

National Pan-Hellenic Council Constitution - University of Maryland Eastern Shore

May 2018

Article I: Name

The name of this organization shall be the University of Maryland Eastern Shore National Pan-Hellenic Council, hereafter referred to as UMES NPHC.

Article II: Purpose

The purpose of this organization shall be to:

- Assist the university administration in obtaining its educational and cultural objectives.
- Maintain, on a high level, fraternity/sorority life and inter-fraternal relationships.
- Serve as a standard setting and implementing body for the affiliate organizations in the areas of programming, membership and initiation.
- Serve as a forum for the consideration of mutual interest to the member organization
- Encourage program design to help meet the needs of our campus community
- Make recommendations to organize for legislation and to act as the catalyst of member organizations on matters of interest to the university and Greek community.
- Support all programs and functions of each member organization with unity.

Article III: Membership

Section 1. Member Organizations

A. The following fraternities and sororities are members of UMES NPHC:

- Phi Beta Sigma Fraternity, Inc. (1935)
- Zeta Phi Beta Sorority, Inc. (1944)
- Omega Psi Phi Fraternity, Inc. (1946)
- Alpha Phi Alpha Fraternity, Inc. (1950)
- Alpha Kappa Alpha Sorority, Inc. (1951)
- Sigma Gamma Rho Sorority, Inc. (1992)
- Iota Phi Theta Fraternity, Inc. (2006)
- Kappa Alpha Psi Fraternity, Inc. (2008)
- Delta Sigma Theta Sorority, Inc. (2017)

The dates are the year in which the chapter was chartered at UMES. Chapters are listed in council presidency rotation order.

Section 2. Classification of Members

A. Active Members

- a. Shall be those organizations chartered by NPHC and currently active at UMES
- b. Must be in good standing with their National and Regional organization as well as the university.
- c. Shall be entitled to one (1) official chapter delegate at all UMES NPHC meetings
- d. Shall be eligible to vote at council meetings
- e. Shall be eligible to have members serve on the executive board and in committees
- f. Member organizations shall meet the following requirements
 - i. Have as members, no person who has held membership in any other organization which holds membership in the UMES NPHC.
 - ii. Have been established on a college or university campus and have membership in the NPHC
 - iii. Initiate into the undergraduate chapter only persons who at the time are pursuing a Bachelor's Degree.

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B. Probation members

- a. Shall be those organizations chartered by NPHC and currently active at UMES but on punishment through the NPHC. Punishment can be for
 - i. i. Failure to pay chapter fees
 - ii. ii. failure to meet the required semester GPA
- b. Shall have NO voting power
- c. Shall conduct NO new member intake during their probationary status
- d. May NOT host social events on or off campus
- e. Shall be on probation for no more than one semester. After one semester on probation, chapters will be placed on inactive status.

C. Inactive Members

- a. Shall be those organizations chartered by the NPHC and currently inactive or suspended by UMES or their (Inter) National Headquarters.
- b. Shall not have representation on the executive board and hold no voting power
- c. Are entitled to being a part of a committee that the executive board agree upon

Article IV: Scholarship

Section 1. Scholarship

- A. The UMES NPHC shall require organization members to maintain the minimum scholastic requirement of a 2.5 GPA in order to remain active within the council.
- B. The UMES NPHC shall require organizations chapters to have a minimum cumulative GPA of 2.5.
- C. The UMES NPHC shall promote scholarship through awards and recognitions.
- D. The UMES NPHC Campus Advisor shall supply the cumulative GPA of all active members at the end of each semester of each semester
- E. Chapters must maintain a minimum 2.5 semester GPA to remain active on campus. Failure to meet requirements will result in probation.

Article V: Meetings

Section 1. Frequency

- A. The UMES NPHC shall meet twice per month during the academic year.
- B. The day and time of meetings shall be decided by the council at the first UMES NPHC meeting of the semester.
- C. Special meetings may be called at the discretion of the President, Advisor(s), or the council.

Section 2. Representation

- A. Delegates
 - a. Each active chapter will select one (1) delegate to represent them.
 - b. Delegates vote on NPHC matters on behalf of their chapter
 - c. Delegates are to attend all NPHC meetings. If they are unable to attend a meeting, they must notify the NPHC President, Secretary and Advisor at least twenty-four (24) hours in advance with the name of their substitute delegate.
 - i. Delegates who fail to notify of their absence or provide a substitute will result in the chapter being fined five dollars (\$5).
 - d. Two-thirds (2/3) of the council delegates shall constitute a quorum. A quorum must be present in order for a meeting to be held.
- B. General Members
 - a. One-third (1/3) of each chapter's members must be in attendance at all NPHC meetings.

- i. Chapters must notify the NPHC President, Secretary and Advisor at least twenty-four (24) hours in advance if they will be unable to have the required attendance at a meeting due to a prior obligation (i.e. travel for regional meeting, leadership conference, etc.)
- ii. Chapters failing to notify of their absence or failing to have one-third (1/3) of their chapter in attendance at meetings will result in a ten dollar (\$10) fine.

Section 3. Agenda

- A. Agendas will be prepared by the UMES NPHC President and shared with the secretary no less than 24 hours prior to the meeting.
- B. Items not appearing on the agenda may only be presented if the floor is opened for additional business.

Section 4. Conduct

- A. During all UMES NPHC meetings, parliamentary procedure will be followed.
- B. It is the responsibility of the council membership to be familiar with Robert's Rules of Order (Revised).
- C. Everyone will conduct themselves in a professional manner during meetings

Section 5. Voting

- A. Each chapter delegate is entitled to one (1) vote.
- B. A simple majority of votes cast shall constitute a decision.
- C. The type of vote is at the discretion of the UMES NPHC President.

Article VI: Officers

The officers of the UMES NPHC shall be President, Vice President, Secretary, Treasurer, Historian, Parliamentarian and Sergeant-at-Arms.

Section 1. Duties of Officers

- A. President
 - a. Shall preside at all meetings.
 - b. Shall accept volunteers or appoint chairpersons of committees.
 - c. Shall appoint a Parliamentarian and Sergeant-at-Arms.

- d. Shall represent the council at all meetings between Administration and the NPHC.
 - e. Shall schedule all meetings.
 - f. Shall vote only in the case of a tie.
 - g. Shall serve on the Finance Committee.
 - h. Shall notify all members of the location and time of all meetings.
 - i. Shall write all official correspondence for the council.
 - j. Shall prepare the agenda for all meetings of the council and executive board.
- B. Vice President
- a. Shall act in the absence of the President.
 - b. Shall have all committees report back to him/her in writing.
 - c. Shall report to the President on the progress of all committees.
 - d. Shall serve as the chairperson of the Program Committee.
- C. Secretary
- a. Shall keep an accurate account of all proceedings of the council.
 - b. Shall maintain accurate account records of attendance at all meetings.
 - c. Shall be responsible for all records and files of the council.
 - d. Shall send meeting minutes 24 hours after meetings.
 - e. Shall report activities of the council to the media and other organizations.
 - f. Shall keep accurate files of all correspondence of the council.
- D. Treasurer
- a. Shall receive, disburse, and maintain an accurate account of all funds and expenditures of the council.
 - b. Shall complete all transactions only with the authorization of the President and Advisor.
 - c. Shall submit a financial report at every council meeting.
 - d. Shall serve as the chairperson of the Finance Committee.
- E. Historian
- a. Shall be responsible for archiving publications and materials from all NPHC hosted events.
 - b. Shall be responsible for taking photographs at all events.
 - c. Shall be responsible for maintaining and utilizing all NPHC social media accounts.
- F. Parliamentarian
- a. Shall settle all parliamentary questions according to Robert's Rules of Order (Revised).
 - b. Shall advise the President on the legality of the UMES NPHC policies.

- c. Shall be familiar with the UMES NPHC Constitution, policies and Robert's Rules of Order (Revised).
- d. Shall serve as the chairperson of the Constitution Committee.

G. Sergeant-at-Arms

- a. Shall keep order in meetings of the UMES NPHC.
- b. Shall guarantee that voting proceeds in an orderly manner at all meetings.

Section 2. Election of Officers

A. Process

- a. Officers shall be elected for the next academic year at the second to last UMES NPHC meeting of the current academic year. All officer terms shall be for one (1) academic year.
- b. Each officer shall have a representative from a different organization. Exceptions can be made if organizations do not have qualified members willing to serve on the board.
- c. The presidency shall rotate yearly. The first President shall come from the first NPHC organization chartered on campus and rotate to the next organization in the order of campus charter date. If an organization is inactive when it comes up in the rotation, that organization will be skipped. If an organization does not have a qualified candidate for the council presidency, it will forfeit its opportunity to hold the presidency for the year. Should the President relinquish the office permanently, for any reason, the President's replacement shall be a representative from the same organization. This new President shall complete the term of office.
- d. The current President will begin the election of officers for the upcoming academic year with the office of Vice President and end with the Historian.

B. Voting

- a. Elections shall have secret ballot voting
- b. There shall be one (1) vote per organization for each officer.
- c. A majority vote is needed to constitute a decision.

Article VII: Committees

Section 1. Standing Committees

- A. Constitution Committee
 - a. Shall consist of the Parliamentarian as the Chairperson, the President and three (3) other voting members of the UMES NPHC.
 - b. It shall be the duty of the Constitution Committee to:
 - i. Revise and update the UMES NPHC Constitution.
 - ii. Be familiar with the national NPHC Constitution
 - iii. Establish the written and unwritten policies of the council.
 - iv. Promote parliamentary procedures through meetings and workshops.
 - v. Submit all amendments and proposals in writing to the council at least one week before regular meetings.

- B. Program Committee
 - a. Shall consist of the Vice President as the Chairperson and the chairpersons from each standing committee.
 - b. It shall be the duty of the Program Committee to:
 - i. Create the proposals for all activities to present to the council.
 - ii. Suggest ad-hoc committees to carry out special programs.
 - iii. Accept dates submitted by member organizations and coordinate the activities so there is no schedule conflict.
 - iv. Submit an annual report to the President and Advisor.
 - v. Promote Greek unity through the development of the UMES NPHC projects and activities.

- C. Fundraising Committee
 - a. Shall consist of a chairperson appointed by the President and four (4) representatives of member organizations.
 - b. It shall be the duty of the Fundraising Committee to:
 - i. Develop and implement fundraising activities.
 - ii. Support the implementation of council programs.

- D. Ad Hoc Committees
 - a. All other committees of the UMES NPHC shall be Ad Hoc committees.
 - b. Ad Hoc Committees are suggested by the Program Committee, appointed by the President or elected by the Council.
 - c. The purpose of Ad Hoc Committees is to research, develop and implement special projects.

Article VIII: Advisors

Section 1. Campus Advisor

- A. Eligibility
 - a. Campus Advisor for the UMES NPHC shall be the Director of Campus Life at UMES.
- B. Responsibilities
 - a. Attend meetings and functions of the UMES NPHC.
 - b. Act as a liaison between the council, administration and advisors of individual organizations along with the President of the council.
 - c. Advise the Council on the legality of all its actions.

Section 2. Graduate Advisor

- A. Eligibility
 - a. Must be an active and financial member of a Graduate NPHC organization.
 - b. Must be a faculty/staff member at UMES. Special dispensation may be made upon approval of the Vice President for Student Affairs.
- B. Responsibilities
 - a. Work in cooperation with the Campus Advisor.
 - b. Attend meetings and functions of the UMES NPHC.
 - c. Act as a liaison between the council, administration and advisors of individual organizations along with the President of the council.
 - d. Advise the Council on the legality of all its actions.

Article IX: Reports

Section 1. Administrative Reports

- A. All proposals or decisions from the administration must be submitted in writing to the UMES NPHC President.
- B. All correspondence with the administration may be initiated only by the UMES NPHC Advisor(s) or President.

Section 2. Committee Reports

- A. It is the responsibility of the Chairperson of each committee to submit a report to the Program Committee Chairperson on behalf of the committee.
- B. **It is the responsibility of the Chairperson of the Program Committee to submit a written summary of all the committee reports to the President and Advisor(s).**

Section 3. General Reports

- A. All reports other than those stated previously must be submitted to and approved by the UMES NPHC.

Article X: Fiscal Operations

Section 1. Expenditures

- A. All financial expenditures of the UMES NPHC are to be made only with the approval of the President, Treasurer and Advisor(s).

Section 2. Fees

- A. The set member fee is \$15.00 per person on each chapter's roster.
 - a. Chapter delegate is responsible for submitting all dues from his/her chapter. *(If a roster has 10 members, the delegate would submit \$150 for their chapter's membership fees.)*
 - b. Member fees are to be submitted at the second (2nd) council meeting each semester.
 - i. Fees not submitted within seven (7) days of the due date will be subject to a twenty-five dollar (\$25) late fee.
 - ii. If after an additional seven (7) days the member fees and late fee are not submitted the chapter will be placed on probation.
 - Probation is defined as NO voting power, NO intake and NO social events until you pay your fine.
 - iii. After seven (7) days of probation, chapters still failing to pay member fees and late fees will be placed on inactive status.

Section 3. Fiscal Year

- A. The fiscal year shall be observed from the start of fall semester in August until May when spring semester ends.

Article XI: Powers

The powers of the UMES NPHC shall be to:

- Make laws that pertain to its government.
- Admit, according to the criteria stated in the constitution, petitioning fraternities and sororities to membership in the UMES NPHC.
- Discipline, fine, suspend, or expel member organizations, officers, or representatives in accordance with the provisions in the Constitution.
- Levy and collect annual assessments.
- Coordinate programs that are designed to help meet the needs of the UMES NPHC in its community.

Article XII: Penalties

All fraternities and sororities that are member organizations are hereby subject to the provisions stated in this Constitution. Any fraternity or sorority that violates any part of this Constitution shall be subject to a penalty equivalent to the offense committed, except when only select individuals of a particular organization are involved.

Violations include but are not limited to;

- Cyberbullying
- Fighting
- Undermining another NPHC organization
- Hazing (as defined by the UMES Student Code of Conduct and the State of Maryland)

Section 1. Judicial Board

- A. Shall consist of the Advisor(s) and one (1) voting council representative from each member organization. The President (a non-voting member) in case of a tie will serve as an ex-officio member.
- B. It shall be the duty of the board to:
 - a. Be familiar with all rules and regulations of the UMES NPHC.
 - b. Investigate all complaints and charges against a NPHC organization and/or an individual member of one of the member organizations.
 - c. Take appropriate disciplinary action against violators.
 - d. Submit in writing all complaints, charges, and decisions given to or made by the board about the individual or member.

- e. Submit in writing the decision made and rationale of the board to administration when the disciplinary actions of the board are being appealed by the individual and/or member organization in violation.
- C. The UMES NPHC President shall president at all board meetings.
- D. All decisions made by the board shall be in accordance with the violation.
- E. All business of the board shall be confidential.

Section 2. Rules and Regulations

- A. All member organizations are accountable to the Anti-Hazing Policy of the university and the rules and regulations defined by the NPHC in 1979.
- B. All violations of these policies, rules and regulations are subject to disciplinary actions from Student Conduct.

Section 3. Complaints and Formal Charges

- A. All complaints and/or formal charges against an individual or member organization must be submitted in writing to the UMES NPHC.
- B. Documentation must be provided in support of these complaints and formal charges.
- C. Copies of the charges are to be sent to the individual and/or member organization.
- D. Administration, Faculty and Staff shall direct all complaints directly to the UMES NPHC. The council Advisor(s) and the President shall serve as a liaison between Administration and the UMES NPHC.

Section 4. Disciplinary Action

- A. The Judicial Board shall base all disciplinary decisions on information obtained by a formal charge or complaint and during a hearing. This board has the right to take disciplinary actions against any member organization or individual that violates rules, regulations and policies of the UMES NPHC.
- B. All decisions made by the Judicial Board are limited to the campus. The (Inter) National Office of the member organization shall be notified of disciplinary actions by the Director of Campus Life if necessary.
- C. All disciplinary actions and decisions shall depend on the severity of the violation. The Judicial Board has the right to fine, delegate community service, and/or suspend campus activities of individual or member organizations.
- D. All decisions made concerning NPHC organizations shall be administered by the UMES NPHC before reaching administrative level as long as they are in accordance with school policies.

- E. The university administration has executive power to delegate final authority.

Section 5. Appeal

- A. Appeal by the fraternity or sorority of any penalty administered by the UMES NPHC must be made within fourteen (14) calendar days of the original notice, in writing.
- B. Once a decision is made on the appeal, the decision is final. It is the responsibility of the UMES NPHC to uphold the decision.

Article XIII: Assessments

Assessments are at the discretion of the UMES NPHC.

Article XIV: Parliamentary Authority

Robert’s Rules of Order (revised) shall be the authority in case of a dispute in parliamentary procedure. Other disputes may be settled by a two thirds (2/3) vote of the UMES NPHC and Advisor.

Article XIV: Amendments

The constitution may be amended by a two-thirds (2/3) vote of the UMES NPHC delegates. The vote will take place at a regular meeting of the council following the meeting in which the proposed amendments have been read and a copy thereof provided for the council secretary.

A proposed amendment shall be presented to the member organizations and executive board for study at least seven (7) days prior to the meeting of the UMES NPHC in which the proposed amendment shall be discussed.

The proposed changes to the constitution must be approved by the Assistant Director of Campus Life.

Revised by:

Zeta Phi Beta:	Skyler Offer
Sigma Gamma Rho:	Casmira Nelson
Iota Phi Theta:	Abu Sillah & Brian Jones
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