



**National Pan-Hellenic Council of the
University of Nevada Las Vegas**

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Constitution and Bylaws

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Preamble

Whereas, the National Pan-Hellenic Council emerged in an effort for African-American collegiate fraternities and sororities to participate co-actively in the spirit of unity, we, the body of historically Black Greek-lettered organizations at The University of Nevada Las Vegas do hereby agree to participate in an effort to both coordinate the activities of inter-collegiate Greek-lettered organizations and provide guidance and service to the African-American community at large. National Pan-Hellenic Council recognizes that certain principles of all historically Black Greek-lettered organizations have unanimity of purpose, principle, and interest within the Black community. Our interests together reflect a duty toward both racial uplift and African-American solidarity upon which the National Pan-Hellenic Council and indeed all of our organizations were founded.

Our differences may at times seem to separate us: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, and Sigma Gamma Rho; however our goals as Greeks are the same. The intent of the National Pan-Hellenic Council since 1930 has been to bring together our organizations in the understanding that we all possess a different perspective of the very same vision. The stated purpose of the National Pan-Hellenic Council is “Unanimity of thought and action as far as possible in the conduct of Greek-lettered collegiate fraternities and sororities, and to consider the problems of mutual interest to its member organizations.” Invariably, we must endeavor for the unity of purpose that our differing letters seem to disparage. To achieve unanimity, we, the individual members of the National Pan-Hellenic Council must overcome what divides us and forge a unity whole-heartedly dedicated to the principles of service, education, and leadership. To ignore these duties is to deny the very foundation of our collective and individual existence.

Article I: Name

The name of this organization shall be the National Pan-Hellenic Council, Inc., hereinafter referred to as “NPHC,” of the University of Nevada Las Vegas, hereinafter referred to as “UNLV.”

Article II: Purpose

The purpose of the National Pan-Hellenic Council shall be to create and maintain high standards in the life of fraternities and sororities by addressing, coordinating, and developing actions strategic on matters of mutual concern to the affiliate organizations such as community service, educational programming, and the promotion of student leadership; and to serve as a conduit for such action plans as may be developed to perpetuate constructive fraternity and sorority relations.

Article III: Membership

Section 1. The Council shall be composed of affiliate chapters of the national organizations that comprise the National Pan-Hellenic Council.

Section 2. Any chapter that is recognized by The University of Nevada Las Vegas and its affiliate national organization during the given semester shall be allowed one (1) vote.

- a. Each affiliate organization shall be entitled to one (1) voting representative and one (1) alternative representative. The alternate representative shall only vote when the voting representative is unavailable. The voting representative will be recognized before the actual vote.
- b. The name of the voting representative and (1) alternative representative are required to be submitted by the second (2nd) general council meeting of the academic year. Replacements to these representatives will only be made if the previous representative graduated from the

University, completely withdrew from the University, or was deemed an inactive member of their respective chapter by their international headquarters.

Section 3. In order to remain active in status, a member organization shall maintain at least a 2.50 cumulative G.P.A. among its active members, be in good participatory and financial standing with the National Pan-Hellenic Council. Undergraduate members of the NPHC shall be comprised of members that are financial and active within their respective national affiliate organization. An organization rendered inactive will lose all voting privileges, can not hold officer positions, its calendar will be rendered nullified, and will be prohibited from wearing National Pan-Hellenic Council paraphernalia.

- .a. Each voting member of the affiliate organizations must have maintained at least a 2.50 cumulative G.P.A., be in good standing with the University, and be active within his or her affiliate organization.
- .b. Each affiliate organization shall submit a current chapter roster to the Recording Secretary by the third general meeting of each academic semester.
- .c. In order for an individual to hold an office in NPHC, the individual must be enrolled full time for the current academic year and be in good standing with their national organization.

Section 4. Each member organization is responsible for submitting an active member roster to the Executive Board by the second (2nd) general council meeting of each semester.

- .a. The combined rosters of all active chapters will identify the membership of the general body of the NPHC.
- .b. Any changes to this roster will be made known to both the office of Greek Life and the NPHC by the following NPHC meeting. An written explanation of all changes must be submitted to the NPHC advisor at this time.

NPHC organizations do not do discriminate on the basis of race, gender, color, age, national origin, physical challenge, or sexual orientation

Article IV: Funds and Obligations

Section 1. Membership dues of \$25 per delegate, totaling \$50 per semester, per member organization will be accessed. All dues must be paid by the second (2nd) general council meeting or a late charge of \$5 per day shall be rendered for any organization being delinquent. An organization shall be considered inactive by the Council, if dues are not paid by the third (3rd) general council meeting and denied voting privileges until its dues and assessments are paid.

Section 2. All monies belonging to this organization shall be deposited and disbursed through an account established at the *Bank of America*. All funds must be deposited by the treasurer in a timely fashion.

Section 3. All monies received on behalf of the NPHC, as a council, either by donation or a directly sponsored NPHC event, will be deposited in its entirety, for the purpose of NPHC initiatives as agreed upon by the council. At no point will any money received by the NPHC be distributed to an individual chapter, except in the form of reimbursement for costs incurred, as agreed upon previously by the council.

Article V: Officers

Section 1. The elected officers of the Council shall be: President, Vice-President, Recording and/or Corresponding Secretary, Treasurer, Parliamentarian, and Historian.

- .a. No organization shall hold more than two elected offices.
- .b. An elected officer shall have one vote in the event one voting representative cannot attend from that organization
- .c. The National Pan-Hellenic Council President cannot be the voting representative unless breaking a tie.
- .d. No individual shall hold office for more than two consecutive terms nor shall any organization hold office of both president and vice-president within the same year.

Section 2. The Council shall have as a primary advisor a representative of The University of Nevada Las Vegas, Division of Student Life, and secondary advisor an active alumni member of a recognized NPHC organization.

Section 3. The Executive officers shall be elected during the next to last meeting of the spring academic semester.

- .a. All candidates shall be required to give a speech, not exceeding five (5) minutes, detailing their reasons for seeking office and their qualifications. Candidate speeches shall be followed by a question and answer period
- .b. The mode of elections shall be by secret ballot after direct nomination from the floor. The nominee receiving simple majority shall be elected. In the case of a tie the President will vote to break the tie.

Section 4. In the event of a vacancy in office, all vacant offices shall be filled through nominations and voted on by the voting members of the Council.

- .a. All elected officers may be subject to impeachment.
- .b. Any active member organization may bring an officer of the Council up for impeachment with due cause. The alleged violations must be presented in writing and appear with the sponsoring organization on the established agenda. (1). Any officer with two (2) consecutive unexcused absences in any given semester may be subject to removal from office.
 - (2). Any officer with three (3) total absences in any given semester may be subject to removal from office.
 - (3). An acceptable excused absence must be submitted, in writing, to the President prior to the meeting.
- .c. All chapter Presidents will be notified in writing of the alleged charges, the Council officer accused and the date and time of the complaint.
- .d. The Executive board will convene and formally hear the accusation of the sponsoring organization and the rebuttal from the accused NPHC officer.
- .e. Sanctions:
 - (1). Removal from office (2/3 vote executive board required)
 - (2). Probation and review.
 - (3). Fine (amount set by the governing board).
 - (4). Combination of the above.
- .f. The decision of the executive board is FINAL but subject to appeal to the Judicial Board.

Article VI: Qualifications of Officers

Section 1. All officers shall have the following qualifications:

1. In good standing with their respective National Pan-Hellenic affiliate organization.
2. One semester as a National Pan-Hellenic representative with regular participation in all NPHC events except under extreme circumstances.

Article VII: Officers and Their Duties

All NPHC officers are responsible for upholding NPHC's core values and must ensure the passage of officer records to the incoming officers

Section 1. President. The President shall be the Chief Executive of the Council. It shall be the duty of the President:

- .a. To be the official representative of NPHC
- .b. To hold regular executive board meetings
- .c. To preside at all meetings of the Executive Board and the Council
- .d. To appoint committees and serve as Ex-Officio member of all committees
- .e. To authorize the disbursement of Council funds and to sign checks whenever necessary
- .f. To ensure the National Pan-Hellenic Council operates in accordance with the Constitution and Handbook of the National Pan-Hellenic Council, Inc. and University Policy and Procedures
- .g. To be the liaison to the Greek Life Advisory Committee (GLAC) and Greek Life. The president may appoint an individual to serve as a proxy at these meetings.

Section 2. Vice President. It shall be the duty of the Vice President:

- .a. To assume all duties in the absence of the President
- .b. To serve as the chair of the judicial board
- .c. To work directly with the NPHC committee chairpersons to insure that at least one program per committee per semester is organized.
- .d. To exercise final coordinating supervision over the activities of the NPHC committees and to hold at least one joint meeting of all committee chairpersons per semester.
- .e. To serve as the official room reservation contact for all NPHC events, including meetings.

*Other duties as assigned

Section 3. Recording Secretary. The Recording Secretary shall:

- .a. keep a strict record of the proceedings of the Council and shall keep the record of all papers and documents of the Council
- .b. to pass on all files and documentation to the next recording secretary
- .c. prepare minutes of each Council meeting and keep them available at all times
- .d. take attendance at all meetings
- .e. perform other secretarial duties as assigned by the President

*Other duties as assigned

Section 4. Treasurer. The Treasurer shall:

- .a. collect all dues and other monies for the Council and deposit all monies within 1 business day of receipt
- .b. prepare budgets in accordance with the chairs of events
- .c. shall submit a financial report at the first Council meeting of each month
- .d. perform other financial duties assigned by the President
- .e. prepare in cooperation with the President, applications for University funding

*Other duties as assigned

- Section 5.* Corresponding Secretary. The Corresponding Secretary shall:
- .a. issue all necessary correspondence on behalf of the Council and assume the duties of Recording Secretary in his or her absence
 - .b. maintain the NPHC list serve
 - .c. read and announce all Council correspondence at general meetings
 - .d. serve as communication liaison with other organizations
 - .e. notify all council members of regular meetings

*Other duties as assigned

- Section 6.* Parliamentarian (appointed). The Parliamentarian shall:
- .a. advise on all questions of parliamentary procedure upon request by the President
 - .b. maintain decorum and order at all meetings and shall certify all persons in attendance

*Other duties as assigned

- Section 7.* Historian. The Historian shall:
- .a. serve as public relations coordinator
 - .b. responsible for maintaining an event journal which will include, but not limited to, a brief description of event, total attendees and special guests.
 - .c. responsible for taking or obtaining photographs from each event for future scrap booking or archiving projects.

*Other duties as assigned

Article VIII: Meetings

Section 1. The meetings of the Council will be held every two weeks.

Section 2. A quorum to convene and transact business shall consist of two-thirds (2/3) of the voting members.

Section 3. All special meetings shall be called by the President. Each organization shall be notified in writing at least three (3) class days prior to the meeting.

Article IX: Executive Board

Section 1. The executive board shall consist of all the elected officers.

Section 2. The executive board shall meet every 2 weeks prior to each general meeting.

- .a. The board shall develop policies and programs which are in accordance with the National Pan-Hellenic Council bylaws and those of this campus's chapter.
- .b. The board shall make a report of its activities at the general meetings.
- .c. In extenuating circumstances, the board shall take action between general meetings with the advisor's approval that are in the best interests of the Council; after which they shall inform the general body of the Council.

Article X: Committees

Section 1. Programming Committee

- .a. responsible for the creation of all NPHC social and educational events

Section 2. Community Service Committee

- .a. responsible for the creation of all NPHC community service events

Section 3. Members

- .a. Committees are organized the second (2nd) general council meeting of the Fall semester.
- .b. Members of the desired committee must remain with that committee for the duration of the semester.

Section 4. Chairpersons

- .a. Chosen the second (2nd) general council meeting of the Fall semester by committee vote

Article XI: Scheduling of Events

Section 1. All member organizations must furnish a copy of their individual chapter's calendar of activities for the upcoming semester only (tentative or confirmed) to the recording secretary by May 1st for the following Fall semester, December 1st for the following Spring semester.

- .a. In the event that member organizations have conflicting dates, the organizations will be notified and must work out the scheduling conflicts amongst themselves. This does not pertain to late calendar submittals.

Article XII: Judicial Board

Any student/student organization acting in violation of the UNLV Student Conduct Code shall be brought before Student Judicial Affairs for reprimand.

Section 1. The Judicial Board will be responsible for any discipline hearings and/or sanctions against an affiliate organization or an officer of the National Pan-Hellenic Council.

- .a. The Judicial Board shall consist of the presidents of each of the affiliate organizations and the Council advisor. The National Pan-Hellenic Council Vice-President shall preside as Chair of the Judicial Board unless unable to because his/her organization is an involved party in which case the next highest ranking officer shall preside.
- .b. Any organizations accused of a violation shall be notified of such and given a maximum of seven class days to present its case before the Judicial Board.
- .c. Accused organizations/involved organizations will receive and distribute 3 class days prior all information that will be presented at the hearing
- .d. The Judicial Board may probate any sanction(s) with due cause.
- .e. The organization must abide by all levied sanctions.
- .f. An organization can be penalized for an action or non action if such action would violate University policy, the policy of its respective national organization's policies, or the policies set forth within this constitution.

Article XIII: Judicial Code

Section 1. Judicial Board Chairperson. The National Pan-Hellenic Council Vice-President shall preside as Chair of the Judicial Board. The Chair shall:

- .a. Receive written complaints and inform the charged organization in writing, no later than seven (7) class days, following the alleged incident.
- .b. Decide, in consultation with the Executive Board the date of time and location of the proceeding within seven days of receiving the written complaint

- .c. Inform the involved organizations in writing of the date, time, and location of the proceedings, within seven (7) class days of the Executive Board's decision
- .d. Receive all information that will be presented at the hearing
- .e. Preside over hearing
- .f. In the event the Chair's organization is among the involved parties, the Parliamentarian will preside at the hearing.
- .g. In the event the Parliamentarian is unable to preside, the National Pan-Hellenic President will preside.

Section 2. The Judicial Board

- .a. The Judicial Board shall consist of the Presidents of each National Pan-Hellenic organization, The NPHC advisor, and Judicial Board Chairperson.
- .b. If the Presidents of any organization is unable to attend, the Vice-President of that organization may serve in his/her absence.
- .c. In the event that neither the President nor the Vice-President can attend, the organization's voting representative will be allowed to sit in the Board.
- .d. Each organization shall have one vote.
- .e. The Council advisor shall serve as an Ex-Officio member of the Judicial Board.
- .f. A quorum shall be composed of four (4) voting members of the Judicial Board excluding the Chair.
- .g. The hearing will be open only to members of the presenting and defending organizations and any of their witnesses.

Section 3. Judicial Procedure

a. Pre-Hearing Procedure

- (1). The organization bringing allegations against another organization files charges with the Judicial Board Chair.
- (2). The Judicial Board Chair informs the accused organization of the charges.
- (3). The hearing date, location, and time are set by the Judicial Chair.
- (4). The Judicial Board Chair informs organization's President in writing of the hearing date, location, and time.
- (5). Presidents of involved organizations will have three (3) class days to appeal, in writing, the time, and date of the hearing.

b. Hearing Procedure

- (1). The Judicial Board reads the charges. Organization(s) bringing forth allegations presents its case including evidence and witnesses.
- (2). The Judicial Board questions presenting organizations and witnesses only.
- (3). The accused organization has the opportunity to present its defense including evidence and witnesses.
- (4). Judicial Board questions those presenting information in defense.
- (5). Judicial Board Chair requests all non-Board members to vacate the hearing room.

(6). The Judicial Board deliberates and makes a decision on the organization's guilt or innocence and renders sanctions if applicable. Decisions must be made by two-thirds (2/3) majority vote.

(7). Only members of the presenting and defending organizations will be asked to reenter the hearing room. The Judicial Board Chair reads the decisions and sanctions, if applicable.

(8). The hearing is immediately adjourned.

c. Post-Hearing Procedures

(1). The decisions will be put in writing, within seventy-two (72) hours, by the Judicial Board Chair and delivered to presenting and defending organizations.

(2). Any appeal must be made in writing within seventy-two (72) hours following adjournment of the hearing.

(3). A copy of the appeal should be submitted to the Judicial Board Chair and the National Pan-Hellenic Recording Secretary.

Article XIV: Sanctions

Section 1. Sanctions of an organization. For violation of any Article of the constitution, the following penalties are applicable and will be decided by the Judicial Board.

- a. Voting rights revoked for a specified period of time
- b. Future party dates revoked and distributed via a lottery system with the inclusion of the Council
- c. Suspension from the NPHC council for a specific end period of time
- d. A fine appropriate to violation to be determined by the Judicial Board
- e. Any combination of the above.

Section 2. Sanction of officers. Failure of an officer to perform his/her duties is punishable by impeachment. (Article V, Section 4)

Section 3. Sanctions for overdue fines and outstanding debts

- a. A fine levied must be paid by the next General Council meeting.
- b. The repercussions for not adhering to the above will be as follows:
 - (1). The NPHC dues must be paid by the third (2nd) general council meeting of each semester.
 - (2). Outstanding debts must be paid by the next General Council meeting or

(Fine 1) Future party dates revoked

(Fine 2) Voting rights revoked until financial status is regained

(Fine 3) Any combination of the above.

It is the duty of the Treasurer and the Parliamentarian to work closely to be sure of the financial status of each member organization before any voting may take place.

Section 4. Sanctions for Violation of Traditional Founders Week. Punishment for disregarding a NPHC organization's official activity date shall result in the following:

- 1. A fine of \$200, of which \$100 will be paid to the organization whose week was violated and, \$100 will be paid to NPHC.

2. This particular fine must be paid within 30 days of notification from the Judicial Board. If the organization does not comply with payment of fine amount in the above time they will lose all voting privileges.
3. If an organization violates more than one organizations' Founder's week within one academic year, they must pay the appropriate fine and fifty percent of their active members must attend each organizations' Founder's week for the next academic year. If they do not comply, the organization will lose all campus privileges and will assume a fine of \$500.
4. A comprehensive calendar of events will be created as discussed in Article X. Reservations submitted in accordance with Article X Section 1, will have priority over reservations made after the predetermined date. After the calendar of events is created, all remaining dates are on a first come, first served basis.

Section 5. Sanctions for not adhering to the calendar submittal policy (Article X, Section 1)

- a. \$20 added to Organization dues for the following school year.
- b. Scheduling priority goes to member organizations that adhered to the policy

Article XV: Amendments

Section 1. Proposal of Amendments: Affiliate chapters may propose amendments to this Constitution through their representatives.

Section 2. The Constitution may be amended as follows: Proposed amendments to the Constitution shall be submitted to the Executive Board at least ten (10) class days before the meeting at which they will be presented. The Executive Board, through the Corresponding Secretary, shall circulate the proposed amendment to all chapter presidents before the meeting at least seven (7) class days in advance.

- a. The proposed amendment will be voted upon at the following general meeting.
- b. The general body will only make recommendations, (no alterations), to the proposed amendment.

Section 3. Proposed amendments to the Constitution shall be considered adopted by a three-fourth (3/4) vote of the general body and shall go into effect the following school year.

Revisions

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| September 10, 2007 | .a. Article III – Section 2 | .f. Article X – Section 1 |
| | .b. Article III – Section 4 | .g. Article X – REMOVED Section 2 |
| | .c. Article IV – Section 1 | .h. Article XIII – ADDED Section 5 |
| | .d. Article VII – Section 2 | .i. Article XVI – Section 3 |
| | .e. Article VII – Section 7 | .j. ADDED Revisions |
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