

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS-NATIONAL PAN-HELLENIC COUNCIL

CONSTITUTION

PREAMBLE

We, the representatives of 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 action 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.

ARTICLE I - NAME

Section 1. The name of this organization shall be the Indiana University Purdue University Indianapolis-National Pan-Hellenic Council (IUPUI-NPHC).

ARTICLE II- PURPOSE

- Section 1.** The purpose of NPHC is to:
- A. Promote an atmosphere of mutual respect and cooperation between the historically African American fraternities and sororities.
 - B. Support and encourage high academic accomplishments.
 - C. Facilitate cooperative activities and functions with all of the Greek councils on the campus of Indiana University Purdue University Indianapolis.
 - D. Disseminate information for a better understanding of Greek functions and purpose throughout the larger community of the university.
 - E. IUPUI-NPHC shall abide by the rules set forth by the National body of the National Pan-Hellenic Council, Inc.

ARTICLE III - POWERS

Section 1. Individual Organizations

- A. Each active member organization has one vote on all matters and proceedings.
- B. Each member of the organization has the right to function autonomously when conflicts arise between the actions and proceedings of IUPUI-NPHC and their national or chapter constitutions (with written verification from a higher and proper authority).

Section 2. General Body

- A. The general body has the voting power on all matters.
- B. The general body has the power to elect officers.
- C. The general body has the power to impeach officers.

Section 3. Executive Board

- A. The president shall serve as chairmen at all meetings (regularly scheduled or otherwise).
- B. The Executive Board shall have the power to call an emergency meeting of the general body which necessitates action between general council meetings. A report must be made at the next regular meeting regarding the emergency meeting.
- C. The Executive Board has the right to override any constitutional interpretation of the Parliamentarian.

Section 4. Judiciary Board

- A. The Judiciary Board shall consist of the Vice President of IUPUI-NPHC and the Presidents of each active organization. In the event that the President of an organization is unable to serve on the Judiciary Board the next officer in line shall take their place.
 - 1. It has the power to deliver mandates to the member organizations and review constitutional disputes on bylaws, violations, and to mediate organizational disputes.
 - 2. The Judiciary Board is to act as the official judiciary-sanctioning group. The Judiciary Board must inform the council of all decisions.
- B. The Judiciary Board's decision is final with a majority vote, unless accused organization appeals the decision. The General Council will then vote on the Judiciary Board's decision by a 2/3 vote.

C. Judicial Proceedings

1. The organization with a dispute must first contact the Vice President of IUPUI-NPHC with a formal written complaint.
2. The Vice President of IUPUI-NPHC will then set a meeting with the presidents of the organizations, who have conflicts, to discuss possible solutions.
3. If the problem is resolved in Article III, Section 4, C, 2 of Judicial Proceedings, then no further actions will be taken.
4. If the dispute was not resolved, the Vice President of IUPUI-NPHC will summon the Judiciary Board with written suggested solutions to be voted upon.
5. If the Vice President is a member of one of the organizations involved within the dispute, then the President shall handle the Judicial Proceedings with the Vice President. The President will then give final possible solutions regarding the dispute.
6. If the accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing, within seven (7) days following the hearing between both organizations. (Refer to Article B, 1.)

Section 5. The University

- A. The National Pan-Hellenic Council of Indiana University Purdue University Indianapolis is under the jurisdiction of Indiana University Purdue University Indianapolis and must adhere to all rules and regulations thereof.

ARTICLE IV - MEMBERSHIP

Section 1. The following recognized fraternities and sororities are members of the local IUPUI-NPHC chapter:

- A. Alpha Phi Alpha- Sigma Phi Chapter
- B. Alpha Kappa Alpha- Kappa Chapter
- C. Kappa Alpha Psi- Lambda Eta Chapter
- D. Omega Psi Phi-
- E. Delta Sigma Theta- Chi Chapter

- F. Phi Beta Sigma- Alpha Epsilon Alpha Chapter
- G. Zeta Phi Beta- Omicron Pi Chapter
- H. Sigma Gamma Rho- Gamma Zeta Chapter
- I. Iota Phi Theta-

Section 2. Criteria for Active Membership

- A. Adhere to the rules and regulations and policies contained herein the constitution and by-laws of IUPUI-NPHC.
- B. Obtain financial status each semester by paying dues
- C. Be responsible for at least one community service project per semester in the Indiana University Purdue University Indianapolis and Indianapolis communities.
- D. Participate actively in all IUPUI-NPHC events.
- E. Do not miss more than two meetings per semester.
- F. Inactive organizations will be held accountable for all violations against the IUPUI-NPHC constitution and bylaws of its member organization. These violations must be resolved before the start of the probationary period in order to reactivate membership.
- G. Active IUPUI-NPHC organizations cannot sponsor, pair, or facilitate any event with an inactive organization. If so, that active organization will be sent to Judiciary Board for further actions.
- H. Dues are to be administered by the Treasurer with approval of the Executive Board. New intake members are included in semester dues. If dues are not paid by the third general council meeting of that semester, the organization loses their privilege to vote. If dues are not paid by the end of the semester term the organization becomes inactive and must adhere to criteria for membership in Article IV of the IUPUI-NPHC constitution.

Section 3. Representatives of IUPUI-NPHC shall be limited to two (2) individuals for each organization. Unless an organization has a membership of three (3) or less excluding the members of the IUPUI-NPHC executive board then, only one (1) individual is required to become a representative. All representatives have to be in good academic and financial standing with their respective organization.

Section 4. Active members shall be the members who have paid all required dues and assessments.

Section 5. Executive Board members do not function as representatives and cannot vote unless by proxy.

Section 6. Executive Board members must be an active member of their respective organizations.

ARTICLE V – OFFICERS AND DUTIES

Section 1. Officers

- A. President- The position of President is elected position. It is preferred that any active member running for the positions of President be a prophyte member. However, this is not limited to any other active member. He/She must have been financial and an active members for at least one (1) year in the IUPUI-NPHC. If there is no active member Prophyte member in good standing to run for President, then a neophyte can run for the position of President.
- B. Vice President-The position of Vice-President is an elected position.
- C. Secretary-The position of Secretary is an elected position.
- D. Treasurer-The position of Secretary is an elected position.
- E. Parliamentarian-The position of Parliamentarian is an elected position.
- F. Historian-The position of Historian is an appointed position .

Section 2. Term of Office

- A. Any elected position can not serve for more than a two (2) consecutive year term in any one office/position.
- B. Each elected officer shall serve for one year, April through March. However, the outgoing officer is responsible for training the incoming officer from the time of elections (last meeting in March) until the last meeting of the spring semester at which time training will be finished.

Section 3. Selection and Training

- A. New officers shall be elected the last meeting in March.
- B. All candidates for each office must be from active member organizations.
- C. Candidates who have been recently initiated are allowed to seek office.
- D. The period from March through April will serve as a training period during which the newly elected officers will become familiar with their duties of the

office. The new officers will facilitate the last meeting in April and all meetings thereafter and within their term of office.

Section 4. Succession

- A. In the event of the premature vacancy of the office of the President, the current Vice President will assume the title and duties of President. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by election.

Section 5. Attendance

- A. All officers will be required to attend all IUPUI-NPHC meetings, which shall include general council, judiciary, and executive board meetings. If an officer is not able to attend, a one (1)-day notice must be given to the President (except for emergencies, in which case every attempt should be made to contact the President). If the officer does not comply, they will be subject to impeachment from failure to perform duties as an officer.

Section 6. No more than one (1) officers of the Executive Board shall be members of the same organization unless the position is unopposed.

Section 7. The duties of IUPUI-NPHC officers shall be as follows:

A. President

It shall be the duty of the President to:

1. Preside over all meetings and to enforce the constitution and by-laws of the Council.
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Declare the results of Council voting, stating passing, failed, or tie.
4. Call special/emergency meetings.
5. Appoint all committee chairpersons not otherwise provided for in the Bylaws of the Council.
6. Represent the Council at civic and social functions, or when the Council is called upon by other organizations for representation.
7. Delegate administrative duties to Executive Officers and call for reports from them, as well as committee chairpersons at each meeting.

8. Co-sign for all withdrawals and receive written notification, from the responsible individual, one week before expenditure is necessary for any transactions regarding the Council's treasury accounts.

B. Vice President

It shall be the duty of the Vice President to:

1. Assist the President by performing delegated duties and act in the place of the President when necessary.
2. Serve as ex-officio member of all committees
3. Develop special programs and projects to further the development of IUPUI-NPHC.
4. Chair at least one standing committee.
5. Be responsible for all IUPUI-NPHC social events
6. Present a written report at each meeting.
7. Shall appoint the position of Historian.
8. Be responsible for all IUPUI-NPHC community service events.

C. Secretary

It shall be the duty of the Secretary to:

1. Maintain accurate minutes of all proceedings at general council meetings, executive board meetings, and general council meetings.
2. Keep minutes with the following information:
 - a. Every motion
 - b. The name of the representative and organization who introduced the motion, as well as the name of the seconder and his/her respective organization.
 - c. The action taken on the motion.
 - d. Date, time, and place of the next general council meeting and/or executive committee meetings.
3. Compile all minutes in the Official IUPUI-NPHC Record Book.

4. Present the minutes from the previous meeting to the body for approval prior to the start of the following general council meeting.
5. Have on hand all records and information committed to his/her care, including a copy of the IUPUI-NPHC constitution and by-laws.
6. Preside over all meetings in absence of the President and Vice President.
7. Conduct the correspondence of the Council, both within the membership and outside of the membership.
8. Maintain a correspondence file and read any copies of correspondence before the Council.
9. Maintain a roster of all member organizations which should include chapter advisors, chapter presidents, voting representatives, and the alternates.
10. Maintain a roster of all IUPUI-NPHC executive officers
 - a. Each roster should contain:
 - i. Name, IUPUI-NPHC Position, Chapter, Organization
 - ii. Current campus mailing addresses
 - iii. Current local phone numbers
11. Notify all participating member organizations of meetings pertaining to them. In case of emergency meetings, divide the roster with the executive officers to insure proper notification to all members by use of e-mail, telephone and by posting notices in individual mailboxes.
12. Reserve all meeting rooms.
13. Assist the Vice President with planning and publicity for all major social events.
14. Present a written report at each meeting.
15. Collect all written excused absences and keep a file.
16. Be responsible for ordering and keeping an inventory of all supplies.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Keep an accurate account of all monies received, disbursed, pending and/or paid fines or dues. He/She must give a written status report at each meeting.
2. Give receipts for all fines or dues as they are paid and keep record of these transactions.
3. Submit dues and bills to the council.
4. Deposit all funds received, after verification by the executive committee.
5. Issue checks upon receipt of vouchers.
6. Prepare a budget for the Executive Board for the upcoming year by the first Executive Board meeting in April. This budget must not exceed the amount of \$50 unless approval by the general body.
 - a. Note: This budget must be prepared by the current treasurer and the newly elected treasurer. The budget shall be approved for the upcoming year by the Council (majority vote) by the last meeting in April.
7. Preside over all meetings in the absence of the President, Vice President, and Secretary.
8. Advise executive board in regards to financial standing and recommend possible expenditures.
9. Shall have name on all financial accounts.
10. Sign on financial accounts.

E. Parliamentarian

It shall be the duty of the Parliamentarian to:

1. Be well versed in Robert's Rules of Order.
2. Be well versed in the IUPUI-NPHC constitution and bylaws, and any amendments made to them.
3. Be responsible for the enforcement of the IUPUI-NPHC constitution and bylaws and amendments made to them. These amendments shall be kept current by the Parliamentarian.

4. Serve as interpreter in the case of any procedural dispute.
5. Assist the President in keeping order in all meetings.
6. Remove any representative from any meeting at the request of the President or the body.
7. Keep a voting record of all official motions and/or resolutions that come to the council. These records should be made available to any council member upon request. These records should also be bound and kept on file for future reference by executive officers.

F. Historian

It shall be the duty of the Historian to:

1. Keep IUPUI-NPHC website updated monthly.
2. Check IUPUI-NPHC website guestbook for new entries bi-weekly.
3. Take pictures at all IUPUI-NPHC events.
4. Keep a IUPUI-NPHC scrapbook of events with pictures.

G. All officers shall perform other duties as prescribed by IUPUI-NPHC or so deemed necessary by the President.

ARTICLE V – DUTIES OF IUPUI-NPHC ADVISOR

Section 1. It shall be the duty of the IUPUI-NPHC Advisor to:

1. Attend all Greek Affairs emanating from the yearly programs set-up by IUPUI-NPHC.
2. Attend all of the meetings of IUPUI-NPHC, both regular and emergency meetings.
3. Perform other duties as prescribed by IUPUI-NPHC or Greek Life.
4. He/She shall not vote or pay dues.
5. Shall have name on all financial accounts.
6. Sign on financial accounts.

ARTICLE VI - AMENDMENTS

- Section 1.** The IUPUI-NPHC Constitution and Bylaws may be amended by a petition from any respective organization approved by IUPUI-NPHC by two-third (2/3) majority vote.
- Section 2.** The amendment must be presented in writing at least one (1) regular meeting prior to the meeting at which it is to be voted on unless it is an amendment that is being made to a motion that is currently on the floor.
- Section 3.** The revised constitution shall become effective immediately when ratified by a two-thirds (2/3) majority vote.
- Section 4.** Every two (2) years the constitution and by-laws shall be revised and updated, unless requested by the IUPUI-NPHC executive board or its advisors.

AMENDED April 20, 2007
Ashton Calvert, President
Janelle Gearries, Vice-President
Jocellyn Ford, Secretary
Richard Wells, Treasurer
Christopher Hardin, Parliamentarian