**NATIONAL PAN-HELLENIC COUNCIL CONSTITUTION**

University of Arkansas at Little Rock

**CONSTITUTION**

**ARTICLE I**

NAME

The name of organization shall be the National Pan-Hellenic Council at the University of Arkansas at Little Rock.

**ARTICLE II**

PURPOSE

1. To create and maintain high standards in fraternities and sororities of the council;

2. To perpetuate constructive fraternity and sorority relations;

3. To foster an understanding of the structure and method of operation of the affiliate organizations;

4. To address, coordinate, and develop action strategies on matters of mutual concern of the affiliate organizations;

5. To serve as the conduit for such plans as may be developed;

6. To serve as the governing board for the nine National Pan-Hellenic Council Greek lettered organizations.

**ARTICLE III**

MEMBERSHIP AND REPRESENTATION

1. Any organization affiliated with the National Pan-Hellenic Council shall be eligible for membership. All member organizations must be in good standing with the university as well as their Inter/National Organization. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the National Pan-Hellenic Council at the University of Arkansas at Little Rock. Only those chapters operating on the campus of the University of Arkansas at Little Rock are eligible to participate with the National Pan-Hellenic Council at the University of Arkansas at Little Rock.

2. Each member organization shall be entitled to onevoting representatives. All officers serve as non-voting ex-officio members. The President shall only vote in the instance of a tie.

3. Voting in proxy is prohibited.

4. In order to remain in active status, a member organization shall maintain at least a 2.5 cumulative grade point average and be in good standing with the University, UALR National Pan-Hellenic Council, and their National Organization.

5. In order to remain active as a collegiate council, the National Pan-Hellenic Council at the University of Arkansas at Little Rock must have no fewer than two participating member organizations active with this council, unless permission to continue to function is granted by the National Executive Director.

6. Representatives of the member organizations must be enrolled undergraduate students.

7. Membership records will be maintained and submitted to the Office of Campus Life (OCL) by the second week of each academic school semester.

8. Membership must submit payment for organization’s dues of $55 by the second meeting of the fall and spring semesters. Chapters who are delinquent in dues will be inactive until such time that payment, in full, is received. A letter will be sent to the Graduate Chapter Advisor notifying them of the chapter’s inactive status.

**ARTICLE IV**

ELECTIONS

1. The elected officers and chairpersons of the council shall be: President, Vice-President of Administration, and Vice President of Programs, NPHC Week Chair, and Umoja Chair.

a) No organizations will be permitted to concurrently hold more than two elected offices.

b) Officers shall be elected annually during the second to last meeting of the spring academic semester. Term of office shall be one academic year.

c) The elections will be conducted through nominations (all nominees must be present at the time of their nomination in order to be eligible for the position).

d) The mode of elections shall be by secret ballot after direct nomination from the floor. The nominee receiving the majority vote shall be declared elected. In the event of a tie, the President will vote as a tie-breaker.

e) An organization may hold the same elected office/ chair for no more than two consecutive years, at which time the office must be relinquished. After one academic year, the organization is eligible to run for that office again.

f) Candidate will engage a question and answer period.

2. If a vacancy in a position should occur during the year, the President shall appoint a replacement.

3. One UALR staff member, appointed by the Assistant Vice Chancellor of Student Life and Leadership Development shall advise the council.

4. All elected officers may be subject to impeachment.

A. Any active member organization may bring an officer of the Council up for impeachment with due cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda.

i. Any position with two (2) consecutive unexcused absences in any given semester maybe subject to removal from office.

ii. Any position with four (4) total absences in any given semester maybe subject to removal from office.

ii. An acceptable excused absence must be submitted, to the President prior to the meeting.

B. All chapter Presidents will be notified in writing of the alleged charges, the Council Officer/ Chairman accused and the date and time of the complaint.

C. The Executive board will convene and formally hear the accusation of the sponsoring organization and the rebuttal from the accused NPHC Officer/ Chairman.

D. Sanctions:

i. Removal from office (2/3 vote executive board required)

ii. Probation

E. The decision of the executive board may be appealed to the Judicial Board.

**ARTICLE V**

OFFICERS AND THEIR DUTIES

1. President – The President shall be the chief executive of the council. It shall be the duty of the President:

1. To preside over all meetings of the Executive committee and the council
2. To serve as chair of the Judicial Board
3. To order and approve the disbursement of funds of the council
4. To call special meetings whenever appropriate.
5. To represent the Pan-Hellenic council at any meetings with University administrators;
6. Manage Council Social Media account
7. To advise on all questions of parliamentary procedure
8. See that the other officers carry out their duties.
9. Meet regularly with the NPHC Advisor.
10. Serve as the official liaison between NPHC and IFC, & CPC
11. Obtain from each outgoing officer a report of their term in office and recommendations for future improvements.
12. To insure that the Pan-Hellenic Council operates in accordance with the Constitution and handbook of the National Pan-Hellenic Council, Inc and policies and regulations of the University of Arkansas at Little Rock.
13. Perform all other duties usually pertaining to this office.

2. Vice-President of Administration– It shall be the duty of the Vice-President of Administration:

1. To preside at all meetings of the Council in the absence of the President.
2. To keep a strict record of Council proceedings and be responsible for all papers and documents;
3. To prepare minutes of each Council meeting and keep them available at all times;
4. Forward copies of all minutes to the university advisor before the next regularly scheduled meeting;
5. To keep an up to date roster of all representatives of the National Pan-Hellenic Council, to call roll at meeting from it, and to record absences.
6. To issue any and all necessary correspondence on behalf of the council;
7. To read and announce Council correspondence at appropriate meetings;
8. To maintain the NPHC website;
9. To be responsible for the coordination of the Pan-Hellenic calendar and compile the joint calendar of the nine NPHC organizations. If conflict arise, they shall immediately notify the council of any conflicts;
10. To insure that the Council is furnished with reports from other campus organizations;
11. To perform other secretarial duties as assigned by the Council.
12. To collect all dues and other monies for the Council and deposit all monies within five days of receipt;
13. To submit a written financial report at the first Council meeting of each month;
14. To coordinate with the President the preparation of the application for University funding through the Student Allocation Fee committee and other University departments
15. Be responsible for the general files of the Council and handle all archives and records of the organization.
16. To perform all other duties usually pertaining to this office.

3. Vice President of Programs – It shall be the duty of the Vice President of Programs:

1. To exercise coordinating supervision over the activities of the Pan-Hellenic committees and to hold at least one joint meeting of all committee chairpersons for the purpose of clarification of the activities each committee will be pursuing.
2. Serve as Activities Chairperson
3. To appoint committees and serve as the Ex-officio member of all committees.
4. Plan and implement the NPHC Picnic
5. Perform as scholarship Chairperson for the NPHC.
6. Maintain an up-to-date notebook with an accurate account of all activities pertaining to office.
7. Meet monthly with the NPHC Advisor.
8. Help organize and coordinate all advertising and promotion of programs.
9. Update the Program manual throughout the year.
10. Perform other duties as necessary.

4. NPHC Week Chair

* + 1. Plan and implement all NPHC Week Events
		2. Coordinate publicity for NPHC Week events with Vice President of Programs, Advisor, and Office of Campus Life (OCL) Graphic designer.
		3. Facilitate regular meetings with committee members.
		4. Reports to the Advisor monthly.
		5. Other duties as assigned.

6. Umoja Chair

1. Plan and implement all NPHC Week Events
2. Coordinate publicity for NPHC Week events with Vice President of Programs, Advisor, and Office of Campus Life (OCL) Graphic designer.
3. Facilitate regular meetings with committee members.
4. Reports to the Advisor monthly.
5. Other duties as assigned.

**ARTICLE VI**

MEETINGS

1. The meeting of the Council will be held every week during the regular semester and once a month during the summer months.

2. A quorum to convene and transact business shall consist of a majority plus one of the member organization. For the sake of reaching quorum, officers will count as representatives of their chapters after 15 minutes have passed the scheduled time of meeting.

3. All special meetings shall be called by the President and each member organization shall be notified of a special meeting at least 48 hours prior to the meeting, unless immediate action is required.

4. Any chapter missing more than two meetings (unexcused) in one semester will result in a fine of $75 with an incremental increase of $25 fine for each meeting missed thereafter. The fined organization will not be in good standing with the council until the said fine(s) have been paid. Fines are due 14-calendar days from invoice date.

**ARTICLE VII**

FUNDS AND OBLIGATIONS

1. National Dues. Dues, fines, and other assessments for National Pan-Hellenic shall be collected and forwarded within the time specified by the National organization.
2. Association of Fraternal Leadership and Values. Dues and other assessment for the Association of Fraternal Leadership and Values shall be forwarded within the specified time frame.
3. An organization shall be considered inactive by the Council and denied voting privileges until it’s dues and assessments are paid.
4. The fiscal year shall be from July 1 to June 30.
5. Both the President and the Vice President of Administration must authorize all transactions.
6. A binding contract cannot be entered into without a majority vote of the Council present at a meeting.

**ARTICLE VIII**

COMMITTEES

1. The standing committees of the Pan-Hellenic Council will be:

a) Activities Committee

b) NPHC Week Committee

c) Black History Month Committee

2. The Council President or Vice President of Programs shall establish any special committees necessary to carry out the programs of the Council.

**ARTICLE IX**

AMENDMENTS

1. Proposal of Amendments. Amendments to this Constitution and bylaws may be proposed by member organizations through their voting representatives.

2. The Constitution and by-laws may be amended as follows: Proposed amendments shall be on the Council’s agenda two meetings prior to voting. Chapter representatives are responsible for taking the proposed amendment back to their respective organization for a vote. Voting will occur at the next regularly scheduled meeting.

3. Proposed amendments to the bylaws shall be considered adopted by a majority plus one of voting representatives. An adopted amendment becomes effective immediately, unless otherwise stated.

**ARTICLE X**

MISCELLANEOUS

1. The programs of the Council cannot violate any provisions of the NPHC Constitution and Bylaws, University policies, or any of the organizations’ National policies.

2. The Council shall abide by the NPHC Handbook.

3. Each member organization shall maintain financial status commensurate to good practices toward the Council programs.

4. All member organization will be asked to furnish a copy of their individual chapter’s calendar of activities on a semester basis and tentative calendar for the semester by a predetermined date set by the NPHC advisor.

5. Where the Constitution and Bylaws do not address appropriate decorum, Robert’s Rules of Order shall govern.

Bylaws of NPHC

ARTICLE 1. MEMBERSHIP INTAKE PROCESS

Section 1

All applicants for National Pan-Hellenic Council organizations must have the required grade point average as stated by its national organization before he/she can be considered for initiation into an organization’s membership intake process.

Section 2

All applicants must attend a university facilitated NPHC Greek forum and submit the Greek Life application along with receipt of payment to the Office of Campus Life before applying to any affiliate organization.

Section 3

The membership intake process for all candidates shall last no longer than the maximum period as stated by the national member organization in which the individual will beinitiated. The intake process must be completed by the last full day of classes in a regular semester. Presentations must take place no later than two weeks following the conclusion of the intake process. If an organization cannot adhere to the two week time frame a letter, *from the organization’s State Director*, requesting an extension is required.

Section 4

A student must be a regularly matriculated UALR full time undergraduate student (twelve or more hours) to be eligible for membership intake process.

Section 5

Hazing is strictly prohibited and is violation of state and federal law. Hazing will subject a member organization and/or its member(s) to disciplinary action. Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity/sorority premises, to produce ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, wearing public apparel which is conspicuous not normally in good taste, engaging in public stunts, bad jokes, morally degrading or humiliating games and activities, late night sessions which interfere with scholastic activities which are not consistent with the regulations and policies of the educational institution.

ARTICLE 2. NPHC Judicial Board

Section 1. Purpose

It shall be the purpose of the National Pan-Hellenic council Judicial Board (NPHCJB) to foster loyalty to the ideals of the University. The NPHCJB shall also uphold the values and standards of our community, to uphold and interpret the Constitution and Bylaws and policies of the National Pan-Hellenic Council of the University of Arkansas at Little Rock, and to judge wisely when violations of theConstitution and/or Bylaws occurs.

Section 2. Jurisdiction and Powers

The NPHCJB will have jurisdiction to investigate and adjudicate allegations of misconduct resulting from the actions of any member organization of the NPHC or allegations of misconduct by individuals when representing or acting on behalf of any member organization.

The NPHCJB’s powers of adjudication will extend to allegations involving violations of rules and policies established by the National Pan-Hellenic Council, standards of the University of Arkansas at Little Rock, and community values and standards whether or not the alleged misconduct occurs on the premises of the institution.

The Chair of the Judicial Board may refer to the Office of the Dean of Student for consultation of whether or not allegations of misconduct violate University standards and policies.

After reviewing any case before it, the NPHCJB shall make a ruling and determine any necessary sanctions and report them to the NPHC**,** the chapter involved, andothers the board deems necessary. The judicial board shall see to the implementation of any disciplinary penalties proposed by the council.

Section 3. NPHC Judicial Board Composition

1. The NPHC Judicial Board shall be composed of the chapter presidents (or approved alternative delegates) of each organization comprising the National Pan-Hellenic Council. The NPHC Presidentshall serve as chair.
2. The NPHC staff advisor shall serve as an ex-officio member.
3. Requests for alternative delegates must be submitted to the Chair, in writing.

Section 4. NPHC Judicial Procedures

1. Where possible, the complainant and the accused shall attempt to resolve conflict through mediation.

2. If mediation is inappropriate or has been unsuccessful, the complainant shall present formal complaint to the NPHC President.

3. The NPHC Judicial Board will hearcomplaints and retain the right to dismiss any case at that point (dismissals may be appealed to the UALR Dean of Students Office).

4. Any organization being accused of a violation shall be notified of such accusation and given a maximum of ten (10) business days to present its case before the council.

Section 5. Rights of the Accused

The chapter(s) accused shall be notified, in writing, of the alleged charge and of the date, time, and place of hearing date.

Section 6. Rights of the Complainant and the Accused

The complainant and the accused shall have the right to the following:

1. Be present at the hearing

2. Present evidence and witness(es)

3. Bring a non-participatingadvisor to the hearing (The advisor may not participate in examination of witnesses or presentation of materials and information during the hearing.)

4. Questions all witnesses**,** at witnesses discretion

5. Be informed of the outcome

Section 7. Hearing Procedures

1. The hearing will take place in executive session and is closed to observers.

2. Each chapter will be represented by its president or designee.

3. The NPHC Presidentwill preside unless his/her chapter is involved in the alleged infraction. If the chair is removed, the chapter representatives will vote between themselves to determine a Chair. If the Chair is also a Chapter President, he/she must designate an alternative voting delegate to represent his/her chapter.

4. During deliberations, all will leave the room except the Judicial Board members and Judicial Board advisor.

5. Deliberations are confidential, and the comments are not to be reported outside the hearing room.

 6. A vote of majority plus one of the active members of the Judicial Board shall be required to impose any penalty against an affiliate organization.

Section 8. Hearing Order of Events

1. Call to Order

2. Introductions

3. Reading of the Complaint by Chair

4. Response of the Accused

5. Five minute opening statement by complaint

6. Five minute opening statement by accused

7. Call of any witnesses by the complainant and questioned by accused

8. Call of any witnesses by the accused and questioned by complainant

9. Closing Statement by the complainant

10. Closing statement by the accused

11. All in attendance will be dismissed except Judicial Board members and Advisor~~s~~

12. Charges restated by the Chair

13. Chair request motion

14. Discussion of motion

15. Vote and verdict rendered

16. If responsible, appropriate sanction determined; If not responsible, complainant is dismissed. An organization must abide by any sanctions levied against the organization. Failure to comply with sanctions will result in organizations being referred back to the judicial board.

17. Complainant and accused will receive verdict in writing within 5 business days.

18. If guilty, verdict and appeal information is enclosed to the accused.

19. APPEAL - In the event of an unsatisfactory ruling, the accused organization can invoke their right to go through the UALR Behavioral Standards process.

ARTICLE 3. SOCIAL EVENTS POLICY

1. Purpose-The purpose of the social event policy is to promote unity among the Greek organizational members. It is to allow everyone an equal opportunity to exposure. This policy is not to be reflected upon or used against any group, but it is to benefit all. A social event is hereby defined as any group activity of member organizations that invite or rely on the general, on or off campus, community for the activity.
2. All council members shall book dates on the Greek calendar that are of social nature through NPHC. This includes but is not limited to dances, stepshows, pageants, talent shows, pool parties, etc. The selection of organization social event days shall be based on a points system. Organizations with the highest accumulated points will be ranked accordingly by the NPHC advisor. Subsequently, this ranking will determine the order, in which, all social event weeks and days are reserved.
3. Regular chapter meetings, interest meetings, and community service *(donation of time)* projects are excluded from this policy.
4. Social Events will be ranked in the following priority order:
	1. Founder’s Day
	2. Date Specific National Programs
	3. Traditional Events
	4. Designated Weeks
	5. Other Social Events (voted on)
5. Founder’s Day of any council member takes priority over ***any event*** planned by any other member. This date must be set on the calendar prior to weeks of the said semester.
6. Members having designated weeks can have them as long as they do not interfere with Founder’s Day activities, Date Specific National Programs, or Traditional Events of another member.
7. Traditional events will be observed as long as they do not conflict with Founder’s day of any organization or date specific national programs. The number of traditional events will be limited to two per semester. A traditional event is an event that has occurred for three (3)or more years. Once a traditional event has been established, it cannot be taken away from the organization unless the event has not been celebrated within a four (4)year period. The first organization to start the event will have priority over an organization who may be hosting it now, if the event has been hosted by the first organization within a two (2)year period. Parties are not classified as Traditional Events.
8. If a member decides to have any social event during the scheduled time of another member, they must receive written permission from that group’s president to be put on file with the council.
9. If amember decides to have an event during the scheduled time of another member without written permission, that member is subject to the following fines:
	1. Event on Founder’s Day $2,000.00
	2. Event of Date Specific National Program $1,500.00
	3. Event on Traditional Events $1,000.00
	4. Event on Designated Weeks $750.00
	5. Other Social Events $500.00

Half of the fines collected are automatically deposited into the treasury of the council. The other half will go to the organization violated. Members may also be subject to other sanctions to be determined by NPHC Judicial Board.

1. If a member does not pay ten (10) businessdays after the event, the member is no longer active with the council, until payment in full has been received. Thus, the member is no longer active with the university.
2. A member needing to pay a fee to the council should contact the NPHCpresident or NPHC Advisor.
3. First priority on dates, with the exception of Founder’s Day**,** Date Specific National Programs, and Traditional Events**;** will be given to those organizations who paid dues by the designated meetings. Once dues are paid, the organization with the highest points from the previous semester will have priority. Dues are due on the second meeting ofeach semester. All dates will be calendarized on the second meeting of each semester. All dates will be set at this meeting and calendar finalized. If an organization must move an event, they would need to seek permission from any organization with that date.
4. A listing of each member’s traditional events must be on file with the Council and the NPHC advisor.

***ARTICLE 4.* UALR NPHC Points System**

The UALR NPHC Council exists to promote academic excellence; demonstrate values of NPHC, member organizations, and the host institution; develop leadership skills; develop positive relationships; and develop citizenship through community service and outreach. This points system is designed to positively reinforce those values for which we stand.

**Education**

Member organizations are expected to promote academic excellence through outstanding academic achievement and educational programming for the UALR campus.

* Academic Achievement= points will be distributed based on the following GPA scale:

3.0+ = 35 points

2.75-3.0= 30 points

2.5-2.74= 25 points

2.49-2.0= 20 points

<2.0= inactive organization

* Educational Programs= 2 points per program sponsored
* Educational Tables= 1 point per table sponsored

**Interfraternal Relations**

Member organizations are to develop positive supportive relationships within the Fraternity/ Sorority community.

* Social Attendance= 1 point per event with 33% (1/3) of chapter present\*
* Educational Attendance= 3 point per event with 33% (1/3) of chapter present\*
* Co-Sponsorship (non-social events only)= 10 points per event

**Service**

Member organizations should develop citizenship through community service and outreach programs.

* Campus Events (Big Event, Earth Day, etc.)= 3 points per event with at least 50% (1/2) of chapter in attendance\*
* Campus Mentoring (AAMI, ASAP, etc.)= 3 points per semester\*\*
* Community Service Events= 5 points per event with at least 50% (1/2) of chapter in attendance\*

**Leadership**

Member organizations should foster the development of leadership skills.

* 2 points for an executive member/ officer of any registered student organization\*\* (this must be indicated on the RSO form on file with the Office of Campus Life).

**NPHC Council**

Member organizations must be contributing partners in the council.

* Council attendance= 1 point per meeting
* Programs= 5 points per program in which 50% (1/2) of the chapter attends.\*

**Judicial**

Member organizations are expected to remain in good standing with the council and the University.

 Judicial Bad Standing- Loss of 50% of total possible points

* Financial Bad Standing- Loss of 5 points.

**Campus Programs**

Member organizations should establish a positive and productive campus presence.

* Bonus- 1 point per program in which 33% (1/3) of the chapter attends\*.

Examples of programs: University Program Council, Power of Women, Multicultural, Leadership, Departmental, Music, Theater, etc.

***All chapters must meet at least 50 points. Any chapter not receiving at least 50 points may not host social events the following semester.*** *\*Documentation must be submitted by utilizing forms found at ualr.edu/greeklife.*

***ARTICLE 5. LATE NIGHT EVENTS POLICY***

All organizations must comply with the DSC Dance Policy when hosting events on campus.

***ARTICLE 6. FUND ALLOCATION PROCESS***

 1. All organizational allocations must not exceed the profits from the annual step-show.

2. Organizations wishing to request funding must request, in writing, to be added to the agenda for the following meeting. All fund allocation request must be accompanied with a fund allocation request application and appropriate documentation. Funding may not exceed profits from the current year’s greekshow.

3. The maximum number of delegates that NPHC will fund is three per organization, per request.