**

Dues Semester dues for each NPHC member organization shall be an assessment of \$10.00 per member of each organization. Said dues shall be made payable by the second meeting of the fall and spring semesters. If not paid by the second meeting, organizations will be assessed a \$15.00 late fee.

- If excessive tardiness of dues becomes a burden an additional penalty fee will be assessed according to J-Board mandate.
- Each member organization is responsible for submitting a current active member roster to the President, Advisor, and Treasurer the first meeting of the semester.
- Suspended member organizations shall pay dues by the first meeting of the semester that they are to be reactivated.

**Section 5 – Accounts**

MSU NPHC shall have three working accounts

- One MSU Foundation Account
- One MSU Agency Account
- One third party account off-campus

**Section 6 – Fines**

All fines shall be paid by the next scheduled NPHC meeting, fines include:

- Delegate missing a meeting - \$10.00
- Tardy to meeting (missing roll call) - \$5.00
- Missing an event - \$15.00
- Improper dress - \$5.00
- Missing the submission deadline for Map Works while on academic probation- \$15.00/member
- Not completing the requested amount of study hours while on academic probation- \$1/hour missed/member
- Failing to provide a progress report while on probation- \$10.00/member
  - Fine sheets will now be implemented, acting as a contract that the individual will sign. The fine sheet will be dated and have a given due date.
  - If an individual member of NPHC is unable or refuses to pay the fines owed, that member will become inactive with NPHC until fines are paid.

**ARTICLE III – ORGANIZATION WEEKS**

Weeks are granted to each organization once a year. The week shall consist of three days and may not overlap with another organizations' activity weekend. Each organization is responsible for resolving any conflicts with weeks by the second business meeting of the fall semester. Delegates will choose the timing of weeks at the first meeting in April. The tradition of an organization (when the organization has had the week in the past), national initiatives and requirements (submitted in writing with documentation from a National



Officer), and holidays and university programs will be taken into consideration when choosing weeks. The order in which the delegates choose shall be random selection.

### **Section 1 – Activity Weekends**

Activity weekends are granted one per semester and shall run from Friday to Saturday of the same week. Weekends are to be chosen by the delegate at the first meeting in April for the following academic year. The order in which the delegates choose shall be random selection. Some weekends are omitted due to certain dates such as Easter, Thanksgiving, and finals. There will be no changing of weekends except in working with another member organization or by making a proposal to the council. The NPHC Secretary shall distribute a tangible copy of the semester's calendar of activity weekends to each delegate.

### **Section 2 – Service Weeks**

Service weeks are to be assigned first because our organizations are service based and thus these are priority. Service weeks shall consist of three days and are mandatory for each active organization. If an event is questionable, the judicial board will make a ruling and the chapter could lose privileges to future programming rights. Service weeks may not be done during and/or simultaneously with the week or activity weekend of other organizations.

### **Section 3 – NPHC Week**

The National Pan-Hellenic Council shall host one (1) week per semester consisting of at least three (3) days. The fall week shall be the week leading up to Homecoming and shall consist of at least one (1) activity, one (1) service event, "What is Greek?" and the main fundraiser, the Homecoming Step Show. The spring week shall be the second full week of classes and shall consist of at least at least one (1) activity, one (1) service event, "GREEK 101" and one (1) social event.

#### **A. Homecoming Step Show**

- a. Murray State chapters have until September 29, 2016 to determine whether their chapter will participate in the 2016 Homecoming Step Show.
- b. If a Murray State chapter does not find another chapter to take their place, the Murray State chapter will be fined \$250 for not participating in the Homecoming Step Show.
- c. If a Murray State chapter finds a replacement, the replacement team must submit a \$250 entry fee immediately to confirm their spot.
  - i. This entry fee shall be non-refundable.
  - ii. If a Murray State chapter finds a replacement team, and the replacement team does not participate, the Murray State chapter shall not be held accountable for the replacement team's faults and the replacement team will not receive a refund of their entry fee.

### **Section 4 – Compliance**

Compliance is imperative in these areas and the President has all authority to enforce the sanctions of the constitution and the above By-Laws. All weeks that are not assigned are defined as dead weeks and may not be used without the proper paperwork and approval of the council. Furthermore, in this event, the Judicial Board will convene and disciplinary action will be taken upon the organization in question.

### **Section 5– Publication**

Publication of the NPHC Academic Calendar is to be completed before the close of the spring semester. Each chapter shall be given a copy of the calendar and a copy should be made available to the advisor during the last meeting of the current Executive Board. Any questions or concerns regarding the calendar will be taken to the newly elected Executive Board.

### **Section 5 – Probation**

If placed on probation, the organization forfeits their activity week and weekends, as no social events may be hosted by the organization. Service weeks may still be granted but must comply with the definition of service completely. Approval from the Executive Board must be granted before any service event is hosted and the event must comply with the conditions of the Executive Board.

## **Article VI – JUDICIAL**

### **Section 1 – Judicial Board**

By this Constitution, the National Pan-Hellenic Council inaugurates an undergraduate judicial hearing board for the purpose of adjudicating violations of the NPHC and/or University policies and regulations. Said judicial entity shall hereinafter be known as the NPHC Judicial Board and has all authority to enforce policies set forth by the council and the Office of Greek Life and Student Organizations at Murray State University.

### **Section 2 – Judicial Procedures**

All the functions, guidelines, policies, and procedures of the Judicial Board shall be encompassed in accordance with the National Constitution.

- A. No member, except the Judicial Coordinator and NPHC President, may serve on the Court if his/her organization or member is on trial.
- B. The NPHC Advisor must be present in order for the Court to render a decision.
- C. In case of absence of a member of the Court, the representative of that organization shall appoint a temporary replacement to serve on the Court. This representative should give due notice to the President of NPHC.

The NPHC shall have:

- Original jurisdiction in all cases involving violations of the Constitution, By-Laws, rules and regulations.

### **Section 3 – Voting**

The voting membership of the NPHC defines and classifies the judicial procedures utilized when chapters are in violation of the NPHC Constitution and By-Laws. Conversely, when University policy and procedures supplant NPHC policy and

procedures, the NPHC President and Judicial Board Chairman shall contribute as advocates to the administration on behalf of the Greek Community. In the event that uneasiness exists amongst the delegates, the Executive Board is required to give the delegates a minimum of twenty-four hours to take proposals back to their chapter before voting on the final decision. (In the case of an emergency/time sensitive decision, the NPHC President should hold a mandatory delegate meeting. If all the delegates are not present, the decision should be made by the Executive Board.) In the event of a tie, the NPHC President shall cast the tie-breaking vote. In the event that the decision being voted upon involves the President's organization, the NPHC Vice-President shall cast the tie-breaking vote.

#### **Section 4 – Cases**

Cases may come before the Court involving violations of Section 7A of this article in the following manner:

- A. Cases referred to by the University Administration
- B. Charge from NPHC officers and/or representatives.
- C. Charge from any member covered under this Constitution.

#### **Section 5 – Notification**

The NPHC President shall notify, in writing, the accused member/organization at least seventy-two (72) hours with the exception of weekends and holidays after the charge has been filed. The Court shall be called into sessions no sooner than twenty-four hours (24) and no later than seven (7) days following the notification of the accused member/organization. Upon giving notice to the accused, the NPHC President shall refer the case to the Judicial Coordinator for court proceedings as prescribed in Judicial Article VI of the Constitution.

#### **Section 6 – Procedures**

As such times as the NPHC court meets, the following procedures must be observed for a decision to be valid

- A. The Judicial Coordinator shall be in charge of proceedings must be observed for a decision to be valid.
- B. The plaintiff and defendant shall reserve the right to cross-examine witnesses.
- C. The Court shall deliberate and vote in executive session, secret ballot shall be used and an affirmative vote of majority of the quorum (%50+1) shall be necessary for a verdict.
- D. The Judicial Coordinator shall give the defendants charged written notice of the decision within (24) hours.
- E. The appeal must be written and submitted within five (5) days to Student Affairs. A copy of the appeal must be given to the Judicial Coordinator, President of NPHC, and the NPHC Advisor.

#### **Section 7 – Penalties**

Penalties that may be levied by the court to the extent of violations:

- A. Social probation (which includes non-participation in Greek-affiliated programs.)

- B. Loss of NPHC voting powers of specified time limit.
- C. Fees and fines, up to \$100.