

# **National Pan-Hellenic Council**

## **The University of New Orleans**

### **Organizational Constitution**

#### **Preamble**

We, the members of the National Pan-Hellenic Council, in order to create and promote coordination and unity amongst undergraduate Greek chapters at The University of New Orleans, do hereby pledge to abide by the following Constitution and Bylaws.

#### **Article I: Name**

The name of this organization shall be the National Pan-Hellenic Council of The University of New Orleans; hereafter referred to as the N.P.H.C.

#### **Article II: Establishment**

Section 1. The undergraduate council shall be comprised of representatives from the affiliate of the National Pan-Hellenic fraternities and sororities that are matriculating at The University of New Orleans.

#### **Article III: Purpose**

Section 1. The purpose of the National Pan-Hellenic Council shall be to foster cooperative efforts in sponsored projects that will raise educational, moral, and cultural awareness within the local community and on the organizations presiding campus.

#### **Article IV: Membership**

Section 1. The membership shall be composed of the members of the following Greek letter Organizations of the University of New Orleans:

Alpha Phi Alpha Fraternity, Inc., Theta Phi Chapter

Kappa Alpha Psi Fraternity, Inc., Lambda Omicron Chapter

Omega Psi Phi Fraternity, Inc., Theta Mu Chapter

Delta Sigma Theta Sorority, Inc., Mu Tau Chapter

Phi Beta Sigma Fraternity, Inc., Iota Upsilon Chapter

Zeta Phi Beta Sorority, Inc., Upsilon Iota Chapter

Sigma Gamma Rho Sorority, Inc., Rho Delta Chapter

Additional organizations recognized by the Grand Council of National Pan-Hellenic Organizations and granted approval by its presiding university are eligible for membership.

Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with University of New Orleans National Pan-Hellenic Council.

Note: Any Fraternity or Sorority of the affiliate that is deemed inactive or suspended by the presiding university and/or the fraternity or sorority's national leadership must immediately remove their chapter plots and remit storage key to SIL office.

- Section 2. Active Council Members. Active members of the National Pan-Hellenic Council consist of individuals of the affiliated organizations that are in good academic/financial standing and officially documented on their chapter's roster as remitted from his/her Organization's National Headquarters.
- Section 3. Only chapters who are in good standing with their national organization may participate with the University of New Orleans National Pan-Hellenic Council.
- Section 4. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the University of New Orleans National Pan-Hellenic Council.
- Section 5. In order to remain active as a collegiate council, the University of New Orleans National Pan-Hellenic Council must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the National Executive Officer.
- Section 6. Only those chapters operating on the campus of the University of New Orleans are eligible to participate with the University of New Orleans National Pan-Hellenic Council.
- Section 7. Transfer Students. Students who have transferred to the presiding university are eligible for member into the National Pan-Hellenic Council if, and only if, he/she are in good academic/financial standing with their respective organization and officially documented as a member of the affiliated collegiate chapter.

## **Article V: Officers and Their Duties**

Section 1. The NPHC shall consist of the following officers:

President

Vice President

Secretary

Treasurer

Parliamentarian

Section 2. The President shall:

- A. Perform all duties relating to the overall effective operation of the council (i.e. completing and submitting all paperwork involving University and/ or National Compliance)
- B. Preside over all regular and called council meetings.
- C. Appoint all committees and serve as ex-officio member of all committees.
- D. Maintain a complete and up-to-date President's file (i.e. a current copy of the Constitution and By-Laws, budget, the NPHC handbook and all other relevant correspondence).
- E. Serve as liaison between The University and the council.
- F. Speak on behalf of the council and shall authorize any others speaking on behalf of NPHC.
- G. Vote as any other member of the council, only in the case of a tie.
- H. Countersign checks of the council as necessary.
- I. Serve as chair of the Executive Committee.

Section 3. The Vice President shall:

- A. Assist the President in the execution of all duties and assume all designated duties in the absence of the President.
- B. Perform all duties relating to the overall effective programming of the council (i.e. NPHC Week, Welcome Week, and additional scheduled events).
- C. Serve as a member of the Greek Week planning committee, along with representatives of the Interfraternity Council and Pan-Hellenic Association

Section 4. The Secretary shall:

- A. Maintain complete and accurate minutes of all council meetings and/or events.
- B. Maintain an accurate roll of the attendance of each delegate to the Council meetings.
- C. Matriculate any and all correspondence throughout the council as remitted from the Council President, Vice President, and/ or Primary Advisor.

- D. Maintain a complete and accurate ledger of all council events (i.e. completed paperwork, past flyers, event outline, budget, evaluations, etc.
- E. Oversee council properties (i.e. assigned storage room)

Section 6. The Treasurer shall:

- A. Be responsible for the general supervision of all financial matters of the council.
- B. Receive all payments, collect all duties and fines, and be responsible for the safe deposit of all monies of the council.
- C. Provide a financial report to the council at each regularly scheduled meeting.
- D. Be responsible for the prompt payment of all bills of the council.
- E. Collect money remitted to the council at planned events and/or official council meetings.
- F. Be the committee chairperson for the special committee, fundraising.

Section 7. The Parliamentarian shall:

- A. Assist the presiding president in the interpretation of the Constitution and By-Laws and Policies of Procedures.
- B. Serve as the chairperson of the constitution and By-Laws Committee and Policies and Procedures.

### **Article VI: Meetings and Voting**

Section 1. Regular meetings of the NPHC shall take place at a time agreed upon by the President's Committee at the first meeting of each semester.

Section 2. Each member organization shall be represented at by at least one delegate at all council, committee, or called meetings.

Section 3. A simple 2/3 majority of the voting membership of the council shall constitute quorum.

### **Article VII: Elected and Appointed Committees**

Section 1. Standing Committees

The standing committees of the National Pan Hellenic Council shall include: the Programming and Planning Committee, Budget and Finance Committee, Executive Committee, and Elections Committee.

**A. The President's Committee shall:**

- i. Consist of the Chapter Presidents of the affiliated organizations.
- ii. Deliberate on those matters which are preferred to it by the General Body or which have been vested in it by the General Body.
- iii. Approve the time and place of the Council meetings.
- iv. Ensure that all matters and/ or actions of the council accurately reflect the standing of the affiliated organizations.

**B. Programming and Planning Committee**

- i. Assume all roles and responsibilities necessary to conduct any/all planned events.

Note: The programming and planning committee MUST seek clearance and/ or approval from the SIL Office as well as the presiding university for proper booking, funding, event registration, etc.

Section 2. Appointments

The chairmen of all standing committees shall be appointed by the council president. The chairmen may appoint a co-chairman with the knowledge and approval of the council president.

Section 3. Special Committees

The executive committee may form such other committees as it deems necessary to carry out the duties of the council. In such case the president shall appoint the chairperson for such committee with the consent of the executive board.

**Article VIII: Budget/Finance**

Section 1. The Treasurer shall prepare a budget for the current semester or academic year. The report is to be provided at the second scheduled council meeting of that period, which shall require a 2/3 majority vote of the members present for ratification.

Section 2. Each member organization shall submit dues of \$50.00 per semester at a date that is to be agreed upon by the council president and the primary advisor at the first council

meeting of that semester; consideration of the president's council is to be reached two weeks prior to the scheduled due date. Dues received after scheduled remittance will be assessed a \$5.00 later fee. An additional \$5.00 will be added per week late fee if the respective organization has not contacted the council president.

Section 3. Any organization not represented at a meeting shall be assessed a \$5.00 fine PAYABLE AT THE NEXT MEETING.

Section 4. The financial accounts of the council shall be audited by the council president, vice president, and primary advisors at the end of each semester. All audit reports shall be submitted to the Executive Board for review and remitted to the council for acceptance.

### **Article IX: Powers or Derivation of Authority**

The powers of the UNO NPHC shall be:

Section 1. To make laws that pertain to its own government.

Section 2. The council shall have the power to impose prohibition and suspension periods upon its members for violations of its laws and policies. Appeals to the decisions of the council shall be in the following order: Director of Student Involvement and Leadership, and Vice President of Student Affairs.

Section 3. To admit, according to the criteria stated in the By-Laws, petitioning fraternities and sororities to membership in the UNO NPHC.

Section 4. To levy and collect yearly dues and fines.

Section 5. To make recommendations to the member organizations for legislation, and to refer to the member organizing for discussion, matters which are of interest to the College and Fraternity World.

### **Article X: Membership of New Organizations**

Section 1. Organizations seeking membership into the UNO NPHC must be recognized by the National Offices of NPHC.

Section 2. Each organization seeking membership must be voted by approval of a simple majority of existing members.

## **Article XI: Parliamentary Procedure**

- Section 1. In matters not provided for in the constitution and by-laws, the UNO NPHC shall be governed by Roberts Rules of Order, revised edition.
- Section 2. This Constitution shall be effective immediately upon ratification by 2/3 of the membership of the NPHC.
- Section 3. Amendments to the constitution may be proposed only at the regular meetings. Proposed amendments must be tabled at least one week prior to vote.

## **Article XII: Liability**

- Section 1. The NPHC disavows responsibility of any member sorority or fraternity for actions that violate either the letter or the spirit of the Constitution and By-Laws.
- Section 2. The council shall refer to the University student organization handbook to address matters of liability and the minimum standards for Greek Life.

## **Article XIII: Order of Business**

The order of business of the NPHC general meeting shall be as follows:

- Call to order
- Roll Call
- Reading/ Approval of Minutes
- Committee Reports
- Chapter Reports
- Old/Unfinished Business
- New Business
- Communications and Announcements
- Advisor's Remarks
- Adjournment

## **Article XIV: By-Laws**

- Section 1. At no time shall an organization ask or allow any of its prospective members to:

- A. Damage or destroy property on or off campus.
- B. Participate in any activity that will disrupt regular campus activities such as classes, dormitory programs, religious services, and study hours, etc.
- C. Participate in any activity that will reflect unfavorably upon the University of the Organization.

Section 2. At all times, membership intake must adhere to the University of New Orleans Policy on Hazing.”

Section 3. At all times, shall the council function and behave as outlined in the University’s Organization Handbook and minimum standards.