

**Constitution of the National Pan-Hellenic Council**  
**University of Michigan**  
Updated April 2012

## **Article I**

### **Section I: Name**

The official name of the organization shall be the University of Michigan chapter of the National Pan-Hellenic Council, Inc.

### **Section II: Purpose**

The purpose of the National Pan-Hellenic Council (NPHC) shall be to enhance fellowship among the predominantly African-American fraternities and sororities on campus through closer interaction among each other in the interest of improving social and philanthropic relations and increased communication with the University population. It shall also provide a focusing agent by which NPHC members can come together and channel their combined strength for the benefit of their individual organizations, the NPHC as a whole, and the student body at the University of Michigan.

### **Section III: Composition**

- A. The University of Michigan chapter of the National Pan-Hellenic Council shall reflect the composition of the National Pan-Hellenic Council and consist of only chapters recognized by their national organization. The members of the University of Michigan Chapter shall consist of Alpha Phi Alpha Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Alpha Kappa Alpha Sorority 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.
- B. Active Chapter. An active chapter is a chapter that has paid all due and has all rights and privileges granted in the Constitution and Bylaws.
- C. Probationary Expansion Chapter. A probationary chapter is an organization seeking to re-establish an active chapter at the University of Michigan. Said organization must be an established nationally recognized National Pan-Hellenic Council fraternity or sorority. While under a probationary period, members of the organization will have (1) vote in the Legislative body; however, its members will be ineligible for executive or judicial office. Probation shall last the duration of one full semester.
- D. Suspended Chapter or Organization. A suspended chapter is a chapter that has lost its active status membership in the council due to a violation of national or local council bylaws, and/or violations of said organizations national bylaws.
- E. Inactive Chapter. A chapter that has not paid due and/or fines in the allotted time given by the judiciary committee.

### **Section IV: Voting**

Each active chapter shall have (2) votes, which may be exercised by the organization's two official delegates or duly authorized alternates. Chapters consisting of four or less members will have two votes if at least one of their members is present. For chapter five or more, if only one delegate is present the chapter receives only (1) vote. In the event of a tie vote, the President will serve as a tiebreaker.

## **Section V: Quorum**

A quorum shall consist of at least one representative from 2/3 of the active chapters.

## **Section VI: Amendments/Ratification**

This constitution of the National Pan-Hellenic Council can be amended by a 2/3 majority vote of all the active chapters, following the approval of the seconded motion to enact such changes. Amendments to the Constitution and Bylaws will become effective the following academic year or otherwise noted in the amendment.

- A. Amendments must be submitted in written form to the executive board before they can be presented to Council.

## **Article II**

### **Section I: Elected Officers**

The National Pan-Hellenic Council will consist of elected officers, which will be called the Executive Board.

- A. President, who shall be the presiding officer of the council and chair its meetings when President. The President will be a non-voting member of the council except in the event of a tie, and serve as the official spokesperson for the council.
- B. Vice-President, who shall assist the chair in the administration of the Council's business, and shall preside in the official session in the absence of the President, The Vice-President shall also serve as the executive board's representative on all Committees.
- C. Secretary, who shall keep the minutes of the council meetings and distribute copies of the minutes to all active chapters prior to each meeting. The Secretary will be responsible for compiling the official calendar of the Council one month prior to the 1<sup>st</sup> day of said semester. The Secretary will also keep a running tally of attendance at all NPHC meetings and sponsored functions for the purpose of levying fines.
- D. Treasurer, who shall monitor all financial transactions and concerns of the National Pan-Hellenic Council. Also, the treasurer shall maintain current financial records of the organization at all times; prepare a semester budget presented at the 1<sup>st</sup> council meeting of the said semester. The Treasurer is responsible for the collection of receipts and funds, and the presentation of weekly reports. The Treasurer shall also serve as the co-chair fundraising committee.
- E. Parliamentarian, who shall keep records of the constitution and all amendments and maintain order in all meetings using Robert's Rules of Order as a reference point; The Parliamentarian shall serve as the chair of the disciplinary committee, also be responsible for the preparation and presentation of contractual agreements between active chapter and the Council
- F. Co-Fundraising Chair, who shall be responsible for all coordination and execution of efforts solely to raise money for the council.
- G. Community Service Chair, who shall be responsible for organizing and facilitating community service events, with the minimum requirement of one per month.
- H. Publicity Chair, who shall be responsible for all publications and promotions for the council.

### **Section II. Eligibility**

All officers must be enrolled students and active member of active chapters of The National Pan-Hellenic Council-U of M chapter prior to the term election is sought. Officers must be enrolled for the fall semester

of their elected term. The position of President requires at least one-year service on the Executive Board prior to the term election is sought; unless no candidate with one-year of service on the Executive Board is available as a candidate.

### **Section III: Term of Office**

The term of office for all positions shall be one academic year.

### **Section IV: Election of Officers**

Applications for office are due one week prior to Election Day with two nominating signatures. One signature must be from a current executive board member.

On day of election Candidate will deliver a speech not to exceed 5 minutes. Elections will follow each office.

### **Section V: Removal/Impeachment of Officers**

In the case of attempted removal of an Executive Officer the following procedure applies.

- A. To formally remove or impeach an officer, an active member of an active chapter must formally submit a written allegation stating how the officer has failed to perform his or her duties, to the executive board one week prior to discussion.
  - i. Upon receipt of written statement, the Executive Board, excluding the officer in question, shall determine with a majority vote if there are grounds for an impeachment proceeding.
- B. The officer in question shall be informed in writing of the proceedings within 24 hours of the complaint being submitted.
- C. If a motion is made to remove the President from office, the next succeeding officer in the order of election shall call the meeting and run the proceedings.
- D. If the Executive Board determines an impeachment proceeding must take place, impeachment will be determined at a mass council meeting by a two-thirds majority vote of active chapter representatives.

### **Section VI: Order of Succession**

In the event that an executive officer is unable to perform his or her duties or is unable to be in attendance at the University Michigan for any reason, then the following order of succession shall be implemented: Parliamentarian to Treasurer; Treasurer to Secretary; Secretary to Vice-President; Vice President to President.

Until a proper election process can be held, the office of Parliamentarian shall be filled by an NPHC member who is appointed by the President.

In the event that a promoted officer cannot or does not wish to take his or her new office, then the officer must occupy the new office until an election process can be held to fill the vacancy. The aforementioned officer has the option of returning to his or her former position or yielding that position to another NPHC member selected through the election process.

## **Article III**

### **Section I: Meetings**

Council meetings shall take place weekly on a day of the week to be determined by the Executive Board, at the beginning of the academic year.

### **Section II: Executive Board**

The Executive Board shall meet at a time prior to the council meeting, to determine agenda, programming, and other council issues.

### **Section III: Attendance**

Each active chapter shall have two chapter representatives to serve as voting representatives at council meetings. Failure of a representative to attend 75% of meetings may result in fines of the member's organization and/or temporary removal of that representative's voting rights and funding privileges. The disciplinary committee will consider the matter and make a recommendation to the full council.

All Executive Board members are expected to fulfill 100% attendance. If they don't meet the 100% attendance the disciplinary committee will consider the matter and make a recommendation to the full council.