

**National Pan-Hellenic Council
University of Wisconsin Whitewater
Constitution**

ARTICLE I: NAME

The name of this organization shall be the National Pan-Hellenic Council Incorporated of the University of Wisconsin-Whitewater.

ARTICLE II: PURPOSE

Section 1. To create and maintain high standards in the life of fraternities and sororities.

Section 2. To perpetuate constructive fraternity and sorority relationships.

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

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

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

ARTICLE III: MEMBERSHIP AND PRESENTATION

Section 1. The following organizations shall be eligible for active membership in the National Pan-Hellenic Council:

Alpha Kappa Alpha
Alpha Phi Alpha
Delta Sigma Theta
Zeta Phi Beta
Sigma Gamma Rho

Section 2. In order for a chapter to be active they have to be recognized by the campus and have financial members of the chapter.

Section 3. Each member organization shall be entitled to one (1) vote. In case of 2 absences during a semester the organization will lose their voting privileges for the remainder of the stated semester.

Section 4. A quorum shall consist of 3 active chapter representatives.

Section 5. Any active member of an organization can represent that chapter in a meeting but only the active member of the chapter can have voting privileges.

Article IV: ELECTION OF OFFICERS

Section 1. The officers of the National Pan-Hellenic Council Incorporated shall be President, vice President, Recording Secretary, Treasurer, Parliamentarian, Sergeant at Arms, Community Service Coordinator, and Publicity Director

Section 2. Part A: Officers shall be installed during the second to last meeting of the Academic school year.

Part B: Each member organization shall elect its representative by the second to the last meeting of the academic school year.

Section 3. In the interest of unity and togetherness all active organizations will have the opportunity to hold office under the rotation system.

ARTICLE V: DUTIES OF OFFICERS

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

- (a) To preside over all meeting of the Executive Committee and the council
- (b) To appoint committees and serve as the Ex-Officio members of all committees.
- (c) To call special meetings when appropriate
- (d) To represents the interest of National Pan-Hellenic Council at any and all University meeting or send a delegate
- (e) To insure that the National Pan-Hellenic Council operates in accordance with the constitution and handbook of the NPHC and Robert's Rules of Order and enforce all bylaws.

Section 2. VICE-PRESIDENT. It shall be the duty of the Vice-President:

- (a) To preside at all functions of the council in the absence of the President
- (b) To exercise coordination supervision over the activities of the National Pan-Hellenic Council committee and to hold at least one joint meeting of all committee chairperson for the purpose of clarification of the activities each committee will be pursuing
- (c) To order the disbursement of funds of the council and to sign checks with the treasurer whenever necessary

Section 3. RECORDING SECRETARY. It shall be the duty of the Recording Secretary:

- (a) To keep a strict record of the proceedings of the council and shall keep records of all papers and documents of the council
- (b) To prepare minutes of each council meeting and keep them available at all times
- (c) To perform other secretarial duties as assigned by the council
- (d) To deliver prepared minutes to the mailboxes of each organization within 3 days of the next stated meeting
- (e) To inform all members of scheduled meetings

Section 4. TREASURER. It shall be the duty of the Treasurer:

- (a) To collect all dues and other monies for the council and the deposit all monies within 2 days of receipt

- (b) To submit written report at each meeting accompanied by a bank statement dated for the day of the meeting
- (c) To co-sign all checks with the Vice President

Section 5. PARLIAMENTARIAN. It shall be the duty of the Parliamentarian;

- (a) To advise on all questions of parliamentary practice upon request by the President
- (b) To conduct at least one workshop with instructions on proper parliamentary procedures according to Robert's Rules of Order

Section 6. SERGEANT at ARMS. Call the meeting to order, preserve order while the chair is presiding large conventions. It shall be the duty of the Sergeant at Arms:

- (a) Head usher
- (b) Counts the votes
- (c) Escorts dejected members from the meeting

Section 7. COMMUNITY SERVICE. It shall be the duty of the Community Service Coordinator:

- (a) To prepare 1 activity per month
- (b) To appoint a committee for each community service activity
- (c) To prepare a calendar of tentative events for the last meeting in December, finalized in January and April of each academic year

Section 8. PUBLICITY DIRECTOR. It shall be the duty of the Publicity Director:

- (a) To prepare a calendar of events for the National Pan-Hellenic Council each semester and inform the council of correspondence.
- (b) To prepare; flyers, email, newspaper advertisements, posters and press releases for all events
- (c) Prepares a narrative account of the organizations activities

Article VI: GOVERNING BOARD

Section 1. The Governing Board shall consist of all National Pan-Hellenic Council officers. They shall have the power to approve activities when the National Pan-Hellenic council is not in session.

Section 2. The presiding officer will be the President. He/She shall also present said charges, deliver sentence and verdict by vote of the Governing Board.

Section 3. The Governing Board shall see to the implementation of any disciplinary penalties proposed by the council.

Section 4. The governing board shall review charges, and any other tangible evidence to insure a fair verdict and justice.

Section 5. The organization in questions may utilize its three (3) National Pan-Hellenic Council, council representative as its voice during testimony and proceedings.

Section 6. If found guilty, the organization must adhere to the verdict of the Governing Board before suspension is removed.

ARTICLE VII: SANCTIONS, SUSPENSIONS, AND APPEAL RIGHTS

Section 1. A vote of two thirds (2/3) of the active members of the National Pan-Hellenic Council, are required to impose any penalty against an affiliate organization.

Section 2. Any organization being accused of a violation shall be notified of such accusations and given a maximum of seven (7) days to present its case before the council.

Section 3. The organization must abide by any sanctions levied against the organization.

Section 4. If found guilty, the organization must adhere to the verdict of the Governing Board before the suspension is removed. An organization found guilty of a violation (depending on the type of violation) shall not be recognized by the National Pan-Hellenic Council (Whitewater Chapter) for no more than one academic semester.

ARTICLE VIII: FUNDS AND OBLIGATIONS

Section 1. Membership Dues. The dues to be charged to each organization shall be set at regular council meetings and determined by the adopted budget. A late charge shall be set by the council for any organization being delinquent.

Section 2. District Dues.

Section 3. Regional Dues

Section 4. National Dues.

Section 5. An organization shall be considered inactive by the council and denied voting privileges until their dues and assessments are paid.

ARTICLE IX: COMMITTEES

Section 1. The council or President shall establish any committees necessary to carry out the program of the NPHC council.

ARTICLE X: AMMENDMENTS

Section 1. This constitution may be changed by two-thirds (2/3) votes of the active organization present and voting.

Section 2. By-Laws may be changed at any regular meeting of the National Pan-Hellenic Council Incorporated by 3 representatives plus percent of the active member organization present and voting.

ARTICLE XI CONSTITUTIONAL

Section 1. Each organization shall be presented with a copy of the constitution by the secretary and the constitution shall be read in full and discussed at the first meeting of each year.

There will also be a review of the amendments at the second to the last meeting of the academic school year.

Section 2. A meeting shall be held with newly elected Governing Board to review the constitution before the last meeting of the academic school year.

Section 3. The National Pan-Hellenic Council Incorporated shall be governed by the latest addition of Robert's Rules of Order.

National Pan-Hellenic Council
UW-Whitewater
By-Laws

1. Membership dues shall be twenty-five dollars (\$25.00) per semester for each member organization. National Pan-Hellenic Council Incorporated dues and penalties shall be paid by the first meeting of each semester.
2. National Pan-Hellenic council Incorporated meetings shall be held at least twice a month or at the discretion of the council.
3. At least one (1) advisor shall be aware of all National Pan-Hellenic Council Incorporated meetings.
4. Each organization shall have one voting delegate/alternative per meeting. In the event of the voting delegate being absent, a written proxy may be designated.
5. No organization shall be considered active by the National Pan-Hellenic Council Incorporated until the NPHC dues and penalties are paid.
6. Each affiliate member organization shall maintain financial and moral status to good practices toward the council programs.
7. All member organizations will be asked to furnish a copy of their individual chapter's calendar or activities for the year.
8. Where the Constitution and Bylaws do not address appropriate decorum Robert's Rules of Order shall govern.
9. Each active non-suspended organization is responsible for one position on executive board. Failure to comply will result in a \$50.00 fine and suspension until compliance to that organization.
10. No National Pan-Hellenic Council Incorporated organization shall hold conflicting events on the same day. If this happens then the organization that is scheduled first shall keep the event. The organization in question shall have three (3) business days to cancel their event.
11. In the event of 2 absences during a semester the organization in question will be fined \$50. The 3rd absence will result in an additional \$25 and 4 or more will result in that organization being suspended for the remainder of the semester.