

Appendix B

Updated as of October 2019.

Italic wording is required by ISU Student Activities Center

Iowa State University National Pan-Hellenic Council (NPHC)

CONSTITUTION

ARTICLE I

Name of Organization

Section 1: The name of the organization shall be the Iowa State University National Pan-Hellenic Council (NPHC).

Section 2: The name of the organizations that comprise NPHC shall be affiliate organizations.

ARTICLE II

Purpose of Organization

Section 1: The purpose of NPHC is to;

A. Promote higher standards of scholarship, a greater degree of culture, closer social fellowship, and a stronger Interfraternal spirit among affiliate members, through programming and comradery, this is defined as;

Subsection A: NPHC Week and its events, which are to be determined by the executive board

B. Keep communication open between affiliate organizations, the Office of Sorority & Fraternity Engagement, the executive board, the adviser(s)

C. Help affiliate organizations understand how the Sorority and Fraternity system, specifically the NPHC structure, operates,

D. Represent the concerns and best interests of affiliate organizations.

E. Provide information to the community concerning affiliate organizations

F. Act in accordance with all rules as established by the National Pan-Hellenic Council The Office of Sorority and Fraternity Engagement and

G. Abides by and supports established Iowa State University policies, State and Federal laws.

ARTICLE III

Qualifications for Membership

Section 1: NPHC shall automatically accept the following affiliates for membership pending all dues are paid and active participation:

- A. The Omicron Pi chapter of Alpha Phi Alpha Fraternity, Inc.
- B. The Eta Tau chapter of Alpha Kappa Alpha Sorority, Inc.
- C. The Omega chapter of Kappa Alpha Psi Fraternity, Inc.
- D. The Mu Theta chapter of Omega Psi Phi Fraternity, Inc.
- E. The Phi chapter of Delta Sigma Theta Sorority, Inc.
- F. The Upsilon Nu chapter of Zeta Phi Beta Sorority, Inc.
- G. The Theta Psi chapter of Sigma Gamma Rho Sorority, Inc.

Section 2: Each affiliate organization of NPHC will pay \$35.00 per member in dues by the second NPHC meeting of the Spring semester in order to remain in good standing and active with NPHC.

Section 3: Each affiliate organization is expected to actively participate meaning they are to send 50% of the chapter to each NPHC meeting.

Subsection A: If the affiliate organization is a joint chapter on another campus, they are to send 50% of their membership of Iowa State University students.

Section 4: Members are required to attend all NPHC events, unless communicated no less than 48 hours prior to the start time of the event to the president and adviser(s).

Subsection A: An exemption is made for emergencies which are to be evaluated on a case by case basis. Final say is given to the NPHC President to determine the validity of the emergency.

Section 5: A non-active member is defined as an affiliate organization who has not paid their dues and/ or does not participate in NPHC sanctioned events.

Section 6: The affiliates collectively will be referred to as the "Body" in the constitution and bylaws.

Section 7: Membership shall not be denied on the basis of race, sex, color, religion, nationality, national origin, age, differing ability, economic class, or sexual orientation.

Section 8: Each affiliate organization is expected to attend a mandatory scheduling/planning meeting at the beginning of each semester meeting the same attendance requirements as stated in Article 3. Section 3.

Subsection A: This is to take place on the Saturday prior to when fall semester classes begin.

Section 8: Each affiliate organization must participate in NPHC week, which will be held within the first 3 weeks of the fall semester, meeting the same attendance requirements as stated in Article 3. Section 3.

Section 10: If the above are not upheld, the affiliate organization responsible will be responsible for scheduling a meeting with the president of the offending organization, the NPHC President and the NPHC advisor(s) to be scheduled by the offending organization within 7 days, the meeting is to be held within 10 days of receiving notification of the offense.

Section 11: Failure to do so will result in the offending organization being issued a \$5 fine per active member of the chapter as well as losing their right to vote in quorum until the fine is paid.

ARTICLE IV

Officers of the Organization

Section 1: The Executive Board of the NPHC shall consist of the following elected officers: President, Vice President, Treasurer, Secretary, Vice President of Judicial Affairs, Vice President of Public Outreach, Vice President of Public Relations and the Adviser(s).

Section 2: The term of office shall be from the installation in the fall semester until installation in the following fall semester.

Section 3: Elections shall be held during the Fall semester in the last meeting of October and installation will take place in the first meeting in November.

Section 4: All officers shall provide the next elected officer a summary and transition report of their duties throughout their term.

Subsection A: The newly installed officers shall have a transitional meeting with the previous officers to ensure that all materials and responsibilities are moved effectively to be scheduled and held by the involved parties prior to Thanksgiving Break.

Section 5: The NPHC Executive Board must meet the following requirements:

A. *Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and*

professional students, the minimum GPA is 2.30. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

B. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

C. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) and (B)."

Section 6: It shall be the duty of the **President** to:

- Represent NPHC at all events, meetings (including but not limited to weekly 1:1 with adviser and Greek Lead), and functions;
- Serve as the main point of contact for any and all NPHC concerns and needs (including but not limited to liaison to the Office of Sorority and Fraternity Engagement)
- Meet with the other council presidents and the Director of Sorority and Fraternity Engagement,
- Attend and complete the President's Training
- Preside over all executive and General Assembly meetings
- Check the NPHC President Mailbox weekly and disseminate necessary information
- Shall hold 1 on 1 meetings with the members of the executive team in both semesters.

Section 7: It shall be the duty of the **Vice President** to:

- Serve in the capacity of the President during an absence of the President
- Ensure that NPHC is in good standing with the Student Activities Center of Iowa State University which includes but is not limited to registration and paperwork, each year; this includes but is not limited to any and all trainings to be held by the Office of Sorority & Fraternity Engagement
- Serve on as the NPHC representative on the council events review teams, which meet weekly, these committees include
 - Social Events Review Team
 - Review and approve, deny, or pend all events which include but are not limited too; parties, dinners, galas, crafting, etc.
 - These events are to be submitted 14 days prior to the event date
 - No chapters can hold events on the same day, unless it is discussed prior

- Should an organization fail to meet the above requirements, a meeting will be held with the president of the offending organization, the Vice President of NPHC, and the staff member who oversees the committee.
 - There will be a \$30 fine implemented to the chapter if they do not follow the above guidelines and after the meeting there is no measurable change made.
 - Risk Management
 - Assess all event details to ensure that they align with NPHC guidelines, follow all Iowa State University policies and abides by state and federal laws
 - Subsection A: If an affiliate organization violates any of the above requirements, consequences are to be determined by the Vice President and the Advisor(s), the severity is based on frequency of the offense.
- If the above are not upheld, the affiliate organization responsible will be responsible for scheduling a meeting with the president of the offending organization, the NPHC President and the NPHC advisor(s) to be scheduled by the offending organization within 7 days, the meeting is to be held within 10 days of receiving notification of the offense
- Serve as contact regarding council awards and recognition
- Communicate with the Vice President of Judicial Affairs to determine if a violation has occurred.
- Check the NPHC Vice President Mailbox weekly and disseminate necessary information
- Attend 1 on 1 meeting with the NPHC president in both semesters.
- Shall provide weekly updates on event status i.e., pending, denied or approved.

Section 8: It shall be the duty of the **Vice President of Judicial Affairs** to:

- Annually review the constitution and bylaws to ensure that they are up to date and relevant in relation to what is happening in NPHC.
- Hold all affiliate organizations and council officers accountable for fulfilling their duties as stated in the constitution.
- Propose amendments to the constitution for the general body to discuss and vote on.
- Work with the Vice President and Secretary on ensuring events meet council expectations as stated in the constitution.
- Communicate with the Treasurer to determine when and/if a fine is to be administered to an organization if a violation has occurred.
- Manage any and all constitutional violations and disseminate all information, fines, and infractions.
- Attend 1 on 1 meetings with the NPHC president in both semesters

Section 8: It shall be the duty of the **Treasurer** to:

- Administer the financial affairs of the organization
- Communicate with the Vice President of Judicial Affairs to determine when and/if a fine is to be administered to an organization if a violation has occurred.
- Present the status of finances at NPHC meetings for approval and inclusion in the minutes
- Attend all financial meetings and trainings necessary to keep NPHC in good standing
- *Deposit and disburse all monies through the bank account established for NPHC at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office).*
- *Deposit all funds within 48 hours after collection (The Adviser to this organization must approve and sign each expenditure before payment)*
- Serve as the Main contact regarding funding, scholarships and fundraising for the council
- Check the NPHC Treasurer Mailbox weekly and disseminate necessary information
- Attend 1 on 1 meetings with the NPHC president in both semesters.

Section 9: It shall be the duty of the **Secretary** to:

- Reserve all rooms for meetings of the Executive Board and the body,
- Take the minutes at Executive Board and General Assembly meetings and email them out to the body within 48 hours of the meeting
- Check the NPHC Secretary mailbox weekly and disseminate information at the meeting
- Maintain accurate membership logs, including NPHC emails and listserv, and phone lists of members within NPHC
- Provide affiliate organizations with a brief written annual summary report of activities completed throughout their term.
- Maintain a calendar of events within the council
- Serve on as the NPHC representative on the council events review team, which meets weekly, these committees include
 - Civic Engagement
 - Review and approve, deny or pend all events which fall under this category including community service, philanthropy and awareness
 - These events are to be submitted no less than 14 days prior to the event date
 - An Event Authorization Application is to be filled out 10 days prior to submission of the event
 - No chapters can hold events on the same day, unless it is discussed prior

- Should an organization fail to meet the above requirements, a meeting will be held with the president of the offending organization, the Secretary of NPHC, and the staff member who oversees the committee.
 - There will be a \$30 fine implemented to the chapter if they do not follow the above guidelines and after the meeting there is no measurable change made.
- If the above are not upheld, the affiliate organization responsible will be responsible for scheduling a meeting with the president of the offending organization, the NPHC President and the NPHC advisor(s) to be scheduled by the offending organization within 7 days, the meeting is to be held within 10 days of receiving notification of the offense
- Communicate with the Vice President of Judicial Affairs to determine if a violation has occurred.
- Shall provide weekly updates on event status i.e., pending, denied or approved.

Section 10: It shall be the duty of the **Vice President of Public Relations** to:

- Maintain and post on all social media accounts (Twitter, Facebook, Instagram, etc.)
- Create, promote and help post all flyers regarding NPHC events and programs
- Ensure all marketing materials for NPHC events abide by the policies set forth by the Office of Sorority and Fraternity Engagement.
- Serve as the NPHC representative on the public relations team.
- Attend 1 on 1 meetings with the NPHC President in both semesters

Section 11: It shall be the duty of the **Vice President of Public Outreach** to:

- Serve as a chair on the recruitment team
- Be responsible for planning Meet the Greeks
- Be responsible for building and maintaining relationships with relevant offices, councils and departments on campus
- Have first choice on whether or not they will serve in the role as NPHC Orientation Representative
 - Should they be unable to stay over the summer and serve in this position it must be communicated to the NPHC President, adviser(s) and appropriate Iowa State Department
- Attend 1 on 1 meetings with NPHC president in both semesters.

Section 12: It shall be the duty of the **Adviser** to:

- Maintain communication and meet with officer(s) regularly
- Be aware of and approve of financial expenditures
- Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center

- Attend all constitution violation meetings

Section 13: All NPHC meetings will operate under procedures according to *Robert's Rules of Order Newly Revised*.

Article V

Meetings

Section 1: Affiliate organization meetings will be held every other week, on Wednesday from 7-8pm unless otherwise specified.

Section 2: Chapter absences, or failure to have 50% of your chapter present, must be discussed with the NPHC president no less than 48 hours prior to the next meeting.

Subsection A: Failure to do so will result in a \$5 fine per member that is due at the next meeting following the presentation of the infraction to be presented by the Vice President of Judicial Affairs

Subsection B: Chapters are allowed one excused absence where the fine is not imposed.

Subsection C: Per Article 4. Section 8 the treasurer shall present the offending organization with an invoice of the amount being fined which is to be returned and submitted by the following meeting.

Subsection D: Per Article 3. Section 9. If an affiliate organization does not abide the prescribed guidelines their right to vote is terminated for one semester and only to be reinstated by a $\frac{2}{3}$ majority vote of the individual members who comprise NPHC

Article VII

Events

Section 1: All events must be registered following all NPHC guidelines. (Article IV. Section 7 and Article IV. Section 9.)

Subsection A: Events must meet and follow all University policies and procedures; including but not limited to submission of the appropriate form through the Office of Sorority and Fraternity Engagement and the Event Authorization Committee.

Subsection B: An event authorization form must be filled out unless the event does not meet the requirements listed on the Event Authorization Application form.

Section 4: Any event registered incorrectly is subject to denial by the appropriate officer.

Subsection A: An incorrectly registered event is defined as; an event with alcohol that was not registered as such, an event registered using the wrong form, an event advertised/held prior to approval from the appropriate officer and/or department, and an event that does not meet council expectations, and is considered a constitutional violation which is subject to a meeting with the Vice President of Judicial Affairs, the offending organization(s) and anyone deemed necessary to attend by the aforementioned parties.

Section 5: Classifying events, civic engagement and social.

Subsection A: A social event is defined as any event hosted where the primary focus is socialization and interacting with other chapters, collegiate and/or community members. These are events are, but not limited to; new member presentations, parties, kickbacks and dances.

Subsection B: A civic engagement event is described as an event where the primary purpose of the event is community service, philanthropy, and/or awareness event where the main goal is to educate a group on a specific topic, to collect goods or money for an outside organization and/or to provide service for an organization other than your own.

Subsection C: A membership growth event is described as an event with the primary goal of promoting the organization to increase the membership of the organization. Examples are events that are related to intake, rush, recruitment, new member education, and new member presentation/showcase events.

Section 6: In order for any event to receive approval, it must be added to the NPHC calendar.

Section 7: Any event held on a campus not affiliated with Iowa State University i.e. Drake University does not need to be registered.

Subsection A: The event(s) should be reported to the appropriate officer to maintain a record of all NPHC events held.

Article VIII

Elections

Section 1: Elections shall be held during the Fall semester in the last meeting of October and installation will take place at the following meeting.

Subsection A: The executive board meeting following installation will serve as a transitional meeting.

Subsection B: The outgoing officer is responsible for providing the incoming officer will all documents, contacts, programs and materials no later than the installation meeting

Subsection C: The incoming officer is able to shadow the outgoing officer for a two-week period to ensure that they are prepared for the position.

Section 2: In order for an election to occur all current officers must be present and the requirements for a quorum must be met.

Article IX

Voting Procedures and Quorum

Section 1: Three active affiliate organizations constitute a quorum for the purpose of voting on NPHC business and elections.

Section 2: All active affiliate organizations are to have one vote. Affiliate organizations are responsible for appointing one of its members to serve as their voting representative to the body.

Section 3: All NPHC Executive board members can vote on behalf of their affiliate organization except for the President.

Subsection A: The President will be an ex-officio member, and only vote in the event of a tie.

Article X

Amendments

Section 1: All amendments must be submitted to the Executive Board for approval before they may be submitted at a NPHC meeting to be voted upon.

Section 2: Affiliate organizations will have an opportunity to discuss and vote on all amendments at the first meeting in which a quorum is present following the approval of the amendment(s) by the Executive Board.

Section 3: The constitution shall be reviewed by the Vice President of Judicial Affairs, annually to determine if changes need to be made.

Article XI

Removal of Officers

Section 1: An officer may be removed from office at an NPHC meeting in which a quorum is present.

Subsection A: After charges have been discussed with the body, there will be a secret ballot taken to determine whether or not there are grounds for removal.

Section 2: Cause for removal from office shall consist of but not be limited to such matters as misuse of office, persistent failure to perform duties of office, or continuous inappropriate behavior on behalf of the council as deemed by the President and the Advisor(s).

Article XII

Effective Date

Section 1: This Constitution shall become effective upon approval by the NPHC body and the Student Activities Center. Upon approval, all previous Constitutions of NPHC shall be null and void.

Article XIII

Constitutionality

Section 1: If matters of the interpretation of this Constitution lead to serious disagreement in either the Executive Board or the body any four members of active affiliates of NPHC may petition that the controversy be resolved by the NPHC Adviser(s).

Effective Date: August 24, 2020.