

The Constitution of the Southeastern Louisiana University Chapter of the National Pan-Hellenic Council

PREAMBLE

We, the representatives of the member organizations of the National Pan-Hellenic Council, recognizing the need for common governance among collegiate Greek letter fraternities and sororities, and recognizing that there are certain areas of action and programming that can best be carried out by the united efforts of all such organizations, do hereby bond our interests and energies by forming the Southeastern Louisiana University National Pan-Hellenic Council. Additionally, it is our belief that the aforementioned needs may be accommodated through the successful implementation of the following Constitution. Each member organization will strive to uphold and adhere to the common ideals that the National Pan-Hellenic Council was founded upon and will to the best of their abilities operate as such on the campus of Southeastern Louisiana University.

ARTICLE I: NAME

Section 1

The name of this organization shall be the National Pan-Hellenic Council of Southeastern Louisiana University in accordance with the National Pan-Hellenic Council by-laws.

ARTICLE II: PURPOSE

The purpose of this organization shall be as follows:

Section 1

To serve as a common setting and implementing body for member organizations in the areas of interest meetings and new membership intake activities.

Section 2

To serve as a forum for the consideration of mutual interest to the member organizations.

Section 3

To assist the administration of Southeastern Louisiana University in attaining the educational, cultural, and social objectives of student members.

Section 4

To maintain high standards of fraternity and sorority life on the campus of Southeastern Louisiana University.

ARTICLE III: AFFILIATIONS

Section 1

In order to fulfill the above purpose, this organization shall remain affiliated with the National Pan-Hellenic Council, Incorporated.

ARTICLE IV: MEMBERSHIP

Section 1

Membership is open to chapters and colonies of nationally affiliated organizations as follows:

- A. Any chapter or colony of a National Pan-Hellenic Council member organization shall hold membership provided they meet all organization requirements for recognition set by Southeastern Louisiana University and the Office for Student Engagement.
- B. Any chapter or colony of a local, state, regional, or any unaffiliated organization shall not be eligible for membership.

Section 2

The membership classification of member organizations shall be as follows:

- A. Full Member: Any member organization which has obtained its charter from its international organization and is a recognized organization by Southeastern Louisiana University and the Office for Student Engagement. Full Membership grants the organizations all rights, privileges, and responsibilities under this Constitution.
- B. Associate Member: Any member colony or organization that is actively re-chartering and is recognized by Southeastern Louisiana University and the Office for Student Engagement. Associate Membership grants the organization all rights, privileges, and responsibilities under this Constitution except for the right to have a representative on the Executive Board.

For the purpose of this Constitution, both Full Members and Associate Members are referred to as Member Organizations.

Section 3

Each member organization will be required to submit one appointed active member to serve as the voting representative for their respective organization by the first regular meeting of each semester. Additionally, each organization will provide two alternate representatives to replace the primary voting representative in case of their absence.

Section 4

Each member organization represented on the Council shall have one vote. The voting member shall be the primary or alternate representative of each respective organization. Two-thirds of voting members will be required to amend this Constitution or any other documents relating to the Council. A majority vote shall be required to carry all other questions. The Executive Board members are not allowed to vote in any situation. The President shall only vote in the event of a tie.

Section 5

Voting members must be present at the meeting to vote.

ARTICLE V: ELECTIONS AND OFFICER QUALIFICATIONS

Section 1

- A. The Executive Board shall be elected by a majority vote.
- B. Voting will be by secret ballot.
- C. Third to last meeting-nominations and speeches
- D. Second to last meeting- elections
- E. Last meeting- inauguration
- F. Candidates for each position will be allowed to speak for up to two minutes before each vote of their prospective position.
- G. All candidates must be present during the election.
- H. If no candidate receives a majority of the vote then a run-off vote shall occur between the two candidates receiving the highest number of votes.
- I. In the event of a tie between two candidates there will be an additional three votes. If there is still a tie after three votes the President will cast the deciding vote.

Section 2

The term of office shall run from and to inauguration which shall be held during the last regular meeting of each spring semester.

1. During each summer semester each incoming Executive Board member must meet twice with their respective outgoing position.
2. All officers shall transfer any and all records during this transition period.

Section 3

Special elections to fill any vacated position will be held at the next meeting.

Section 4

- A. Elected officers must meet and maintain the officer requirements as stated in the Office for Student Engagement Policies and Procedures Handbook.
- B. Elected officers must be active members and remain in good standing academically and financially with their respective organization.

Section 5

No more than two members from any one organization may serve on the Executive Board except in the following instances:

1. There are not enough active member organizations to provide potential members to meet the required number of positions of the Executive Board.
2. Any chapter is unwilling to provide a candidate for the Executive Board.

Section 6

The presidents of member organizations shall not be eligible to run for or hold the office of President unless approved by a majority vote prior to the start of elections.

ARTICLE VI: OFFICERS AND DUTIES

Section 1

The Executive Board shall coordinate all activities and policies of the Council. The Executive Board shall consist of the following elected offices:

- A. President
- B. Vice President for Fraternities
- C. Vice President for Sororities
- D. Secretary
- E. Treasurer

Section 2

The duties of each office shall be as follows:

- A. President
 - 1. Shall preside over all regular and special meetings
 - 2. Enforce all provisions as provided in this Constitution
 - 3. Shall conduct Executive Board meetings as deemed necessary
 - 4. Appoint all committees as needed or required by this Constitution
 - 5. Serve as ex officio member of all designated committees except for the Judicial Board
 - 6. Initiate such programs and projects as they deem necessary
 - 7. Represent the organization to the Office for Student Engagement, Southeastern Louisiana University, and the community in all aspects
 - 8. Send out an agenda for all regular meetings no later than 24 hours before the meeting start time
- B. Vice Presidents for Fraternities/Sororities
 - 1. Shall collectively assume the duties of the President in their absence or incapacity
 - 2. Shall perform all other duties as assigned
 - 3. Shall serve as co-chairs of the annual NPHC Showcase, NPHC week and Collaborative events
- C. Secretary
 - 1. Shall record the minutes of all regular meetings
 - 2. Shall distribute a copy of meeting minutes within 72 hours of each meeting
 - 3. Shall keep a permanent record of all minutes and correspondence
 - 4. Issue necessary correspondence
 - 5. Shall complete all reports or forms required by the National Pan-Hellenic Council or Southeastern Louisiana University
- D. Treasurer
 - 1. Issues checks for the expenditure of all funds upon receipt of vouchers properly executed
 - 2. Maintain accurate records of receipts and expenditures of all funds which shall be retained in the Office for Student Engagement

3. Submit a detailed financial report at the first regular meeting of each month that includes the following:
 - i. Current account balance
 - ii. All expenditures for the past month
 - iii. All income for the past month
4. Serve as fundraising chair
5. Shall issue dues or fines

Section 3

The following positions shall be appointed by the President by the first regular meeting of the fall semester:

A. Director of Marketing

1. Shall be responsible for creating and implementing a marketing plan for all Council activities
2. Will make recommendations to allow for constant marketing plan improvements
3. All other duties as assigned by the President
4. Will have one member from each organization to serve on the Marketing Team.

B. Parliamentarian/Sergeant-at-Arms

1. Will know and enforce parliamentary procedure at all meetings
2. Will keep order all Council meetings and events

C. Community Service Chair/Philanthropy

1. Shall look over community service and philanthropy projects
2. Plan and organize community service and philanthropy opportunities
3. Will have one member from each organization to serve on community service committee

Section 4

- A. Should the office of President be temporarily vacated the Vice Presidents for Fraternities/Sororities shall collectively assume all duties followed by the Secretary.
- B. Should the office of President be permanently vacated the Vice Presidents for Fraternities/Sororities shall collectively assume all duties until an election can be held at the next meeting.
- C. Should any other Executive Board position be vacated the position will be elected at the next meeting.
- D. Any officer may be removed with a three-fourths vote of Council with the approval of the Office for Student Engagement.

ARTICLE VII: MEETINGS

Section 1

One regular meeting shall be held bi-weekly during the Fall and Spring semesters. Special meetings may be called 72 hours in advance by a three-fourths vote of the general body, or by the President and/or advisor. The first council meeting of each month shall be mandatory for

80% of each chapter. Absences will be excused only if classes/work are being held at the time of the meeting. Any chapter that fails to meet 80% will be fined \$25.00.

Section 2

The Executive Board shall meet bi-weekly.

Section 3

Each member organization shall be represented by one primary voting delegates. Each organization is additionally required to have two alternate delegate who will take over the duties of the primary voting delegate when needed.

Section 4

Any organization that fails to have a delegate or Executive Board member present, whether at a regular or special meeting, will be fined the sum of \$25.00 for each delegate or NPHC Executive Board member missing the meeting. Failure to pay any fines by the next meeting will result in:

- A. The organization in violation will not have a vote
- B. All events and dates will not be approved or cancelled
- C. Executive Board members may be subject to removal per this Constitution

Any organization that fails to have a delegate or Executive Board member present for more than two meetings in a semester shall automatically lose one priority date or be required to pay a sum of \$50.00 per member missing per meeting.

Any organization delegate or Executive Board member who is late to a regular or special meeting will be fined \$10.00 per member. Failure to pay any fines in a timely manner will result in:

- A. The organization in violation will not have a vote
- B. All events and dates will be not approved or canceled
- C. Executive Board members may be subject to removal per this Constitution

Section 5

All attendees shall wear the official black and white colors of the National Pan-Hellenic Council. Southeastern Louisiana University business apparel will also be allowed. Executive board shall wear executive board shirts with business pants. Any individual organization apparel is not allowed. In addition, dress should adhere to a business casual attire. Any violations will result in a \$5.00 fine per person who is in violation. Failure to pay any fines by the next meeting will result in:

- A. The organization in violation will not have a vote.
- B. All events and dates will be not approved or will be canceled.

ARTICLE VIII: HAZING

Hazing in any form is a violation of Southeastern Louisiana University, national organization, and National Pan-Hellenic Council policies. Furthermore, hazing is also a violation of the state of Louisiana and Federal laws. Organizations that violate these policies will be subject to disciplinary action by the Office for Student Engagement and/or the Office of Student Advocacy and Accountability.

ARTICLE IX: PARLIAMENTARY AUTHORITY

All meetings shall be conducted using parliamentary procedure as designated in the most current version of Robert's Rules of Order.

ARTICLE X: QUORUM

For business to be legally transacted at any regular or special meeting a simple majority of voting delegates must be present.

ARTICLE XI: AMENDMENTS

Section 1

During each Spring semester, a special meeting is required to review and propose changes to this Constitution.

- A. All regular meeting procedures will be required for this special meeting.

Section 2

The Constitution of the Southeastern Louisiana University Chapter of the National Pan-Hellenic Council may be amended by a two-thirds vote at any regular or special meeting.

- A. Any changes or additions must be proposed at least two weeks prior to their consideration.
- B. The secretary and advisor will be responsible for incorporating all changes as they are approved.
- C. All member organizations will receive updated copies of this Constitution at the start of each semester.
- D. A permanent copy of this Constitution will be kept on file with the Office for Student Engagement.

ARTICLE XII: FINANCE

Section 1

Dues for each organization are due by the second regular meeting of the Fall and Spring semesters. Failure to pay any dues in a timely manner will result in:

- A. The organization in violation will not have a vote.
- B. A late fee of \$5 per week will be added until dues are paid in full.
- C. All events and dates will be not approved and/or canceled.

Section 2

Dues shall be assessed according to the total number of active and new members on roster from the immediate semester prior to the current semester. The official roster shall be the one filed with the Office for Student Engagement.

Section 3

Dues shall be assessed in the following amounts:

- 1. 1-5 roster members - \$75

2. 6-10 roster members - \$100
3. 10 or more roster members - \$125

Section 4

The signature of the President, Treasurer, and advisor shall be required to bind the Council with any contract. Checks shall only be issued with at least two signatures of such persons.

Section 5

All payments due to the Council shall be made to the Treasurer who shall provide each payment with a receipt. Checks for payments should be made payable to the Southeastern National Pan-Hellenic Council.

ARTICLE XIII: ACTIVITY AND EVENT DATES

Section 1

- A. At least nine mandatory events will be held throughout the school year. The mandatory events include:
 - a. One community service event per semester
 - b. NPHC Informal Social during the Fall semester
 - c. NPHC Informational during the Fall semester
 - d. NPHC Showcase during the Spring semester
 - e. One collaborative sorority event during either semester
 - f. One collaborative fraternity event during either semester
 - g. One fundraising event per semester
- B. Each organization must have in attendance 50% of their active roster as determined by the Office for Student Engagement. Failure to have 50% in attendance will result in the following:
 - a. A \$10 fine for any organization that is late
 - b. A \$25 fine and the loss of a priority date for any organization that fails to attend
- C. Failure to pay any fines in a timely manner will result in:
 - a. The organization in violation will not have a vote.
 - b. All events and dates will be not approved and/or canceled.
- D. An organization may be excused for a mandatory event with the prior approval of the Council. Prior approval will be granted by a majority vote by the Council.
- E. Any additional event can be designated mandatory by the President if the event date is two or more weeks away.
- F. Any student interested in participating in membership intake for any southeastern NPHC organization must attend at least one informational per academic school year and is required to pay a \$10 dollar informational fee.

Section 2

All active sorority organizations must hold at least one collaborative event during either semester with the following stipulations:

- A. The event shall be geared toward, but not limited to topics of female empowerment, unity, current issues affecting women, and/or economic, racial, or political issues.

All active fraternity organizations must hold at least one collaborative event during either semester with the following stipulations:

- A. This event shall be geared toward, but not limited to topics of religion, violence, current issues affecting men, and/or economic, racial, or political issues.

Section 3

- A. The Council will conduct one planning retreat before July 1st and one on the date of the last NPHC meeting (Fall) at which time organization dates for the upcoming semester will be selected by the following manner.
- B. Every active organization is required to have one delegate present. Failure to have a delegate present at selection will forfeit the organizations' opportunity for priority selection.
- C. Selection order will be determined by the average of the previous Fall & Spring grade report as published by the Office for Student Engagement and will be based off chapter grade point averages. In the event of a tie, the highest average of community service hours per organization members that is published in the Community Service Report by the Office for Student Engagement will suffice.
 - a. Selection will occur in a draft style in the following order:
 - b. Mandatory Council dates as required by this Constitution
 - c. Priority Week
 - d. 1st Priority Date
 - e. 2nd Priority Date
 - f. 3rd Priority Date

An organization can forfeit their selection of a priority week in favor of one additional priority date.

- D. Once selection is complete organizations can have additional events without prior approval if the date is open.
- E. Organizations who wish to hold an event on a date selected by another organization may do so only if the advisor receives written confirmation from the organization that currently holds the date.
 - a. In the event where an NPHC organization would like to celebrate their Founder's Day or Charter Day during another organization's priority week, the requesting organization must give up one of their priority dates to the other organization in exchange for their Founders or Charter Day. Both organizations must come to a compromise on the event and report the compromise to the Southeastern's NPHC

President and to the Assistant Director for Fraternity and Sorority Life and/or NPHC Advisor.

ARTICLE XIV: JUDICIAL BOARD

Section 1

The Judicial Board will be the entity that handles any disputes or situations that include two or more organizations within the council. The Judicial Board will be comprised of one member of each active organization and will elect a chair from the Judicial Board members.

Section 2

The Judicial Board shall operate under the following guidelines:

A. Reporting Incidents

- a. All incidents will be reported by any person to the President and the advisor.
- b. Upon notification the President shall inform the Chair of the Judicial Board about the pending situation.
- c. Within 24 hours the Chair will then notify all involved organizations of the scheduled meeting time and alleged infractions.
- d. Each organization will have two business days to respond to the summons. Failure to do so will result in a \$10.00 fine per day.
- e. Any incident must be handled in a timely manner but the Chair will have the discretion to change or modify meeting times.

B. Hearing Process

- a. The Judicial Board will convene on the set date and time.
- b. At this time the Board will meet with each individual party.
 - i. Each organization will be allowed to present witnesses or evidence at this time.
- c. The Chair will appoint a Board member who will be charged with taking detailed minutes of the meeting.
 - i. Minutes will be kept in the Council permanent file in the Office for Student Engagement.
- d. After all sides have presented their case the Judicial Board will deliberate and assign appropriate sanctions.
- e. The President and advisor will need to approve all sanctions before they can be enacted.

C. Appeals

- a. Any organization will have the right to appeal their assigned sanctions within two days.
- b. Appeals will be made to the advisor and all decisions will be final.

D. Enforcement

- a. Organizations that fail to complete any assigned sanctions will be subject to further sanctions through the judicial process as outlined in this Constitution.

E. University Judicial Process

- a. The judicial process as outlined in this Constitution does not supersede or replace any judicial process conducted by Southeastern Louisiana University.

ARTICLE XV: HISTORICAL DOCUMENTATION

Section 1

A permanent copy of this Constitution will be maintained in the Council permanent file in the Office for Student Engagement.

Revised as of July 1, 2021