

National Pan-Hellenic Council

UC San Diego

Constitution

Created: 02.08.23

Adopted & Ratified:

Article I - Name

- I. The name of this organization shall be the National Pan-Hellenic Council at UC San Diego, also known as NPHC at UC San Diego

Article II - Purpose

The purpose of this organization shall be:

- I. To assist NPHC organizations in achieving its educational and cultural objectives at the University of California San Diego
- II. To maintain a high plain Greek life and inter-fraternal relationship
- III. To serve as an implementing body for the affiliate organizations in the areas of recruitment and sorority fraternity related programming
- IV. To serve as a forum for collaboration on the mutual interests and concerns of the member organizations
- V. To encourage the member organizations to concern themselves with programs designed to help meet the needs of the university and metropolitan communities
- VI. To provide and establish open communication and an inclusive environment for all member organizations

Article III - Nonprofit Statement

- I. The National Pan-Hellenic Council at UC San Diego is a non-profit organization.

Article IV - Membership

- I. The following sororities and fraternities are eligible to be members of NPHC at UC San Diego:
 - A. Alpha Kappa Alpha Sorority, Inc.
 - B. Alpha Phi Alpha Fraternity, Inc.
 - C. Delta Sigma Theta Sorority, Inc.
 - D. Kappa Alpha Psi Fraternity, Inc.
 - E. Omega Psi Phi Fraternity, Inc.
 - F. Phi Beta Sigma Fraternity, Inc.
 - G. Zeta Phi Beta Sorority, Inc.
 - H. Sigma Gamma Rho Sorority, Inc.
 - I. Iota Phi Theta Fraternity, Inc.
- II. Collegiate Organizational Membership Requirements

- A. Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with NPHC at UC San Diego
- B. Only chapters who are in good standing with their national organization may participate with the NPHC at UC San Diego
- C. Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the NPHC at UC San Diego
- D. In order to remain active as a collegiate council, NPHC at UC San Diego must have no fewer than two participating member organizations active with this council, unless permission to continue functioning is granted by the national office of NPHC

III. Classification of membership with on campus status:

- A. Active members of the NPHC at UC San Diego:
 - 1. Affiliated organizations shall initiate into undergraduate chapters only persons who, at the time, are pursuing an undergraduate degree in the San Diego Metropolitan Area, such as:
 - a) UC San Diego
 - b) San Diego State University
 - c) University of San Diego
 - d) California State University, San Marcos
 - e) Point Loma Nazarene University
 - 2. Shall be fraternities and sororities who are currently paying their NPHC at UC San Diego dues
 - a) NPHC Dues are \$50 and are to be paid \$50 per year by January 31st of each year.
 - b) Chapter dues are due no later than the week 6 meeting of the quarter
 - c) If a chapter fails to pay their quarterly council dues by the week 6 meeting, a five dollar (\$5) fine will be assessed to the chapter for each week it is late until the payment has been received in full
- B. Inactive members of the NPHC at UC San Diego:
 - 1. Shall be members of fraternities and sororities who are not recognized by the UC San Diego
 - 2. Shall be members of fraternities and sororities who are not current with financial dues to the National Pan-Hellenic Council at UC San Diego
 - a) Inactive chapters due to not being current with financial dues shall have a voice but no vote on council related matters at council delegate meetings

IV. Non-Discrimination

- A. The NPHC at UC San Diego does not discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation or disability with regard to membership, officer eligibility, membership privileges and organization policies and practices

Article V - Council Meetings

- I. Regularly scheduled council meeting of NPHC at UC San Diego will occur no less than two times a month on a date and time set by the council
- II. Each member organization is responsible for sending at least 1 delegate to the council meetings
- III. Quorum shall be defined as majority (half of voting delegate chapter members plus one)
 - A. Without quorum present at meeting, information can be shared and discussed but actions and motions cannot be taken.

Article VI - Executive Board Officers

- I. The Executive Board shall consist of the elected officers of the National Pan-Hellenic Council at UC San Diego
- II. The Executive Board supervises the affairs of the NPHC at UC San Diego in between regular meetings, except they cannot amend the constitution, bylaws, standing rules, or change any action adopted by the council
- III. The Executive Board, at a minimum, must meet monthly, but can meet as often as the need arises. The quorum for such meetings will be a majority, which will be $\frac{2}{3}$ of the officers
- IV. The officers of NPHC at UC San Diego will be:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Marketing
 - F. Parliamentarian(appointed by the President)
- V. Officer Duties
 - A. President
 - 1. Shall be the official spokesperson of the NPHC at UC San Diego
 - 2. Is and will act in accordance with all university policies
 - 3. Shall preside over all meeting of the Executive Board and NPHC at UC San Diego
 - 4. Appoints all committee chairs
 - 5. Be responsible for the implementation of all decisions of the NPHC at UC San Diego
 - 6. Shall approve all expenditures of the budget fund
 - 7. Perform all other duties pertaining to the office
 - 8. Make appointments to vacant officer positions which will be approved by the NPHC Executive Board
 - 9. Shall not be affiliated with the same chapter as the NPHC Treasurer
 - 10. Shall oversee the Executive Board transition process at the culmination of the year
 - B. Vice President
 - 1. Shall be the acting President in the absence of the President

2. Shall serve as President in the event of the Presidents' position becoming vacant
3. Maintain weekly contact with all officers and committee Chairs
4. Shall assist the President with the Internal Affairs of the NPHC at UC San Diego, for example major issues such as but not limited to academic success of Greek members, organizational conflict, and creating/sustaining interpersonal relationships
5. Shall keep a calendar of events for every meeting and update accordingly using the NPHC Google Calendar
6. Shall read chapter delegates reports if absent
7. Shall submit Academic Reports to the NPHC headquarters at the beginning of each academic school year

C. Secretary

1. Shall record and type the minutes in the general body and Executive Board meetings
2. Secure facilities for all scheduled meetings
3. Maintain all correspondence and official records of the council
4. Inform general body members of council meetings and Executive Board meetings at least 48 hours in advance
5. Keep attendance at meetings
6. Notify any organization who are in jeopardy of losing their membership status.
8. Collaborate with the Treasurer and Parliamentarian to provide invoices regarding fines to the chapter(s).
9. Shall submit NPHC council roster to the NPHC Headquarters at the beginning of each academic school year

D. Treasurer

1. Shall receive and issue receipts for funds
2. Receive and deposit funds for the council
3. Issue checks with the approval of the President
4. Shall report expenditures and revenues to the council; and maintain accurate and complete records of the receipt and expenditure of funds
5. Shall not be affiliated with the same chapter as the President
6. Shall collect all dues and fines for the council and will report to the secretary
7. Collaborate with Parliamentarian and Secretary to provide invoices regarding fines to the chapter(s)
8. Shall submit NPHC Due Remittance form and NPHC State of Council Financial Report to the NPHC Headquarters

E. Marketing

1. Shall control and maintain all NPHC social media accounts
2. Shall create and distribute flyers for all NPHC events

F. Parliamentarian

1. Shall assist the President in interpreting the constitution and by-laws

2. Serve as chair of the Constitution and By-Laws committee
3. Must provide a current copy of the Constitution at all scheduled meetings
4. Assure that all meetings are conducted in accordance with Parliamentary procedure
5. Collaborate with the Treasurer and Secretary to provide invoices regarding fines to the chapter(s).
6. Parliamentarian must inform the Executive Board before each Delegate Meeting of each chapter's voting status, in accordance with their financial status with the NPHC

Article VII - Selection of Officers

- I. Call for nominations for the Executive Board officers of the National Pan-Hellenic Council at UC San Diego will be announced week 4 of spring quarter. Elections will take place no later than week 6 of spring quarter. The new elected officers take office week 10 of spring quarter.
- II. The positions shall be elected in the following order:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Marketing
 - F. Parliamentarian(appointed by the President)
- III. Qualifications of elected officers
 - A. Only registered UCSD students may hold office in NPHC at UC San Diego
 - B. Must be in good standing with NPHC at UC San Diego
 - C. Affiliated and active with a member chapter of the National Pan-Hellenic Council
 - D. Have a minimum cumulative GPA of 2.25
- IV. The President and Treasurer may not be filled by members affiliated with the same organization. In the event that two people are running for both positions from the same organization, one person must rescind their candidacy.
- V. When all organizations are represented, no one delegate from one organization shall hold more than one office on the NPHC Executive Board
 - A. In the event that there are less NPHC representatives than the number of positions available for election, officers can be elected to multiple positions. If there are not enough representatives all non essential positions shall not be filled
- VI. Voting Procedures as follows:
 - A. Candidates must submit their intent to run for candidacy by the week 5 meeting in spring quarter, with the election meeting happening at the week 6 meeting
 - B. From time to submitting intent to final vote, members cannot make alliances, pacts, treaties or discuss their vote with anyone on their desired selection.
 - C. Candidates must have a speech prepared, not exceeding five (5) minutes of why they are qualified

1. In the event, an applicant wants to run for a position but is unable to attend the elections they may send a delegate of the NPHC on their behalf to read a prepared speech
- D. Voting delegates will have two (2) minutes to ask each candidate questions before deliberation
- E. Voting delegates will have no more than five (5) minutes to discuss while the candidate(s) are not in the room
- F. When discussion has concluded, delegates will vote via anonymous ballot for the candidate of their choice
- G. Each active chapter receives only one vote through their designated chapter delegates per voting matter.
 1. Only registered UCSD students may vote in elections for the selection of the organization's officers
- H. The votes will be counted by the Parliamentarian and Advisor
 1. If there is no appointed Parliamentarian, the Vice President shall count the votes
- I. The nominee with the simple majority vote will be the officer holder for the next academic year
- J. In the event of a tie, the President will have the deciding vote
 1. If the president is up for re-election, or election of another position, the next highest ranking, outgoing officer will have the tie-breaker vote
- VII. The term of office shall run from the end of the spring quarter of their election throughout the following academic school year

Article VIII - Advisor

- I. The council advisor shall be appointed by the office of Sorority & Fraternity Life
- II. Duties of the advisor shall include, but are not limited to:
 - A. Attendance at all NPHC at UC San Diego meeting
 - B. Monthly examinations of council financial accounts as it relates to payable and receivable accounts
 - C. Overseeing the meetings to ensure all conduct is appropriate in accordance with council constitution
 - D. Assisting officers in carrying out their duties and responsibilities
 - E. Communication member organizations chapter advisors

Article IX - Risk Management

- I. NPHC at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself
- II. NPHC at UC San Diego understands that the University does not assume legal liability for the actions of the organization

Article X - Parliamentary Authority

- I. The rules contained in Robert's Rules of Order Newly Revised shall govern NPHC at UC San Diego in all cases to which they are applicable

Article XI - Amendments

- II. The constitution may be amended and/or revised by a two-thirds ($\frac{2}{3}$) vote of total delegate voters.
- III. All proposed amendments must be delivered to the Parliamentarian 21 days prior to the meeting which they will be voted on
- IV. The Parliamentarian will compile and send out the current constitution and proposed amendments to the voting delegates no later than 15 days prior to the voting meeting
- V. The member organization proposing the amendment must propose the motion in new business and receive a second to open discussion on the changes in the meeting prior to voting
 - A. If a second is not granted, the member organization must wait until the next meeting to propose the amendment
- VI. Proposed amendments and/or revisions must be circulated, read, and voted upon at the next meeting