

**National Pan-Hellenic Council, Incorporated  
University of Missouri**

**CONSTITUTION**

Article I—Name

Section 1: The name of this organization shall be the University of Missouri chapter of the National Pan-Hellenic Council, Inc. and hereby referred to as NPHC.

Article II—Purpose

Section 1: NPHC shall promote an atmosphere of mutual respect and cooperation between Black Fraternities and Sororities.

Section 2: NPHC shall disseminate information for a better understanding of Black Greek organizations and functions throughout the larger University community.

Section 3: NPHC shall support and encourage high academic achievement.

Section 4: NPHC shall maintain at all times collaborative and cooperative relationships with other organizations.

Section 5: NPHC shall support and encourage visible civic projects in the City of Columbia.

Section 6: NPHC shall provide an avenue by which members can come together and channel their combined strength for the benefit of their individual organizations, the NPHC as a whole, the student population at the University of Missouri and the surrounding Columbia community.

Article III—Membership

Section 1: The following fraternities and sororities are eligible to be members of the NPHC at the University of Missouri:

- a. Alpha Kappa Alpha Sorority Inc.—Delta Tau chapter
- b. Alpha Phi Alpha Fraternity Inc.—Zeta Alpha chapter
- c. Delta Sigma Theta Sorority Inc.—Epsilon Psi chapter
- d. Zeta Phi Beta Sorority Inc.—Chi Kappa chapter
- e. Kappa Alpha Psi Fraternity Inc.—Delta Omega chapter
- f. Sigma Gamma Rho Sorority Inc.—Alpha Rho chapter
- g. Omega Psi Phi Fraternity Inc.—Epsilon Delta chapter
- h. Phi Beta Sigma Fraternity Inc.—Eta Gamma chapter
- i. Iota Phi Theta Fraternity Inc.—Beta Tau chapter

Section 2: Classification of membership

a. Active chapter

1. An active chapter is a chapter that has paid all dues and has all rights and privileges granted in the NPHC Constitution and Bylaws.
2. An active chapter is a chapter that is in good standing with their National organization and the University of Missouri—Office of Greek Life.

b. Suspended chapter

1. A suspended chapter is a chapter that has lost its active status of membership in the council due to a violation of national or local council bylaws, University policies, and/or of said organization national bylaws.
2. A suspended chapter has not paid financial dues and/or fines in the allotted time given by the NPHC council.
3. A suspended chapter is one who is not in good standing with their National Organization or with the University of Missouri—Office of Greek Life.

Article IV—Officers

Section 1: Elected Officers (Executive Board)

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Parliamentarian

Section 2: Eligibility

- a. All elected officers must be enrolled students and the University of Missouri prior to the term election is sought.
- b. All elected officers must be enrolled for one year of their elected term.
- c. All elected officers must be an active member of an active chapter of the NPHC at the University of Missouri.

Section 3: Term of Office

- a. The term of office for all elected positions shall be one year (*December-November*)
- b. All elected officers of the NPHC Executive Board are eligible to run for the same position and be re-installed in their current position if voted upon by the NPHC.

Section 4: Election of Officers

- a. The order of elections for elected officers will be as follows:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Parliamentarian
- b. *Elections shall be held at the second to last General Body meeting in the fall semester.*
- c. Applications for an elected position will be available at least two weeks in advance of the election date.
- d. Applications for an elected position are due no later than noon *the day prior to the election date and should be submitted to the NPHC Advisor.*
- e. On the day of elections, each candidate running for a position will be allotted a three (3) minute speech.
- f. *After each candidate for each position has spoken, each Active chapter will vote for their preferred candidate. The candidate with a majority of votes will be the new elected officer.*

Section 5: Removal of Officers

- a. To formally remove or impeach an officer, an active member of an active chapter must formally submit a written allegation stating how the officer failed to perform his or her duties, to the Executive Board at least one week prior to discussion.
  1. Upon receipt of the written statement, the Executive Board (excluding the officer in question) shall determine with a majority vote if there are grounds for removal.
- b. The officer in question shall be informed in writing of the proceedings within *48 hours of the complaint being received.*
- c. If the Executive Board determines that there are grounds for removal, there will be a vote at the next NPHC meeting. Removal will take place upon 2/3 majority vote of active chapters.
- d. In the event that the President is removed from office, the Vice President will succeed the outgoing President and a new Vice President will be *selected.*

Article V—Advisor

Section 1: The NPHC shall be required to have an Advisor who shall be a graduate student or staff member who is a part of the University of Missouri—Office of Greek Life.

Section 2: Duties of the Advisor shall include but are not limited to:

- a. Attendance at all NPHC meetings, including Executive Board, General Body, and emergency meetings.
- b. Monthly examinations of the NPHC Budget.
- c. Monitoring the meetings to ensure they are being conducted in accordance with the NPHC Bylaws.
- d. Assisting the Executive Board in carrying out their duties and responsibilities.
- e. Assisting the NPHC President and Treasurer with signatures for expenditures related to NPHC purchases.

Section 3: The Advisor will not vote on any NPHC business or pay dues.

#### Article VI—Voting

Section 1: NPHC voting process

- a. Each active chapter shall have one (1) vote regardless of the number of members in their respective organization.
- b. A quorum of the NPHC active chapters must be present at any general body meeting in order for a vote to be binding.
- c. The NPHC President shall be the deciding vote in the instance that there is a tie.
- d. Any vote can be taken by secret ballot at the recommendation of any officer or representative.
- e. The NPHC President and Advisor shall tally the votes.

#### Article VII—Quorum

Section 1: A quorum shall consist of at least one representative from 2/3 of the active chapters.

#### Article VIII—Amending and Revising the Constitution

Section 1: Amendments

- a. The Constitution may be amended and/or revised by a ¾ majority vote of the General Body.
- b. Amendments must be submitted in writing to the Executive Board one week prior to the next General Body meeting.

**National Pan-Hellenic Council, Incorporated  
University of Missouri**

**Bylaws**

Article I—Officers

Section 1:     Qualification of Officers

- a. NPHC Officers will be in good standing with the University of Missouri.
- b. NPHC Officers will be in good standing with their respective organization.
- c. NPHC Officers shall have a minimum cumulative GPA of 2.5.

Section 2:     *Election of Officers*

- a. Voting will start with President and move in order of the elected positions.
- b. Each candidate will have the opportunity to speak for three (3) minutes before voting.
- c. Each active chapter will have one (1) vote.
- d. Any respective organization may cast its vote by proxy through the President.
- g. *Elections shall be held annually at the second to last General Body meeting in the fall semester.*
- e. Election of all officers shall be by secret ballot.
- f. NPHC officers shall be sworn in at the NPHC meeting immediately following the elections.
- g. *If there is a position that is not filled during elections, the Executive Board shall select a member to serve in this position.*

Article II—Duties of Officers

Section 1:     President

- a. The President shall serve two office hours per week in the Office of Greek Life/NPHC Office.
- b. The President shall preside over all meetings of the Executive Board and General Body.
- c. The President shall be responsible for the oversight and administration of all service, fundraising, and social action of the NPHC.
- d. The President shall be the only official spokesperson for the NPHC to the community at large.
- e. The President shall serve as the liaison for NPHC to University officials and University staff members.
- f. The President shall attend all council president meetings hosted by the University of Missouri—Office of Greek Life.
- g. The President shall meet with the NPHC advisor on a weekly basis.

- h. The President shall be a non-voting member of the NPHC except in the event of a tie.

Section 2: Vice President

- a. The Vice President shall serve two office hours per week in the Office of Greek Life/NPHC Office.
- b. The Vice President shall oversee all NPNC standing committees.
- c. The Vice President shall serve as the NPHC liaison for Greek Honors Night.
- d. The Vice President shall coordinate all NPHC community service projects.

Section 3: Secretary

- a. The Secretary shall serve two office hours per week in the Office of Greek Life/NPHC Office.
- b. The Secretary shall take record and type minutes at each General Body meeting.
- c. The Secretary shall read the minutes of the previous general NPHC General Body meeting at the beginning of each meeting.
- d. The Secretary shall be responsible for compiling a complete and updated roster of all members of active chapters of NPHC.
- e. The Secretary shall take attendance at all NPHC meetings and sponsored functions.
- f. The Secretary shall oversee, update and maintain the NPHC pages of the Office of Greek Life website.

Section 4: Treasurer

- a. The Treasurer shall serve two office hours per week in the Office of Greek Life/NPHC Office.
- b. The Treasurer shall manage all financial exchanges and maintain the NPHC budget.
- c. The Treasurer shall maintain current financial records of NPHC at all times.
- d. The Treasurer shall provide the council with a financial report at every General Body meeting, detailing all financial transactions since the last meeting.
- e. The Treasurer shall sign all financial checks, along with the President or NPHC Advisor.
- f. The Treasurer shall be responsible for collecting all financial dues from each active chapter of the NPHC.

Section 5: Parliamentarian

- a. The Parliamentarian shall serve two office hours per week in the Office of Greek Life/NPHC Office.
- b. The Parliamentarian shall keep records of the Constitution and Bylaws.

- c. The Parliamentarian shall maintain order in all meetings using the latest edition of Robert's Rules of Order.

### Article III—Appointed Officers

#### Section 1: Selection Requirements

- a. The NPHC President will select all appointed officers with the approval of the Executive Board.
- b. All appointed officers must have a minimum cumulative GPA of 2.5.

#### Section 2: Positions

- a. There will be two appointed positions:
  - 1. Public Relations
  - 2. Risk Management
- b. These positions are not part of the Executive Board.

#### Section 3: Public Relations

- a. The PR position shall work with the Executive Board in marketing and publicizing NPHC events to the greater Mizzou community.
- b. The PR position shall help plan events that both the NPHC and the surrounding communities can benefit from.

#### Section 4: Risk Management

- a. The RM position shall work with the Executive Board to ensure all social events are properly organized and carried out.
- b. The RM position shall help to ensure all NPHC events fall under University, National, and local organizations rules and regulations.

### Article IV—Meetings

#### Section 1: NPHC General Body Meetings

- a. The first General Body meeting of the year shall occur within the first two weeks of classes. Once that meeting has been held, all NPHC General Body meetings will occur bi-weekly.
- b. The President may call or cancel additional meetings of the General Body within 24 hours' notice, when necessary.
- c. The Advisor must be present at every General Body meeting.
- d. Parliamentary procedures will be in affect at each General Body meeting. All General Body meetings shall be governed with the latest edition of Robert's Rules of Order.

Article V—Attendance

Section 1: Attendance for each General Body meeting and NPHC sponsored event will be based on each organization’s membership size. This will be based on the official University organization roster. See the chart below that outlines how many members are required for each General Body meeting. The numbers below will be in effect regardless of a member serving on the Executive Board (this member does not count towards the number of required attendance):

<i>Number of Chapter Members</i>	<i>Minimum number of members required at General Body meetings</i>
<i>1</i>	<i>1</i>
<i>2-5</i>	<i>1</i>
<i>6-10</i>	<i>2</i>
<i>11-13</i>	<i>2</i>
<i>14-17</i>	<i>2</i>
<i>18+</i>	<i>3</i>

Section 2: Any active chapter with three (3) absences in one semester will gain suspended membership status.

Section 3: Chapter members must be present for fifty (50) percent of the meeting to be counted towards attendance.

Article VI—Finances

Section 1: Dues

- a. The dues of each active chapter shall be \$5.00 per member each semester.
- b. Dues will be determined by the office University roster collected by the Secretary each semester.
- c. *Chapter dues will be due to the Treasurer two (2) weeks after the chapter receives their invoice.*
- d. Any active chapter that fails to turn in their dues on time will be subject to a fine of \$5.00 per member.
- e. *In an active chapter fails to pay their dues after four (4) weeks, the chapter will be immediately suspended until all dues and fines are paid in full.*

Section 2: NPHC cannot seek funds from any active chapter unless said funds have the voter approval of all chapters.

Article VII—Membership Intake

Section 1: All active NPHC chapters participating in Membership Intake must be in good standing with the University of Missouri—Office of Greek Life



- Section 2: NPHC chapters participating in Membership Intake must fill out the proper Intake forms through the Office of Greek Life.
- Section 3: Intake participants must meet the grade requirements stated by the recognized organization's local and National organization.
- Section 4: NPHC shall not be responsible for setting up a time table for when intake participants shall begin.

#### Article VIII—Social Activities

- Section 1: All NPHC sponsored activities will be drug and alcohol free.
- Section 2: All NPHC sponsored activities will follow and uphold the policies set forth by the University of Missouri M-Book.
- Section 3: Chapter who fail to uphold social activities policies will be subject to a \$100 fine as well as being reported to the Office of Student Conduct/Greek Conduct.

#### Article IX—Standing Committees

- Section 1: The standing committees of the NPHC shall be Programming, Fundraising, and Community Service
- a. The duty of the Programming committee will be to develop and coordinate educational and social NPHC activities.
  - b. The duty of the Fundraising committee will be to develop and find opportunities to raise money for the NPHC.
  - c. The duty of the Community Service committee will be to coordinate service and philanthropic activities to be performed as a joint (all NPHC) and community function.

#### Article X—Grades

- Section 1: *Academics are important to all NPHC organizations. All organizations must maintain a chapter GPA of at least 2.3.*
- a. *The first semester below a 2.3, the NPHC President and Secretary will issue a letter of warning.*
  - b. *The second semester below a 2.3, the organization will be placed on probation by the Office of Greek Life.*
  - c. *The third semester below a 2.3, will result in the organization being reported to the Office of Student Conduct/Greek Conduct.*

## Article X—Calendar Dates

### Section 1: Duration

- a. The calendar is defined as the Monday before classes start until the date of Commencement for each semester.

### Section 2: Selection

- a. Calendar dates shall be selected at the second to last General Body meeting of the academic year, for the following year.
- b. The order of calendar date selection will be determined by a random drawing by the Advisor.
- c. In an organization is not present at the time of selection, and then they will be left to choose their calendar dates proceeding organizations that are present.
- d. Each organization will have the opportunity to select one week (defined Sunday-Saturday) and two party dates. The selection will go in order three times: first for week, second for party date, third for party date.
- e. Dates will be distributed on a first come, first serve basis.

Section 3: A Week shall be defined as follows: a week will be designated as officially beginning the Sunday preceding their weekend. An organization will be granted only one (1) week per academic year that can be determined as their “week.” No events shall be executed by any other NPHC organizations, unless permission is obtained from the organization hosting the activities of the “week.” Documentation of this written agreement must be submitted to the NPHC President and Advisor.

### Section 4: Additional Date Selection

- a. For any additional calendar dates, the organization must fill out a date request form to be submitted to the Executive Board. Dates will be approved on a first come, first serve basis.
- b. *Requests can be submitted starting on the first day of each semester for the entire semester and any time throughout the semester.*
- c. *The request form must be submitted at least two (2) weeks prior to the date being requested.*
- d. *Once the date has been requested and approved, no other organization may program on that date and specific time.*
- e. *If a calendar date is open and not requested, any chapter may program on that date with no expectations of other NPHC organizations.*

### Section 5: Organizational Week/Date Etiquette

- a. No NPHC organization shall plan any activity on the date of another organization on or off campus.

- b. Any organization that plans and executes an advertised or profit making event conflicting in regards to time, money, and attendance *will be reported to the Office of Student Conduct/Greek Conduct.*
- c. NPHC organizations shall be notified of Neophyte shows at least two (2) weeks in advance.

Section 6: *Paperwork*

- a. *For all party dates, chapters are required to fill out the NPHC Event Form paperwork and submit this form to the Advisor at least two week before the party takes place.*
- b. *For all New Initiate (“probate”) shows, chapters are required to fill out the NPHC Event Form paperwork and submit this form to the Advisor at least two weeks before the show takes place.*
- c. *If paperwork is not submitted in time, a fine of \$5 per day late will be assessed for the organization. If a form is never submitted, the chapter is subject to the conduct process through the Office of Student Conduct/Greek conduct.*

Article XI—NPHC Support

Section 1: NPHC Unity

- a. *All NPHC organizations shall send representatives to events listed on the NPHC calendar. The number of representatives required is listed on the chart in Article V. Section 1.*
- b. Two (2) representatives of each active chapter shall be admitted to all calendar day events free of charge as indicated by name and signature on the NPHC delegate list. Representatives receiving this offer must be named on the active chapter’s official roster on file with the University of Missouri—Office of Greek Life.
- c. Any active chapter not sending representatives to events on the NPHC calendar will be subject to a monetary fine of \$100 (\$50 to the sponsoring organization and \$50 to NPHC).
- d. If a chapter is not able to attend a calendar date event, written notification must be submitted to the sponsoring organization’s President and the NPHC President at least forty eight (48) hours prior to the event. Both Presidents will have to approve the non-attendance in writing.

Article XII—Order of Business

Section 1: The order of business at NPHC General Body meetings will be as follows:

- a. Call to order
- b. Roll call
- c. Guest speaker (if applicable)
- d. Minutes
- e. Officer reports

- f. Standing committee reports (if applicable)
- g. Old business
- h. New business
- i. Advisor
- j. Announcements
- k. Adjournment

### Article XIII—Amendments

Section 1: The Bylaws shall be annually approved at the first General Body meeting of the academic year by a simple majority vote of the NPHC.

Section 2: The Bylaws shall be amended by a simple majority vote of the NPHC members, with each organization having one vote.