

Winthrop University National Pan-Hellenic Council, Inc.

Constitution

Amended April 14, 2017

Preamble

We, the representatives of the historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of actions and programming that can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following constitution and Bylaws.

Article I- Name

Section 1. The name of this organization shall be the Winthrop University National Pan-Hellenic Council, Inc.

Article II- Purpose

Section 1. The purpose of the National Pan-Hellenic Council shall be to create and promote fraternity, sorority, and inter-Greek relationships. Implement programs designed to help meet the needs of the respective communities. Serve as a medium for the mutual interests of member organizations and set an academic standard for Greek life. Create and maintain a strong working relationship with member organizations and the university administration in regards to high social, academic and moral standards and act in accordance to the rules and policies set forth by Winthrop University.

Article III- Membership

The Winthrop University National Pan-Hellenic Council, Inc. shall be composed of the following organizations when recognized at Winthrop University: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma, Zeta Phi Beta, and Sigma Gamma Rho.

Section 1. Representatives shall be selected by their respective chapters.

Section 2. There shall be two representatives per organization: one officer and one voting delegate.

Article IV- Officers

Section 1. The officers of the Winthrop University National Pan-Hellenic Council, Inc. shall be President, Vice-President, Secretary, Treasurer, Historian, Parliamentarian, Chaplin, and Sergeant at Arms. (Bylaws Article II, Section I).

*Section 2. Officers shall serve a one-year term, and take office at the last meeting of the spring semester. Newly elected officers must be in attendance at the last two meetings of the academic year prior to taking office.

Section 3. Any officers not fulfilling their office duties will be removed by majority vote of membership. Once removed, their respective organization will be placed at the bottom of rotation. (The NPHC will appoint a representative to fill the position within 14 days.)

Section 4. In the event of a vacancy in the office of President, the Vice President will assume responsibilities. Any other office becoming vacant in the fall semester it shall be filled by a member in the respective organization. If the position is declined by the organization, the NPHC president will appoint the vacant position with a member from the respective organization after 14 days.

Article V- Committees

*Section 1. The standing committees of the Winthrop University National Pan-Hellenic Council Inc., shall be the Activities (Program) Committee, the Budget and Finance Committee, the Constitution and Bylaws Committee, the Service Committee, Step Show Committee, and the Public Relations Committee.

Section 2. The Vice-President shall oversee all committees.

Section 3. The chair of the Service Committee shall be the Secretary.

Section 4. The chair of the Budget and Finance Committee shall be the Treasurer.

Section 5. The chair of the Public Relations Committee shall be the Historian.

Section 6. The chair of the Activities (Programming) Committee shall be the Chaplin.

Section 7. The chair of the Constitution and Bylaws Committee shall be the Parliamentarian.

Section 8. The chair of the Step Show Committee shall be the Step Show Chair.

Article VI- Delegates

Section 1. Each member organization of the Winthrop University National Pan-Hellenic Council, Inc. shall have one voting delegate.

Section 2. Delegates shall attend all regular and special meetings and shall serve on at least one committee.

Section 3. Delegates shall not serve as officers of the Winthrop University National Pan-Hellenic Council, Inc.

Section 4. Delegates shall vote for their respective organizations, and each member organization of the National Pan-Hellenic Council, Inc. shall have one vote.

Section 5. If a member organization has less than two members (one member), then the officer will also serve as the voting delegate.

Article VII- Advisors

Section 1. The Assistant Director for Fraternity and Sorority Affairs is the advisor of Winthrop University's National Pan-Hellenic Council, Inc. and shall perform all duties related to advising that are required by the university.

Section 2. Each individual chapter (organization) is responsible for having a faculty advisor or actively seeking a faculty advisor if they currently do not have one. The Assistant Director for Fraternity and Sorority Affairs will be the interim "faculty advisor" until one is appointed to the respective organization.

Article VIII- Meetings

Section 1. Regular meetings of the Winthrop University National Pan-Hellenic Council, Inc. shall be determined by the council.

Section 2. Special meetings of the Winthrop University National Pan-Hellenic Council, Inc. may be called by the president when (within) 48 hours' notice is given to its members. (of the scheduled meeting.)

Section 3. Special meeting of Winthrop University's National Pan-Hellenic Council, Inc. may be called by majority vote of the council.

Section 4. There must be a quorum present to hold a meeting. Quorum being defined as fifty percent plus one.

Section 5. Any member of NPHC is allowed to come to any of the meetings held by the council. If you do not regularly attend executive board meetings, then please notify the president 24 hours before the meeting so accommodations can be made.

Article IX- Dues, Fees, and Finances

Section 1. Winthrop University's National Pan-Hellenic Council, Inc. may be financed by dues, fees, and fundraisers from its member organizations as outlined in the Bylaws.

Article X- Violations

Section 1. Any accusation against any organization of the Winthrop University National Pan-Hellenic Council, Inc. shall be referred by the council or the Assistant Director for Fraternity and Sorority Affairs to the Fraternal Conduct Board for review.

Section 2. If the complaint is not deemed serious by the Executive Body of the Fraternal Conduct Board, then the council will make the judgment.

Article XI- Amendments

Section 1. The Constitution and Bylaws may be amended at any time with a two-thirds vote of the membership.

Section 2. Proposals for amendments must be submitted in written form to the Constitution and Bylaws Committee at least two weeks prior to the meeting at which they will be presented to the membership. The amendment must then become tabled and reviewed and passed out to each member of the council for review.

Winthrop University National Pan-Hellenic Council, Inc.
Bylaws

Article I- Finance

Section 1. FISCAL YEAR- The fiscal year of the Winthrop University National Pan-Hellenic Council, Inc. shall be from July 1 to June 30.

Section 2. CONTRACTS- The signature of the president and treasurer shall be required to bind the Winthrop University National Pan-Hellenic Council, Inc.

Section 3. ACCOUNTS- The Winthrop University National Pan-Hellenic Council, Inc. shall have a bank account- All transactions through these accounts must be signed by the Assistant Director for Fraternity and Sorority Affairs of Winthrop University's National Pan-Hellenic Council, Inc. The Assistant Director for Fraternity and Sorority Affairs must sign all transactions related to the account, along with one treasurer and president. Expected expenses are to be paid by the Assistant Director; and unexpected expenses must be brought before the council for approval.

Section 4. PAYMENTS- All payments due to the Winthrop University National Pan-Hellenic Council, Inc. shall be given to the Treasurer, or the Assistant Director who shall record them. Checks should be made out to the Winthrop University National Pan-Hellenic Council, Inc.

Section 5. MEMBERSHIP DUES- If membership dues are to be collected; the due date is assigned by the council and the Assistant Director for Fraternity and Sorority Affairs.

- a. The amount shall be designated by the council.
- b. Dues shall be paid by the end of each academic year.

Section 6. FINES-

- a. A fine shall be assessed for late payment of dues.
- b. A fine shall be assessed per delegate or officer for missing meetings. It will be paid in seven calendar days.
- c. A fine, designated by the NPHC executive board, will be assessed for organizations that do not have at least 70% (unless stated otherwise) of their chapter attending NPHC mandated events.

d. A fine, designated by the NPHC executive board, will be assessed for organizations scheduling events that conflict with previously scheduled National Pan-Hellenic Council or its organizations' functions.

e. A fine shall be assessed by the NPHC executive board for a violation of Winthrop University's National Pan-Hellenic Council for the violation of the Constitution and Bylaws or Winthrop University's Code of Conduct. In addition to the fine, there will be a sanction to be determined by the judicial board.

f. If the fine is not paid by the designated deadline then there will be an additional late fee.

Section 7. FUNDRAISERS- The main fund-raiser for the Winthrop University National Pan-Hellenic Council, Inc. shall be the Homecoming Step Show. This and all other fund-raisers shall be done through the Budget and Finance Committee headed by the Treasurer. The money raised will be put towards scholarships, daily operations, and program sponsorship for member organizations.

Section 8. BUDGET- Shall be presented before the end of every semester and a formal report shall be presented regarding the budget weekly for the semester by the Budget and Finance Committee.

Article II- Selection of Officers

Section 1. The offices of President, Vice-President, Secretary, Treasurer, Historian, Chaplain, Sergeant at Arms, and Parliamentarian shall be determined by an application process with each Winthrop University chapter of the National Pan-Hellenic Council, Inc. member organization. If the application process has few applicants, then we will hold election/nominating session. If the election/nominating session fails, then we will resort to the rotation method. The office rotation is as follows, pending the number of active member organizations: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, Phi Beta Sigma, Omega Psi Phi, and Sigma Gamma Rho, and Zeta Phi Beta. If an organization does not apply for a position, the organization will still need to be represented on the executive board. Organizations can have more than one position on the executive board if it was applied for.

Section 2. If a member organization is suspended from the Winthrop University National Pan-Hellenic Council, Inc. and then reinstated or if a new member organization joins the Winthrop University National Pan-Hellenic Council, Inc., that organization shall be added to the bottom of the rotation.

Section 3. The office of Chaplain, Sergeant at Arms, and Historian may be combined with any other office except the office of president, depending on the number of active member organizations.

Section 4. All officers must attend Winthrop University for the full academic year in which they are serving on the National Pan-Hellenic Council, Inc. unless otherwise allowed by the executive board. All newly elected officers must attend the last two National Pan-Hellenic Council Inc. meetings in the spring prior to beginning of their term of office.

Article III- Officer Duties

Section 1. The following shall be the duties of the President:

- a. Preside over meeting
- b. Appoint committees as needed
- c. Call meetings
- d. Enforce constitution and bylaws and measurable standards
- e. Support sorority and fraternity events
- f. Vote only to break a tie
- g. Oversee scholarship distribution
- h. Fill CSL seat or appoint someone to fill the seat.

Section 2. The following shall be the duties of the Vice-President:

- a. Perform duties of the president in his/her absence
- b. Assist the president in any projects or activities
- c. Preside over all committees
- d. Serve on the planning committee for the Greek Awards ceremony
- e. Will serve as Co-chair of Greek Weekend with other council's representatives.

Section 3. The following shall be the duties of the Treasurer:

- a. Provide an itemized report of moneys received and paid out at each meeting
- b. Plan and attend all fund-raising activities
- c. Keep accurate and complete account of all money
- d. Count all money received at functions with President, Assistant Director for Fraternity and Sorority Affairs, and Graduate Associate for Fraternity and Sorority Affairs; the money will be given to the Assistant Director or the Graduate Associate to be placed in a night deposit box
- e. Be closely involved in Activities Committee
- f. Chair the Budget and Finance Committee
- g. Create a budget for the standing committees

Section 4. The following shall be the duties of the Historian:

- a. Maintain a display board of National Pan-Hellenic Council Activities
- b. Chair the Public Relations Committee
- c. Must maintain all of Winthrop National Pan Hellenic Council's social media handles.

Section 5. The following shall be the duties of the Chaplin:

- a. Provide inspirational readings and other motivational concepts at National Pan-Hellenic Council, Inc. meetings and other related functions requested
- b. Chair the Activities Committee
- c. Assist the Vice-President with Greek Week.

Section 6. The following shall be the duties of the Parliamentarian:

- a. Maintain *Roberts Rules of Order* and Parliamentary procedure in meetings

- b. Bring an updated copy of Robert's Rules of order to each meeting
- c. Chair the Constitution and Bylaws Committee
- d. Assist president in enforcing Constitution and Bylaws

Section 7. The following shall be the duties of the Sergeant at Arms:

- a. Be the keeper of the door
- b. Make sure the necessary provisions are in place for National Pan-Hellenic Council, Inc. meetings and events
- c. Arrive 30 minutes early for National Pan-Hellenic Council, Inc. events and 15 minutes early for meetings

Section 8. The following shall be the duties of the Secretary:

- a. Call roll
- b. Check attendance
- c. Record minutes
- d. Chair the Service Committee

Section 9. The following shall be the duties of the Step Show Chair

- a. Plan N.P.H.C step show
- b. Provide updates on the step show
- c. Chair the Step Show committee

Section 10. The following shall be the duties of the National Pan-Hellenic Council, Inc. Advisor:

- a. Serve as a link between the Council and Winthrop Administration
- b. Provide advice to the Council when needed
- c. Be present at National Pan-Hellenic Council, Inc. meetings when requested and available

Article IV- Committees

Section 1. Activities (Programming) Committee

- a. Plan and implement social gatherings for National Pan-Hellenic Council, Inc. Winthrop, and Rock Hill communities
 - b. Work closely with Treasurer
 - c. Coordinate a minimum of two programs per year
 - d. Make reports at each NPHC meeting
- Membership

- a. Chair shall be the Chaplin and members shall consist of volunteers

Section 2. Budget and Finance Committee

- a. Provide an itemized report of moneys received and paid out at each meeting
- b. Plan and attend all fundraising activities
- c. Monitor table during NPHC activities that require the collection of money

- d. Count and keep a record of all money received at functions with Assistant Director of Fraternity and Sorority Affairs, Graduate Associate for Fraternity and Sorority Affairs, and president; accompanied by the Assistant Director or Graduate Associate for Fraternity and Sorority Affairs, the money will be placed in a night deposit box
- e. Be closely involved in Activities Committee
- f. Aid the President with the NPHC Scholarship
- g. Make reports at each NPHC meeting
- h. Create and revise annual budget
- i. Coordinate homecoming step show and party

Membership

- a. Chair shall be the Treasurer and shall consist of volunteers

Section 3. Public Relations Committee

- a. Provide information to the area media sources on programs, activities, and other relevant information concerning NPHC
- b. Design, distribute, and advertise for all NPHC events at least seven days prior to the event
- c. Keep NPHC display board updated
- d. Make reports at each NPHC meeting

Membership

- a. Chair shall be the Historian and membership shall consist of volunteers

Section 4. Service Committee

- a. Keep a monthly record of all member organizations service projects
- b. Coordinate a minimum of two community service projects for the year
- c. Aid the President with the NPHC Scholarship
- d. Make reports at each NPHC meeting

Membership

- a. Chair shall be Secretary and membership shall consist of volunteers

Section 5. Constitution and Bylaws Committee

- a. Receive submitted suggestions for corrections to the Constitution and Bylaws from the Council
- b. Amend the Constitution and Bylaws following the procedure stated in the Constitution and Bylaws
- c. Make reports at each NPHC meeting

Membership

- a. Chair shall be the Parliamentarian and members shall consist of volunteers.

Section 6. Step Show Committee

- a. promotion of the step show by setting up space requests to table
- b. contacting surrounding schools for the promotion of the flyer and step show (emailing schools a copy of it or giving it in person)

- c. record minutes in the step show committee meeting and sending them to N.P.H.C email and the current GA
- d. helping decide on ticket prices and sales, dates, and times,
- e. finding judges/hosts
- f. creating and pitching the idea of a yard show
- g. creating the order of the show
- h. send out food sponsorship letters to surrounding restaurants
- i. send thank you cards to all that participated
- j. propose step show flyer photo shoot time, place, and day.

Membership

- a. Chair shall be the Step Show Chair and members shall consist of volunteers

Article V-Academics

Section 1. Organizations- Any organization that does not maintain a 2.5 GPA per semester shall be placed on social probation. Social probation is defined as any events that are not community service or educational in nature. The social probation will be outlined in the Social Probation Agreement by the president and program director during a called meeting at the beginning of the semester.

If an organization on social probation, in the following semester, does not reach a 2.5 GPA then that organization will be made inactive.

Section 2. Individual Members-An individual member that has less than a 2.5 cumulative GPA:

- Shall remain on their chapter's roster
- Shall not be listed as an active member of NPHC, meaning they are not allowed to represent NPHC in any form.
- Any disciplinary action should come from the organization's standards.

Section 3. Officers- If an officer for NPHC falls below a 2.5 GPA for the semester they are to be replaced by a NPHC member from the same organization by the NPHC Executive Board.

Article VI -Calendar

Section 1. Each organization is entitled to observe their national founding week. In the instance that all national weeks have been recognized/ listed on the calendar an organization may switch to their local founding week. No organization is to observe their national and local founding week during the same semester. National weeks take precedence over local weeks.

Section 2. A founding week is to run no longer than seven consecutive days beginning on Sunday and ending on Saturday. In the case that multiple founding days, schools holidays, class start and ending, or any university sponsored/ sanctioned event, days will be adjusted so that each organization receives seven consecutive days.

Section 3. During the semester that an organization observes their founding week, they will be entitled to two additional days.

Section 4. The semester that an organization does not observe their founding week they have only seven days on the calendar.

Section 5. An organization may have as many events on their days as they choose pending proper approval and compliance with university and council policies.

Section 6. Upon approval by the council, organizations may be granted a maximum of two days as a result of loosing of days due to extenuating circumstances. Upon approval of the council, organizations may be granted the same amount of calendar days lost due to extenuating circumstances such as inclement weather and death.

Section 7. No events shall be held on another organizations day on or off campus

Section 8. Closed events can be held on any day pending proper approval from the executive board. A closed event is defined as an event sponsored by one chapter with only the membership and invited guests present. It is the organizations responsibility to coordinate the times of the closed event with the organization that has the calendar day.

Section 9. Traditional interest meetings may be held on any day following Unwritten Rules per that semester. Multiple formal and/ or informal interest meetings should not be held on the same day. A calendar is not required for interest events.

Section 10. Community service may be held on any day as long as it does not draw away from an event if held on an organization's day. However, community service may not occur at the same time of the respective organization whose day it is on the calendar and it must be a closed community service event.

Section 11. Fundraisers must occur on your chapter's calendar day unless approved by the council.

Section 12. Special accommodations will be made for major reunions (i.e. 20th, 25th, 30th, 35th, etc...) during another organization's calendar day. One semesters notice must be given and a special meeting will be held with both organizations and the Office of Fraternity and Sorority Affairs. No reunion may be held during another organizations founder's week.

Section 13. Special accommodations will be made for meetings hosted at Winthrop (i.e. state meeting, cluster, national conventions, etc...). Written documentation must be provided from the national organization.

Section 14. Pageants, parties, and special events requiring a highly used venue need to be planned and observed well in advance. It is often difficult to reserve these venues and date changes will only be made with a minimum 2 weeks' notice.

Section 15. Any event that doesn't fall within the parameters of these guidelines should be discussed with the Office of Fraternity and Sorority Affairs.

Article VII. - NPHC Intake Requirements

Section 1. Please refer to the Winthrop University NPHC Intake Requirements on the Office of Fraternity and Sorority Affairs website.

Article VII –Measurable Standards

Section 1. Measurable standards will created at the beginning of each school year

Section 2. All NPHC organizations shall follow the NPHC measurable standards as voted by the council each year.