**CONSTITUTION AND BYLAWS
of
University of Arkansas
National Pan-Hellenic Council, Inc.
Revised November 2015**

**ARTICLE I – NAME**

The name of this organization shall be the National Pan-Hellenic Council (NPHC) of the University of Arkansas.

**ARTICLE II – PURPOSE**

1. To provide the governing body for the nine national black Greek-lettered organizations.
2. To create and maintain high standards in council fraternities and sororities.
3. To perpetuate constructive council fraternity and sorority relations.
4. To foster an understanding of the structure and method of operation of the affiliate organizations.
5. To address, coordinate, and develop actions strategies on matters of mutual concern to the affiliate organizations.
6. To serve as the conduit for such plans as may be developed.
7. To work in conjunction with the other student organizations with a special interest affecting the black student body and other Greek related issues.

**ARTICLE III – STRUCTURE AND MEETINGS**

1. Executive Board: The Executive Board of NPHC shall consist of all elected officers, advisors, and committee chairs.
	1. The Council President will serve as the chair of the Executive Board.
	2. The Executive Board will meet twice per month prior to General Body meeting on the first and third weeks of the month to discuss, evaluate, and review activities involving member organizations, meeting agendas, etc.
	3. General Body meetings will be held on the second and fourth weeks of the month unless otherwise indicated.
2. Presidents Council: The Presidents Council shall be a governing authority. It shall consist of chapter Presidents from each active member organization in NPHC. Chapter Presidents reserve the right to appoint a member of his/her organization to fulfill this obligation.
	1. The chair of the Presidents Council shall be an advisor of the council either the faculty/staff advisor or the primary advisor of the Council.
	2. The Presidents Council shall meet twice a semester to discuss issues of concern within member organizations, upcoming events, and any other issues/functions it see fit. Presidents shall be given a 72 hour notice for scheduled and unscheduled meeting.
3. General Body: The General Body shall consist of all member organizations. Each member organization shall have one voting delegate and an alternate voting delegate.
4. The executive board can hold electronic meetings, provided that all officers have the appropriate equipment. If the Executive board is meeting in person, and an officer request to meet via electronic platform, which is also permissible. The president may authorize a vote by any electronic platform. The Executive board may establish its own rules on electronic meetings including voting procedures, notice, quorum, etc. All electronic votes must be submitted to council president and NPHC advisors as instructed.

**ARTICLE IV- MEMBERSHIP**

1. The National Pan-Hellenic Council shall consist of currently enrolled students who are active members of the local chapters of the NPHC at The University of Arkansas. The Constitution and Bylaws of the National Pan-Hellenic Council, Inc., mandates that all nine organizations affiliated with NPHC be members of the local council. Local chapters of the following affiliated organizations are eligible for membership:
* Alpha Phi Alpha Fraternity, Inc.
* Alpha Kappa Alpha Sorority, Inc.
* Delta Sigma Theta Sorority, Inc.
* Iota Phi Theta Fraternity, Inc.
* Kappa Alpha Psi Fraternity, Inc.
* Omega Psi Phi Fraternity, Inc.
* Sigma Gamma Rho Sorority, Inc.
* Phi Beta Sigma Fraternity, Inc.
* Zeta Phi Beta Sorority, Inc.
1. Only Member Organizations Recognized by NPHC can belong to NPHC of the University of Arkansas.
2. Member Organizations must be in good standing with NPHC nationally.
3. Any member organization that is in good standing with NPHC nationally cannot be prohibited from participating in University of Arkansas NPHC.
4. The local chapter must be in good standing with their national organization in order to participate with University of Arkansas NPHC.
5. The category of membership designated as “active members” means that all required dues and assessments have been paid.
6. The council is composed of chapters whose members are matriculating at University of Arkansas, Fayetteville.
7. In order to be active, there must be at least two member organizations active with University of Arkansas NPHC. If the number of participating organizations falls to one, permission must be sought from the NPHC National Executive Director and the university of continue functioning for a period not to exceed two years. During this time, every effort will be made to recruitment eligible member organizations to join University of Arkansas NPHC.

**ARTICLE V – VOTING AND REPRESENTATION**

1. Each organization shall have at least one representative for business meetings and voting. If a voting delegate is absent from any Council meeting, the alternate voting delegate shall assume the same privileges as the voting delegate. Each active member organization may have only one vote on any issue on the floor including elections.
2. Member organizations must submit the names of delegates to the recording secretary on or before the first regular council meeting of the fall and spring semester to be included on the official council roster.
3. Any member organization may submit a written request to the council president to change the name(s) of its regular voting delegate(s).
	1. Requests must be received at least seven (7) days prior to the next regularly scheduled council meeting.
4. Delegates are accountable for the fulfillment of their positions at each regular council meeting.
5. Voting on any issue, unless otherwise specified, will be public following Robert’s Rules of Order.
	1. Voting for officer elections and special circumstances will be done by secret ballot to be tallied by the Council advisor and Presiding NPHC officer.
6. The alternate delegate may send a proxy to represent them in their absence to any regular council meeting. A signed letter must accompany a proxy from either the alternate voting delegate or the organization’s chapter president.
7. A proxy will have the same voting privileges as an alternate voting delegate.
8. Delegates of the member organizations must be undergraduate students enrolled in a minimum of nine (9) credit hours.
9. Chapter Rosters must be submitted to the Office of Greek Life by the Monday of the third week of the fall and spring semester unless indicated otherwise by the council’s treasurer.

**ARTICLE VI: OFFICERS, NOMINATIONS, ELECTIONS, & INSTALLATION**

1. The Elected Officers of the Council shall be: President, Vice President, Director of Advertising and Public Relations, Director of Special Events, Secretary, Treasurer, Parliamentarian, and Chaplain. Council Advisor(s) shall serve as ex-officio members of the executive board.
	1. No member shall hold two concurrent elected offices in the same year unless situation warrants.
	2. All proposed candidates officers for President are required to have served as a member of the NPHC Executive Board as listed in the Greek Life Records.
	3. All proposed candidates for First Vice-President are required to have served as a member of the NPHC Executive Board or his/her chapter executive board as listed in the Greek Life Records.
	4. An individual chapter must be currently recognized as active by the national organization and within good financial standing with University of Arkansas NPHC in order for them to be nominated for any office of the National Pan-Hellenic Council.
	5. Term of office shall be one calendar year but not exceed two calendar years.
	6. All elected officers “or appointed” must maintain active status within a member organization and meet the University requirements for holding elected and appointed positions.
	7. Undergraduate leaders/officers must have a 2.50 cumulative grade point average or higher, be enrolled in twelve (12) semester hours, and have the absence of disciplinary probation.
2. Nominations
	1. Nominations of officers shall take place during the last meeting of October and the first meeting of November
	2. All Nominations must be submitted to the NPHC Secretary and NPHC Advisor by the executive board/delegates.
	3. Members may be nominated for more than one office.
	4. The NPHC Secretary and NPHC Advisor must validate that all nominees meet all qualifications as outlined in the NPHC Constitution.
	5. When the floor has been closed for nominations, speeches/presentations (no longer than two minutes) from each candidate shall be given from each candidate. Questions can be asked at this time.
3. Elections
	1. Elections of officers shall take place during the last General Body meeting of November.
	2. Each office will be voted on individually starting with President, Vice President, and so on as listed in Section 1.
	3. Only members who have been nominated for a position, and adhere to Article VI: Sections 2.b, 2.c, & 2.e are eligible for election for any position.
4. Installation
	1. Officers shall be installed at the last meeting of the fall semester.
	2. Officers shall assume office immediately following the end of the fall semester.
	3. Both incoming and outgoing officers must attend the officer transition meeting in December.

**ARTICLE VI- COUNCIL ADVISORS**

1. The University of Arkansas reserves the right to appoint a designated university administrator to serve as a primary advisor including the role as faculty/staff advisor to any Greek governing body that is recognized as an official registered student organization at the university. The Council President reserves the right to serve as a NPHC representative on the search committee and other member organizations may also aid during the selection process.
2. The primary advisor shall be a full-time, twelve month paid staff member who shall serve as the Assistant Director of Greek Life or as the Director of Greek Life at the University of Arkansas.
3. The primary advisor shall abide by all university rules and regulations as set forth in the student handbook, the Office of Greek Life, local and state laws/ordinances, as well as, be knowledgeable of NPHC rules and guidelines regarding its member organizations on all levels (as outlined in the national NPHC Advisor’s Handbook).
4. The council may elect a graduate council advisor, if available, or a secondary advisor to serve as an assistant to the primary advisor.
5. Additional responsibilities of the primary advisor and/or secondary advisor may include but not be limited to serving as a counselor and mediator in council discussions and/or debates, assist as overseers in council projects, events, and activities.
6. The Primary Council Advisor will assure that the council is in compliance with the national and regional ordinances, and with the local council's guidelines.
7. According to the NPHC national guidelines, the Primary Council Advisor does not have to be an active member of a graduate chapter of one of the NPHC organizations. However, the council would prefer him/her to have membership and active status in one of its member organization(s). Therefore, the council should make every effort to work with the Dean of Students and/or Vice Chancellor of Student Affairs during the selection process.
8. The Secondary Council Advisor will maintain a working relationship with the Primary Advisor.
9. The Primary Council Advisor shall sign all checks along with the signature of the council’s treasurer and council president.
10. Additional advisors may be asked to assist the Primary Council Advisor at his/her discretion. Additional advisor’s may include Greek Life graduate assistants/interns and/or other university paid-staff personnel.
11. An advisor must be present at all times during every council meeting, event, and/or activity. If the primary council advisor is unable to attend any council function, it is their duty to notify the council president and to contact other advisors to assure that an advisor will be present.
12. All monetary transactions, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through the Primary Advisor for the purpose of liability issues and/or to avoid unwarranted situations which may affect the entire council or the University of Arkansas Greek Community.

**ARTICLE VII - COMMITTEES**

1. The standing committees for the National Pan-Hellenic Council at the University of Arkansas will be as follows: Constitution and Bylaws, Program Planning & Development, Budget & Finance, Homecoming, NPHC Retreat, and NPHC Week.
	1. All listed above, along with any additional committees appointed, shall provide an oral and written report at each monthly meeting. Reporting may be exempted when the activities of the committee are completed or if they are not applicable.
	2. The Council President shall establish any other committees necessary to carry out the programs of the Council.
	3. The Council President shall appoint chairpersons to all committees, with the exception the Presidents Council.
	4. Committee members are not to be limited to NPHC delegates.
	5. Each committee must have at least one representative per council organization unless situation warrants differently

**ARTICLE VIII – MEETINGS**

1. A quorum to convene and transact business shall consist of three fifths (3/5) of the voting Council members.
2. A binding contract cannot be entered into without a majority vote of the membership present at a meeting and the signature of the Council President and Council Treasurer.
3. The Council President, Council Primary Advisor, or three fifths (3/5) of the voting Council members shall call all special meetings. Each member organization's delegate shall be notified of special meetings at least three (3) days prior to the meeting, unless immediate action is required.

**ARTICLE IX – FISCAL YEAR**

The fiscal year for this Council shall be the same as the University of Arkansas academic calendar (July 1-June 30).

**ARTICLE X – PARLIMENTARY AUTHORITY**

1. The governing documents for this Council shall be the National Pan-Hellenic Council, Inc. Constitution and Bylaws, University of Arkansas Student Handbook, NPHC, Inc. of the University of Arkansas Constitution and Bylaws, and Roberts Rules of Order (Newly Revised).
2. Programs and activities of the Council and its member organizations shall not violate any provisions as set forth in the governing documents of this Council. All established documents outlined above to govern this Council must not be in conflict with the standards and policies of the University of Arkansas.
3. The rules contained in Robert’s Rules of Order Newly Revised shall govern the National Panhellenic Council in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of the University of Arkansas NPHC.

**ARTICLE XII- AMENDMENTS**

1. All amendments to this constitution must be proposed by one of the following methods:
	1. Proposals by the President.
	2. Proposals by the representatives or officers.
	3. Proposals by special appointed Constitution committee.
2. Proposals should be made as follows:
	1. Proposed amendments to the constitution may be amended at any regular meeting of the Council provided two-thirds (2/3) of the Council representatives present vote in favor of said proposed amendments.
	2. Proposed amendments must be presented to the representatives two weeks prior to any meeting. One (1) exception shall be during the first part of the semester after the summer break. The President must be given a written copy of the proposal one (1) week before the first business meeting.
	3. Proposals must be typed, double-spaced, dated, signed and include the rationale for the proposed amendment(s).
	4. Proposal(s) that are approved take effect upon approval unless otherwise suggested by persons proposing.
3. Proposed amendments to this constitution shall be adopted upon two-thirds (2/3) vote of the voting delegates present and voting. A majority vote of the members of this organization voting in a general election.
4. Upon adoption, amendments shall be inserted in the place in this constitution which they change, and the portions amended shall be deleted. Those amendments which are added shall be placed in additional sections in the articles to which they pertain.
5. In February, a special Constitution Review Committee, made up of representatives from each organization, shall be appointed by the Council President and NPHC Advisor to review this Constitution and make recommendations to the Executive Board on possible revisions.

**BYLAWS**

**SECTION I- MEMBERSHIP**

1. The National Pan-Hellenic Council shall consist of currently enrolled students who are active members of the local chapters of the NPHC at The University of Arkansas. The Constitution and Bylaws of the National Pan-Hellenic Council, Inc., mandates that all nine organizations affiliated with NPHC be members of the local council. Local chapters of the following affiliated organizations are eligible for membership:
* Alpha Phi Alpha Fraternity, Inc.
* Alpha Kappa Alpha Sorority, Inc.
* Delta Sigma Theta Sorority, Inc.
* Iota Phi Theta Fraternity, Inc.
* Kappa Alpha Psi Fraternity, Inc.
* Omega Psi Phi Fraternity, Inc.
* Sigma Gamma Rho Sorority, Inc.
* Phi Beta Sigma Fraternity, Inc.
* Zeta Phi Beta Sorority, Inc.
1. A member organization shall be considered active if:
	1. A member organization shall be in good standing with the University of Arkansas by maintaining at least a 2.50 minimum grade point average (GPA). The Council member organizations may not extend membership to non-University of Arkansas students. All active members of a registered student organization (R.S.O.) must be University of Arkansas students. All organizations must have a minimum of six (6) active members or be placed in an inactive status. Inactive status shall be defined as loss of privileges as outlined in this document. Exceptions may be made by the Office of Greek Life.
	2. A member organization must submit completed Dues Payment Form(s), (this includes chapter demographics form along with payment set forth by the Council) on or before the first regular Council Meeting in September for the fall semester and the first regular council meeting in January for the spring semester.
	3. A member organization must pay all dues, fines, and fees that may have incurred from previous sanctions throughout the year. A member organization is considered inactive until all dues, fines, and assessments have been properly paid, in addition to the set reactivation fee of $50.00.
	4. A member organization must adhere to and abide by all regulations, guidelines, agreements and arrangements as outlined in this document.
	5. All voting representatives’ organizations must be financially active with the Council before he/she can vote.
	6. All officers’ organizations must be financially active with the Council to continue to perform the duties of their respective offices.
2. Should a member organization be deemed in violation of any stipulations as set forth in the governing documents of this council, the said organization shall be placed on inactive status by the council until all sanctions have been lifted. When a member organization is deemed inactive the following shall be revoked:
	1. Voting privileges
	2. The right to initiate, co-sponsor, conduct, or participate in any activities, functions, or programs on or off the University of Arkansas campus, even if said activities were already on the Council Calendar or not.
	3. The right to actively participate in Council meetings. Inactive member organizations are granted the privilege to attend council meetings only as silent observers.
	4. Inactive member organizations Presidents or appointee do reserve the right to attend the Presidents Council meetings; however, they will attend only as silent observers and they will not have a voice and or voting privileges in the decision making process.
3. Becoming Active Members or Other Greek Governing Bodies: If a member organization chooses to become active members of other Greek Governing bodies such as Interfraternity Council (IFC) or National Panhellenic Council (NPC) the said organization must still adhere to the rules and regulations of this council.
4. Reclaiming Active Status: In order for a member organization to reestablish active membership within the council that member organization shall:
	1. A member organization wanting to reestablish active membership with the council shall go through the NPHC national reactivation process.
	2. A member organization shall be in good standing with the University of Arkansas by achieving at least the minimum grade point average set forth by the university at the time of reactivation.
	3. A member organization must submit completed Dues Payment Form(s), (this includes chapter demographics form along with payment of five dollars per active chapter member) on or before the first regular Council Meeting in September for the fall semester and the first regular council meeting in January for the spring semester.
	4. A member organization must pay all dues, fines, and fees that may have incurred from previous sanctions throughout the year.
	5. A member organization must adhere to and abide by all regulations, guidelines, agreements and arrangements as outlined in this document.
	6. The organization(s) must also have written approval from the Office of Greek Life.
5. Records of Active Status: Records of an organization’s active status will be made available to the Office of Greek Life by the second regular meeting of both the fall and spring semesters.
6. Local Membership Dues
	1. Each member organization will pay dues as set by the Council. Local membership dues are due to the Council Secretary on or before the first regular Council Meeting for the fall and spring semester.
	2. Member organizations shall be entitled to a four-calendar-day grace period to submit the Chapter Demographics Form and local dues before being assessed a late fee in the amount of $10.00 per week.
	3. Member organizations with 10 or more members must pay council dues in the amount of $100.00. Member organizations with 9 to 5 or less members must pay council dues in the amount of $75.00. Member organizations with 4 or less members must pay council dues in the amount of $50.00.

**SECTION II - DUTIES OF COUNCIL OFFICERS**

1. **President**: The Council President shall be Chief executive of the Council. It shall be the duty of the President:
	1. To preside over all meetings of the Executive Board and the Council.
	2. To appoint committees, committee chairs, and interim officers/chairs, and serve as Ex-Officio members of all committees.
	3. To call special meetings when appropriate.
	4. To represent NPHC at any meetings with university administrators or designate a representative in the event the Council President is unable to serve.
	5. To ensure that NPHC operates in accordance with Constitution & By-Laws, Handbook of the National Pan-Hellenic Council, Inc., and the University of Arkansas.
	6. To sign all documents.
	7. To co-sign all checks with the Council Treasurer.
	8. To maintain forms, records, documents, and provide officer records for transition.
	9. To submit the proposed budget for the year to the Pan-Hellenic representatives for approval by February 15.
	10. To submit names for the University Standing Committee (this is to be done in the month of April and should be submitted to the Office of Greek Life and the ASG President).
	11. To assume other duties as assigned per council.
2. **Vice President**: It shall be the duty of the First Vice President:
	1. To execute the duties and powers of the President in his/her absence, resignation, or if impeached.
	2. To prepare an agenda for the Council executive board and General Assembly meetings.
	3. To chair the NPHC Week committee. The committee shall coordinate an NPHC Week for the council in an effort to create greater unity among the entire NPHC at the University of Arkansas membership. Events shall include but not be limited to the following topics: risk management, scholarship, leadership development, service-oriented programs, social action, standards & ethics, etc.
	4. To maintain forms, records, documents, and provide officer records for transition.
	5. To assume other duties as assigned per council.
3. **Director of Advertising and Public Relations**: It shall be the duty of the Director of Advertising and Public Relations
	1. To be in charge of promotions, publications, and/or marketing efforts to enhance the perception of the National Pan-Hellenic Council at the University of Arkansas.
	2. To serve on any Greek Life and/or university committee(s) that markets the entire Greek Life community.
	3. To receive approval from the NPHC President and NPHC Primary Advisor prior to completion of the final draft for printing purposes.
	4. To maintain forms, records, documents, and provide officer records for transition.
	5. To assume other duties as assigned per council.
	6. To serve as the Council Historian
4. **Director of Special Events**: It shall be the duty of the Director of Special Events
	1. To chair the NPHC Homecoming Committee and the NPHC Spring Fundraiser. The committee shall coordinate events for the council in an effort to create greater unity among the entire NPHC at the University of Arkansas membership. Events shall include but not be limited to the following topics: risk management, scholarship, leadership development, service-oriented programs, social action, standards & ethics, etc.
	2. To serve as a liaison for the NPHC, Interfraternity Council (IFC), and the Panhellenic Council (NPC) by attending IFC and NPC meeting(s) once a month. The vice president should provide a monthly report to the Council to help strengthen fraternal relations between all Greek governing bodies at the UofA.
	3. To ensure that the Council is furnished with reports from other campus organizations and to exchange information with these organizations through attending outside meetings and any other forms of telecommunication.
	4. To regularly check the Council’s email account and mailbox.
	5. To read and announce Council correspondence at general meetings.
	6. To maintain forms, records, documents, and provide officer records for transition.
	7. To assume other duties as assigned per council.
	8. To serve as the Council Social Chair
5. **Secretary**: It shall be the duty of the Secretary:
	1. To keep a strict record of the proceedings of the Council and to be responsible for maintaining all papers and documents of the Council.
	2. To prepare minutes of each Council meeting and keep them available at all times.
	3. To coordinate the NPHC calendar and compile the joint calendar of the nine NPHC organizations; to immediately notify the Council of any conflicts in tentative calendars of the member chapters
	4. To assist the treasurer in maintaining accurate records of all Council finances.
	5. To issue any and all necessary correspondence on behalf of the Council.
	6. To maintain forms, records, documents, and provide officer records for transition.
	7. To assume other duties as assigned per council.
6. **Treasurer:** It shall be the duty of the Council Treasurer:
	1. To collect all dues, and other monies for the Council and deposit all monies within five (5) business days of receipt.
	2. To submit a typed financial report at the first Council meeting of each month.
	3. To request checks through the University’s Treasurer Office.
	4. To complete National and Regional dues forms and submit with dues payment.
	5. To maintain a ledger of all Council transactions and prepare all financial documents for audit at any time.
	6. To assure that vouchers are detailed, accurate, signed by the Council President, and include some proof of purchase before any monies are disbursed.
	7. To secure all receipts for monies spent and to issue receipts for all incoming revenue.
	8. To chair the Budget and Finance Committee and assist in the preparation of the yearly budget.
	9. To maintain forms, records, documents, and provide officer records for transition.
	10. To assume other duties as assigned per council.
7. **Sergeant-At- Arms:** It shall be the duty of the Sergeant-at-Arms
	1. To assist the Council President in maintaining order and assure that the meetings are conducted in a business-like manner.
	2. To check with the Council President prior to the opening of the meeting for all materials and to disseminate the agenda and other handouts at the meetings.
	3. To secure the meeting rooms prior to and during the meetings, and assure that the temperature and seating arrangements are appropriate.
	4. To sit at or near the Entrance/Exit during meetings.
	5. To assure that all members and guests sign in upon their arrival, and submit this list to the Council Secretary at the end of the meeting.
	6. Attend to all guests before the meeting and assure that they have been dismissed from the assembly after their presentations.
	7. To assume other duties as assigned per council.
8. **Parliamentarian**: It shall be the duty of the Parliamentarian:
	1. To advise the President on all questions of parliamentary procedure.
	2. To conduct at least one workshop for Council members with instructions on proper parliamentary procedures according to Robert's Rule of Order. This workshop shall be conducted in September of the current academic term.
	3. To maintain forms, records, documents, and provide officer records for transition.
	4. To assist the office of Director of Special Events with special projects when needed during his/her planning stages.
	5. To chair the constitution and bylaws committee. He/she should review the document each semester and make recommendations to the body if changes are needed.
	6. To assume other duties as assigned per council.
9. **Chaplain:** It shall be the duty of the Chaplain:
	1. To conduct activities of devotion, invocation, meditation, and other such activities at all regular Council meetings and other Council activities as assigned.
	2. To perform courtesies for the council (such as gestures of sympathy, purchasing and sending cards, flowers, gifts, etc.) when requested.
	3. To give a monthly and bi-annual report of all courtesies and gestures extended.
	4. To assume other duties as assigned per council.
10. **Scholarship Chair**: It shall be the duty of the Scholarship Chair:
	1. To assist in the facilitation of all Sliver Cup Events.
	2. To coordinate educational programing for the council.
	3. To serve as a liaison between chapters for educational programming collaborations.
	4. To assume other duties as assigned per council.
11. **Community Service Chair**: It shall be the duty of the Scholarship Chair:
	1. To coordinate community service efforts for the council.
	2. To ensure that all NPHC events support the University and community.
	3. To conduct periodic meetings with each chapter’s community service and philanthropy chairs.
	4. To assume other duties as assigned by the council

**SECTION III- REMOVAL OF COUNCIL OFFICERS**

Members of the Executive Board may be removed upon proof of good cause by a majority vote from financial NPHC member organizations.

1. Officers may be removed based on the following guidelines:
	1. Continuous gross or willful neglect of the duties of office.
	2. Failure or refusal to disclose necessary information on matters of organization.
	3. Unauthorized expenditures, signing unauthorized checks, or misuse of NPHC/university funds
	4. Does not display high moral standards this includes but is not limited to any physical/verbal altercations and unethical behavior and/or does not represent NPHC Council/Organizations well.
2. Executive Board officers will be immediately removed if they fail to meet all requirements (grades, credit hours, etc.) of an officer as outlined in this document and the university student handbook. 1. In the event of the Office of the Council President becoming vacant, the First Vice President will immediately move up to fulfill his/her responsibilities until the next regular NPHC election. All other positions becoming vacant, the Council President will call a special election and the council will vote upon the nominated candidates. Executive Board Officers can be removed from office in the event they fail to uphold the ideals and standards, as outlined in section 3.1, of the NPHC Council. Any Executive Board Officers reported to the Greek Life and/or University of Arkansas Conduct Office; for any reason, on the University of Arkansas campus must be placed on temporary suspension until the allegation(s) and/or compliant(s) has been remediated. The allegation(s) and/or compliant(s) will be reviewed by the Executive Board to determine if removal from office is necessary. Recommendations will be presented at the General Body meeting. The approval to impeach Executive Board Officers must pass with a majority vote of those voting delegates present and voting. An emergency meeting may be called if a situation warrants itself for immediate removal.
3. In the event any NPHC officer resigns from their position, the organization he/she represents cannot be nominated for that particular position unless approved by the NPHC E-board.

**SECTION IV** – **COUNCIL CALENDAR**

A. Calendar Approval Process

1. All calendar dates for the upcoming school year should be submitted to the NPHC Secretary and NPHC advisor by April 1st.
	1. The calendar shall outline each chapter's activities beginning with the upcoming Fall term through the ending of the next Spring term.
	2. All activities, with the exception of chapter meetings and community service projects are subject to approval through the Calendar Approval Process.
2. The President’s Council will meet the 2nd week in April to discuss each organizations chapter calendar plans for the upcoming year and will precede with the approval the calendar.
3. If a resolution cannot be determined, the Presidents Coucnil will resolve all unresolved conflicts including dates in the following manner:
	1. Overall Fall Chapter Grade Point Average(s)
	2. Overall Average of Award of Excellence Points from the previous Spring Semester.
4. Upon completion of the President’s Council calendar approval meeting, the NPHC Secretary must submit to the President’s Council and Chapter Advisors the updated calendar within one week for review.
5. The President’s Council will have 48 hours to review the updated calendar and submit any corrections or errors.
6. The final calendar must be submitted to the President’s Council and Chapter Advisors by the last week of April.

B. Calendar Submissions

1. Any events sponsored by a member organization shall be included in the official Council Calendar. This includes, but is not limited to dances, step shows, pageants, talent shows, parties, receptions, Founders Day, inter-chapter functions, state and regional functions held on this campus, etc.
2. Additions and changes to the calendar must be submitted in writing to the NPHC Secretary and NPHC Advisor for approval.
3. Any activities not approved by the Executive Council will be in violation of this Constitution and organizations in violation will be fined accordingly.
4. Any member organization failing to turn in its chapter calendar by the specified deadline shall not be allowed to sponsor any event until their calendar has been submitted and approved by the Presidents Council.
5. Calendar Priority. Events will be ranked in the following order of priority:
	* + Founder’s Day
		+ NPHC Week
		+ “Stomp The Yard”
		+ NPHC Retreat
		+ Traditional Events
		+ Designated Weeks
		+ Social Events
6. **Founder’s Day**
	1. To promote respect and courtesy between members, an organization shall not schedule events on the Founder’s Day of another organization. The following are the founding dates of all NPHC member organizations:
* **Alpha Phi Alpha Fraternity, Inc. – December 4, 1906**
* **Alpha Kappa Alpha Sorority, Inc. – January 15, 1908**
* **Kappa Alpha Psi Fraternity, Inc. – January 5, 1911**
* **Omega Psi Phi Fraternity, Inc. – November 17,1911**
* **Delta Sigma Theta Sorority, Inc. – January 13, 1913**
* **Phi Beta Sigma Fraternity, Inc. – January 9, 1914**
* **Zeta Phi Beta Sorority, Inc. - January 16, 1920**
* **Sigma Gamma Rho Sorority, Inc. – November 12, 1922**
* **Iota Phi Theta Fraternity, Inc. – September 19, 1963**
1. **Stomp The Yard**
	1. The purpose of Stomp The Yard is to provide an opportunity for the NPHC organizations to introduce themselves to the faculty and student body at the University of Arkansas Community.
	2. Activities may include, but are not limited to historical facts, community service work, traditional events, introduction of chapter officers, and Greek paraphernalia displays.
	3. Acts in Convocation may include skits, songs, dance, stepping, lecturing, etc. Acts must adhere to the stepping rules and regulations set forth by NPHC Constitution.
	4. Only organizations that are in compliance with their dues and chapter rosters for the current semester and are in good standing with the University of Arkansas for that current semester may participate in the Convocation activities. NPHC Convocation Step Show shall be renamed NPHC Stomp the Yard Step Show
	5. Convocation will be held during NPHC week, excluding Saturday.
	6. Participants in Convocation shall be active members with their local collegiate (undergraduate) chapters on this campus and are in good standing with the University of Arkansas.
	7. Failure to participate in the NPHC Stomp the Yard Step Show will result in a fine of $150
2. **NPHC Retreat**
	1. The NPHC Retreat event shall be held the 1st or 2nd weekend after the start of the fall semester.
	2. Member organizations shall recognize that NPHC Retreat is an event designed to promote positive interaction among all the organizations. To insure equal support from all members, the following shall apply:
* The NPHC Executive Board shall set the agenda during their summer planning meetings with the NPHC advisor(s).
* At least fifty percent of the active membership of each chapter must be represented at and actively participating in the NPHC Retreat.
1. **Traditional Events**
	1. A traditional event is an event that has occurred for **two (2)** consecutive years or more.
	2. Once a traditional event has been established, it cannot be taken away from the organization unless the event has not been celebrated in this Council in two consecutive years or more.
	3. Once a member organization **has lost an established event** due to any type of inactivity, another member organization may then have those dates.
	4. To avoid conflicts, a complete list of Traditional events shall be presented to each member organization prior to the deadline set to submit dates for the Council Calendar. **This should be given to the Council Secretary and approved by the President’s Council.**
	5. There will be a limit of two (2) traditional events that can be observed per semester per chapter, **as it relates to conflicting events**.
2. **Designated Weeks**
	1. A designated week is a week that appears on the Council Calendar. Organizations may schedule a variety of activities during this week.
	2. Adesignated week is four or more days of activities during the same week.
	3. There will be a limit of one (1) designated week that can be observed per **semester** per organization, **as it relates to conflicting events.**
3. **Social Events**
	1. A social event is defined as any event, opened or closed to the public, which is designed to meet the social needs of its members and guests.
4. **Homecoming**
	1. NPHC maintains sole ownership of the Homecoming festivities during the University of Arkansas Homecoming. Revenue from these fundraisers will be used to fund the next year’s Homecoming activities, and to support the NPHC operating budget for existing and future programs. Organizations may submit in writing a proposal for an event during Homecoming that will subjected to approval by Executive Council.
	2. These activities shall extend each year from Sunday through Saturday of the University of Arkansas Homecoming Week. These activities may include, but are not limited to step shows, social events, guest musical artists/comedians, other shows, etc.
	3. Each member organization shall be represented on the Homecoming planning committees.
	4. Every effort should be made to encourage participation of University Alumni and of other campus and local organizations/businesses in these Homecoming activities.
	5. To ensure appropriate facilities, the current Council President shall reserve facilities for the next year’s step show no later than May of the current year.
	6. One NPHC representative shall serve on the University of Arkansas Homecoming Committee. He/She should make sure all major NPHC events/activities are included on the all-campus Homecoming poster. He/She will also be responsible for communicating ideas or ways to involve minority students in participating in the overall Homecoming Week celebration with the entire campus.
5. **Homecoming Step Show:**
	1. Judges panel for the step show shall consist of one graduate member of each NPHC organization, one timekeeper, and one person to tally votes.
	2. Participation may include active NPHC chapters from this campus and guests from other campuses. Active Graduate Chapters may also step.
	3. Acts may include skits, songs, dance, stepping, lecturing, etc. Acts must adhere to the rules and regulations of NPHC.
	4. All step show teams will draw for placement in the show at the designated time and place prior to the show.
	5. In scoring each step show team’s performance, the highest and lowest score will be eliminated for each team.
	6. Additional rules and regulations may be created and approved by the Step show Chairperson and the NPHC Executive Board. NPHC at the University of Arkansas will also follow the national step show guidelines as set forth in the NPHC Handbook.

**SECTION V- NEW MEMBERSHIP INTAKE & DEVELOPMENT**

1. NPHC of the University of Arkansas does not profess to have any authority over the Membership Intake Activities of any NPHC organization. NPHC recognizes and deems appropriate that such activities will be governed solely by the national organization of each of the local chapters on this campus.
2. The NPHC of the University of Arkansas does not have the authority to assist the University of Arkansas officials in the investigation of any alleged hazing activities or other acts of misconduct reported. The Council Judiciary Board will be authorized to assist on behalf of the Council, if needed.
3. Each local organization under the umbrella of the National Pan-Hellenic Council, Inc. shall insure that all membership intake activities are conducted humanely and in the spirit of brotherhood/sisterhood.
4. All membership intake activities should be conducted in accordance with the specifications and guidelines as outlined by the University of Arkansas. NPHC, Inc. guidelines may be reviewed from the NPHC, Inc., web page at [http://www.nphchq.org](http://www.nphchq.org/).
5. Hazing is defined in the university’s student handbook and will not be tolerated on or off campus.

**SECTION VI – AUTHORIZATION**

1. The local Council shall have the authority:
	1. To make laws pertaining to the governing of member organizations who are of active as well as inactive status.
	2. To levy dues to be paid by each organization according to Article III – Membership of this document.
	3. To impose a penalty upon any organization found guilty of infraction(s) of the National Constitution and Bylaws, and the local Council Constitution and Bylaws.
	4. To make recommendations for expulsion and/or suspension to the Office of Greek Life. Greek Life will then consult with the Dean of Students and will make a collective decision.
2. The Council President is authorized to speak on behalf of the National Pan-Hellenic Council, Inc. of the University of Arkansas. The President is also authorized to appoint others to speak on behalf of the local council.

**SECTION VII -Fees, Fines, & Assessments**

1. Failure to participate in a NPHC Sponsored event, such as but not limited to NPHC Week, community service or program endeavors, shall result in a $125 fine
2. Failure to have the required percentage for an NPHC or Greek Life Sponsored event shall result in a fine of $100 unless approved by the NPHC advisor in advance.
3. If a member organization sponsors or in some way facilitates an event (on campus or in the immediate Northwest Arkansas Area) during the scheduled time of another member organization’s event, that member organization in violation will be subject to the following fines:
	1. Fundraising Event $550.00
	2. Event on Traditional Event $550.00
	3. Event on Designated Week $550.00
	4. Other Social Events $550.00
	5. Homecoming Step Show $500.00
	6. Homecoming Activities $500.00
	7. Dues Late Fee $10.00
	8. Check Return Late Payment Fee $5.00 per week
	9. Failure to Cancel within 5 days $50.00 unless approved by the NPHC advisor in advance.
4. All member organizations are required to participate in the NPHC Annual Homecoming Step show Competition. Organizations who do not participate will be fined $500.
5. All fines shall be given directly to the Council Treasurer.
6. All payments are made payable to the All payments made payable to National Pan-Hellenic Council.
7. The Executive Board reserves the right to make additional assessments when situations arise that are not addressed in this document.
8. While on inactive status, member organizations are not permitted to conduct any activities.
	1. Inactive organizations shall be fined for conducting any activities during the period they are on inactive status.
	2. The amount of these fines shall be determined by the Council Executive Board and made payable to the Council. Fines hall be assessed according to the nature of the activity.
	3. Non-Fundraising Events - $100.00
	4. Fundraising Events – to be determined by the Council Executive Board per event. The fine shall not exceed $1000.
9. All fines and assessments must be paid to the Council Treasurer within two weeks of the encroachment.
10. Appeals must be submitted to the Executive Council.
11. Cancellation Policy
	1. An event may be cancelled without any penalty no less 5 days prior to the scheduled date of the event. Member organizations that do not meet the 5 day notification deadline and feel they have legitimate reason to dispute the fine may appeal to the Executive Council for immediate ruling.
	2. A typed cancellation notice must be signed by the Chapter President and submitted to the council secretary on or before the 5 day deadline.
12. Organizations are rendered inactive immediately upon creating any of the infractions listed above and shall remain inactive until they have paid said fees, fines, and/or assessments, or they have been exonerated of the charges by the Executive Board. Organizations on inactive status shall adhere to all stipulations as designated in the Council Policies and Procedures regarding inactive members.
13. Local Dues and Assessments
	1. Local council dues and the chapter demographics form shall be submitted to the council secretary by the first regular council meeting in the Fall and Spring Semester.
	2. Member organizations shall be entitled to a four-calendar-day grace period before being assessed a $10.00 late charge per week.
14. Payment Policy
	1. Member Organizations may submit payment to either the Council or to any other member organization in this council in the following manner:
		* Amounts $100.00 and under – chapter check
		* Amounts $101.00 and over – cashier’s check or money order
		* Payments made to other organizations for step shows or other contests must be made by check or money order.

14. Returned Check Policy

1. In the event an organization issues a returned check to either NPHC or to any other member organization that organization writing the check shall be assessed the amount of the original check and the bank fee to be paid by money order or cashier’s check to replace the returned check debit.
2. Payments to NPHC
	1. Payment in full shall be made to the Council Treasurer within one week of the bank’s notification of the returned check.
	2. A $5.00 late fee shall incur each week thereafter (up to a limit of $50.00 total late fees) until said payment is made in full.
3. Payments to Other Member Organizations:
	1. Payment in full shall be made to the treasurer of the member organization within one week of the bank’s notification of the returned check.
	2. If the payment is not made in full at this time, the chapter treasurer shall notify the NPHC Council immediately. A $5.00 late fee shall incur each week thereafter (up to a limit of $50.00 total late fees) until said payment is made in full. The late fee shall be paid to NPHC for administrative purposes.
	3. After a second offense by the same organization, said organization must submit monies to the Council or to other organizations by money order or by cashier’s check for the remainder of that school year.

**SECTION IX- SANCTIONS, SUSPENSIONS, AND APPEAL RIGHTS**

1. A vote of three fifths (3/5) of the National Pan-Hellenic Council shall be required to impose any penalty against an affiliate organization.
2. Any organization being accused of a violation shall be given written notification of such accusation and given a maximum of seven (7) business days to present its case before the Executive Board.
3. The Council may revise any and all sanctions with due cause and under due process.
4. A member organization must abide by all sanctions levied by this council’s Executive Board, National Pan-Hellenic Council, Inc., and the University of Arkansas.
5. Appeal: Any sanction levied against an organization that is not in violation of University policy can be appealed to the NPHC Regional Director. In the event the ruling is unsatisfactory to the member organization in question, the decision of the Regional Director can be appealed to the National Executive Board of the NPHC, Inc.