

CONSTITUTION OF THE NORTHWESTERN UNIVERSITY NATIONAL PAN-HELLENIC COUNCIL

PREAMBLE

We, the members of the National Pan Hellenic Council, in order to facilitate cooperation among our various organizations, to promote unity among our members and the community as well, do establish this constitution and these by-laws as our framework.

Mission Statement:

The Northwestern University chapter of the National Pan-Hellenic Council serves as the governing body of the historically black Greek-letter organizations present on campus. We seek to address the members' issues of mutual concern while promoting unified endeavors within both our respective organizations and the larger Northwestern and Evanston communities. The council's goal is to merge our individual chapter strengths in order to encourage dedication to our founding principles of brotherhood/sisterhood, scholarship, and service.

The objectives of NPHC shall be:

- To increase coordination of its members' activities
- To provide an organization for implementation of projects
- To provide a forum for grievances and conflicts within the membership
- To serve as a vehicle in which a sense of cohesiveness among our members shall be encouraged as well as demonstrated
- To serve as an advocate for and voice within the larger African American community at Northwestern

We, the members of the National Pan Hellenic Council at Northwestern University, shall be bound by the government established in this constitution and its by-laws which shall be supplementary to the National Constitution and By-Laws of the National Pan Hellenic Council.

ARTICLE I: MEMBERSHIP

SECTION I. The membership of Northwestern's National Pan Hellenic Council shall consist of the organizations represented and recognized by the National Pan Hellenic Council and Northwestern University.

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

- B. Each organization in good standing shall have one voting representative.

SECTION II.

- A. An organization shall be considered in good standing after meeting all financial and participation requirements of the National Pan Hellenic Council.
- B. An organization shall be considered financial after paying \$10.00 +\$3 per member in dues to the Treasurer.
 - 1. Dues shall be submitted by quarterly at the Treasurer's request.
 - 2. An organization paying dues late will not become financial until the following regular business meeting.
 - 3. Organizations not financial with the National Pan Hellenic Council shall not be allowed to vote and shall be considered inactive. These organizations shall be ineligible for all privileges afforded to members of the Council.
- C. An organization shall have met the participation requirement by having a representative at 75% of general and committee meetings of the National Pan Hellenic for the previous quarter. An organization that has not met the participation requirement shall not be allowed to vote and shall be considered inactive. In addition, an organization must have at least 50% of its membership in attendance during all NPHC sponsored events and activities.
- D. Any member of an aforementioned organization that has met the financial obligations and participation requirement of the National Pan Hellenic shall be recognized as a member of the National Pan Hellenic Council.
- E. The Executive Board has the power to waive or reduce the requirements for good standing in special circumstances.
 - 1. An organization must petition the Executive Board in writing, describing the special circumstances to be considered.
 - 2. This decision must be approved by a majority vote of the Executive Board.

SECTION III. Each organization and its members represented in the National Pan-Hellenic Council must be active and nationally recognized by their respective organizations.

ARTICLE II: EXECUTIVE OFFICERS

SECTION I. The executive officers of the National Pan Hellenic Council shall be: President, Vice President, Treasurer, Secretary, University Liaison and ASG Senator.

- A. The executive board shall consist of the executive officers and the NPHC Advisor, who will serve as a non-voting member.
- B. Officers can be impeached for misfeasance, malfeasance, or dereliction of duty. Removal requires a majority vote of the representatives of the National Pan Hellenic Council.
- C. Executive officers are required to attend all meetings. The executive board will meet at least every other week during fall, winter, and spring quarters.
- D. Officers must meet the GPA requirements outlined by the Office of Fraternity and Sorority Life.
- E. The NPHC Advisor shall be a staff member from the Office of Fraternity and Sorority Life.
- F. If there is a vacancy in the President position, the Vice President will act in the officer's absence, followed by the Treasurer, Secretary, University Liaison and ASG Senator.
- G. If an officer has been removed from their position, or has resigned prior to the time of an election, it will be up to the discretion of the rest of the board to: hold a special election or leave the position vacant until regularly scheduled elections.

SECTION II. Responsibilities of Officers

- A. The duties of the *President* shall include:
 - Presiding over all meetings of the Council;
 - Creating the agenda for those meetings
 - Co-signing with the Treasurer for all disbursements of Council funds
 - Acting as liaison with University administration
 - Acting as the non-voting Judicial Board Chairperson
 - Serving as the official spokesperson for the Council.
 - Maintaining the responsible for the maintenance and upkeep of the constitution and by-laws of the National Pan Hellenic Council as outlined in Article VI: Section I.
- B. The duties of the *Vice President* shall include:
 - Perform the duties and assume the responsibilities of the President when the President is absent or otherwise unable to serve or carry out the duties of the office.
 - Coordinating all educational, community service, and social action related projects for the Council. The National Pan Hellenic Council shall undertake at least one (1) civics project per quarter.

- Coordinating all social events sponsored by the National Pan-Hellenic Council
- Planning Greek Scene and the NPHC Showcase

D. The duties of the *Treasurer* shall include:

- Keeping a record of all receipts and disbursements of cash in the National Pan Hellenic Council accounts
- Co-signing with the President for all disbursements of Council funds
- Submitting an official report at each business meeting
- Receiving all dues and payments from the council
- Maintaining a record of the organizations that are financial with the Council
- Abiding by the guidelines of ASG as an A-Status group
- Submitting the ASG funding requests in a timely manner for event funding
- Ensuring the payment of NPHC expenses

E. The duties of the *Secretary* shall include:

- Taking attendance at the beginning of every meeting
- Recording and distribute minutes of all Council meetings
- Notifying voting representatives of Council meetings
- Reserving rooms for meeting space
- Coordinating publicity for Council programs and events
- Maintaining a written history of the Council
- Documenting events and creating a photographic history of council activity
- Creating and distributing an NPHC weekly listserv with important events and reminders
- Serving as the council's GreekBuild representative

F. The duties of the *University Liaison* shall include:

- Coordinating external university activities with other groups, including but not limited to:
 - For Member's Only
 - Greek Allies
- Spearheading the annual NPHC Fall Retreat
- Discussing new initiatives both within the council (e.g. Constitution Review Committee) and exploring new partnerships with other Northwestern organizations
- Representing the Council on any all-Greek initiatives. These shall include but are not limited to:
 - a. Maysing (with IFC/PHA/MGC)
 - b. Greekweek
 - c. Homecoming

F. The duties of the *ASG Senator* shall include:

- Attend all ASG Senate meetings and articulate the concerns of the NPHC
- Hold a Senator forum once a quarter for council members to express any concerns

- Hold Senator office hours at discretion of officer
- Release weekly updates about ASG/Campus-wide activities that would be of interest to the council

ARTICLE III: SOCIAL EVENT COORDINATION

SECTION I. The council shall be responsible for coordinating the social activities, programs, and events of all affiliate chapters throughout the year. The council is also responsible for implementing one programming initiative during Fall Quarter. (Past examples include the NPHC Mixer and NPHC Showcase).

- A. Each individual chapter is responsible for reserving space through Norris University Center and Dining Services for all party parties hosted by affiliate chapters. This should be done during the spring quarter of each preceding school year.
- B. The first meeting of Spring Quarter shall be to establish the social events calendar for the upcoming school year.
 1. Allocation for dates and space with the Council shall be done in the following coordinating process:
 - a. Chapters will submit requests for freeze weeks and Norris dates to the NPHC Adviser by the 3rd general meeting of Spring Quarter
 - b. When conflicts arise between two or more groups, it is up to the adviser to resolve the issue.
 - c. If an organization wishes to switch dates with another organization, they must submit a typed request to the Executive Board two (2) weeks prior to the date(s) being requested or switched.
 1. If the organization requesting an unused date has not submitted a typed request to the Executive Board two (2) weeks prior to the date, their request is void.
 2. Priority for unused dates are on a first come, first serve basis.
 3. If there is a conflict between organizations over an unused party date, the matter shall be turned over to the adviser.
- D. All parties/events reserved through Norris by the council shall be resubmitted in the name of the sponsoring organization.
- E. All cancellations must take place within two weeks of the event. In the event of a cancellation, sponsoring organizations are required to notify:
 1. The Vice President of the National Pan Hellenic Council
 2. Norris University Center, Events Planning Office
 3. University Police
 4. The NPHC Office of Fraternity and Sorority Life Advisor

ARTICLE IV: NOMINATIONS AND ELECTIONS

SECTION I: Eligibility

- A. Any active member of a recognized organization within the National Pan Hellenic Council may run for office.
- B. To run for office, a candidate must be recognized as an active member of his/her organization at the time of nominations.
- C. Any member interested in running for office, must fill out an application that is available at an Executive Board information session.

SECTION II: Elections

- A. Elections shall be held in the Fall Quarter of each school year for an Executive Board taking office in January. A term will run from January to January.
- B. Applications will be turned in two weeks prior to elections.
- C. Elections shall be held during the second business meeting of Winter quarter.
 - 1. Each organization is permitted one vote.
 - 2. Votes shall be submitted by secret ballot.
 - 3. The President and Advisor shall count the votes.
 - 4. The Adviser will announce the winner of each position.
- D. Candidates for an office shall be elected by a majority of the voting representatives present.
- E. In the event of a tie vote, the current Executive Board members will cast their vote. In the event that there is still a tie, the Adviser will vote.
- F. In the event of no majority, the two candidates with the highest number of votes will proceed to a run-off race.

SECTION III. TERMS AND TRANSITION

- A. The terms of newly elected officers shall begin following their induction in the formal officer installation ceremony, which will be held in the beginning of Spring quarter.
- B. The tenure of office shall be for one year and officers are eligible for re-elections.
- C. All incoming officers are required to attend special orientation meetings with outgoing officers before their tenure begins.
- D. The transition period begins immediately after elections and extends until the tenure begins.
- E. All outgoing officers shall submit final transitional reports, covering the time period between the beginning of term of office and elections, by the end of t winter quarter of their terms.

**BY-LAWS OF THE
NORTHWESTERN UNIVERSITY
NATIONAL PAN HELLENIC COUNCIL
CONSTITUTION**

ARTICLE I: Rules of Order

- A. Rules of Order shall be chosen annually by the Council at the first meeting of fall quarter.
- B. The most recent edition of Roberts' Rules of Order will be observed.

ARTICLE II: Attendance

- A. All chapters shall be represented with a voting delegate at all Council meetings. Failure to attend will result in the following sanctions:
 - 1. First unattended meeting of quarter: Written Warning. No Sanctions.
 - 2. Second unattended meeting of a quarter: \$50 fine to chapter, paid by next Council meeting. Failure to pay the fine by the next Council meeting will be considered as a third unattended meeting.
 - 3. Third unattended meeting of quarter: loss of next party date.
 - 4. Additional unattended meetings will result in the chapter's status being reviewed by the NPHC executive board and/or referred to the NPHC Judicial Board.
- B. Excuses for absences must be submitted to the NPHC Executive board, who will consider them at that meeting.
- C. Delegates will be documented as being tardy if they are not present when attendance is taken at the beginning of each meeting. Two documented tardies per quarter will be considered an absence.

ARTICLE III: Amendments to the By-Laws

- A. These by-laws may be amended by a simple majority of the voting members of the Council.
- B. Amendments must be submitted in writing at the meeting prior to the meeting the amendment will be voted on.