

**The National Pan-Hellenic Council
Incorporated at
The University of Central Florida
Constitution
&
By-Laws**

Revised: April 7, 2006

NATIONAL PAN-HELLENIC COUNCIL INCORPORATED

UNIVERSITY OF CENTRAL FLORIDA

CONSTITUTION AND BY LAWS

PREAMBLE

We the representatives of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., *Kappa Alpha Psi* Fraternity, Inc., *Omega Psi Phi* Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., Iota Phi Theta Fraternity, Inc. *are constitutionally bound to the NATIONAL PAN-HELLENIC COUNCIL INCORPORATED. We recognize the need for coordination of activities of amongst historically black Greek letter organizations, and further recognize that there are areas of action and programming that can be carried out by the joint efforts of all of the above mentioned organizations. We do hereby join in the establishment of such organizations and bind ourselves to abide by the provisions of all the following Constitution and By-Laws.*

ARTICLE I – NAME

The name of this organization shall be the National Pan Hellenic Council *Incorporated at the University of Central Florida (herein referred to as the NPHC-UCF).*

ARTICLE II – PURPOSE

The Purpose of this organization shall be consistent with that of *the National Pan-Hellenic Council, Incorporated.*

Section I. To serve as the governing body for the *historically Black Greek-Lettered* organizations approved for membership by the NPHC-UCF.

Section II. To assist the University Administration in attaining its educational and cultural objectives.

ARTICLE III – MEMBERSHIP

Section I. Affiliate Membership

Affiliate membership in NPHC-UCF shall include Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, and Iota Phi Theta. .

Section II. Active Membership-

In order to be considered an “Active Member” an organization must:

- *Pay all required dues and assessments, which include all sanctions, debts, and outstanding fees.*
- *Shall participate in at least 75% of all NPHC-UCF events throughout the school year which shall be defined as the first day of fall term to the last day of the following spring term.*
- *Have at least one representative attend all regularly scheduled meetings or provide sufficient reasoning for absences within the timeframe as set forth in the by-laws.*

Section III. Inactive Membership

A. Inactive members are those organizations who

- Have been suspended.
- Have been financially inactive for the semester.
- Have exceeded three unexcused absences from *any* meeting for that current semester.
- Have not participated in at **least 75% of the NPHC-UCF events as defined in the by-laws.**
- *Are not in compliance with the Office of Student Involvement or the Office of Fraternity and Sorority Life at the University of Central Florida.*
- *Does not proceed to follow the requirements of the NPHC-UCF constitution and by-laws.*

B. *Inactive Organizations are prohibited from:*

- *Being involved in any campus related events which include: hosting, collaborating, publicizing, promoting, and planning.*
- *Holding any positions within the NPHC-UCF.*
- *Shall lose their right to vote.*

C. *To regain active membership status into NPHC-UCF, an organization must submit a typed letter to the President of the NPHC-UCF and the Director of the Office of Fraternity and Sorority Life with their intent to become active.*

D. *The President of the NPHC-UCF shall call a meeting to discuss the active membership status of the appealing organizations.*

Section IV. Any of the nine organizations that are nationally affiliated with the NPHC and are accepted/recognized by the University of Central Florida; instantly becomes an NPHC-UCF active member.

ARTICLE VI- JUDICIAL COUNCIL

- Section I.** *The Judicial Council shall be chaired by the Parliamentarian of the NPHC-UCF and composed of the elected president of each affiliate member Fraternity/Sorority or the authorized representative thereof, who shall be designated by the president of the respective Fraternity or Sorority.*
- Section II.** *The Judicial Council shall be responsible for hearing and imposing sanctions for all violations of policies, regulations, and any business deemed necessary within the operations of the NPHC-UCF.*

ARTICLE V- EXECUTIVE COMMITTEE

- Section I.** *The executive committee shall be chaired by the President of the NPHC-UCF.*
- Section II.** *The executive committee shall consist of elected officers of the NPHC-UCF and the chairpersons of all standing committees and the two delegates to the UCF Greek Council. Any member organization not having representation on the Executive Committee shall have one member appointed by the Chair as an honorary member.*
- Section III.** *The President of NPHC-UCF shall have the authority to call and conduct meetings on an emergency basis.*
- Section IV.** *The Executive Committee shall meet prior to general meetings to finalize the agenda for the upcoming meetings, which includes any recommendations for consideration by the general body.*
- Section V.** *Members of the Executive Committee are required to attend all meetings unless expunged by the Chair of the meeting within five days of the absence. If an officer is absent for more than one general meeting and one Executive Committee meeting, the continuation of their position will be determined by the Executive Members.*

ARTICLE VI- DUTIES OF ELECTED OFFICERS

Section I. Elected Officers

President. It shall be the duty of the president to:

- *Preside over all meetings of the NPHC-UCF and the Executive Committee.*
- *Serve as a delegate of Greek Council.*
- *To appoint all committees and serve as an ex-officio member of all committees with the exception of the nominating committee.*

- *To appoint delegates for the Pan-Hellenic, Diversified Greek and Interfraternal Council meetings.*
- Be responsible for the implementation of all decisions of Executive inconsistency with the NPHC.
- *Be one of the two signatures (the other belonging to the treasurer) approving all vouchers for expenditures of the budgeted funds.*
- Be responsible for setting the agenda prior to the meeting.
- Perform all other duties pertaining to the office of president.

Vice President. It shall be the duty of the vice president to:

- *Assume the duties of the president in his/her absence.*
- *Perform other duties as assigned by the chair.*
- *Take minutes in the absence of the secretary.*

Secretary. The secretary shall:

- *Keep a true and accurate record of the proceeding of the meeting.*
- *The Secretary shall date, file, and preserve all important records, documents, reports, minutes, the most recent Constitution and communication in the Office of Fraternity and Sorority Life.*
- *Shall keep an updated account of all executive committee members.*
- *Pass all data to the succeeding secretary.*
- *Have a copy of the minutes of the previous meeting for each delegate at the upcoming meeting.*

Treasurer. The treasurer shall:

- Keep correct and complete records of accounts, showing accurately the financial condition of the NPHC.
- Receive all revenues and deposit all funds in the NPHC's bank account.
- Have on hand a statement of the financial condition of the NPHC at every meeting.
- Be charged with issuing checks for expenditures of all funds upon the receipt of vouchers properly executed and maintain accurate records of the receipt and expenditures of all funds.
- *Serve along with the president as the second signature on the account for all expenditures.*

Historian. The historian shall:

- Collect and compile historical data pertaining to the NPHC-UCF and affiliate Fraternities and Sororities, including web page maintenance;
- and shall be present at all NPHC-UCF sponsored events for documentation purposes.

Parliamentarian. It shall be the duty of the parliamentarian to:

- assist the presiding officer in the interpretation of the Constitution and By-Laws;

- Serve as the Chairperson of the Constitution and By-Laws Committee and Judicial Council;
- Have knowledge of Robert's Rules of Order and ensure its implementation.

Sergeant-at-Arms. It shall be the duty of the Sergeant-at-Arms to maintain order at all times during meeting according to the Constitution/By-Laws and Robert's Rules of Order.

ARTICLE VII – REPRESENTATION

- Section I.** Each active member organization in good standing shall *appoint* two voting delegates to the NPHC-UCF.
- Voting delegates will be determined at the beginning of the meeting through the use of roll call.
 - All delegates must *be active members in their respective chapter.*

ARTICLE IX- ASSESSMENTS

Section I. Assessments shall be effective upon ratification by simple majority by the NPHC-UCF. This assessment will fulfill the Student Government Activities Fee Committee Requirements. Each active member organization shall be assessed annual dues of fifty dollars (\$50.00).

Section II Regular assessments shall be due and payable, *in full, by the second general meeting of the academic year.*

Section III Any member organization which is delinquent in the payment of approved assessment more than two weeks past the due date shall be fined an additional 25% of the delinquent assessment. Upon being delinquent more than thirty days beyond the due date, a member organization shall be placed in the inactive class, and shall be denied all rights and privileges of a member in good standing until such time as fees are paid; reinstatement is petitioned and granted according to the Constitution and By-Laws.

Section IV Money *shall* not be taken out of NPHC-UCF budget to pay individual member dues.

ARTICLE X- AUTHORITY/POWERS

Section I. The authority/powers of the NPHC-UCF shall be consistent with those granted by the National Pan-Hellenic Council, Inc.

Section II. Disciplinary Action

The *Judicial Council* shall have the power, by simple majority vote, to fine, suspend, expel, or take other appropriate action against any officer, delegate, member organization, or – member of one of the organizations governed by the NPHC-UCF for any activity or conduct which is detrimental or prejudicial to the general University Fraternity/ Sorority system or violation of any provision of the NPHC-UCF Constitution or By-Laws.

ARTICLE XI –SUCCESSION OF PRESIDENCY

Section I All persons nominated for *the position of President shall:*

- *be nominated by any member in the council beginning at the third meeting prior to the end of the spring semester. have been active in NPHC for one semester;*
- *have a minimum 2.5GPA;*
- *and be able to serve for one full year.*
- *If the person being nominated organization is not active, then he or she can not be nominated.*
- *No one organization can hold office of president for two consecutive years.*
- *If no one accepts the nomination or meets these qualifications, we will revert back to succession as stated in Article XI, Section II of the NPHC-UCF Constitution.*

Section II. Succession of presidency is as follows, *this method will be used in the event that there are no eligible candidates (refer to NPHC-UCF By-Laws Section....):*

1. Sigma Gamma Rho Sorority, Inc.
2. Kappa Alpha Psi Fraternity, Inc.
3. Delta Sigma Theta Sorority, Inc.
4. Alpha Phi Alpha Fraternity, Inc.
5. Zeta Phi Beta Sorority, Inc.
6. Alpha Kappa Alpha Sorority, Inc.
7. Phi Beta Sigma Fraternity, Inc.
8. Iota Phi Theta Fraternity, Inc.
9. Omega Psi Phi Fraternity, Inc.

Section III. Organizations that are inactive for one semester prior to elections shall lose priority of successions.

ARTICLE XII- MEMBERSHIP INTAKE

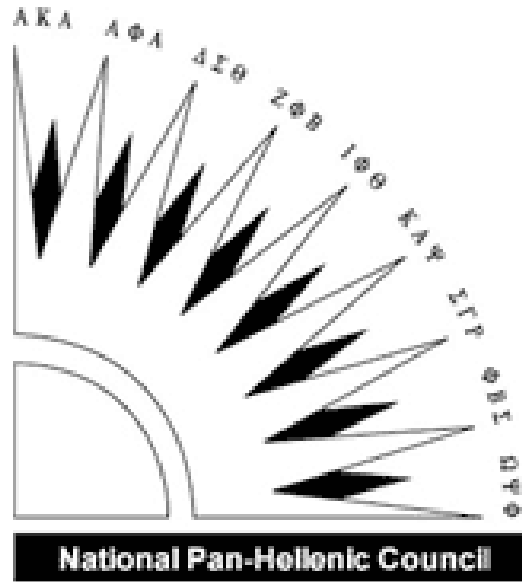
Section I. Membership Intake Process guidelines established by each organization shall stand unless they conflict with University of Central Florida policy.

ARTICLE XIII- AMENDMENTS

Section I *Proposed amendments to the Constitution shall be submitted in written form at a general meeting, then read, and discussed. At the subsequent general meeting the amendment may be tabled (as per Robert's Rules of Order), postponed or voted upon.*

Proposed changes may pass by the affirmative vote of the following:

- *The presentation of the proposed amendments proposed at the first general meeting will be deemed as the first reading.*
- *At the next general meeting, the presentation of the proposed amendment serves as the second reading. Two thirds (2/3) vote of the eligible chapter delegates is required for the proposed amendment to officially pass..*



National Pan-Hellenic Council Incorporated at UCF

By-Laws

**Approved Fall 2003
Revised Spring 2005
Revised Spring 2006 -AB**

By-Laws

Article I – SESSIONS/MEETINGS

Section I The NPHC-UCF shall meet bi-weekly *starting the second week of the new academic calendar.*

A. Quorum

A quorum shall consist of a simple majority plus one of the active member organizations of the NPHC-UCF.

- No affairs of the council shall be transacted unless there is a quorum present in attendance.
- *The NPHC-UCF advisor or his/her delegate shall be informed of all meetings, but shall not count for or against quorum.*
- *Voting members shall be documented during each general meeting in the minutes by the secretary.*

B. Roster

The NPHC-UCF and its affiliate members shall submit a list of current officers/members twice a year, in September and January, to *the Office of Student Involvement, the Office of Fraternity and Sorority Life and to the NPHC-UCF advisor and NPHC-UCF president.*

Section II. The calendar for all meetings and activities shall coincide with the UCF calendar/ academic year, beginning with the fall semester and ending with the end of the spring semester.

Section III Nominations shall take place the third (*3rd*) to last meeting before the end of the spring semester. Elections shall take place the second (*2nd*) meeting before the last meeting before the end of the spring semester. A workshop dealing with Procedures and Policies shall take place the last meeting of the spring semester *and again in the fall.*

Article II- EVENT PLANNING

Section I Calendars

1. Each active member organization may submit *a yearly academic calendar during the current academic year for the upcoming academic year.*
2. Organizations shall submit a *calendar no earlier than midnight April 1st through the use of the official university e-mail (nphc@mail.ucf.edu).* Organizations that submit a calendar shall receive priority for their scheduled dates. Priority will be based on the order in which calendars are received (*excluding the priority each organization holds for their Founding date*).

Section III-Scheduled Events

- A. Each affiliate organization is allotted per academic year:
- a. One seven (7) day traditional week, spring semester, which no other NPHC-UCF affiliated organization shall schedule or hold any type of event without *written* permission of the organization in possession of the week.
 - b. Reserved days, in which no other NPHC-UCF affiliated organization shall schedule or hold any type of event without *written* permission of the organization in possession of the days as listed in priority:
 - i. **National Founders' Day**
 - ii. **Annual Events**
 1. *An annual event is defined as an event which is consistent in theme, name and within ten days of the usual date of event if there are scheduling conflicts (i.e. your annual event is held typically on the third Friday of a month, your organization has a seven day window prior to or after the typical date of the annual event, in which to schedule it). However it must not conflict with any other organization's Founding date.*
 2. Each organization is allotted three (3) annual events which must be documented (*in the Annual Event form, which must be turned into the Office of Fraternity & Sorority Life*) showing proof of the event being held three consecutive years.
 3. Each event is limited but not obligated to three consecutive days.
 4. A separate calendar with founders' day and annual events must be *submitted no earlier than midnight March 1st via e-mail* (nphc@mail.ucf.edu).
- B. Dates can be exchanged upon written consent from all organizations involved *through the proper documentation with Office of Fraternity and Sorority Life.*
- C. **In the event of a conflict, the issue will be resolved by NPHC-UCF Judicial Board, and documented proof of the organizations date and time that calendars were turned in.**

Article III- SPECIAL MEETINGS

- Section I** *All special meetings shall be called by the president of the NPHC-UCF, the General Body of NPHC-UCF (through use of majority vote) or the Director of Fraternity and Sorority Life.*
- Section II** *All special meetings shall be held on the campus of the University of Central Florida to be considered an official meeting of the NPHC-UCF.*
- Section III** *All special meetings shall be called and all persons involved must be notified within forty-eight hours prior to the meeting being scheduled.*
- Section IV** *Organizations that are not notified forty-eight hours in advance and thus are unable to have representation at special meetings shall not be subject to sanctions for their absence.*

Article IV- RULES OF PROCEDURE

- Section I** The rules of procedure shall stand amended by a simple majority vote taken at a regular meeting of NPHC-UCF.

Article V- VOTING PROCEDURES

- Section I** *All procedures for voting on any motions and measures shall be in compliance with the Robert Rules of Order.*
- A.** *Voting shall take place by those members deemed delegates at the start of every meeting.*
- B.** *It shall take a simple majority vote to pass any motion within the body.*
- a. Motions may include but are not limited to;*
- b. To vote*
- c. Participate in any NPHC-UCF activity, forums, service events, meetings, and other NPHC-UCF involvement.*
- C.** *The Judicial body shall use the same method when implementing sanctions or disciplinary action.*

Article VI- RISK MANAGEMENT

- Section I** All organizations shall be responsible for following the 5 Star risk management policies. Failure to abide by the 5 Star Risk Management Program will result in penalty, according to the 5 Star Risk management policies.

Article VII – SUCCESSION OF PRESIDENCY

- Section I** The President shall be *nominated through the use of the procedure as stated in Article 1, section III of the NPHC-UCF By-Laws.-Members of an inactive organization are not eligible for nomination.*

- No one organization can hold office of president for two consecutive years.
- If no one accepts the nomination or meets these qualifications, we will revert back to succession as stated in the current constitution.

Article VIII- REMOVAL FROM OFFICE

Section I

- *If at any time the Body feels that the Officers or Committee Chairs are not fulfilling their duties; any NPHC-UCF organization’s delegate may bring a written list of grievances to any general meeting.*
- *Following this, the general body can vote on whether or not to vote on the issues based on a majority vote.*
- *If it is decided to vote, this will count as first reading, again on a majority vote.*
- *If this motion passes, it will then be taken to the body in which delegates from each active organization shall vote (based on a majority) on whether the officer shall be impeached based once again on the list of grievances.*

Article IX- SANCTIONS AND CHARGES

- Section I An organization reserves the right to charge another organization with misconduct and violation of the NPHC- UCF Constitution and By-laws through a written letter and any available documentation and evidence.*
- Section II All charges/sanctions adopted by the NPHC-UCF shall be remanded to the Judicial Board.*
- Section III All sanctions are to be determined by the rules and policies as defined by the Judicial Board procedure.*

ARTICLE X – AMENDMENTS

Upon changing these By-laws, the following actions shall be made:

- The updated By-laws shall reflect a date of change and replace the current version of the by-laws available through all NPHC communication organs.
- *A copy of all former Constitutions & By-laws shall be filed within the Office of Fraternity and Sorority Life, for historical and documental purposes.*