

Last ratified December 7, 2018

**Article I
Name**

The name of this organization shall be the National Pan-Hellenic Council of Missouri State University (referred to as NPHC).

**Article II
Purpose**

The purpose of NPHC is to:

- A. Support and encourage high academic accomplishments.
- B. Promote an atmosphere of mutual respect and cooperation between the historically African American Fraternities and sororities.
- C. Facilitate cooperative activities and functions with all of the fraternity and sorority councils on the campus of Missouri State University.
- D. To encourage positive relations with all other councils on the campus of Missouri State University.
- E. Disseminate information for a better understanding of fraternity and sorority functions and purpose throughout the larger community of the university.
- F. Strive for community engagement within Missouri State University and the greater Springfield area.

**Article III
Powers**

- A. NPHC shall have the power to initiate and execute all rules and regulations necessary to allow functions.
- B. NPHC shall have jurisdiction and enforcement power in all matters concerning any organization listed in article IV subpoint C.
- C. NPHC shall have the power to make recommendations to respective organizations and departments such as, Student Government Association, Student Activities Council, Greek Week, FSLSA, Interfraternity Council (IFC), and the Pan-Hellenic Association (PHA).
- D. NPHC yields all powers to the National entities of each specified organization in regards to internal matters of governance.

**Article IV
Membership**

- A. Humbly, NPHC adheres to the existing policies of the office of student engagement/the Greek social chapter governance statement as Missouri State University (MSU). It is the policy of MSU and NPHC not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.
- B. In regards to membership, it is the policy of the NPHC to allow membership only to those organizations who are specified at the national level of NPHC.

- C. Membership is dependent upon the following:
 - 1. Recognition and endorsement from the appropriate national organization.
 - 2. Fulfillment of financial requirements at the national and regional level of said organization
 - 3. Fulfillment of financial requirements at the local level, which are specified within this document
 - 4. Fulfillment of all duties required of said organization, which are specified throughout this document.
- D. The act of a chapter's ability to be active within NPHC with regards to holding events can be revoked upon the discretion of the office of student engagement.
- E. Membership is a necessity for any and all organizations that may exist under the following names:
 - 1. *Alpha Phi Alpha*
 - 2. *Alpha Kappa Alpha*
 - 3. *Kappa Alpha Psi*
 - 4. *Omega Psi Phi*
 - 5. *Delta Sigma Theta*
 - 6. *Phi Beta Sigma*
 - 7. *Zeta Phi Beta*
 - 8. *Sigma Gamma Rho*
 - 9. *Iota Phi Theta*
- F. When there are two or more organization that function under the names that are listed in Article IV, sub point E, points 1-9 then a NPHC chapter must be formed with those specified organizations as members.
- G. Any member organization found to be in violation of the National Constitution and Bylaws as well as the local chapter constitution and bylaws of the National Pan-Hellenic Council will be subject to suspension from the campus of Missouri State University for as long deemed appropriate and necessary by said authority; at which point the national organizational body of said organization will be notified and encourage to take action.
- H. Any member of NPHC with below a 2.0 semester GPA will be unable to participate in yard shows, step shows, trips, probates, and NPHC exec positions the following semester. This sanction can be dismissed after a review of the student's midterm grades at the discretion of the NPHC advisor and Sergeant at Arms. Organizations will be fined \$40 per member per event that breaks this rule.

Article V
Election of officers

- A. Offices
 - 1. The annual elected offices of NPHC shall be President, Vice-President, Treasurer, Secretary, Public Relation, and Sergant at Arms

2. The term of all annual elected offices will be one full academic calendar year (August through May), unless specified by some higher authority.

B. Elections

1. The election of all officers shall be by public nomination amongst NPHC and roll call vote. In the event of a position not being filled it will be the responsibility of the newly elected President to either assume the responsibilities or appoint a suitable member to fill the position. (NOTE: if the position of President is not filled or becomes vacant then it will be the responsibility of the elected Vice-President to assume the responsibility of the President).
2. Nomination of candidates shall take place one meeting prior to the election date. The candidates who have been voted on shall receive their positions and the proceeding officers shall stand down the day of elections.
3. The order of succession shall coincide with that specified in the Roberts Rules of Order.
4. RULE OF INFLUENCE
 - i. In the event that multiple vacancies (specifically the offices of President and Vice-President) become available, in the middle of a term, then it will be the responsibility of the largest chapter, at the time of vacancy, to fulfill the minimum responsibilities of NPHC until the next election occurs.
 - a. The President of said organization will schedule a mandatory emergency meeting for all members of NPHC organizations within 10 working days of the vacancies.
 - b. At this meeting the situation will be explained and options discussed.
 - c. The President of the said organization will have the automatic option of assuming the office of President or facilitating a special election.
 - d. If the President of said organizations assumes power they will be restricted to facilitating and executing the calendar policy, NPHC elections, collection of dues, assessment of fines, and the support/facilitation of any and all events that are required by the Greek life office.
 - e. In the event of the previous (point d) all NPHC calendar days will be immediately dropped and events cancelled unless otherwise voted and passed by majority of member organizations.
 - f. In the event that the President of the said organization does not seek office, the special

election will take place at this meeting [the emergency meeting].

g. The rules for this election will follow the guidelines specified in this document for all elections.

h. In the event of two organizations possessing an equal number of members, the organization with the highest GPA shall fill the vacancies.

iii. The Rule of Influence may only be invoked if BOTH the President and Vice-President seats become vacant or if the election process is not completed by the annual deadline.

5. Quorum is not necessary for elections.
6. Elections and Induction of officers must be finalized by May 1st.
7. If the election and induction is not completed by the specified date, the Rule of Influence will automatically be invoked.
8. It will be the responsibility of the current President and Vice-President to insure the elected process is handled correctly.

C. Voting

1. Only current member organizations will have the privilege of voting in any and all NPHC business.
2. Each Member organization is allotted a maximum of one vote in all business concerning NPHC.
3. Member organization unable to attend NPHC meetings do NOT automatically lose their voting privileges.
 - i. If one delegate is unable to attend an election date, the delegate of that particular organization who will be absent may submit a written ballot to the NPHC advisor, Vice-President and secretary 2 hours in advance of the meeting (NO EXECPTIONS).
4. If acting as a delegate each candidate retains their voting privileges.

D. Candidates

1. All candidates for annually elected positions must be associated with a member organization that is current, nationally recognized, and a registered MSU organization.
2. Candidates for all offices must have a 2.5 cumulative GPA at the time of running for office.
3. All officers elect must have a 2.5 semester GPA at the time of making office.

- E. The election process is exempt from all executive authority. It may only be modified by vote of the general assembly (NOTE: Quorum is necessary for modification of the election process).

Article VI

NPHC Officers and Duties

- A. The officers of NPHC shall be President, Vice-President, Treasurer, Secretary, Public Relations chair, sergeant at arms and Advisor.
- B. The officers of NPHC are restricted and bound by this document.
- C. Other than the President, the officers of NPHC cannot be held liable nor Responsible for any duties other than those specified in this document.
- D. The officers of NPHC are REQUIRED to attend and participate in ALL events Sponsored or required of NPHC.
- E. All officers are required to adhere and perform any all duties as prescribed by any authoritative entity.
- F. The officer duties of NPHC shall be the following:
 - a. **President**
 - i. Shall be responsible as the official representative of NPHC.
 - ii. Shall preside over all meetings.
 - iii. Shall formulate meeting agendas.
 - iv. Shall be responsible for the scheduling of all reoccurring and special meetings.
 - v. Shall have the power to call emergency meetings whenever he deems necessary (Note: member organizations must be notified 1 week in advance).
 - vi. Shall appoint all committees that are not otherwise provided by law within this or other superseding authorities or documents.
 - vii. Shall oversee every officer on the executive board.
 - viii. Shall ensure that the chapter and officers are performing all duties and task efficiently and in accordance to the rules and regulations of this document and all other superseding documents as well.
 - ix. Shall enforce strict observance of the regulations contained within this document.
 - x. Shall have name on all accounts and approve all monies used for council business.
 - xi. Shall maintain a current and file of the NPHC constitution and by-laws
 - xii. Shall cast the deciding vote in the event of ANY tie.
 - xiv. Shall chair and organize retreats sponsored by NPHC.
 - xv. Shall maintain a 2.3 semester GPA while in office.
 - xvi. Shall maintain a 2.3 cumulative GPA while in office.
 - xvii. Shall remain current and financial with member organization.

- b. **Vice-President**

- i. Shall assume the role of the President in their absence.
- ii. Shall oversee all committees of NPHC.
- iii. Shall act as an ex-officio member to all NPHC committees.
- vi. Shall act as the liaison between the IFC and PHA councils.
- xiii. Shall notify the President of any personal inability to fulfill duties.
- xv. Shall maintain a 2.5 semester GPA while in office.
- xvi. Shall maintain a 2.5 cumulative GPA while in office.
- xvii. Shall remain current and financial with member organization.

c. **Treasurer**

- i. Shall serve as primary custodian of all financial accounts controlled by NPHC.
- ii. Shall produce annual budget.
- iii. Shall produce monthly financial reports.
- iv. Shall produce annual financial summary.
- v. Shall inform member organizations of NPHC of financial obligations.
- vi. Shall collect dues and other monies from member organizations.
- vii. Shall make bi-weekly deposits of all NPHC monies collected.
- viii. Shall maintain an accurate and current record of all accounts payable and receivable by NPHC.
- ix. Shall be responsible for all inventory of NPHC.
- x. Shall along with the Vice-President and secretary track all NPHC policy violations.
- xi. Shall advise the executive board in regards to financial standing and recommended possible spending expenditures
- xii. Shall have name on all accounts.
- xv. Shall sign on all financial transactions originating from or directed towards the NPHC account.
- xvi. Shall maintain a 2.5 semester GPA while in office.
- xvii. Shall maintain a 2.5 cumulative GPA while in office.
- xviii. Shall remain current and financial with member organization.

d. **Secretary**

- i. Shall maintain an accurate and complete record of the proceedings of all NPHC meetings.
- ii. Shall be responsible for organizing an effective means of communication throughout the general assembly.
- iii. Shall be responsible for all mail generated by or directed towards NPHC.
- iv. Shall forward all correspondence of meetings to any member organization, advisor, or authoritative entity upon request.
- v. Shall maintain a historical file of previous minutes of previous meetings.
- vi. Shall track attendance.
- vii. Shall along with the advisor and treasurer track all

- NPHC policy violations.
- viii. Shall collect and file all written request such as:
 1. Request for absentee ballots
 2. Request for calendar days
 3. Request of dues extension
- ix. Shall notify board, advisors, and member organizations of all special meetings and proceedings of NPHC.
- x. Shall reply to all correspondence directed to NPHC.
- xi. Shall reserve all rooms for NPHC business and emergency meetings.
- xii. Shall notify President of any personal inabilities to fulfill duties.
- xiv. Shall maintain a 2.5 semester GPA while in office.
- xvi. Shall maintain a 2.5 cumulative GPA while in office.
- xvii. Shall remain current and financial with member organization.

e. **Public Relations Chair**

- i. Shall coordinate all publications that carry the name of NPHC.
- ii. Shall serve as a liaison to cross council committees (i.e. Greek week, Homecoming, FLSA, relay for life, habitat for humanity etc.).
- iii. Shall be responsible for publicity and coordination of all council events.
- vi. Shall assist in notification of event location, time, and date changes.
- vii. Shall coordinate and chair community service projects for the council.
- ix. Shall notify, the President of any personal inabilities to fulfill duties.
- x. Shall have name on all accounts.
- xii. Shall maintain a 2.5 semester GPA while in office.
- xiii. Shall maintain a 2.5 cumulative GPA while in office.
- xiv. Shall remain current and financial with member organization.
- xv. Shall collect, compile, and preserve historical and biographical data for NPHC.
- xvi. Shall submit such copies of data when requested by any member organization at the expense of the requesting member organization.
- xvii. Shall maintain a list of events and extraordinary achievements of NPHC and member organizations.
- xviii. Shall prepare and maintain an ongoing history of NPHC and the events involving its member organizations.
- xix. Shall be responsible for the audio, video, and photographic documentation of NPHC events.

f. **Sergant At Arms**

- i. Shall have a basic understanding of Robert's Rules of Order

- ii. Shall review and if necessary update the NPHC Constitution with aid of a constitution committee.
- iii. Shall hold a parliamentary procedure workshop or information session at the beginning of each fall semester.
- iv. Shall set up meeting spaces before all meetings.
- v. Shall keep the order during all meetings.
- vi. Shall oversee the cleanup, reorganization of meeting spaces and returning any equipment used during a meeting.
- vii. Shall preside over the election processes in Article V Section B.
- viii. Will oversee academic incentive program.
 - a. At each GA meeting, 2 names will be drawn to win prizes such as gift cards to the book store or bear wear.
 - b. Winner must be present or must have an excused absence from the GA meeting to collect the prize. Excused absences are proof of class or doctors' appointments.
 - c. Shall collect proof of grade to ensure the sincerity of the prize winning drawing.
- ix. Shall assist in maintaining order during meetings.
- x. Shall ensure that only NPHC member organizations, advisors, and approved guest are present during all meetings.
- xi. Shall guide NPHC in correct parliamentary procedures.
- xii. Shall know and adhere to all NPHC policy violations.
- xiii. Shall maintain a current and file of the NPHC constitution and by-laws.

g. Advisor

- i. Shall be a staff member of the Office of student activities or appointed by the Dean of Students.
- ii. Shall have FULL power and authority over NPHC and its member organizations as so far allotted within the guidelines established in the agreement with each member organization's national headquarters and the NPHC constitution.
- iii. Shall have the power to suspend any and all member organizations as allowed in accordance with the rules and regulations of this and other binding documents.
- iv. Shall carry the responsibility of ensuring that all guidelines are followed and executed as prescribed by this document, superseding documents, and decisions passed by the member organizations of NPHC.
- v. Shall have name on all financial accounts
- vii. Shall perform other duties necessary for the efficient and successful execution of all NPHC policies.
- viii. Shall attend all NPHC meetings (working within the constraints of scheduling conflicts).

Article VII
Resignation of officers

- A. An officer must submit a written statement explaining their resignation and upon demand turnover all files, documents, materials and necessary information in regards to NPHC.

Article VIII
Impeachment of officers

- A. All impeachment proposals should be formally documented and presented to the NPHC advisor in confidence.
- B. The formal statement of complaint must be filed by a voting delegate of NPHC.
- C. The document is to include
 - a. Specific violation of the NPHC constitution or other superseding documents.
 - b. A formal statement of complaint.
 - c. A co-signer who is a voting delegate from a different member organization.
 - d. The NPHC advisor is to notify the NPHC President, chapter Presidents, and the chapter advisor of the party impeached, as well as voting delegates of the formal complaint.
 - e. The NPHC advisor is to notify the NPHC executive board member, in question, of the complaint.
 - f. A meeting of all NPHC chapter Presidents and/or Vice-Presidents is to be arranged before any other business is conducted. If the chapter President and/or Vice-President is not available, a representative from the chapter must be present.
 - g. At this meeting the plaintiff is allowed to state their case as well as the defendant(s).
 - h. This meeting is presided by the Vice-President unless involved in which case the President would preside.
 - l. If both are involved the NPHC advisor presides over the meeting
 - j. After a maximum of two hours has passed a vote of organizations is taken to decide the validity of the complaint.
 - k. EACH ORGANIZATION IS GIVEN 1 VOTE.
 - l. The party of the plaintiff and defendant are NOT allowed to present their voting but can present their cases.
 - m. Majority is need for impeachment.
 - n. There is no tiebreaker.
- D. Once an officer has been impeached they become in-eligible to run for NPHC office again.

Article IX

Meetings, Attendance, Voting, and Participation Requirements of Member organizations

A. Attendance of meetings

- a. Attendance at monthly meetings during the time that NPHC is in active session is mandatory for all members of NPHC member organizations.
- b. Each member organization is required to send a minimum of two voting delegates.
 - i. Failure to comply with this regulation will result in a \$15 fine per missing delegate
 - ii. Executive board members can NOT serve as voting delegates unless the member organization is comprised of 4 or less individuals.
- c. The number of members from each organization allowed to attend is unlimited. They can express their opinions, but can NOT vote.
 - i. Monthly meetings will be held monthly at 3PM on Wednesday.
 2. The executive monthly meetings will be held opposite of general assembly meetings during the same time slot.
- d. Tardiness
 - i. The NPHC secretary must be informed twenty four hours in advance for every occurrence.
 - ii. If permanent the NPHC secretary, treasurer and advisor must be informed and shown proof indicating the ongoing conflict.
 - iii. Failure to give notice will result in a fine.
 - iv. An absence is incurred after officer reports have been given and approved.
 - v. Special meetings may be convened based on activities and events that are either sponsored by or affect NPHC.
 - vi. The President must notify the members of special meetings one week in advance.

B. Attendance of events

- a. NPHC sponsored events (including meetings) will be scheduled no later than 1 month prior to the date of the event.
 - i. With the exception of special meetings.
 - ii. With the exception of judicial hearings.
- b. NPHC executive board members are required to be present at each NPHC function and meeting unless excused by the chapter advisor.
 - i. Failure to comply will result in a fine. [See art. X (B)(i)]
 - ii. The fine will be assessed on the board members organization.
- c. NPHC member organizations must send at least 2 members or 25% representation for the chapters to each NPHC sponsored or recognized event.
 - i. Failure to comply will result in a fine.
 - ii. The fine will be assessed on the member organization per member that does not comply.

- iii. Absence at the event will be assessed (per member not present) if the correct number of representatives are not present within 15 minutes of the event start time.
- iv. Member organizations who are unable to meet this requirement must submit a NPHC EVENT EXCUSE FORM two weeks prior to the event.

C. Voting

- a. Only current, financial member organizations of NPHC are allowed to vote in any business involving the entire council.
- b. Each member organization receives a maximum of two votes.
- c. Quorum is not necessary for any function except.
 - i. Amendments to the constitution.
 - ii. Conduction of business during emergency meetings initiated by the authority provided by the Rule of Influence.
 - iii. Modifications to the elections process.
- d. ALL voting is done by roll call.
- e. The system of majority rule is used in every decision with the exception of:
 - i. Amendments to the constitution.
 - ii. Modifications to the Election process.

Article X

Financial and Administrative Obligations

A. DUES

- a. Dues for member organizations are due yearly on the second general assembly meeting of the fall semester.
 - i. The dues are to be collected at the next meeting when the four week deadline has occurred.
 - ii. Dues can be paid early.
 - iii. Fines are assessed on weekly basis for non-compliance.
 - iv. Fines are assessed at the end of every meeting (executive and/or general assembly).
- b. Each newly elected executed board decides the annual dues amount not to be less than \$100.
- c. Dues are mandatory
- d. Dues may be paid by cash, money order/cashier check, or organizational check (no personal checks are accepted).
- e. Dues are assessed for the months of August through May.
- f. Payment arrangements may be arranged.
 - i. Payments must be equal
 - ii. Payments must be due every month
 - iii. Payments must be paid to Treasurer
 - iv. Payment arrangements must be made before dues are due
- g. Failure to comply will result in a fine.

B. FINES

- a. Fine will be assessed for the following:
 - i. Absence from NPHC meetings
 - ii. Absence from NPHC events
 - ii. Failure to pay or arrange payments for NPHC dues
 - iii. Failure to attend require university or student engagement events and trainings.
 - iv. Failure to submit required documents when requested
 - v. Insufficient funds to cover a check written to NPHC or MSU
- b. Fines will compound.
- c. Fines are not categorized (i.e. fines for absences will compound with fines for calendar policy violations.).
- d. Fines & balances will carry over indefinitely.
- e. Fines are due immediately when they are assessed.
- f. Fines will be assessed by NPHC President, confirmed by NPHC President and NPHC advisor, collected by the NPHC Treasurer, and documented by the NPHC secretary.
- g. When an organization is assessed a fine, the NPHC executive board notifies the campus advisor.
- h. The Fine schedule is as follows:
 - i. Unexcused absences (in matter of occurrence)
 - 1. \$10.00
 - 2. \$15.00
 - 3. EVERY TIME HEREAFTER \$30.00
 - ii. Failure to pay dues & submit required documents (assessed in matter of weeks)
 - 1. \$10.00
 - 2. Every week hereafter is \$10.00 per week
 - iii. Insufficient funded check
 - 1. \$50.00
 - 2. \$50.00 as well as check privileges revoked for 2 years

C. FINANCIAL STATUS

- a. Good Financial status is defined as one of the following:
 - i. NO balance owed to NPHC
 - ii. Payment plan arranged and operating on time
- b. Fines or a balance with NPHC of \$100 or more
 - i. The chapter and campus advisors are both notified
- c. Fines or a balance with NPHC of \$200 or more
 - i. The chapter and campus advisors are both notified
 - ii. The Regional director/President is contacted
 - iii. All voting privileges are revoked
- d. Fines or a balance with NPHC of \$300 or more
 - i. AUTOMATIC Suspension of chapter events (No Exceptions)
 - 1. Two months: Chapter is ordered to end all activity on campus until the full balance is paid.
- e. A member organization will be ineligible for payment arrangements after I month has passed. (1 month from initial fine).

D. ADMINISTRATIVE STATUS

- a. Member organization must complete and meet all administrative documentation requirements to NPHC, Greek life, and individual national organizations.
- b. Lack of administrative documentation will result in a fine as well as immediate cease and desist of all chapter, events for each organization until all forms are completed. Annual Feedback meetings, President meetings, and attendance at Presidents retreat is mandatory.
 - i. NO EXCEPTIONS
 - ii. Failure to comply results in a loss of the next applicable calendar policy week

Article XI

Special Powers and Regulations

- A. This document is the governing document for NPHC.
- B. All appeals concerning decisions of NPHC will be handled through the Office of Student Engagement.
- C. NPHC shall follow all rules set forth by the university and if any organization fails to adhere to these rules, the Greek standards board will be the primary disciplinary entity.
- D. NPHC relinquishes the right to the Greek standards board, to settle disciplinary problems except in the areas of:
 - a. NPHC membership Intake
 - b. Internal governance problems of NPHC
- E. Any violation of university policy by a chapter can result in action by NPHC.
- F. NPHC reserves the right to support or disagree with any university action in regards to a member organization.
- G. It will be the responsibility of the President of NPHC to inform individuals and/or respective organizations of possible disciplinary action at least two weeks in advance.
- H. NPHC council may by 2/3 vote, with each chapter receiving one vote, (excluding the chapter in question) make a recommendation to the Office of student Engagement urging the chapter in question to be expelled or suspended.
- I. Any officer of an organization that has been expelled or suspended must and will be removed from office.
- J. NPHC reserves the right to mandate that all new initiates of member organization must have at least a 2.0 cumulative GPA.
- K. NPHC will not be responsible for establishing a timetable for membership intake for each individual organization nor will they determine the length of any new member intake program.

Article XIII

Organization weeks/Charter Weeks/Scheduled Dates

- A. Submit semester events 1 semester prior.
- B. Event dates outside of Organization weeks need to be approved by NPHC.
- C. Member Organization week trumps all.
- D. The organization with the highest GPA from the previous year will record their dates on the calendar first.

**Article XIV
Amendments**

- A. All amendments to the NPHC constitution must be formally presented to the Sergeant at Arms.
- B. The Sergeant at Arms reviews the amendments and presents them before the general assembly.
- C. After detailed discussion and all questions have been asked of the authors the amendment is put to a vote the next meeting.
- D. A Special quorum of 75%, of member organizations is needed before voting takes place.
- E. The amendment will automatically die after it has not been voted on for one month after the initial debate and discussion.
- F. 2/3 is needed of the special quorum is needed for the amendment to pass.
- G. Only current financial member organization delegates are allowed to vote.
- H. If the amendment fails there is no further discussion on the amendment.
- I. If the amendment passes the Sergeant at Arms has 2 weeks to adjust the constitution accordingly and present revised copies to all interested parties.
- J. The Sergeant at Arms is responsible for delivering new copies (hard copy or electronic) to each chapter President, chapter and campus advisor, NPHC advisor, NPHC executive board member, and the office of student activities.

**Article XV
Ratification**

- A. The NPHC constitution and all amendments will become valid once approved by the general assembly.
- B. All members and officers must adhere to the constitution immediately after passing.
- C. This constitution is considered ratified once a majority vote of approval is taken among current financial member organizations.

**Article XVI
Empowerment**

This constitution of NPHC will take effect immediately after ratification.