

NATIONAL PAN-HELLENIC COUNCIL

OF

UNIVERSITY OF WEST GEORGIA

PREAMBLE

We, the representatives of Alpha Phi Alpha Fraternity, Iota Phi Theta, Kappa Alpha Psi, Omega Psi Phi, Sigma Gamma Rho Sorority, and Zeta Phi Beta Sorority, recognizing the need for the coordination of intercollegiate Greek-letter fraternity and sorority activities, and recognizing that there are certain areas of action and programming that can best be carried out by joint efforts of all such organizations, do hereby establish a formal organization in which to meet such needs 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 of the University of West Georgia.

ARTICLE II—PURPOSE

- Section 1. To insure cooperation between the member chapters and the college community.
- Section 2. To work towards goals of mutual benefit to all Black Greeks and bring unity to black students on campus.
- Section 3. To maintain a high plane of fraternity life and inter-fraternal relations.
- Section 4. To make recommendations on matters of interest to the college and chapter members.

Section 5. To serve as the chief governing body and representative of Black Greeks at The University of West Georgia.

Section 6. To encourage member chapters to develop programs designed to meet the needs of the community.

ARTICLE IV—ORGANIZATION

Section 1. The President, Vice-President, Secretary, Treasurer, and Public Relations shall be known as the National Pan-Hellenic Executive Council (NPHEC).

Section 2. Each officer shall hold office no less than one (1) year and no more than five (5) years.

Section 3. Any officer may be suspended upon presentation of valid evidence of neglect on his or her part. This may be done by a majority vote of the member chapters.

ARTICLE V—MEETINGS

Section 1. Regular meetings of the council shall be held weekly or bi-weekly on a day and time selected by the Executive Council.

Section 2. Members of the NPHEC shall be required to meet before each meeting to set up an agenda for the meeting.

Section 3. A forty-eight (48) hour advance notice is required of all special meetings. A special meeting may only be called by the President.

Section 4. Each member chapter shall be allowed five (5) minutes deliberation time for issues being discussed.

ARTICLE VI—ADVISOR

Section 1. As required of all campus organizations, the council shall have an advisor.

Section 2. The advisor is to be appointed by the Vice-President for Student Affairs and Enrollment Management at the university. Final approval of the advisor will consist of a single vote of the representatives present and voting's.

ARTICLE VII—ULTIMATE CONTROL

Section 1. It is stated that the ultimate control of all activities involving students shall remain under the general jurisdiction of the University.

Section 2. To ensure proper observance of policies and procedures is the responsibility of the Vice-President for Student Affairs and Enrollment Management or his/her designee.

BY-LAWS

ARTICLE I—OFFICERS

Section 1. Duties of Officers

A. President

1. Serves as the official representatives to the Black Student Alliance.
2. Calls to order and presides over all meetings of the council and the Executive Council.
3. Confirms all committee appointments and appoints all committee chairs.
4. Casts the over-riding vote in the case of a tie vote.

B. Vice-President

1. Assumes the duties of the President in his/her absence.

2. Serves as chairperson of all committees and oversees all standing committees.

3. Oversees all organizational elections and fills all vacancies.

C. Secretary

1. Records minutes during all meetings.

2. Maintains the roll of the council and takes roll at each meeting.

3. Notifies council members about meetings and event scheduling.

4. Manages files and paperwork.

D. Treasurer

1. Works with the advisor and is responsible for the accurate accounting and expenditure of all monies allocated to the council.

2. Maintains permanent financial records of all business transactions of the group.

3. Submits a written financial report at regularly scheduled meetings.

4. Chairs the financial standing committee and prepares a budget for the next fiscal year with the assistance of the Executive Council and other representatives.

Section 2. Any officer missing more than three (3) meetings per semester shall be required to resign from office. If there are unusual circumstances involved in the absences the officers may appeal to the judicial committee.

Section 3. Resignation of an officer will result in the appointment of a replacement by the Vice-President. This nomination must be approved by a majority vote of the member chapters. *In the case of a Presidential resignation, the

Vice-President will assume the role of the President as directed by these by-laws.

ARTICLE II PARLIAMENTARY AUTHORITY

- Section 1. Committees shall be formed upon agreement by the council. The chairperson shall be appointed by the President.
- Section 2. Committee heads shall be required to report on their progress to the Vice-President at specified meetings.

ARTICLE IV—STANDING COMMITTEES

Standing committees of the council shall be:

- Section 1. Publicize events and general information dealing with the council.
- Section 2. Social/Service
- This committee shall be responsible for the selection of a semester social/service event and its implementations.
- Section 3. Judicial
- B. This committee shall consist of the Vice-President of all member chapters, a chairperson, and a secretary.
- C. All Vice-Presidents shall be allowed one vote. The chairperson shall vote only in the case of a tie, and the council secretary shall have no vote.
- D. Two-thirds of the committee vote shall constitute a quorum.
- E. A called hearing of the judicial committee must be given forty-eight (48) hours advance notice.

F. After reviewing the presentations of both the prosecution and the defense, the committee will deliberate and reach a decision by secret ballot voting.

G. If the verdict is guilty, the committee will determine a proper punishment and pronounce judgment. If the verdict is guilty, the committee will adjourn.

H. Appeal of the Judicial Committee's decision may be made to the Vice-President for Student Affairs and Enrollment Management, who shall have final authority.

Section 4. Standing committees shall consist of two (2) members from each organization.

ARTICLE V—NEW GROUPS

Section 1. New groups requesting membership and representation within the Greek Council must be officially recognized by the college.

Section 2. New groups must be voted into the organization by a quorum vote (two-thirds).

Section 3. A majority vote of those present at the first meeting of the organization shall be necessary to ratify this Constitution.

ARTICLE VI—ELECTIONS

Section 1. Members of the Executive Council shall be elected during the fourth (4th) week of April. They shall be elected by all members.

A. All council chapters shall have one vote.

- B. The official term for officers will begin each Summer semester and run through Spring semester.
- C. If a member of the Council is graduating at the end of Fall semester, he/she should appoint a representative for the organization within three weeks prior to graduation.

Section 2. Elections shall be conducted by secret ballot, tallied, and released by the Vice-President and Parliamentarian.

ARTICLE VII—VOTING AND QUORUM

- Section 1. Decisions will be made on a majority voting system.
- Section 2. The President shall have an over-riding vote in case of a tie.
- Section 3. If a member chapter is absent when voting takes place their vote will be considered a null vote equal to zero.
- Section 4. Two-thirds (2/3) of the members of the organization shall constitute a quorum to transact business.

ARTICLE VIII—DUES

- Section 1. Dues shall be paid by each chapter for Fall, and Spring semester. Dues are to be collected by a date set by the Treasurer.
- Section 2. Dues from each chapter shall go towards that semester's social activity or a community service project.
- Section 3. Late fees are subject to a \$2.00 fine, plus \$10.00 each week thereafter.
- Section 4. If dues are not paid within two weeks after due date, that organization shall go on suspension, whereby voting privileges and social functions shall be revoked until payment is received in full.

ARTICLE X—SOCIAL ACTIVITIES

- Section 1. Proposed amendments shall be submitted in writing to the President and presented at a regular meeting.
- Section 2. All amendments shall be tabled until the following meeting whereby it will be acted upon.
- Section 3. The Constitution and By-laws shall be amended by a majority vote of all active organizations presents.

ARTICLE XI—SOCIAL ACTIVITIES

- Section 1. All member chapters are expected to select social dates for the following semester in a council meeting prior to the end of the semester.
- Section 2. Each member chapter will be allowed two dates by draw.
- A. If a member chapter has a scheduled week during any given semester, no other chapter may schedule an event on or off campus without the consent of the chapter that is having their week.
 - B. If more than one organization requests the same dates for events, lots will be drawn to decide which group will have precedence.
 - C. No organization may schedule an event on the same day as another group from the NPHC. (This does not include intake, organizations should present a list of dates of events.)
 - D. NPHC members will be allowed to enter each other's functions for half the admission price except in the case of dinner or formals.

E. In any NPHC function where all council members participate, all organizations shall assist in the set-up, functioning, and maintenance of the events.

THE NATIONAL PAN-HELLENIC COUNCIL HAS PRECEDENCE AND JURISDICTION IN IMPOSING PENALTIES AND/OR FINES FOR VIOLATIONS OF THE AFOREMENTIONED SOCIAL FUNCTION POLICIES. THIS IS TO BE CARRIED OUT BY THE JUDICIARY COMMITTEE.

This constitution was drafted from:

Pan-Hellenic Council Constitution—State University of West Georgia

Black Student Alliance Constitution—State University of West Georgia

Black Greek Council Constitution—State University of West Georgia

*Ratified --- January 9, 2002

*Posted --- October 12, 2009