

Missouri State University
NATIONAL PAN-HELLENIC COUNCIL
CONSTITUTION

PREAMBLE

We as members of Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, & Iota Phi Theta, together form National Pan-Hellenic Council. As members of the nine historically black Greek letter fraternities and sororities, we recognize the need to unify, support, and encourage one another as we all strive to promote, improve, and build our fraternities and sororities as a whole. The NPHC shall be the governing council for the historically Black Greek-lettered fraternities and sororities at Missouri State University.

ARTICLE I – NAME

The name of this organization shall be the Missouri State University National Pan-Hellenic Council.

ARTICLE II – PURPOSE

The purpose of the National Pan-Hellenic Council shall be to promote the interest of Missouri State University, develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing:

1. Comply with the rules outlined in Missouri State University's Student Code of Conduct and FSL Relationship Statement.
2. Consider the goals and ideals of member groups as continually applicable to campus and personal life, in cooperation with the overall student body.
3. Promote superior scholarship as a basis for intellectual achievement.
4. Cooperate with member fraternities and sororities, the university administration, and faculty in concern for and maintenance of high social moral standards.
5. Act in accordance with National Pan-Hellenic Council policies.
6. Act in accordance with rules established by the National Pan-Hellenic Council so as not to violate the sovereignty, rights, and privileges of member fraternities and sororities.

ARTICLE III – MEMBERSHIP

SECTION 1

The membership shall be composed of all “Divine Nine” fraternities and sororities in good standing with the National Pan-Hellenic Council at Missouri State University.

SECTION 2.

Good standing with the National Pan-Hellenic Council is defined as meeting the following expectations:

1. Each member must be in good standing with their respective organization’s GPA requirements, in order to be an active member of NPHC.
2. The member organization has paid their membership dues to the National-Pan-Hellenic Council.

SECTION 3.

There shall be at least one advisor assigned to the National Pan-Hellenic Council from the Office of Student Engagement. The general responsibilities of the Advisor are as follows:

1. Attend all council events and at least one event per chapter per semester
2. Oversee the conduct and operations of the council
3. Advocate for council unity
4. Coordinate one council leadership development event annually
5. Engage with council stakeholders on a consistent basis
6. Always seek to advance the purpose and goals of NPHC and its member organizations

ARTICLE IV – ORGANIZATION

SECTION 1.

It shall be the duty of the National Pan-Hellenic Council to administer all business related to the overall welfare of the National Pan-Hellenic Council and to compile rules governing the National Pan-Hellenic Council.

SECTION 2.

The National Pan-Hellenic Council shall be composed of the National Pan-Hellenic Council Executive Board and one delegate from each member fraternity and sorority in good standing.

SECTION 3.

The standing committees of the National Pan-Hellenic Council shall be:

1. Community Service
2. Membership Development (New Members)
3. Greek Week
4. Homecoming
5. Meet the Greeks/Week of Events
6. Yard Show/Black Heritage Month

ARTICLE V – DELEGATES

SECTION 1.

The delegate shall:

1. Be chosen by the member fraternity or sorority.
2. Be a current Missouri State undergraduate student.
3. Be financial with your undergraduate chapter.
4. Hold one (1) vote in all legislative matters.

SECTION 2.

The delegate chosen to represent their organization at delegation meetings will occur upon their election by their chapter.

SECTION 3.

When a delegate vacancy occurs, the fraternity or sorority affected must select a replacement within one (1) week and notify the National Pan-Hellenic Council of the replacement.

ARTICLE VI – NPHC EXECUTIVE BOARD

SECTION 1.

The National Pan-Hellenic Council Executive Board shall be composed of the elected officers of the National Pan-Hellenic Council. This includes:

1. President
2. Vice President
3. Director of Marketing and Development
4. Director of Operations
5. Compliance Officer

SECTION 2.

The officers shall be initiated members, in good standing, of organizations holding membership in the National Pan-Hellenic Council. Good standing means:

1. Being a current Missouri State undergraduate student.
2. Having a minimum cumulative GPA of a 2.5.
3. Being in good standing with your organization (locally and nationally).
4. Your chapter is financial with the Missouri State University National Pan-Hellenic Council.
5. Your chapter is financial with your national organization.

SECTION 3.

Officers shall hold a term of office for one year. This term shall start at the end of April through the next April.

SECTION 4.

Officers shall be elected by an electoral system where each active NPHC chapter will cast one vote by their elected delegate.

SECTION 5.

Officers shall be elected by a two-thirds (2/3) vote of the present delegate chapter members.

SECTION 6.

Upon voting, if no candidate receives a two-thirds (2/3) majority vote, a run-off will take place between the candidates with the top two most votes. The voting chapters are allowed to ask each of the remaining candidates a question. Following this, there will be a re-vote.

SECTION 7.

In the case of a tie, the election shall be decided by the members of the outgoing executive board. Only those members of the outgoing executive board who are not a candidate for the office are eligible to vote.

SECTION 8.

There can be no more than two (2) members from the same organization who serve on the National Pan-Hellenic Council Executive Board during the same term, unless voted upon by the general membership and approved by the NPHC Advisor during the time of elections.

SECTION 9.

In the case of a vacancy in the NPHC Executive Board, the position will be appointed by the current President.

SECTION 10.

In the case of a vacancy in the office of the President, succession of office shall be the Vice President. If the Vice President declines, a general election will be held.

ARTICLE VII – MEETINGS

SECTION 1.

The National Pan-Hellenic Council shall meet monthly for business throughout the semester at a time and place determined by the National Pan-Hellenic Council at the beginning of each semester.

SECTION 2.

Committee meetings shall take place at least twice a month for planning events throughout the semester, unless an event is forthcoming, then the committee should meet as many times deemed necessary by the Committee Chair. The time and place shall be determined by the National Pan-Hellenic Council at the beginning of each semester.

SECTION 3.

All National Pan-Hellenic Council meetings shall be open to the entire undergraduate National Pan-Hellenic Council community except for any meetings deemed necessary to close at the discretion of the Executive Board.

SECTION 4.

The NPHC Executive Board will meet monthly to determine business for the Council Meeting.

SECTION 5.

Fifty (50) percent plus one (1) of the member fraternities and sororities, in good standing, shall constitute a majority for the transaction of business.

SECTION 6.

The delegates from each member organization shall be responsible for notifying their chapter of all regular and special meetings of the National Pan-Hellenic Council.

SECTION 7.

All meetings shall be held using Roberts Rules of Order as Parliamentary Procedure.

ARTICLE VIII – ATTENDANCE

SECTION 1.

Every chapter is required to have at least one (1) delegate in attendance at every NPHC General Delegation meeting. If a delegate is unable to attend, they must notify the President in a formal statement one (1) day prior to the scheduled meeting, with the exception of an emergency.

SECTION 2.

Each member of NPHC will be allowed only one (1) unexcused absence per semester. An unexcused absence is defined as an absence in which the President did not approve the reason given by a chapter or member for not being in attendance for an upcoming meeting OR an absence in which no advance reasoning was given to the President at all. Both chapters and individual members will be notified via email about their unexcused absences and the upcoming consequences that would take place if additional unexcused absences were to occur and the advisor(s) for the chapter will be included in the email correspondence.

SECTION 3.

After the granted unexcused absence has been used, additional absences will receive the following consequences:

- A. The second unexcused absence in a semester will result in a \$25 fine
- B. The third unexcused absence in a semester will result in a \$50 fine and in a loss of voice and vote during delegate meetings for the remainder of the semester
- C. Four unexcused absences will result a \$100 fine and a meeting with the Executive Board and the organization to determine what steps need to be taken in order for the chapter or individual to return to good standing

SECTION 4.

Punishments rendered as a result of unexcused absences may be appealed to the Council if the chapter feels they have adequate reasoning for the lack of a representation at the meeting.

SECTION 5.

Formal appeals will be in the form of a verbal plea to the Council stating the reasoning for the absence. With quorum present, the Council will vote to either uphold or rescind the initial decision.

ARTICLE IX – VOTING

SECTION 1.

Each member organization shall have one (1) vote in all National Pan-Hellenic Council matters presented at all regular and special meetings, unless privileges have been revoked by the National Pan-Hellenic Council Executive Board.

SECTION 2.

The designated delegate, elected by their fraternity or sorority, and registered with the National Pan-Hellenic Council comprise the voting representatives from each member fraternity or sorority.

SECTION 3.

It shall take a majority affirmative vote to approve all motions concerning the policies/procedures, amendments to the Constitution and Bylaws.

Section 4.

Only one table can occur for a motion before the National Pan-Hellenic Council will continue on with voting procedures.

ARTICLE X – VIOLATIONS

SECTION 1.

Violations of any regulations of this Constitution or its related Bylaws shall be referred to the standards committee, consisting of the Compliance Officer, and one (1) representative from each organization that is in good standing with the Missouri State University NPHC, for review and possible sanction and if deemed necessary by the standards committee.

ARTICLE XI – WEEK OF EVENTS

SECTION 1.

Each NPHC member organization shall have one (1) mandatory week per academic year that will be exclusive for programs sponsored by that organization.

SECTION 2.

The National Pan-Hellenic Council of Missouri State University will have one (1) week per academic year that is designated as NPHC. Only programs and events sponsored by NPHC will occur during that week.

SECTION 3.

Each organization will be asked for the dates of their week at the last regular meeting of each semester. If any discrepancies arise, it will be addressed and resolved in the current meeting.

SECTION 4.

No organization may have more than two (2) events in one week that is not their actual week.

SECTION 5.

All event dates must be submitted to the Director of Operations so that they can be submitted for approval and added to the calendar.

SECTION 6.

Efforts will be made to accommodate organizations who wish to have a week that coincides with their founders' week.

SECTION 7.

If another member organization wishes to host an event during another member organization's week, as established in this Article, the member organization wishing to host the event must contact the member organization who has the week to ask for permission. The member organization who has their week can either approve or deny the request.

ARTICLE XII – CIVILITY

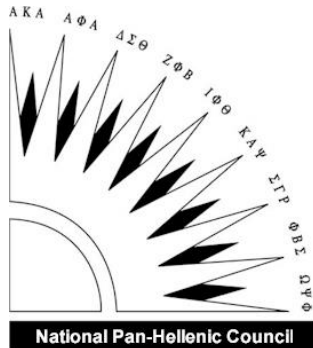
SECTION 1.

In an environment in which people interact frequently, it is essential that each member feel as free and safe in their participation. To this end, it will be council policy and expectation that everyone be treated with mutual respect. No one has to agree, but everyone deserves to feel they are heard. We learn by engaging in constructive dialogue. Therefore, we shall establish in

this Constitution, a general understanding that members of NPHC will be respected and respectful towards one another in discussion and action.

SECTION 2.

Any member that is brought on charges in violation of the civility clause will go before the standards committee.



Missouri State University
NATIONAL PAN-HELLENIC COUNCIL
BYLAWS

ARTICLE I – ADMINISTRATION OF MEMBERSHIP SELECTION

SECTION 1.

Membership selection shall be determined by each individual's national organization, with oversight by graduate advisors and/or graduate chapters.

SECTION 2.

The organization is free to choose and accept new members without regard to sex, race, disability, religion, or national origin.

ARTICLE II – MEMBERSHIP INTAKE AND INITIATIONS

SECTION 1.

Each chapter must notify the Assistant Director for Fraternity and Sorority Life or their designee when they are going to begin a Membership Intake Process via the [Membership Intake Guidelines](#).

ARTICLE III – HAZING

SECTION 1.

All forms of hazing or pre-initiation activities which are defined as hazing shall be banned. Hazing is defined as any action taken or situation created, intentionally, whether on or off organization premises to produce mental or physical discomfort, embarrassment, harassment or ridicule.

SECTION 2.

Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

SECTION 3.

If evidence is reported that a member fraternity or sorority is hazing, the charges will be turned over to the University for an official investigation by the Office of Student Conduct.

SECTION 4.

Every chapter is expected to follow both their national organization's policies on hazing, as well as any rules/policies from Missouri State University.

SECTION 5 – Missouri State University's Anti-Hazing Policy

Hazing, an act that endangers the mental or physical health or safety of a Student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with or as a condition of continued membership in a group or Organization. The express or implied consent of the Student will not be a defense to a violation of hazing. The willing participation or acquiescence of the Student subject to the hazing activity is no defense and is still a violation of this policy.

ARTICLE IV – CHAPTER MEMBERSHIP

SECTION 1.

Initiates from other chapters shall not be considered as chapter members unless they are affiliated with the local chapter. Affiliated members will be counted toward membership total.

SECTION 2.

Membership rosters for each chapter member must be on file in the Office of Student Engagement and updated during each quarter.

SECTION 3.

New member lists must be filed with the Office of Student Engagement within one (1) week of their initiation.

ARTICLE V – MEMBERSHIP DUES

SECTION 1.

Dues are to be charged to each organization in the amount of \$50.00 per semester. A total of \$100.00 a school year shall be paid by each active organization. In the event your dues are not paid by your organization, you will not be recognized as an active organization of the Missouri State National Pan-Hellenic Council.

SECTION 2.

The dues will be due at the first meeting of the semester. If not submitted by the due date, your organization will be charged a \$25.00 late fee.

ARTICLE VI – ELECTION OF OFFICERS

SECTION 1.

Procedures for elections shall be the following:

1. Nominations shall be made available and the dates of elections shall be announced at least three (3) weeks prior to elections.
2. All candidates must be nominated to be placed on the ballot at least seven (7) days prior to elections. All candidates must prepare and give a speech explaining /detailing their plans and goals for the coming year.

ARTICLE VII – OFFICER RESPONSIBILITIES

SECTION 1.

General Responsibilities of All Executive Board Officers:

1. Attend all National Pan-Hellenic Council Delegation meetings.
2. Attend all National Pan-Hellenic Council Executive Board meetings.
3. Keep an up-to-date file/binder of all activities and duties pertaining to the particular office that will be passed down to the next officer in this position.
4. To work jointly and have an open relationship with Interfraternity Council, Sigma Lambda Gamma National, Sorority. Inc. and Panhellenic Association.
5. To perform any other duties that may pertain to one's position or that may be assigned.

SECTION 2.

President:

1. To facilitate operation and maintain awareness of the National Pan-Hellenic Council Executive and Delegation Meetings.
2. To call and preside at all regular and special meetings of National Pan-Hellenic Council.
3. To ensure that policies and actions of the National Pan-Hellenic Council are in accordance with the Policies/Procedures of Missouri State University.
4. To act as a primary spokesperson for the National Pan-Hellenic Council and has the power to delegate someone in their absence.
5. To maintain positive communications with University officials and other Greek governing councils (IFC & PHA).
6. To directly supervise all executive board members.
7. Shall serve as the chair for at least one (1) major NPHC committee annually.

SECTION 3.

Vice President:

1. To perform the duties of the President in their absence, inability to serve, or at their call.
2. To coordinate NPHC-wide community service events.
3. To organize and coordinate the National Pan-Hellenic Council Executive Board elections.
4. To be in charge of officer transitions.
5. To receive and present any requests for changes or amendments to the National Pan-Hellenic Constitution or Bylaws.
6. Coordinate semester calendar for the NPHC and member organizations.
7. Shall serve as the chair for at least one (1) major NPHC committee annually.

SECTION 4.

Director of Operations:

1. To be responsible for the general supervision of the finances of Missouri State's National Pan-Hellenic Council.
2. To report the financial status of the National Pan-Hellenic Council at every delegation meeting.
3. To be responsible for the preparation of the annual budget. Following its approval by the National Pan-Hellenic Council, provide a copy to each member chapter.
4. To receive all payments due to the National Pan-Hellenic Council, prepare dues statements for each member chapter, collect all dues, and give receipts.
5. To be responsible for the prompt payment of all bills for the National Pan-Hellenic Council.
6. To be responsible for creating agendas, and the recording and distribution of the minutes and records of the delegation and executive board meetings.
7. To be responsible for all official correspondence of the National Pan-Hellenic Council.

8. Apply for any Student Organization funding (SOFAC) requests and supplemental funding.
9. Shall serve as the chair for at least one (1) major NPHC committee annually.

SECTION 5.

Director of Marketing and Development:

1. To handle all public relations aspects of the National Pan-Hellenic Council.
2. To assist in maintaining a positive image of the Missouri State Universities Community throughout the University and the neighboring community.
3. To be in charge of production, publication, and distribution of all (i.e. Meet the Greeks) promotion materials.
4. Responsible to educate chapters on their public relations role.
5. Shall serve as the chair for at least one (1) major NPHC committee annually.

SECTION 6.

Compliance Officer:

1. To brief new members on the protocol and procedures of the council.
2. To act as Parliamentarian for all meeting and to be familiar with Robert's Rule of Order.
3. Presides over all elections and insures the proper count of all tallies.
4. To be knowledgeable of Robert's Rules of Order.
5. Handles all disputes within the council (i.e. quarrels between organizations).
6. To coordinate a committee (if necessary) responsible for review and revision of the National Pan-Hellenic Council Constitution, Bylaws, Membership Intake Guidelines and all other policies yearly.
7. Presides over all constitution and bylaw decisions and amendments

ARTICLE VIII – ATTENDANCE

SECTION 1.

Two (2) absences of an executive board officer, without an excuse submitted in advance to the President or Director of Operations could result in the termination of office.

ARTICLE IX – RULES OF ORDER

SECTION 1.

The Missouri State University National Pan-Hellenic Council shall be governed by Robert's Rules of Order Newly Revised Edition except in matters specifically provided for in the constitution, bylaws, and standing rules.

ARTICLE X – ENFORCEMENT PROCEDURES

SECTION 1.

Standards Committee

1. The Standards Committee is comprised of the NPHC Compliance Officer and one (1) representative from each member organization that is in good standing with the MSU NPHC, and the Assistant Director for Fraternity and Sorority Life or their designee.
2. Each member organization will select their Standards Committee Representative and report the name and contact information to the Compliance Officer.
3. Chapters shall be called to the Standards Committee upon violation of any of the National Pan-Hellenic Council Constitution, Bylaws, or as stated in an official National Pan-Hellenic Council document.
4. Chapters will be given written notice from the Compliance Officer at least two (2) weeks in advance of a Standards Committee meeting.
5. The members of the Standards Committee shall hear and rule on the violations brought forth to them.
6. If a Standards Committee member's own chapter is being brought on charges, that Standards Committee member will be excused for that particular meeting/hearing.
7. The Assistant Director for Fraternity and Sorority Life or their designee has voice, but no vote in all Standards Board meetings and hearings.

ARTICLE XI – AMENDMENTS

SECTION 1.

These bylaws may be amended by a two-thirds (2/3) vote of the voting members of the National Pan-Hellenic Council provided notice of the proposed amendment has been given verbally at the preceding regular meeting.

SECTION 2.

The Constitution and Bylaws of the Missouri State University National Pan-Hellenic Council shall be reviewed annually for amendment by the President, Vice President and Assistant Director for Fraternity and Sorority Life or their designee.

ARTICLE XII – EVENT POLICY

SECTION 1.

Event Definitions

1. An event subject to the following regulations will include all events where either non-members or members of the host chapter are present.
2. Events subject to regulation and definition herein, will include all events endorsed by, supported by, and sponsored by a chapter.
3. The presence of alcohol will include any consumable item with an alcoholic content.
4. Chapter will refer to any organization recognized as belonging to NPHC.

SECTION 2.

Alcohol Policy

1. Under no conditions may anyone under the legal drinking age purchase or consume alcohol at any event sponsored by a fraternity or sorority.
2. NPHC Funds cannot be used to purchase alcohol.

SECTION 3.

Monitoring Events with Alcohol

1. Fraternities and sororities must maintain monitors at the single entrance to the event. Monitors must deny admittance to persons not possessing a valid picture identification showing legal proof of age.
2. NPHC requires the use of 3rd Party Vendors for any events with alcohol. The chapters must adhere to the 3rd Party Vendors rules and regulations, as well as all state and federal laws.
3. No alcohol containers will be permitted to enter the event by a person under the age of 21.
4. Persons possessing alcohol must show legal proof of 21 years of age before being admitted to any event. Upon being admitted to the event, these persons must be stamped clearly as to identify their proof of legal drinking age.
5. Alcohol will not be made available to any guest or member whose behavior is visibly affected by alcohol.
6. No alcohol shall be present at any community service or philanthropic events, which are sponsored by a fraternity or sorority.
7. Make available alternate non-alcoholic drinks and/or foods in a manner and quantity which will assume that they are available to all guests who desire them throughout the duration of the event.

SECTION 4.

Enforcement Procedures

1. Federal, state, and local laws will take precedence over this events policy and all national policies.
2. One member from each host chapter must be present at the entrance, from the commencement to the close.
3. The chapter president has responsibility to represent the chapter and see to it that all policies related to the use of alcohol are properly observed.
4. Beginning and ending times must be set for all events.
5. No policy can cover all of the possible situations which may arise. When this policy is not specific in a certain point, fraternities and sororities are expected to conduct their activities in the spirit of social responsibility. Fraternities/Sororities in violation of this policy's intent will be subject to review by the Office of Student Conduct.
6. Violators will be subject to the Office of Student Conduct procedures.
7. Sanctions will be determined by the Office of Student Conduct.
8. Violations may also be subject to (off-campus provisions) of Missouri State's Student Code of Conduct as well as local/state laws.