

**CONSTITUTION OF THE UNDERGRADUATE CHAPTER
OF THE NATIONAL PAN-HELLENIC COUNCIL
OF THE UNIVERSITY OF WEST ALABAMA**

PREAMBLE

We, the representatives of 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 letter fraternities and sororities, and recognizing that there 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

The name of this organization shall be the National Pan-Hellenic Council, Inc., hereinafter referred to as "NPHC."

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, the NPHC promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local councils of the NPHC and provides leadership for its constituents.

ARTICLE III- MEMBERSHIP

1. The following sororities and fraternities are members of the NPHC:
 - 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.
 - Omega Psi Phi Fraternity, Inc.

2. Any Greek-letter organization wishing to petition for membership in the NPHC shall:
 - a. Submit a letter to the NPHC requesting admission;
 - b. Submit a roster of officers, members, and advisor(s); and
 - c. Submit a brief history of the organization.
 - d. Submit a grade report of the previous semester G.P.A, which must be above a 2.25 cumulative.

3. Upon acceptance, semester dues of \$5.00 per member must be paid. - This fee is waived for the first semester.
4. All organizations must maintain a collective grade point average of 2.25 each semester.
5. Failure to meet the said criteria shall result in the following actions by the judicial board:
 - a. Failure to meet the required 2.25 grade point average for one semester will result in each member (regardless of their grade point average) to conduct two mandatory study hall hours per week.
 - b. Failure to attend mandatory study hours will result in a \$25 fee per week.
 - c. Failure to meet the required 2.25 grade point average for two consecutive semesters will result in the organization being on social probation for the semester, as well as the study hall] requirements mentioned above.
 - d. Failure to meet the required 2.25 grade point average for three consecutive semesters will result in the organization losing all NPHC recognition until the specified GPA is met.
 - e. Failure of individual members to attend and meet mandatory study hall hours will result in the chapter being fined \$25 for all members that are not meeting the requirements.

ARTICLE IV-OFFICERS

1. Elected Officers. The elected officers shall be President, Vice President, Secretary and Treasurer. These officers shall be elected by one vote from each active organization by the active NPHC organization on the campus of The University of West Alabama.
2. The officers shall be elected by a majority vote.
3. Voting for the officers shall be by secret ballot.
4. The officers shall be elected before the council business meeting of the fall semester each year. The officers shall be elected by the active membership of the NPHC General Assembly. The newly elected officers shall assume their respective positions at the last council meeting in the semester. The newly elected officers shall serve their office for a full year.

ARTICLE V – REPRESENTATION

1. The Legislative Body

- a. The legislative body of the NPHC shall be the General Assembly. This council shall consist of the primary and secondary delegate from each fraternity or sorority.
- b. Each organization must be in good standing in order to have a vote. Good standing is defined as being financial, having no delinquent balances, not exceeding the absence allotment, and not meeting academic standards. Not being academically sound is defined as not meeting the required grade point average for two consecutive semesters.
- c. The National Pan-Hellenic Council General Assembly shall meet on a regular bi-weekly basis.

2. The Executive Council

A. The duties of the President shall be as follows:

1. To preside over meetings of the NPHC General Assembly;
2. To vote in the event of a tie;
3. To call an emergency meeting (general or executive), if necessary;
4. To serve as the spokesperson for the NPHC;
5. To attend all NPHC Executive Council and General Assembly meetings.
6. Arrange new member workshops for all chapters on study skills, time management and other pertinent topics

B. The duties of the Vice-President shall be as follows:

1. To assume the duties of the President in the case of his/her absence;
2. To assist the President in performing the duties of the NPHC;
3. To serve as the chairperson for the NPHC Judicial Board;
4. To monitor the process of various committees; and
5. To prepare an annual report of committee activities.
6. To monitor the academic standing of the NPHC community.
7. To attend all NPHC Executive Council and General Assembly meetings.

C. The duties of the Secretary shall be as follows:

1. To take minutes and roll at each meeting of the NPHC General Assembly and Executive Committee;
2. To keep minutes and current correspondence on file in the Office of Student Life;
3. To distribute a copy of the minutes at each NPHC General Assembly meeting;
4. To attend all NPHC Executive Council and General Assembly meetings.

D. The duties of the Treasurer shall be as follows:

1. To maintain accurate records of the expenditures and receipts of all finances and to present a report at all regular NPHC General Assembly meetings;
2. Issue bills and collect all dues from each chapter.
3. To maintain accurate records of the expenditures and receipts of all finances and to present a report at all regular NPHC General Assembly meetings;
4. To attend all NPHC Executive Council and General Assembly meetings.

E. The duties of the Public Relations chair shall be as follows:

1. To be responsible for NPHC Publications
2. Serve as the primary liaison to the campus and community; including SGA, or other organizations interacting with the NPHC.
3. Build strong faculty relationships and implement faculty appreciation

ARTICLE VI- MEMBERSHIP INTAKE

1. All chapters will abide by the NPHC Membership Intake Guidelines specified on the Membership Intake Checklist.
2. All unaffiliated students will be required to attend one convocation in order to be eligible to solicit membership into any of the nine NPHC organizations.
3. All unaffiliated students must complete a NPHC Convocation card in order for his or her attendance to be documented.

**BY-LAWS OF
THE UNIVERSITY OF WEST ALABAMA
NATIONAL PAN-HELLENIC COUNCIL**

ARTICLE I – POWERS

The powers of the NPHC shall be:

1. To make laws pertaining to its own government.
2. To uphold all rules set by UWA policies as stated in the student handbook.
3. To admit, according to the criteria stated in this constitution and by-laws, any Greek organization petitioning for membership in the NPHC.
4. To discipline, fine, suspend, or expel members or organizations in accordance with the constitution and by-laws.
5. To levy and collect dues.
6. To correlate programs that are designed to help meet the needs of the NPHC and NPHC representatives.
7. To enforce the stipulations set forth in the constitution and to ensure that the organizations comply with the regulations established therein.
8. To impeach NPHC officers both elected and appointed.
9. To establish its own meeting times and rules of procedures.

ARTICLE II - QUALIFICATION OF OFFICERS

Those individuals seeking an office in the NPHC must meet the following criteria:

1. Be enrolled at The University of West Alabama.
2. Must be an active member of an affiliated NPHC organization
3. Have and maintain a 2.5 cumulative GPA

ARTICLE III – VOTING

1. A quorum shall consist of a majority of the member organizations that are active.
2. Each organization is allowed the power of one vote
3. Each organization is to have two undergraduate delegates (one primary voter and one secondary voter)
4. The secondary voter is only allowed to vote when the primary voter is not present.
5. The NPHC Executive Council Members are not considered delegates. The President will vote only in the event of a tie.

ARTICLE IV – PRESENTATION OF NEW MEMBERS

1. All organizations must adhere to the following guidelines when presenting new members to the campus.
2. Guidelines for those presenting new members shall be: (i.e. show, probate, neophyte presentation, etc.)
 - a. Neophyte Presentations are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council.
 - b. A Facility Reservation Form must be submitted through the eform system. A copy of the reservation form must be submitted to the Office of Student Life.
 - c. No alcoholic beverages will be permitted.
 - d. No physical abuse will be tolerated.
 - a. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual.)
 - e. In the event of a fight during the presentation, those fighting will be disciplined immediately.
 - a. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
 - f. Disruptions by other attending organizations will not be tolerated.
 - a. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
 - f. The duration of the neophyte presentation should be no longer than 1 hour total. Following the show, members of the presenting organization must vacate the area

within half an hour. The presenting organization will be responsible for ensuring the site used is left in its original state.

- g. A Chapter Advisor or Faculty Advisor MUST attend all neophyte Presentations.

ARTICLE V - ATTENDANCE POLICY

1. Delegates from each active organization are allowed to miss two meetings.
 - A. (I.e. three tardies constitute one absence)
 - B. On the third absence, the organization will be fined \$25.
 - C. On the fourth absence, the organization will be placed on social probation for thirty days. If thirty-day probation is not permitted in that term, the organization is placed on social probation for the remainder of the term and the beginning of the following academic term to total thirty-day probation.
2. In the event of an excused absence, the following must be adhered to:
 - A. A work or class excuse must be given to the NPHC President 48 hours before the event.

ARTICLE VI – SCHEDULED FUNCTIONS

1. No organization is allowed to schedule events conflicting with previously scheduled NPHC approved events. An organization week is an NPHC approved event. If an organization schedules an event conflicting with NPHC functions, social events, and community service projects then that organization will be warned about the conflicting schedules. If the organization refuses to change date and has the conflicting event then a fine will be given to that organization. The fine will be \$100.
2. Organizations are allowed to have fall weeks as well as spring weeks, but fall weeks have to be scheduled through the NPHC as early as the last executive meeting of the spring semester, but no later than the third executive meeting in the fall semester or a week will not be scheduled.
3. Weeks are automatically forfeited if an organization is inactive. The entire week of the inactive organization cannot be claimed by another organization. However, the days of that week can be reserved by other active NPHC organizations following the NPHC procedures and governance of scheduled functions. An organization can claim a max of 2 days of the respective week according to the aforementioned schedule of weeks.

ARTICLE VII - DUES

Each chapter must pay \$5.00 per member per semester in dues to remain in good standing. This amount is due at the third General Assembly meeting each semester and is past due the following day. After that meeting, there will be a \$25 late fee per meeting.

ARTICLE VIII – ADVISOR

The advisor shall be the Director of Student Life or his/her designee.

ARTICLE IX

The principles contained in Roberts Rules of Order, currently revised edition, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the By-laws and any special rules of order of the NPHC.