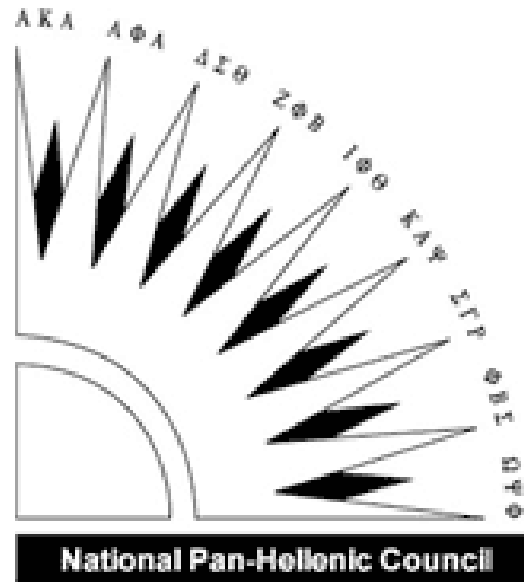


**The
Pan-
Council**



**National
Hellenic**

**Incorporated at
The University of Central Florida
Constitution**

Revised Fall 2015

NATIONAL PAN-HELLENIC COUNCIL INCORPORATED

UNIVERSITY OF CENTRAL FLORIDA

CONSTITUTION

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., and Iota Phi Theta Fraternity, Inc. recognize the need for coordination of activities amongst historically Black-Greek lettered organizations similar in structure and background. We recognize the need for cooperation in areas of action and programming by all the above-mentioned organizations that can best be realized by a formal organization. We do hereby join in the establishment of such an organization and bind ourselves to abide by the provisions of all the National Pan-Hellenic Council at the University of Central Florida and the following Constitution.

ARTICLE I. NAME

Section I.

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

ARTICLE II. MISSION STATEMENT

Section I.

The mission of this organization shall be consistent with that of the National Pan-Hellenic Council, Incorporated. The stated mission and purpose of the organization in 1930 was, "Unanimity of thought and action as far as possible in the conduct of Greek letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations." Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as *The National Pan-Hellenic Council, Incorporated*.

ARTICLE II. PURPOSE

Section I.

The National Pan-Hellenic Council shall be the supervising, governing body for the historically Black Greek-Lettered organizations approved for membership by the Office

of Fraternity and Sorority Life at the University of Central Florida and the National Headquarters of each respective Black Greek-Lettered organization.

The Council shall function under the advisement of the Office of Fraternity and Sorority Life and in accordance with University policies. The Council's specific purposes are to:

- A. To promote an atmosphere of mutual respect, unity, and cooperation between the historically Black fraternities and sororities,
- B. To establish and develop high academic, scholastics and leadership standards.
- C. To facilitate cooperative activities and function with all of the Fraternity and Sorority Governing Councils on the campus of the University of Central Florida.
- D. To disseminate information to foster a better understanding of fraternity and sorority functions and purpose throughout the University of Central Florida community.
- E. To assist the University of Central Florida, hereafter, refer to as "the University" administration in attaining its educational and cultural objectives.

ARTICLE III. GOVERNANCE AND JURISDICTION

Section I.

The National Pan-Hellenic Council follows all of the policies and procedures of the University of Central Florida, the division of Student Development and Enrollment Services, and the Office of Fraternity and Sorority Life, along with that mentioned in Article VI.

ARTICLE IV. FUNCTIONS AND COMPOSITION

Section I.

All activities and functions of NPHC at UCF and its member organizations must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions, which have not been specified by university regulations or this constitution. Within this constitution, quorum for conducting business and passing motions shall be defined as two-thirds (2/3) of the total Council membership in good standing. A majority shall be defined as "more than 50 percent" including the Executive Board's vote.

ARTICLE V. MEMBERSHIP

Section I. Establishment

In accordance with Article 1 Section 2-3 in the National Pan-Hellenic Council, Inc. Bylaws: "Collegiate Councils of the NPHC must be chartered where there is representation of at least two member organizations, with the approval of the National Executive Director, unless otherwise prohibited by the college or university." (Article 1, Section 2) "Once established, a council with fewer than two participating member

organization must receive special permission from the National Executive Director and the college/university, to function in a given fiscal year.” (Article 1, Section 3)

Section II. Membership

All undergraduate nationally chartered National Pan-Hellenic Fraternities and Sororities with a national office are eligible for membership in the National Pan-Hellenic Council at the University of Central Florida.

The full membership of the NPHC at UCF shall be comprised of the following organizations: 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., and Iota Phi Theta Fraternity, Inc.

Section III. Active Members

- A. Active membership shall be those fraternities and sororities who have fulfilled the membership requirements set forth in Section 3 of this Article.
- B. Active Member Fraternities and Sororities shall abide by the following requirements:
 - 1. Pay all dues and fines owed to the National Pan-Hellenic Council.
 - 2. Abide by this Constitution and any regulations adopted by the Council.
 - 3. Cooperate with all administrative actions of the Executive Board.
 - 4. Maintain an updated list of all its current members, officers, and advisors in the Office of Fraternity and Sorority Life.
 - 5. Abide by all of the University regulations and policies, including the Golden Rule.
 - 6. Encourage National Pan-Hellenic cooperation among its members.
 - 7. Encourage scholarship and leadership among its members.
 - 8. Fully cooperate with the rules and regulations set by the Office of Fraternity and Sorority Life.
- C. Active member Fraternities and Sororities shall have the following privileges:
 - 1. Have all privileges and rights under this Constitution and the rules and procedures, except as limited by actions of the Judicial Board or the University.
 - 2. Receive coverage on par with any other member in all National Pan-Hellenic Council publications that list or describe Member Fraternities and Sororities.
 - 3. Participate in all National Pan-Hellenic Council sponsored programs.
 - 4. Vote at meetings of the Council, when properly represented and in good standing.
 - 5. Have its members, if they are eligible, hold elected and appointed offices in the National Pan-Hellenic Council.
 - 6. Participate in all awards given by the National Pan-Hellenic Council.

Sub-Section 1. An active member status in the Council is awarded providing the

following requirements have been met:

- A. Each organization is a nationally recognized chapter and in good standing with their respective organization, Fraternity and Sorority Life Office and the University of Central Florida
- B. Attain an overall Chapter 2.5 minimum grade point average by the Fraternity or Sorority.
- C. Obtain Registered Student Organization (RSO) status with the Office of Student Involvement.

Sub-Section 2. Membership in NPHC at UCF and its member organizations is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida.

Sub-Section 3. Membership in NPHC at UCF and its member organizations shall not be the result of discrimination made on the basis of race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status.

Sub-Section 4. Hazing is completely prohibited, especially as a condition of membership in NPHC at UCF and its member organizations.

Sub-Section 5. Active Member Organizations are considered to be in good standing with the Council, and thus retain voting rights at all general Council meetings, if the following standards are met:

- A. All dues are paid in full and on time.
- B. Requirements for attendance as outlined in Bylaws Article I, Section II, Subsection C. are satisfied.
- C. The organization is not on suspended status with the University, the Office of Fraternity and Sorority Life or its respective National Office.

Sub-Section 6. All sanctions levied by the National Pan-Hellenic Council Executive Board shall be made in congruence with and with consideration of the violation. No punishment or sanction shall grossly outweigh the impact or ramifications of the violations.

Sub-Section 7. In the event of the dissolution of the National Pan-Hellenic Council and cessation of governance, all funds remaining in general accounts shall be donated to the United Negro College Fund.

Sub-Section 8. Any NPHC at UCF affiliated organization failing to meet the above criteria for active membership will be considered an non-privileged organization and subject to fines outlined in Bylaws Article I, Section II, Subsection C. if it pertains to their situation..

Section IV.

To regain active organizational/chapter membership status into NPHC at UCF, an organization must complete the following where applicable:

- A. Submit a typed letter to the President of the NPHC at UCF and the Director of the Office of Fraternity and Sorority Life with their intent to become active.
- B. The letter shall include:
 - a. How the infractions were addressed or amended
 - b. How the organization plans to improve their chapter in order to refrain from receiving another infraction.
- C. The President of the NPHC at UCF shall call a meeting with the judicial council to discuss the membership status of the appealing organization(s).
- D. The Judicial Council shall determine if the chapter may regain active status by a 2/3 majority vote.

ARTICLE VI. JUDICIAL COUNCIL & JUDICIARY COMMITTEE

Section I.

The Judicial Council shall be chaired by the Parliamentarian of the NPHC at 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, the NPHC at UCF Risk Management Director and the lead Advisor from the Office of Fraternity and Sorority life for NPHC at UCF.

Section II.

The Judicial Council shall be responsible for hearing and imposing sanctions for violations of policies, regulations, and rules of the National Pan-Hellenic Council and any business deemed necessary within the operations of the NPHC at UCF and. These violations include but are not limited to violations of attendance, dues payable, internal misconduct, and calendar day disputes.

Section III.

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 at 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 at UCF Constitution or Bylaws.

Section IV.

The Procedures for the Judicial Council are outlined in the Judicial Council Bylaws.

Section V.

Any dispute arising out of the violation of University of Central Florida Rules or regulations, the Golden Rule, Office of Fraternity and Sorority Life Policies shall be adjudicated through the Judiciary Committee.

The Judiciary Committee shall consist of the following NPHC at UCF elected officials: Vice President, Parliamentarian, Director of Risk Management and the following nonpartisan elected and or appointed officials: Greek Council President, Office of Fraternity and Sorority Life Risk Management Director and an Office of Student Conduct representative. In addition the NPHC at UCF Advisory Council will advise the board on the situation.

The Judiciary Committee has the power to deliver mandates to the member organizations and review constitution disputes on bylaws, violations and to mediate organizational disputes.

The Judiciary Committee is to act as the official judicial-sanctioning group. The Judiciary Committee must inform the council of all decisions and final hearings.

The Judiciary Committee's decision is final with majority vote, unless accused organization appeals the decision. The NPHC at UCF will then vote on the Judiciary Committee's decision by a majority vote. The accused organization cannot submit a vote, but can state their appeal to the Council.

If the infraction deems necessary, the Judiciary Committee will inform the respective organization's National Headquarters and staff.

Judicial Proceedings:

The organization with a dispute must first contact the Vice President of NPHC at UCF with a formal written complaint.

Any organization accused of a violation shall be notified of such and given the maximum of seven business days to present its case before the Judicial Board.

The Vice President, Parliamentarian, Director of Risk Management of NPHC at UCF and NPHC at UCF Advisors will set a meeting. At such a meeting the president(s) of the organization(s), which the conflict pertains to discuss the situation and possible solutions and ramifications.

If the problem is resolved then no further action will be taken.

If the dispute was not resolved, the Vice President, Parliamentarian, Director of Risk Management of NPHC at UCF and NPHC at UCF Advisors will summon the Judiciary Committee, and present the situation to the Committee. The Committee will then vote upon solutions and ramifications to the situation.

If any of the elected NPHC at UCF officials on the Judiciary Committee is a member of one of the organizations involved in the dispute, then the elected officer shall be replaced by another member of the Student Conduct Office.

If the accused organization disagrees with the recommended solutions regarding the dispute, the organization may appeal, in writing to the NPHC at UCF Advisor, within seven days following the hearing.

If offense violates any UCF or Fraternity & Sorority Life policy then the Judiciary Board will include the NPHC at UCF Advisor, Dean of Students, and the NPHC at UCF Executive Board. The offense will be processed through an investigation and substantial evidence. If found responsible the NPHC at UCF Advisor and Dean of students shall seek an acceptable sanction for the offense.

Each organization must abide by all levied sanctions.

Instances where this policy differs from any International/National Fraternity or Sorority policy, the more stringent of the two must be followed.

All sanctions must abide and follow the guidelines of the Office of Student Conduct and the Golden Rule.

ARTICLE VII. VIOLATIONS

Section I.

Organizations/Chapters that are on probation or suspension status with NPHC at UCF and/or the UCF Fraternity & Sorority Life Office will be held accountable for all violations against the NPHC at UCF Constitution, NPHC at UCF Bylaws, and UCF Golden Rule. These violations must be resolved before the organization can be recognized for full active membership. An organization/Chapter in this situation will be referred to as a non-privileged organization.

Section II. Fines and Sanctions

Specific fines and sanctions have been detailed and noted in the most recent version of the NPHC at UCF Bylaws (2015). Those fines and sanctions are to be followed to the fullest. For any other infraction that is not specifically and clearly outlined in the above mentioned document the following will be implemented. All fines are determined on a first, second, third violations structure. The first violation fine is set at \$10.00 and each violation after that increase the fine by an additional \$10. After a third violation, the judicial procedure will take place of the fine.

Section III. Violation Policy

Any dispute arising out of the violation of NPHC at UCF Constitution and Bylaws, rules and/or regulations of the University of Central Florida or the Golden Rule shall be adjudicated either through the Judicial Council or the Judiciary Committee.

ARTICLE VII. ELECTION OF OFFICERS

Section I. Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article V). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall resign or removed.

Section II. Selection of Officers

1. Officers will be elected at the second to last National Pan-Hellenic meeting of the spring semester.
2. All candidates must submit an application form consisting of a statement of understanding (in regards to office responsibilities) and on-campus/Greek involvement resume, along with the completed application. Resumes will be copied for each chapter.
 - a. Candidates may apply for an unlimited number of positions, but if willing, can only be elected to one position on the Executive Board.
 - b. There is no limit to the number of candidates.
 - c. Applications will be turned into the Office of Fraternity and Sorority Life and will be checked to ensure that candidates are eligible to hold office.
 - i. Eligibility is based on the following: candidates are in good standing with their chapter, meet the 2.75 overall GPA requirement, meet National Pan-Hellenic requirements and be free of University holds. Candidates MAY hold a position previously held by a member of the same chapter. The current Office of Fraternity and Sorority Life Advisors for NPHC at UCF National Pan-Hellenic are responsible for making sure that applicants are eligible.
3. Each candidate will give a two-minute speech. If a candidate runs for more than one position, they will only give a speech pertaining to their top choice position. Following the two-minute speech each chapter has the opportunity to ask one question. Following the first round of questions, if a chapter has additional questions, a three-minute time period will be given. During this three minute time period any chapter can ask any questions they would like. Along with their

speech, each candidate will submit a bulleted list of ideas for each additional position they are applying for.

4. After all candidates have given their speeches, each chapter will fill out a ballot indicating which candidate they are supporting. Each chapter will have ONE vote. Ballots will be counted and tabulated by the current National Pan-Hellenic President and the National Pan-Hellenic Advisors.
 - a. After the ballots are tabulated, the forum will reconvene and run-off elections will take place if necessary. In the event of run-off elects, only those chapters who did not vote for a run-off candidate will be allowed to re-vote.
 - b. There will be no more than 3 members from the same chapter on the Executive Board at any time.

Section III. Duties of the Executive Board

Members of the Executive Board are required to attend all meetings unless exempt by the President either five days prior to the absence or 2 days after. If an officer is absent for more than three General Body meeting and/or three Executive Board meetings, the continuation of their position will be determined by the Executive Board.

Executive Board shall:

1. Be chaired by the President of NPHC at UCF
2. Consist of elected officers of the NPHC at UCF.
3. Meet prior to general meetings to finalize the agenda for the upcoming meetings, which includes any recommendations for consideration by the general body.

The Executive Board shall:

- A. Administer routine business between meetings of the National Pan-Hellenic Council when advisable and such other business has been approved for action by National Pan-Hellenic Council vote.
- B. Report all action taken by the executive board at the next regular meeting of the National Pan-Hellenic Council through the Secretary, and record the action in the minutes of that meeting.

ARTICLE VIII. ELECTED OFFICERS

Section 1. The Elected Officers of the Council shall be known as the Executive Board of the National Pan-Hellenic Council. Their duties and order of succession are as follows:

A. The President.

The President's duties shall include:

- Preside over all meetings of the Council and Executive Board.
- Enforce the Constitution and any regulations adopted by the Council.

- Shall represent the National Pan-Hellenic Council at all times as the official representative.
- Shall appoint all committee chairmen and serve as an ex-officio member of all committees of this council.
- Serve as the NPHC voting delegate on the Greek Council.
- Attend All-Presidents meeting and report on behalf of the National Pan-Hellenic Council.
- Call and preside over National Pan-Hellenic President's meeting.
- Develop partnerships with the local community, along with finding opportunities for the council to get involved at a chapter or individual basis.
- Report on leadership opportunities on campus, including, but not limited to, SGA, OSI, MSC, etc., along with working with the Homecoming and Greek Week executive boards for anything concerning the council.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to his/her responsibilities to the newly elected President.

B. The Vice President.

The Vice President's duties shall include:

- Assist the President in his/her duties.
- Assume the President's responsibilities in his/her absence, inability to serve, or at his/her call.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Reserve all on campus room assignments.
- Serve as head of all Directors organized by the National Pan-Hellenic Council including:
 - Scholarship
 - Philanthropy
 - New Member Education
 - Greek Community Liaison
- Develop all leadership programming and directorship programming with input of

- the President and NPHC advisor before the start of each semester
- Be in charge of logistical planning of particular large NPHC events including:
 - Greek Expo in Fall & Spring semester
 - The Annual NPHC Awards Ceremony in Spring semester
 - The NPHC Day of Service in Fall semester
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Vice President.

C. The Secretary.

The Secretary's duties shall include:

- Keep an up-to-date roll of the member organizations, delegates, appointed and elected officers of the National Pan-Hellenic Council, call it at all meetings, and read the minutes from the previous meeting.
- Keep full minutes of all meetings of the UCF National Pan-Hellenic Council and Executive Board meetings, and additional meetings called by NPHC E-Board members or Advisor. If the secretary is unable to be present, he or she is responsible for providing a proper substitute is present to fulfill this duty.
- Maintain a complete and up-to-date file which will include the minutes of the meetings of the NPHC at UCF, the Executive Board, all standing committees, and the NPHC calendar date of its organization; copies of all contracts made by the NPHC; and current correspondence.
- Assume responsibility for all official correspondence of the National Pan-Hellenic Council unless otherwise provided.
- Shall be in charge of all internal communications within the council.
- With the assistance of the Parliamentarian, maintain record of:
 - a. Attendance at Executive Board and General Body meeting
 - b. Number of strikes a chapter has accumulated
 - c. Members who are not in compliance to meeting procedure listed in the By-laws (attire, attendance, conduct)
- Email general council meeting agendas at least 24 hours in advance of general council meetings to all NPHC presidents, NPHC delegates, and advisors
- Email out minutes of general council meetings at least 24 hours after the conclusion of the meeting to all NPHC presidents, NPHC delegates, and advisors.
- Create and update an NPHC public calendar detailing the events and programming of the council at the first general NPHC council meeting of the semester.
- Create an updated contact list including email and phone numbers for the council at the beginning of each semester including NPHC at UCF administration, NPHC Delegates, and Executive board officers of each member fraternity and sorority most closely aligned with the following roles including, but not limited to: President, Vice President, Public Relations/Community Outreach, Treasurer, Risk Management, Social, Academics/Scholarship, New Member Education, and Philanthropy. Also provide a copy to the respective NPHC fraternities and

sororities.

- Provide all documents and records pertaining to his/her responsibilities to the newly elected Secretary.

D. The Treasurer.

The Treasurer's duties shall include:

- Be responsible for the general supervision of the University of Central Florida National Pan-Hellenic Council's finances by keeping an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at each General Body Meeting, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Provide reports of weekly expenditures to the council
- Provide bank statements to the Executive Board and NPHC Council Advisors on a monthly basis.
- Be one of three signers on financial documents.
- Be responsible for collecting dues owed to the NPHC at UCF and disbursing receipts and notifying members who are delinquent in their payments.
- Be responsible for creating an annual budget at will be presented at the beginning of fall semester, in conjunction with the President.
- Be responsible for the prompt payments of all bills of the NPHC at UCF.
- Provide all documents and records pertaining to his/her responsibilities to the newly-elected Treasurer.

E. The Director of Risk Management.

The Director of Risk Management's duties shall include:

- Ensure that all chapters follow the Risk Management Procedures for the Office of Fraternity & Sorority Life.
- Ensure that all chapters are in accordance with the Risk Management procedures for the Office of Fraternity and Sorority Life/
- Host/plan risk management workshops at least once a semester, twice a year, that are open to all NPHC members.
- Act as a liaison between the other councils and UCF for National Hazing Prevention Week.
- Serve as the Co-Chairperson of the Judicial Board.
- Provide to the members of NPHC at UCF council programming, including but not limited to, hazing, alcohol management and distribution, tailgating and other risk management issues.
- Enforce the rules of the Alcohol Policy
- Preside over and develop the Judicial Board to meet the changing needs of this Council, including consistently reviewing the constitutional documents on a

monthly basis to clarify and update these documents

F. The Parliamentarian.

The Parliamentarian's duties shall include:

- Assist the presiding officer in the interpretation of the Constitution and Bylaws. Also assist in the enforcement of all rules and regulations adopted by the Council.
- Keep updated records of Judicial Board meetings.
- Serve as the Chairperson of the Constitution and By-laws Committee, to revise the two documents as needed according to the needs of the Council.
- Preside over and develop the Judicial Board as the Chairperson to meet the changing needs of this Council, including consistently reviewing the constitutional documents on a monthly basis to clarify and update these documents.
- Have knowledge of Robert's Rules of Order and ensure its implementation.
- Document all revision made to the Constitution and to the Bylaws. Make note of necessary changes that may or may not need to be made to the Constitution and Bylaws.
- Maintain order at all times during meeting according to the Constitution, Bylaws and Robert's Rules of Order.
- Work alongside the President to administer consequences to infractions.
 - Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- With the assistance of the Secretary, maintain record of:
 - Attendance at Executive Board and General Body meeting
 - Number of strikes a chapter has accumulated
 - Members who are not in compliance to meeting procedure listed in the By-laws (attire, attendance, conduct)
- Provide all documents and records pertaining to his/her responsibilities to the newly elected Parliamentarian.

ARTICLE IX. APPOINTED OFFICERS

Section 1. The NPHC President and NPHC Vice President through an application and interview process appoint the following positions. They shall be known as Directors of the National Pan-Hellenic Council and their duties and succession are as follows:

A. The Director of Scholarship and Academic Development.

The Director of Scholarship and Academic Development shall:

- Keep a true and accurate record of all chapters' Academic Action Plans
- Keep a true and accurate record of study logs for each chapter and report study hours to the Office of Fraternity and Sorority Life monthly
- Organize one NPHC Study Night per semester and preside over the NPHC Scholarship Committee

- Monitor the academic standing of the National Pan-Hellenic community.
- Enforce scholarship requirements as set forth in the IFC Constitution and/or the UCF Golden Rule.
- Help set scholarship goals and objectives for all NPHC chapters.
- Facilitate and develop a stronger relationship with academic services on campus. These services should include but not be limited to: the Student Academic Resource Center, the University Writing Center, and Career Services. He should also ensure we publicize their services so that fraternity men can take full advantage of these services.
- Coordinate events and programs pertaining to leadership and/or academic development, including the NPHC End of Year Banquet.
- Facilitate meeting with the National Pan-Hellenic Chapter's academic chairs to aid in the development and maintenance of their academic plan.
- Recognize outstanding or improved scholastics among chapters.
- Keep chapters informed of special programs and scholastic deadlines.
- Award academic scholarships to National Pan-Hellenic members with high academic achievement.

The Director of Public Relations shall:

- Provide an updated report of the NPHC and individual organizations' events, at least once monthly, to the Office of Fraternity and Sorority Life.
- Write any and all press releases for NPHC at UCF.
- Coordinate cross council liaison for IFC, PAN, and DGC councils.
- Coordinate cross council public relation opportunities.
- Shall inform NPHC about current events around campus, as well as publicizing upcoming NPHC events to the campus.
- Publicize all major events promoted by the University of Central Florida's National Pan-Hellenic Council.
- Be in charge of all external correspondence pertaining to the National Pan-Hellenic community.
- Be responsible for posting all press releases for National Pan-Hellenic sponsored events.
- Oversee all social media outlets pertaining to NPHC at UCF, including but not limited to, Facebook and Twitter, Instagram, and the website.
- Implement a positive and extensive Public Relations program for the National Pan-Hellenic Association.
- Work in conjunction with the University of Central Florida public relations department and each individual organization's public relations chair to establish a strong line of communication between all organizations and the

media (i.e. university newspapers, city newspapers, the Interfraternity Council website, and all television and radio stations).

- Maintain accurate records, photos, and files on the NPHC Website.
- Collect and compile historical data pertaining to the NPHC-UCF and affiliate Fraternities and Sororities, including web page maintenance.
- Be present or send a representative to all NPHC-UCF sponsored events for documentation purposes.

The Director of Community Service shall:

- Coordinate NPHC wide service events.
- Seek community service events on and off of the UCF campus.
- Oversee one annual large scale philanthropic event.
- Serve as a resource to NPHC organizations to provide community service events.
- Be in charge of the development of IFC's semester philanthropy and community service event and work with the Vice President of Public Relations to advertise the event.
- Establish and organize the involvement of National Pan-Hellenic members in monthly community service events as well as one large-scale philanthropy event each year.
- Plan an event supporting the National Pan-Hellenic Philanthropy. As of November 9, 2015, such a philanthropy must be chosen.
- Be responsible for all communication with school-wide philanthropies and encourage involvement in campus-wide service events, including but not limited to, Knights Give Back, Relay for Life, Knight-Thon, Pack to Attack Hunger, etc..

ARTICLE X. OFFICERS VACANCIES

Section I: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section II: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two 2 weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section III: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If this position is to be filled, the nomination and election process will take place at the next two membership meetings. This allows the first meeting for nominations, and the second for the voting process. The remaining officers may appoint an interim officer to serve in the vacant position until this position has been filled.

Section IV. President's Position

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above. The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement, via Update Form, **within 10 school days** of the election.

Section V. Term of Office

The length of term of office shall be no longer than one academic year.

ARTICLE XI. COUNCIL MEETINGS

Section I.

Section 1. Regular meetings shall be held on a bi-weekly basis, starting with the second full-week of the semester.

Section 2. A majority vote of those members, with voting privileges, present shall be sufficient for the passage in all motions unless otherwise provided in the National Pan-Hellenic Council Constitution.

Section 3. Quorum for conducting business and passing motions shall be defined as two-thirds (2/3) of the total Council membership in good standing. No affairs of the council shall be transacted unless there is quorum present.

Section 4. Every fraternity and sorority must be represented in each National Pan-Hellenic Council meeting by the chapter president, pre-appointed delegate or alternate delegate. Representatives shall be documented during each meeting in the minutes.

Section 5. Every fraternity and sorority must submit the names of the three officers stated in Article VIII, Section 4 to the Secretary of NPHC at UCF by the second NPHC at UCF meeting of each semester (Fall and Spring).

Section 6. A fraternity and sorority who is not represented by any of the officers stated in Article VIII, Section 4 loses its power to vote at that meeting.

Section 7. A fraternity and sorority who is not represented at two consecutive Council meetings will lose voting privileges until the end of New Business at their next attended Council meeting and will be levied a fine.

Section 8. Robert's Rules of Order shall govern the conduct of the meetings in so far as it does not conflict with this Constitution and any regulations enacted by the NPHC at UCF.

Section 10. Special meetings may be called at the discretion of the President or at the request of thirty-three (33) percent of the total council membership. The Secretary must give notification of a meeting to each Council member organization President at least twenty-four (24) hours prior to the special meeting. This notification must state time, place, and general purpose of the meeting.

Section 11. Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Section II.

Officer Meetings

The officers should meet at least twice a month during the fall and spring semesters. Meetings are open to those defined in Article V, Section 3, Subsection 5, and the President of the respective organization or assigned delegate is allowed one vote per motion. Quorum for conducting business and passing motions shall be defined as two-thirds (2/3) of the total Council membership in good standing. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

ARTICLE XI. ADVISOR

Section I. Selection

The advisor shall be a staff person affiliated with Fraternity and Sorority Life Office or an individual selected by the Fraternity and Sorority Life Office. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section II. Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section III. Length of Term

The advisor has no term limit as long as he/she remains a contracted UCF employee.

Section IV. Removal and Replacement of Advisor

The Executive Board may request a change in advisors by submitted a written complaint to the Fraternity and Sorority Life Office or the Assistant/Associate/Vice President of Student Development and Enrollment Services.

ARTICLE XII. FINANCES

Section I. Membership Dues

- A.** Membership dues shall be \$150.00 per year or \$75.00 per semester. The Treasurer will collect membership dues during the fall and spring semesters only. All active organizations shall be required to pay dues by the second meeting of the new semester.
- B.** 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 Bylaws.
- C.** Money shall not be taken out of NPHC budget to pay individual member dues.

Section II. Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

Section III. Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local,

state, and federal laws. All funds must be deposited within **48 business hours after collection.**

Section IV. Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section V. Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to the Unity Negro College Fund.

ARTICLE XIII. REPRESENTATION

Section I.

Each active member organization in good standing shall appoint one permanent voting delegate and one alternate to the NPHC-UCF per semester.

- 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 XIV. SPECIAL COMMITTEES

Section I. Special Committees

Special Committee are those that are made only for the conduction of business in the planning and execution of a specific task. Once the task, event or situation has been completed the special committee is dissolved.

Committee members are appointed by the National Pan-Hellenic Executive Board. One person cannot hold more than one chair position at a time. All committee members and special officers are responsible for attending all National Pan-Hellenic meetings.

The special committees of the National Pan-Hellenic Council shall be the:

- NPHC Week/Weekend Committee
- NPHC Greek Expo Committee
- NPHC Greek Extravaganza Committee

Section II. Formation

- All Chair positions will be appointed by the President.
- **Each committee must consist of at least one representative of each active member organization to be considered a legitimate voting body.**
 - All decisions voted upon by the committee will have to be approved by the executive board.
- The NPHC Treasurer is a default member of each committee.
- Each Committee Chair must delegate one committee member to serve as a recording secretary.
- The general Greek Extravaganza Committee shall consist of a:
 - Entertainment Chair
 - Hospitality Chair
 - Public Relations and Advertising Chair
 - Sponsorship Chair
 - Philanthropy Chair
- It is up to the discretion of the Committee Chair to form the rest of the committee.
- All Chairs will report to the Vice President.

Section III. Eligibility

All committee chairs must meet the minimum eligibility requirements of active student membership. All committee chairs of the organization shall possess (at the time of appointment and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of The Golden Rule of the University of Central Florida. Chairs who do not meet these requirements during their term shall be removed.

Section IV.

Committee Roles and Responsibilities

A. NPHC Greek Extravaganza Committee

It is the responsibility of the Greek Extravaganza committee to plan, prepare, and execute the production of Greek Extravaganza in a timely, efficient, and ethical manner.

1. The Entertainment Chair shall:

- Be responsible for booking and confirming all forms of entertainment for Greek Extravaganza. Entertainment includes, but is not limited to: step performances, event host, event DJ, event intermission, preshow, etc.

2. The Hospitality Chair shall:

- Ensure the reservation of a venue for Greek Extravaganza (hereinafter assumed to be the UCF Arena)
- Be responsible for pricing all possible facility expenditures (lighting, sound, set-up, break down, etc.)

- Be responsible for ensuring and setting up all guest rooms and the hospitality rooms
 - Be responsible for pricing and ensuring refreshments and food for the performers, host, judges, etc.)
- 3. The Public Relations and Advertising Chair shall:**
- Be responsible for informing the general public of Greek Extravaganza (The general public includes, but is not limited to: the UCF community, Orlando community, neighboring communities, other institutions, etc.)
 - Be responsible for setting up and directing a Greek Extravaganza street team.
 - Be responsible for providing all promotional item designs or ideas (fliers, shirts, posters, banners, etc.)
 - Be responsible for preparing the Greek Extravaganza program booklet
- 4. The Sponsorship Chair shall:**
- Be responsible for finding ample sponsors for Greek Extravaganza to at *least* cover any difference in unavailable funds.
- 5. The Philanthropy Chair shall:**
- Be responsible for selecting and implementing a council-wide philanthropy endeavor from the beginning of the Greek Extravaganza semester to the event day itself (i.e.; school supply drive, clothing drive, fund-raising, etc.)
- 6. The Greek Extravaganza Secretary shall:**
- Record all meeting minutes and distribute the minutes to the committee
- 7. The Treasurer shall:**
- Be responsible for informing the committee of all funds available for expenditure
 - Collect all monies and donations that are for Greek Extravaganza
 - Monies from all member organizations are due no later than two month before the date of the event.
 - Failure to pay the amount set by the NPHC will have the consequence of interest being applied to the payment that is owed. The interest percentage and any further consequences (i.e. calendar days taken away or possible suspension) will be decided amongst the judicial council
 - Prepare, maintain, and balance the Greek Extravaganza budget
- 8. The Vice President shall:**
- Meet with the Greek Extravaganza Chairs on a regular basis to conduct business.
- 9. The Advisor(s) shall:**

- Be responsible for selecting all judges for Greek Extravaganza
- Ensure an appropriate deadline for all Greek Extravaganza responsibilities

B. NPHC Week Committee

It is the responsibility of the NPHC Week committee to plan, prepare, and execute the production of NPHC Week in a timely, efficient, and ethical manner. (The date of NPHC Week shall be predetermined by the previous executive board)

1. The NPHC Week Chair shall:

- Be responsible for forming a committee with **at least one representative** of each active member organization.
- Meet with the committee and the Vice President on a regular basis to conduct business.
- Be responsible for ensuring a well-rounded NPHC Week that reaches out to the entire UCF/Orlando communities.

C. NPHC Greek Expo Committee

It is the responsibility of the NPHC Greek Expo committee to plan, prepare, and execute the production of NPHC Week in a timely, efficient, and ethical manner. (The previous executive board shall predetermine the date of NPHC Week)

1. The NPHC Greek Expo Chair shall:

- Be responsible for forming a committee with **at least one representative** of each active member organization.
- Meet with the committee and the Vice President on a regular basis to conduct business.
- Be responsible for helping to ensure an informative Greek Expo that truly exemplifies the essence of the National Pan-Hellenic Council.

ARTICLE XV. ADVERTISING

Section I. Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section II. Approval

The Public Relations Director and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

ARTICLE XVI. RATIFICATION & EMPOWERMENT

Section I. Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section II. Empowerment

This constitution will take effect only after the Student Government Association and Office of Student Involvement approve it.

ARTICLE XI. AMENDMENTS

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a General Body membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

History of Constitution

Created: **Fall 200**

Revised Spring 2005

Revised Fall 2005

Revised Spring 2008

Revised Spring 2010

Revised Spring 2013

Revised Spring 2014

Last Revised: Fall 2015