Winthrop University National Pan-Hellenic Council, Inc.

Constitution

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. Officers shall be determined by the rotation method. (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.

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 president will appoint the vacant position with a member from the respective organization.

**Article V- Committees**

*Section 1.* The standing committees of the Winthrop University National Pan-Hellenic Council Inc., shall be the Activities Committee, the Budget and Finance Committee, the Constitution and Bylaws Committee, the Judicial Committee, the Service 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 Committee shall be the Chaplin.

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

**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, then the officer will also serve as the voting delegate.

**Article VII- Advisor**

Section 1. The Program Director of Fraternity and Sorority Affairs is the advisor to NPHC; each individual chapter is responsible for having a faculty advisor or actively seeking a faculty advisor if they currently do not have one. The Coordinator of Greek Life will be the interim “faculty advisor” until one is appointed to the respective

Section 2. The Program Director of Fraternity and Sorority Affairs shall assist 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.

**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 48 hours’ notice is given to its members.

Section 3. Special meeting of Winthrop University’s Pan-Hellenic Council 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 50% plus 1.

**Article IX- Dues, Fees, and Finance**

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 Greek Life coordinator to the All Greek Judicial Board for review.
Section 2. If the complaint is not deemed serious by the Executive Body of the All Greek Judicial 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 and Winthrop University 9-account. All transactions through these accounts must be signed by the coordinator of Greek Life of Winthrop University’s National Pan-Hellenic Council, Inc. The Program Director for Fraternity and Sorority Affairs must sign all transactions related to the 9-account, along with one treasurer and president. Expected expenses are to be paid by the Program Director; 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 Program 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 Program Director.

   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 by the next meeting.

c. A fine, designated by the judicial committee, will be assessed for organizations not participating in National Pan-Hellenic functions.

d. A fine, designated by the judicial committee, 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 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.

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. 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, Chaplin, Sergeant at Arms, and Parliamentarian shall be held in rotation by each Winthrop University chapter of the National Pan-Hellenic Council, Inc. member organization. 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.

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. 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
   e. Support sorority and fraternity events
   f. Vote only to break a tie
   g. Oversee scholarship distribution
   h. Fill CSL 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. Chair the Judicial Committee (serve a 1 yr. term on the Judicial Board)
   f. Will serve as Co-chair of Greek Week 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, Program Director of Fraternities and Sororities, and Graduate Assistant for Greek Life; the money will be given to the Student Development Coordinator for Greek Life or the Graduate Assistant for Greek Life 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. Compile and maintain a scrapbook and display board of National Pan-Hellenic Council Activities
   b. Chair the Public Relations Committee

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

Section 9. 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 Committee

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 Program Director of Fraternity and Sorority Affairs, Graduate Assistant for the Office of Fraternity and Sorority Affairs, and president; accompanied by the Program Director for Fraternity and Sorority Affairs or Graduate Assistant 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 NPHC events at least five days prior to the event
c. Keep scrapbook and 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.

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 semester 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.

Section 3. Officers- If an officer for NPHC falls below a 2.6 GPA for the semester they are to be replaced by a qualifying member of NPHC by the Executive Board regardless of the organization.

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 their week to their local founding week. No organization is to observe their national and local founding week. Upon conflicts occurring with multiple organizations observing their local founding weeks, organizations will forfeit the right to switch to their local week and default back to their national founding week.

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.

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. A closed event is defined as an event sponsored by one chapter with only the membership (current and alumni) present. This event shall not draw from the Winthrop or local community and cannot occur during another organization’s event. 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 pending proper approval. It is asked that respect for timing and location be given to the organization that is having an event that day (according to the calendar). Interest meetings include but are not limited to rush, informational parties, etc... Interest socials or nontraditional interest meetings must be held on the host organizations calendar day pending proper approval from the Office of Fraternity and Sorority Affairs.

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 organizations day. Hands on 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 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. All signage for events on other organizations days must be approved by the Office of Fraternity and Sorority Affairs and/or NPHC.

Section 15. 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 16. Any event that doesn’t fall within the parameters of these guidelines should be discussed with the Coordinator of Greek Life.
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.

NPHC Amendment
Approved by the Winthrop University Council of Student Leaders
October 28, 2002

The National Pan-Hellenic Council Winthrop University proposed in the fall of 2002 that, for re-charting, individual chapters obtain a Winthrop charter through NPHC; these chapters would then have the rights and privileges of a CSL recognized organization if they meet the “Viability Requirements” of the NPHC Executive Board. Also, NPHC will act on behalf of CSL in verifying registration and eligibility through the same “Viability Requirements”.

I. Viability Requirements - Due to the history and traditions of NPHC chapters, the chapters at Winthrop are held to standards within their organization that complement their specific goals and missions. In lieu of a membership requirement as designated by CSL, each chapter will have to meet the following requirements to be a viable organization at Winthrop University:

- The Department of Student Affairs/Office of Fraternity and Sorority Affairs will review each chapter at the end of the semester using the criteria in the “End of the Year Report” form found online; reviewing Finances, New Member Recruitment, Advisors, Academic Issues, Chapter Operations, Programming, Community Service, Public Relations. The review of each chapter will be submitted to CSL and to NPHC at Winthrop.
- National headquarters of each NPHC chapter will be viable in accordance to the Winthrop NPHC and the Department of Student Affairs
- NPHC executive board will review each chapter’s National or Regional Headquarters review and Greek Life’s review of each chapter before submission of registration materials to CSL

II. Allocations - The following are procedures the individual chapters would follow in order to obtain student allocations:

- A member of NPHC executive board and a member of the respective chapter would go in front of the student allocations committee to request funds
- The individual chapter would provide their budget for the semester and required SAC paperwork for individual chapter requests

III. Other -

- Space Requests would be made by each individual chapter
- All NPHC chapters would be listed like any other club or organization in any directory listings or Greek Life information
- Each chapter would still have an on campus account with the cashiers office
- The Program Director of Fraternity and Sorority Affairs is the advisor to NPHC; each individual chapter is responsible for having a faculty advisor or actively seeking a faculty
advisor if they currently do not have one. The Coordinator of Greek Life will be the interim “faculty advisor” until one is appointed to the respective

*Added to the NPHC Constitution upon approval of the Council of Students at Winthrop University, October 2002.