

# CONSTITUTION OF THE UNDERGRADUATE CHAPTER OF THE NATIONAL PAN-HELLENIC COUNCIL OF THE COLLEGE OF WILLIAM AND MARY

Revised April 10<sup>th</sup>, 2015

## PREAMBLE

We, the representatives of historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek-letter fraternities and sororities, recognizing that there are certain areas of action and programming that can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and Bylaws and by the National Pan-Hellenic Council, Incorporated Constitution and Bylaws.

## ARTICLE I - NAME

The name of the organization shall be the College of William and Mary Council of the National Pan-Hellenic Council, Inc. hereinafter referred to as the W&M NPHC.

## ARTICLE II - PURPOSE

The purpose of the organization shall be as follows:

**Section 1.** To promote unity among the historically Black Greek-letter organizations at the College of William and Mary;

**Section 2.** To provide a representative body recognized and supported by the College as an affiliate of the National Pan-Hellenic Council;

**Section 3.** To promote chapter programming within the campus community and the local community;

**Section 4.** To address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations and to serve as a conduit for such plans of action;

**Section 5.** To establish and/or maintain the policies of the National Pan-Hellenic Council and the College of William and Mary; and,

**Section 6.** To promote superior scholarship and intellectual achievement.

### **ARTICLE III - MEMBERSHIP**

**Section 1.** Eligible Members: Eligible members of the W&M NPHC shall be open to any NPHC member group currently recognized by the Office of Student Activities and chartered as an undergraduate chapter at the College of William and Mary. No other organization shall have the right to participate at the collegiate level.

**Section 2.** Probationary Members: The probationary membership of the W&M NPHC shall be composed of organizations pursuing the recognition/chartering process of the Office of Student Activities AND their NPHC member organization. This membership and its restrictions exist temporarily until an organization is fully recognized with the Office of Student Activities AND a chartered member of their NPHC member organization. (Restrictions will be decided by the Executive Officers and the Office of Fraternity and Sorority Life).

### **ARTICLE IV – OFFICERS**

**Section 1.** The elected officers of the NPHC shall be President, Vice President, Public Relations Chair, Secretary, Treasurer, Community Service Chair, Scholarship Chair, and Public Relations Chair.

**Section 2.** The officers shall serve for a term of one year, the term of office to begin at the start of the fall semester.

**Section 3.** Each chapter holding full membership in the W&M NPHC must hold an office.

**Section 4.** Officers are elected by secret ballot and a majority vote of the delegates.

### **ARTICLE V – MEETINGS**

**Section 1.** The W&M NPHC shall hold at least one general body meeting every month that the College is in session. The general body shall be composed of a voting delegate from each eligible member organization and officers of the W&M NPHC.

**Section 2.** A special meeting of the W&M NPHC may be called by the President when necessary and can be called upon the written request of any recognized member organization at the College.

**Section 3.** The NPHC Executive Board shall be responsible for notifying their chapter members of all regularly scheduled and special meetings of the W&M NPHC.

### **ARTICLE VI -COUNCIL BUSINESS**

**Section 1.** It is the duty of the NPHC Executive Board to administer all business related to the overall welfare of the W&M NPHC; compile rules governing the NPHC that include but are not limited to membership intake rules that do not violate the sovereignty and privileges of recognized membership chapters.

**Section 2. Membership:** Each chartered undergraduate chapter of an NPHC group at W&M will be considered the membership of the W&M NPHC.

**Section 3. Voting Delegate:** For General Body business and meetings, each member organization will select a voting delegate at their discretion. Voting Delegates for member organizations may not be a member of the W&M NPHC Executive Board.

**Section 4.** A majority (2/3) of the member organizations shall constitute a quorum for the transaction of business.

## **ARTICLE VII - VOTING PROCEDURE**

**Section 1.** The voting delegates of the W&M NPHC shall be the designated representative of each chapter holding recognized membership.

**Section 2.** Two-thirds of the voting delegates of the W&M NPHC shall be required in order to pass any amendments to the Constitution and/or Bylaws, or any issues that comes to the W&M NPHC body during its meetings. The President may vote only in the case of a tie.

**Section 3.** The voting delegates have voting rights within the Council but any member of the W&M NPHC including probationary members have voice.

## **ARTICLE VIII - NPHC ADVISOR**

**Section 1.** The primary W&M NPHC Advisor shall be appointed by the college administration. The council has the ability and prerogative to appoint any additional advisors.

**Section 2.** He/she shall serve in advisory capacity to the W&M NPHC with no vote in Council matters.

## **ARTICLE IX - COMMITTEES**

**Section 1.** Standing Committees shall be appointed by the W&M NPHC Executive Board to serve during the tenure of the Board, which appoints them.

**Section 2.** Ad-Hoc Committees. The Executive Board may form such other committees as it deems necessary to carry out the duties of the W&M NPHC.

## **ARTICLE X - VIOLATIONS**

Violations of any regulations of this Constitution or its related Bylaws shall be occasion for penalties established by the W&M NPHC in conformity with the policies and procedures of the College and the National Pan-Hellenic Council, Inc.

## **ARTICLE XI - AMENDMENTS**

This constitution may be amended by a two-thirds vote of the recognized and voting delegates of W&M NPHC provided notice of the proposed amendment has been given in writing at the preceding scheduled meeting.

# BYLAWS

## ARTICLE I - FINANCE

**Section 1.** Fiscal Year: The fiscal year of the W&M NPHC shall be from July 1 to June 30 inclusive.

**Section 2.** Checks: When classes are in session all checks issued on behalf of the W&M NPHC shall be signed by two of the following three: President, Treasurer, and Advisor. When classes are not in session, the Advisor may sign on the behalf of the organization without the signature of the President or Treasurer.

**Section 3.** Payments: All payments due to the W&M NPHC shall be given to the Treasurer, who shall record them. Checks for payments shall be made payable to the W&M NPHC.

**Section 4.** Budget: The annual budget (for the upcoming fiscal year) for the W&M NPHC shall be approved by the General Body prior to the end of each academic year.

**Section 5.** Membership Dues:

- a. Membership Dues and Assessments. Membership Dues to the W&M NPHC are \$25 per chapter per semester OR \$5 per member per semester (whichever amount is greater.)
- b. Time of Payment. The dues of each W&M NPHC member chapter shall be payable two weeks from the date of invoice. If a chapter does not pay its dues on time, a five percent charge will be added each additional week they are late. Four weeks after the initial due date, additional action against the late chapter(s) can be approved by two-thirds majority vote of the executive board.

## ARTICLE II - SELECTION OF OFFICERS

**Section 1.**

- a. The order of office rotation will be: President, Vice President Chair, Secretary, Treasurer, Community Service Chair, Scholarship Chair, and Public Relations Chair.
- b. The number of officers elected will be determined by the number of chapters holding full membership in the W&M NPHC. Any officer duties not filled due to lack of chapters, will be combined with other officers, except President.
- c. Nominations of officers will open one meeting prior to elections.

**Section 2.** Those individuals holding an office in the W&M NPHC must meet the following criteria:

- a. Be enrolled at the College of William and Mary.
- b. Be an active and initiated member of an affiliated W&M NPHC organization.
- c. Have and maintain a 2.0 cumulative GPA
- d. May not also serve as their chapter's voting delegate during their office tenure.

### **ARTICLE III - OFFICER DUTIES**

#### **Section 1. President**

- a. Have overall responsibility for the operation of the W&M NPHC
- b. Call and preside at all regular, Executive Council and meetings of the W&M NPHC, ensuring that they are conducted with decorum and discipline
- c. Appoint committees and serve as executive member of all committees.
- d. Represent, or appoint a representative for, W&M NPHC at all meetings dealing with the welfare of the Council.
- e. Remain neutral on all issues requiring a vote and shall only serve as the deciding vote in all ties.
- f. Maintain a complete up-to-date President's file of all material pertinent to the running of the Council.
- g. Enforce the laws and by-laws of this Constitution
- h. Maintain a working relationship with the NPHC Advisor and serve as liaison between the University, the community, other Councils, and W&M NPHC

#### **Section 2. Vice President**

- a. Perform the duties of the President in his/her absence, inability to serve, removal from office, or at his/her call.
- b. Preside over all NPHC committees and be responsible for any special projects assigned by the Executive Board
- c. Maintain a close working relationship with the President
- d. Be responsible for assisting the President as requested and shall serve as liaison between all committees and the general body
- e. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

#### **Section 3. Secretary**

- a. Keep an up-to-date roster of the members of the W&M NPHC, and take roll call at every W&M NPHC meeting
- b. Be responsible for keeping a record of attendance for all representatives at meetings, activities, and programs
- c. Be responsible for keeping an accurate and strict record of all proceedings of the Council and shall keep record of all documents of the Council
- d. Be responsible for keeping an accurate record of minutes for all meetings, keeping these minutes readily available at all times and distributing these minutes to all W&M NPHC Presidents

- e. Draft Agenda for the weekly or bi-weekly meetings.
- f. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws
- g. Be responsible for keeping a current calendar of all W&M NPHC and individual organization events

**Section 4. Treasurer**

- a. Be responsible for the general finances of the W&M NPHC
- b. Be responsible for the prompt payment of all bills of the W&M NPHC
- c. Receive all payments due to the W&M NPHC, collect all dues and inform the President of those member fraternities/sororities who may be financially ineligible to vote
- d. Be responsible for all deposits, balancing of the checkbook, and writing of receipts as well as notifying members of the W&M NPHC regarding all internal affairs (e.g. fines, notices, etc...)
- e. Be responsible for the preparation of an annual budget to be approved at the beginning of each calendar year
- f. Maintain all financial accounts of the W&M NPHC via the W&M NPHC Advisor
- g. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**Section 5. Community Service Chair**

- a. Be responsible for maintaining order with the events within the community.
- b. Be responsible for handling all Community service request
- c. Generate ideas for involvement within the Community
- d. Enforce the laws and by-laws of this Constitution
- e. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**Section 6. Scholarship Chair**

- a. Be responsible for promoting the overall scholarship of all organizations
- b. Generate programs that promote scholarship of all organizations
- c. Create committees to help maintain the well-being of all Greek organization
- d. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**Section 7. Public Relations Chair**

- a. Works to promote programs and the overall image of the Greek community
- b. Use all forms of media and communication to build, maintain, and manage all organizations
- c. Conduct research to find out the concerns and expectations of the W&M NPHC
- d. Perform all other duties usually pertaining to this office, and as specified elsewhere in this Constitution and By-laws

**ARTICLE IV - DELEGATES**

**Section 1.** The representatives of the general body shall be composed of one designated voting delegate from each recognized chapter to be determined at the discretion of each

chapter and whose responsibility it is to attend general body meetings of the W&M NPHC.

**Section 2.** Delegate Responsibilities

- a. Report chapter updates and events to the council.
- b. Report W&M NPHC events and information back to respective chapter meetings.
- c. Act as the liaison between the W&M NPHC and respective chapters.

**ARTICLE V - MEMBERSHIP INTAKE AND/OR PRESENTATION OF NEW MEMBERS**

All W&M NPHC member groups shall follow the policies of their national organization in regards to membership intake and/or presentation of new members.

**ARTICLE VI - HAZING**

The National Pan-Hellenic Council of the College of William and Mary strictly prohibits all forms of hazing or pledging in any of its organizations. Hazing in all forms is prohibited including pledging, pre-pledging, mental or physical abuse, alcohol abuse, excessive mutual or physical discomfort, sexual harassment, and intense ridicule and embarrassment, creation of excessive fatigue, and physical or psychological shock of prospective member(s). The W&M NPHC will hold any person or persons who engage in hazing individually and personally liable to the victim and to answer to the state law, the college policies and to their specific organization.

**ARTICLE VII: EXPANSION**

The W&M NPHC will endorse the expansion of their council to include the nine chapters recognized by the National Pan-Hellenic Council, Inc. No other member organizations will be allowed. The nine organizations are as follows: 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.

**ARTICLE VIII - RULES OF ORDER**



The W&M NPHC shall be governed by Robert's Rules of Order except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules. The majority is required for matters of business unless otherwise defined in Robert's Rules of Order, the Constitution, or these Bylaws.

#### **ARTICLE IX - AMENDMENT**

These Bylaws may be amended by two-thirds vote of the voting members of the W&M NPHC, providing notice of the proposal has been given in writing at the preceding scheduled meeting.