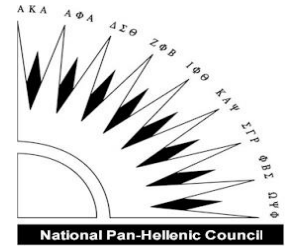




Constitution & By-Laws National Pan-Hellenic Council *Florida Atlantic University*



We are only as strong as we are united, as weak as we are divided.

CONSTITUTION

We, the representatives of the National Pan-Hellenic Council at Florida Atlantic University, which includes the following member organizations:

- Sigma Iota Chapter of Alpha Kappa Alpha Sorority, Inc.
- Upsilon Theta Chapter of Alpha Phi Alpha Fraternity, Inc.
- Omicron Gamma Chapter of Kappa Alpha Psi Fraternity, Inc.
- Sigma Delta Delta Chapter of Omega Psi Phi Fraternity, Inc.
- Xi Epsilon Chapter of Delta Sigma Theta Sorority, Inc.
- Alpha Beta Iota Chapter of Phi Beta Sigma Fraternity, Inc.
- Pi Eta Chapter of Zeta Phi Beta Sorority, Inc.
- Pi Eta Chapter of Sigma Gamma Rho sorority, Inc.

Recognize the need for coordination of activities of intercollegiate historically Black Greek Letter Organizations. It is our mission to establish and assist in the implementation of these activities of the Member Organizations, assist the university administration in attaining its scholastic and cultural objectives, maintain Greek life and inter-council relations, act as a catalyst for Member Organizations on matters of mutual interest to both the university and Member Organizations. Essentially, we will strive to encourage them to maintain involvement within the Greek community in its entirety at Florida Atlantic University.

OUR HISTORY

The National Pan-Hellenic Council (NPHC) established on May 10, 1930, on the campus of Howard University in Washington, D.C., with the purpose and mission of the organization being “unanimity of thought and action as far as possible in the conduct of Greek-letter collegiate fraternities and sororities, and to consider problems of mutual interest to its affiliate organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as the “National Pan-Hellenic Council, Incorporated.”

ARTICLE I – NAME

The name of this organization shall be the National Pan Hellenic Council at Florida Atlantic University. The National Pan Hellenic Council may also be referred to as the NPHC.

ARTICLE II – PURPOSE

The purpose of the National Pan-Hellenic Council is:

- a. To support and encourage high academic accomplishments.
- b. To serve as the governing and coordinating body for all member organizations.
- c. To deal with matters of mutual concern as well as a focus on the black community.
- d. To correlate programs and activities designed to meet the needs of member organizations.
- e. To promote an atmosphere of unity and mutual respect among member organizations
- f. To support and encourage high academic accomplishments.
- g. To enhance the positive relationships among the men and women of the

ARTICLE III - MEMBERSHIP

Section I. The composition of the NPHC at FAU shall be no other organizations, except for those who are recognized by the National Pan-Hellenic Council, Inc.

- a. Only chapters who are in good standing with their national organization may participate with the NPHC at FAU.
- b. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council, Inc. can participate with the NPHC at FAU.
- c. In order to remain active as a collegiate council, NPHC at FAU must have no fewer than two participating member organization active with this council, unless permission to continue functioning is granted by the National Executive Director.
- d. Only those chapters operating on the campus of Florida Atlantic University are eligible to participate with NPHC at Florida Atlantic University:

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.

(Alphabetically Sorted)

Section II. There shall be two (2) classes of membership:

- a. Active Members:

- i. Active members shall be the member organizations, which have paid the required dues to NPHC FAU and are in good standing with Florida Atlantic University and the Council.
 - ii. Active member organizations have full voting rights and privileges.
- b. Inactive Members
- i. Inactive members shall be the member organizations, which have failed to pay required dues.
 - ii. Inactive members are those organizations that are not in good standing with the Council and/or Florida Atlantic University.
 - iii. Inactive member organizations do not have voting rights and privileges.

Section III. It is the policy of Florida Atlantic University that registered Student Organizations and Student Government must be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders, and regulations. Neither Student Government nor registered Student Organizations shall discriminate against a Student Officer, Member, or Prospective Member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. All groups except those exempt by law must have opportunities for male and female memberships. All registered Student Organizations and Student Government shall be open to all currently enrolled FAU Students, except if specifically exempted by law.

ARTICLE IV– REGULATIONS

Section I. The National Pan Hellenic Council will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section II. The National Pan Hellenic Council agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

ARTICLE V - OFFICERS

Section I. In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 12 credits hours for undergraduate students, and a 3.25 cumulative GPA and 6 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits. Student Involvement reserves the right to make exceptions to this requirement. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

Section II. **The Executive Board of the Council shall be:**

- a. President
- b. Executive Vice-President
- c. Vice-President of Programming
- d. Vice-President of Administration
- e. Vice-President of Public Relations
- f. Vice-President of Finance
- g. Vice-President of Inter-fraternal Relations
- h. Parliamentarian
- i. Historian

Section III. **Executive Board Rules**

- a. A particular officer position can only be held 2 consecutive years by a member organization.
- b. Any officer position that is vacant, the President shall appoint a candidate subject to approval by a simple majority of the FAU NPHC General Council.
- c. If the position of President is vacant, the Executive Vice President will act as interim President until the position is filled.
- d. Each member organization may hold no more than two (2) offices during a term.
- e. No organization may hold both the office of the President and the office of the Executive Vice President during any term.

Section IV. **Officer Elections**

- a. Applications for officer positions shall be disbursed at the third to last business meeting of the Spring semester for the subsequent academic year;
- b. officers shall be elected at the second too last business meeting of the spring semester for the subsequent academic year;
- c. elected officers shall take office immediately after being sworn in at the last business meeting of the year;
- d. the Term of Office – Officers shall assume their duties at the close of the last meeting of the academic year. Officers shall serve for a term of one (1) academic year or until their successors are elected; unless the officer has been removed or has resigned. In such case, the President shall appoint a candidate, subject to approval by the NPHC FAU General Council;
- e. all nominees must have their organization's approval;
- f. no member organization shall have a representative nominated or elected for the Executive Board if the member organization is not in good standing with the Council or Florida Atlantic University or has failed to attend more than half of scheduled meetings and events;
- g. the officers shall be elected by a simple majority vote of the NPHC FAU General Council; and
- h. the NPHC FAU President cannot be the Chapter President of his/her organization during his/her term of office.

Section V. **Officer Standards**

- a. Support the success of the NPHC at FAU community.
- b. Must be considered an undergraduate student, who meets University Student Leadership Eligibility Requirements, are able to serve in a Council Officer position.
- c. Must be an active member of an NPHC FAU organization.

- d. Maintain a 2.5 cumulative GPA and semester GPA 2.5;
- e. Develop, understand, maintain, and uphold goals for their particular office;
- f. Attend every meeting of the NPHC FAU, except in cases of excused absence, not to exceed two per semester for General Council meetings, not to exceed three per semester for Executive Board meetings. Notification of an absence must be given at least 48 hours prior;
- g. Uphold the Constitution and Bylaws of the NPHC FAU; and
- h. Hold weekly, regular office hours in Office of Fraternity & Sorority Life.

Section VI. Duties of Officers

- a. The duties of officers are as follows:
 - i. President shall:
 - 1. Be the presiding officer of executive board and Council meetings as well as be official spokesperson of the NPHC at FAU;
 - 2. Lead and direct all NPHC General Council initiatives;
 - 3. Appoint vacant positions on the FAU NPHC Executive Board with the approval of the General Council;
 - 4. Shall represent the FAU NPHC with all Fraternity & Sorority Life at FAU;
 - 5. Shall serve as a voting delegate of the NPHC FAU;
 - 6. Shall approve all vouchers for expenditures of budgeted funds with the approval of the General Council;
 - 7. Be responsible for creating the agenda prior to the meetings.
 - 8. Call special meetings, as needed
 - 9. Conduct four (4) weekly officer hours;
 - 10. Host monthly one on ones with each Executive Board member;
 - 11. Conduct presidential roundtables;
 - 12. Meet with NPHC FAU advisor weekly;
 - 13. Must be fiscally certified; and
 - 14. Perform all other duties as required by this office.
 - ii. Executive Vice-President shall:
 - 1. Carry the authority necessary for the execution of the President's duties in his or her absence;
 - 2. Coordinate all NPHC colonization/recolonization efforts, in conjunction with the Office of Fraternity & Sorority Life;
 - 3. Serves as an ex-officio member of all committees
 - 4. perform all other duties as required by this office;
 - 5. conduct two (2) weekly office hours; and
 - 6. Coordinate all academic excellence endeavors on behalf of the FAU NPHC.
 - iii. Vice-President of Programming shall:
 - 1. plan and coordinate all FAU NPHC General Council events and programs;
 - 2. Chair the NPHC FAU Traditions Committee;

3. Serve as a liaison between the NPHC FAU General Council and all areas of campus programming;
 4. Perform all other duties as required by this office.
 5. Conduct two (2) weekly office hours.
- iv. Vice-President of Administration shall:
1. Record the minutes of all meetings of the Council or the executive board and distribute to delegates within 72 hours of meeting;
 2. Be custodian of all documents, including Council bylaws, special rules and standing rules;
 3. submit a written report of the minutes to the General Council by the next scheduled meeting;
 4. Receive, respond, and present to the General Council all correspondence.
 5. Shall maintain a current roster of all General Council member organizations and their members.
 6. Shall keep a current calendar for all organizations.
 7. Must ensure that all member organizations submit a detailed report of each event within 72 hours of their completion and dispatch the report to the Historian;
 8. Must perform all other duties as required by this office.
 9. Conduct two (2) office hours weekly.
- v. Vice-President of Public Relations shall:
1. Be responsible for all public relations/marketing efforts for the FAU NPHC General Council.
 2. Shall keep a written and /or pictorial account of all activities of the FAU NPHC General Council during the fiscal year.
 3. Maintain all Council technology/communication initiatives (website, social media, etc).
 4. Perform all other duties as required by this office.
 5. Conduct two (2) office hours weekly.
 6. Oversee FAU NPHC street team.
 7. Maintain a monthly newsletter.
- vi. Vice-President of Finance shall:
1. Be responsible for all funds and trusts held by the NPHC General Council.
 2. Keep a complete record of all disbursements, and shall make such disbursements as designated by the General Council, upon receipt of all vouchers properly executed.
 3. Keep an accurate record of all bills received by the General Council.
 4. Submit written reports with receipt of his/ her activities at each regular meeting of the General Council.
 5. Ensure proper deposit and withdrawal of General Council's funds.
 6. Assist in the preparation annual and periodic budget request submittals to the Greek Council with the consultation of the General Council.

7. Perform all other duties as required by this office.
 8. Conduct two (2) office hours weekly.
- vii. Vice President of Inter-Fraternal Relations
1. Serves as the NPHC FAU representative for the Fraternity & Sorority Life Council;
 2. Be responsible for communication and correspondence with the IFC/CPA/MGC.
 3. Shall represent the FAU NPHC in collaboration with the IFC/CPA/MGC about Fraternity & Sorority Life at FAU;
 4. Be responsible for attending all other council meetings
 5. Shall prepare and present a report on the activities of the other councils
 6. Conduct two (2) office hours weekly.
- viii. Parliamentarian
1. Shall serve as chair of the Bylaws committee
 2. Coordinate the revision of the FAU-NPHC Bylaws and Constitution with the Bylaws Committee;
 3. Shall have a copy of the Bylaws on hand at every meeting
 4. Shall act as interpreter of the Bylaws
 5. Conduct one (1) office hour weekly.
- ix. Historian
1. Be responsible for documenting all activities and events for the council as well as signature events for all member organization;
 2. Shall be responsible or have designee take pictures/videos at all council events as well as collect photos from the member organizations
 3. Be responsible for maintaining the archives of the council both physical and electronic
 4. Shall prepare a semesterly newsletter and yearly publication highlighting the activities of the council and its member organizations
 5. Shall ensure the collection of the reports of all member organization events within 72 hours completion from the Vice President of Administration

ARTICLE VI – ADVISOR

Section I. Duties

- a. The NPHC FAU Advisor will serve in an advisory capacity as it relates to the purpose of the National Pan-Hellenic Council at FAU.
- b. The advisor will ensure that the Council is operating as a functional unit while positively perpetuating and sustaining the goals of the Council and the mission of the University.

Section II. Selection of Advisor

- a. The NPHC FAU Advisor will be selected by Fraternity and Sorority Life in the Office of Student Involvement.
- b. The advisor will have the authority to be the ex-officio over matters and issues that cannot be resolved by the council.

By-Laws

ARTICLE I – NPHC GENERAL COUNCIL

Section I. Membership

- a. The NPHC General Council shall consist of:
 - i. All officers of National Pan-Hellenic Council Executive Board.
 - ii. One (1) NPHC Delegate from each member organization.
- b. Only enrolled students of FAU can be a part of the General Council.

Section II. Responsibility

- a. To submit a budget for the council's approval, to oversee the progress of the committees and to periodically report their findings to the member organizations.
- b. To oversee and approve policies of all officers and committee chairs.
- c. To study documents regarding Fraternity & Sorority Life and make recommendations through a referendum
- d. To coordinate programs that are designed to help meet the needs of and enhance the General Council and its representative organizations.
- e. To enforce the stipulations set forth in this constitution, and to ensure that member organizations comply with regulations established herein.
- f. To serve as a forum for disputes between two or more member organizations resolved.
- g. To ensure no actions bring disruption or injury to the name and standing of their member organization, the Council or Florida Atlantic University.

Section III. Delegates

- a. NPHC FAU member organizations must select an official delegate, who will attend all General Council meetings for the semester. It is suggested that this delegate be a member of the Chapter Executive Board;
- b. Only delegates can be the authorized voting member in all General Council meetings;
- c. Delegates must report back to their chapters on the business of the FAU Council;
- d. Delegates may not be members of the NPHC FAU Executive Board; and
- e. Must be an active member in your chapter.

ARTICLE II – MEETINGS

Council meetings shall be conducted in conformance with the Robert's Rules of Order, newly revised.

The order of business shall be:

1. Opening
2. Roll call
3. Reading of Minutes
4. Approval of Agenda
3. Reports from officers
4. Reports from standing committees
5. Reports from special committees
6. Unfinished business
7. New business
8. Announcements
9. Good of the Order
10. Adjournment

Section I. General Council Meetings

- a. the NPHC FAU General Council shall conduct meetings on a bi-weekly basis opposite of executive board meetings, excluding finals week and any designated University holidays; and
- b. Front row will be designated for FAU NPHC Delegates.

Section II. Executive Board Meetings

- a. The NPHC FAU executive board shall hold bi-weekly meetings during the academic year; and
- b. Time and place of meeting will be set by the executive board.

Section III. Special Meetings

- a. Special meetings may be called at any time by the NPHC FAU President or Advisor;
- b. The NPHC FAU President must call a special meeting at the request of any three (3) member organizations;
- c. Notice of special meetings can be given in two forms of communication: phone or email to the delegate of each organization at least twenty-four (24) hours prior to the meeting; and
- d. The delegate from each member organization shall be responsible for notifying the chapter membership of all regular and special meetings of NPHC FAU.

Section IV. Parliamentary Authority

The Parliamentary authority of the Council shall be:

- a. To make laws that pertains to governance.
- b. To discipline, fine, suspend or recommend expulsion of member organizations, officers or delegates in accordance with the provisions contained within the Constitution and Bylaws. These

recommendations must be submitted to and approved by the Council advisor, who is to submit recommendations to the Dean of Students Office for enforcement.

- c. To levy and collect dues ever semester from member organizations.
- d. To ensure adherence to the Shared Standards of NPHC.

Section V. Rules of Order

- a. Robert's Rules of Order, Newly Revised, shall govern the NPHC FAU and its executive board, except in matters where guidance specifically provided in the Constitution, Bylaws and Standing Rules.

Section VI. Presiding Officer

- a. The FAU NPHC President shall be the presiding officer and in the case of a tie be entitled to cast a vote.

Section VII. Voting Privileges and Procedures

- a. Only the official NPHC FAU Delegate shall have voting privileges. Each chapter shall have only one vote.
- b. Council Executive Board members are entitled to speak, but have no voting privileges.
- c. Voting shall be done through a chapter roll-call process, unless a motion is called for another form of voting.
- d. In the event a chapter is unable to attend, a written proxy vote may be used but must be submitted to the Vice President of Administration 24 hours prior to the scheduled meeting.

Section VIII. Quorum for Voting

- a. Quorum must be met to hold a vote during General Council meetings.
- b. A quorum will consist of a simple majority.

Section IX. Attendance

- a. Any chapter who is not represented two or more General Council meetings, without an excused absence, in a semester will be automatically placed on FAU NPHC probation.
 - i. Must submit an excused absence to the Vice-President of Administration 24 hours in advance.
 - ii. Substitutions are accepted.
- b. Chapters must report any excused absence, no later than 48 hours after a General Council Meeting. Documentation detailing the reason of absence is needed as well (Fraternity/Sorority convention, retreat, etc.) via official correspondence.

I. Council meetings shall be held bi-weekly on Mondays, opposite of executive board meetings, at 7:00 PM during the academic year. The location of the meeting will be determined by the Executive Board.

1. ed/opened in an academic year
2. Status of the NPHC Council (e.g., inactive or active)
3. Total number of full-time Greek Life professionals on campus

B. Communicate with national or regional offices of the NPHC or affiliate organization upon receiving a reason of concern. When the issue or concern is a council issue, contact the NPHC Regional Office. If the issue involves (a) chapter(s) and warrants some type of action, please contact that/those respective affiliate equivalent (graduate chapter advisor, regional office, or International Headquarters).