

National Pan-Hellenic Council, Xavier University of Louisiana chapter Constitution

Preamble

We the representatives of ALPHA KAPPA ALPHA SORORITY INC., DELTA SIGMA THETA SORORITY INC, ZETA PHI BETA SORORITY INC., SIGMA GAMMA RHO SORORITY INC., ALPHA PHI ALPHA FRATERNITY INC., KAPPA ALPHA PSI FRATERNITY INC., PHI BETA SIGMA FRATERNITY INC., AND OMEGA PSI PHI FRATERNITY INC. recognizing the need for the coordination of the activities of intercollegiate Greek-letter sororities and fraternities, recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can be best carried out by the formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and By-Laws.

Constitution

Article 1: NAME

Section 1. The name of this organization shall be the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Article II: PURPOSE

The purpose of this organization shall be:

- Section 1. To assist college and university administration in implementing their educational and cultural objectives.
- Section 2. To develop unity and cooperation among Social Greek Letter Organizations.
- Section 3, To serve as a judicial body for the violators of the regulations set down by the National Pan-Hellenic Council; Xavier University of Louisiana Chapter.
- Section 4. To maintain a high level of fraternity and sorority life and inter-Greek relationships.
- Section 5. To serve as a forum for the consideration of questions of mutual interest to the member organizations.

Section 6. To stimulate the member organization to initiate and promote projects which will raise the educational, moral, cultural, and social atmosphere of the campus.

Section 7. To serve the community at large in all endeavors as deemed possible and acceptable by the National Pan-Hellenic Council; Xavier University of Louisiana Chapter.

ARTICLE III: ORGANIZATION

Section 1. Any Social Greek Letter Organization that has full membership in the National Pan-Hellenic Council shall be invited to full membership in the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Section 2: The National Pan-Hellenic Council, Xavier University of Louisiana Chapter shall be composed of two (2) voting representatives from each member organization who are active within their respective organizations.

Section 3. The Council shall consist of two (2) governing bodies:

- (a) The Executive Board of the council shall consist of all elected officers including the President, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Historian, Sergeant-at-Arms, and Chaplain
- (b) The National Pan-Hellenic Council, Xavier University of Louisiana Chapter shall consist of all elected officers and the representatives of each member organization.

ARTICLE IV: OFFICERS

Section 1: The elected offices of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter shall be:

President

1st Vice President

2nd Vice President

Secretary

Treasurer

Parliamentarian

Sergeant-at-Arms
Chaplain
Historian

ARTICLE V: ELIGIBILITY OF OFFICE

- Section 1. To be eligible for office a candidate must be an active member of the fraternity or sorority and that organization must be a full member of the National Pan-Hellenic Council.
- Section 2. Each candidate must have a semester GPA of 2.75 and a cumulative GPA of 2.75 unless otherwise stipulated by Xavier University of Louisiana.
- Section 3. The office of President shall not be held by a neophyte and the candidate is required to have held an office on the National Pan-Hellenic Council, Xavier University Chapter Executive Board of the preceding year, unless otherwise approved by the Director of Greek Life.
- Section 4. The procedures for elections will follow those designated by the By-Laws.

ARTICLE VI: MEETINGS

- Section 1. Meetings will be called as designated by the By-Laws
- Section 2. Special meetings shall be called at the discretion of the President.
- Section 3. The meeting of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter shall be conducted according to Robert's Rules of Order, Newly Revised Edition.

ARTICLE VII: UNIVERSITY REGULATION

- Section 1. All functions, policies, and regulations, or any changes thereof, shall be in accordance with Xavier University's regulations and policies.

ARTICLE VIII: POWERS

- Section 1. The powers of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter shall be:
- (a) To make laws that pertain to its own government

- (b) To discipline, fine, and/or suspend member organizations, officers, or delegates from the National Pan-Hellenic Council, Xavier University of Louisiana Chapter in accordance with provisions set forth in the Constitution and By-Laws
- (c) To levy and collect semi-annual assessments.
- (d) To correlate programs that are designed to help meet the needs of the member organizations, Xavier University, and abroad.

ARTICLE IX: AMENDMENT

Section 1. All amendments to this Constitution shall be presented at an official meeting of The National Pan-Hellenic Council, Xavier University of Louisiana Chapter, and voted on the proceeding official meeting unless specified otherwise by the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Section 2. The proposed amendments shall be ratified by a two-thirds ($\frac{2}{3}$) vote of the voting representatives. If two thirds ($\frac{2}{3}$) of the voting representatives are not present after two consecutive officially scheduled meetings, the vote of the majority of the voting representatives present at that same second meeting shall ratify the proposed amendments. The ratified amendment shall be effective immediately.

AMENDMENT 1: PARTICIPATION REQUIREMENTS AND COMMITTEE

ADHOC committees will be formed at the discretion of the President in order to prepare and conduct an event or task of the National Pan-Hellenic Council. Every other committee formed (1 or 2) must consist of at least 1 Non-Executive Board member from each active organization. Each committee will be formed at a meeting of the National Pan-Hellenic Council and recorded in the minutes. In the event that an organization or its representative is found to not actively participate in the committee, a fine of \$25 will be assessed. Failure to pay the fine within two (2) meetings will result in the suspension of that organization for a period of time deemed appropriate by the Executive Board and the Advisor. If 2 fines are assessed a meeting will be scheduled with the Executive Board and National Pan-Hellenic Council Advisor to discuss a possible suspension of that organization. (February 2011)

AMENDMENT 2: INTAKE REQUIREMENTS

- Spring semester GPA prior to Fall intake must be a 2.8 Cumulative GPA must be a 2.8(not including summer semesters). Final GPA of Fall intake semester must be 2.8 to be considered active the following Spring.

- Bi-weekly progress reports will be submitted from professors directly to the National Pan-Hellenic Council Advisor and forwarded to the respective chapter advisors.

Prophytes

- Must maintain a semester and cumulative GPA of 2.5 to remain active.

Chapter's Active Status

- Based on the agreement that 3 is the minimum number each organization generally intakes each Greek-letter organization's Neophytes must achieve a minimum 50% active status at the Fall semester's end or the entire chapter will be inactive (suspended) through Midterms the following Spring semester. In the case of an odd number of Neophytes, round upward to the next highest number to determine the count of mandatory active Neophytes. (Special circumstances will be considered when Intaking on 1 or 2 new members.)
- If a chapter is determined to be inactive, a special Executive Session will be called to allow its members an opportunity to explain and appeal the decision. If the suspension remains, the chapter will serve its suspension until the following Spring semester's Midterms. Executive sessions will involve the executive board, national Pan-Hellenic Council Advisor, and Chapter Advisors.
- At Spring semester Midterms each inactive chapter's Neophyte GPAs will be reviewed. If 50% of an organization's Neophytes have achieved a 2.75 the chapter will be granted active status through the Spring semester's end. If the 50% eligible Neophyte requirement has not been met, an inactive chapter will remain suspended through the semester's end. At the end that a chapter incurs a full Spring semester's suspension, Neophyte's GPAs at the semester's end will be used to determine Active/Inactive status for the following Fall semester. (March 2011)

BY-LAWS

ARTICLE I: QUORUM

Section 1. Majority of the total voting representatives of the Council shall constitute a quorum.

ARTICLE II: DUES

Section 1. The semi-annual due per year shall be levied upon each sorority and fraternity that has attained full membership in the National Pan-Hellenic Council.

Section 2. The deadline for the dues shall be the second (2nd) regularly scheduled meeting of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Section 3. Failure to meet the required deadlines set by the Council will result in the inactivity of said organizations in all National Pan-Hellenic Council, Xavier University of Louisiana Chapter activities, including Membership Intake, until dues are made.

Section 4. Dues will be fifty (\$50) dollars for each member organization each semester.

ARTICLE III: DUTIES OF OFFICERS

Section 1. The President shall:

- (a) Conduct all official and special meetings of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter and the Executive Committee.
- (b) Be the major liaison between the National Pan-Hellenic Council and other campus organizations.

Section 2: The 1st Vice-President shall:

- (a) In the absence of the President perform all duties of that office.
- (b) Ensure the effective planning and implementation of all projects.
- (c) Act as Community Service Chair and implement at least two community service projects per semester

Section 3. The 2nd Vice-President shall:

- (a) In the absence of the President and the 1st Vice-President perform all duties of those offices.
- (b) Act as a mediator in Inter-Council relations.

- (c) Should meet with the presidents of every organization with a report that states what each group feels needs to be done for the National Pan-Hellenic Council, Xavier University of Louisiana Chapter, or any general suggestions/ideas.
- (d) Compile a telephone directory of the Executive Board members, each organization president, and two representatives, to ensure the information on emergency meetings or cancellations, that will be issued among the Executive Board.
- (e) Act as Social Events Chair and chair/ organize NPHC week(s)

Section 4. The Secretary shall:

- (a) Record the minutes of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
- (b) Do all official clerical work.
- (c) Ensure that the meeting minutes are accessible to all of the Executive Board and chapter representatives. (ie. teams, email, or shared drive)
- (d) Perform and collect all correspondence for the National Pan-Hellenic Council, Xavier University of Louisiana Chapter

Section 6. The Treasurer shall:

- (a) Have charge of all expenditures and revenues of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
- (b) Be responsible for collecting dues of the member organization in the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
- (c) At the third meeting of each semester, a report of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter's budget shall be presented.
- (d) At each regular meeting, a financial report shall be presented.

Section 7. The Parliamentarian shall:

- (a) Keep the meeting in accordance with Robert's Rules Of Order, Newly Revised Edition and in accordance to the National Panhellenic Council's Constitution and By-Laws.
- (b) Conduct a semi-annual seminar on the basic rules of Parliamentary Procedures.

Section 8. The Sergeant-at-Arms shall:

- (a) Maintain order during all meetings.

Section 9. The Chaplain shall:
(a) Aid in the spiritual upliftment of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Section 10. The Historian shall:
(a) Create an archive for the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
(b) Maintain all historical records and information for the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
(c) Act as the Social Media Coordinator

ARTICLE IV: ELECTIONS

Section 1. (a) Elections shall be held at the first March meeting of each year, unless otherwise deemed by the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
(b) Inaugurations shall be held at the first April meeting of each year.

Section 2. The National Pan-Hellenic Council, Xavier University of Louisiana Chapter Constitution test will be taken one (1) week before elections based on general knowledge derived from the provided information which would include the knowledge of the National Panhellenic Council Constitution and By-Laws, knowledge of the positions one is seeking, and knowledge of the Robert's Rules of Orders, Newly Revised Edition, unless deemed otherwise by the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.

Section 3. On the day of the elections, each interested person may speak of his/her eligibility as a candidate [with a two (2) minute time limit].

Section 4. Majority present shall constitute a quorum in elections.

ARTICLE V: ADHOC COMMITTEE

Section 1. It shall be left to the discretion of the President to create ADHOC committees as they are needed to carry out the functions of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter during the year.

ARTICLE VI: MEETINGS

- Section 1. The first meeting shall be called by the National Pan-Hellenic Council, Xavier University of Louisiana Chapter President and the subsequent regular meetings shall be decided upon by the body each semester.
- Section 2. Meetings are to be scheduled in sequence unless an emergency arises.
- Section 3. Roll shall be called at the beginning of each meeting for representation purposes.

ARTICLE VII: VOTING

- Section 1. Any member of the executive Board cannot represent his/her respective organization in a general meeting.
- Section 2. Each elected representative from member organizations is required at all meetings. Failure to attend a meeting by the elected representative forfeits their respective organization's vote.
- Section 3. In the event, the elected representative is unable to attend the National Pan-Hellenic Council, Xavier University of Louisiana Chapter meeting the Council is notified less than six (6) hours before the meeting, and the change approved by the Executive Board of the National Pan-Hellenic Council, Xavier University of Louisiana Chapter.
- Section 4. In the event that no representation is present at two thirds ($\frac{2}{3}$) of the regularly scheduled meetings and two thirds ($\frac{2}{3}$) of the specifically scheduled activities from a member organization without just cause, then that member organization must pay a fine of twenty (\$20) dollars. Any further absences accrued by that member organization without just cause will result in an investigation by the Executive Board and the advisor; disciplinary action will be taken accordingly.

ARTICLE VIII: IMPEACHMENT

- Section 1. Excessive absences of officers [more than two (2) absences without just cause] to meetings and activities will result in investigation by the Executive Board and advisor; disciplinary action will be taken accordingly. The most severe of which is impeachment.
- Section 2. Majority of the voting delegates must approve the impeachment.

Section 3. In the event the President cannot fulfill his/her obligations, the 1st Vice President will assume the duties of President and the 2nd Vice President will assume the duties of the 1st Vice-President. A 2nd Vice President will be appointed by the President and approved by the voting delegates of the organization.