

CONSTITUTION AND BY-LAWS

OF THE

NATIONAL PAN HELLENIC COUNCIL OF NORTH CAROLINA STATE UNIVERSITY

ARTICLE I - NAME

Section 1. This organization shall be called the NATIONAL PAN-HELLENIC COUNCIL OF NORTH CAROLINA STATE UNIVERSITY (NPHC-NCSU).

Section 2. The NATIONAL PAN-HELLENIC COUNCIL OF NORTH CAROLINA STATE UNIVERSITY shall maintain regular affiliation with the NATIONAL PAN HELLENIC COUNCIL, INC. (NPHC).

ARTICLE II - PURPOSE

The purpose of the NATIONAL PAN-HELLENIC COUNCIL OF NORTH CAROLINA STATE UNIVERSITY shall be:

To create and maintain high standards in the life of fraternities and sororities;

To perpetuate constructive fraternity and sorority relationships;

To foster an understanding of the structure and method of operation among the affiliate organizations;

To address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations;

To serve as the conduit for such action plans as may be developed (Taken from the Constitution and By-Laws of the NATIONAL PAN-HELLENIC COUNCIL).

The emphasis of the NATIONAL PAN-HELLENIC COUNCIL OF NORTH CAROLINA STATE UNIVERSITY shall be:

a. To contribute to the political, spiritual, social, economic, and cultural life ON THE CAMPUS OF NCSU and the surrounding area through the presentation of programs.

b. To give aggressive support to the upward mobility of the students of the campus and the youth of the community.

ARTICLE III - MEMBERSHIP

Section 1. The NPHC-NCSU shall be composed of the official representatives of the local chapters of ALPHA KAPPA ALPHA Sorority, Inc., ALPHA PHI ALPHA Fraternity, Inc., DELTA SIGMA THETA SORORITY, Inc., KAPPA ALPHA PSI Fraternity, Inc., SIGMA GAMMA RHO Sorority, Inc., PHI BETA SIGMA Fraternity, Inc., and OMEGA PSI PHI Fraternity, Inc. as stated in Article III. of the National Constitution of the National Pan Hellenic Council.

Section 2. Each affiliate member organization shall have three (3) representatives, with the following provisions:

a. The chief executive officer and two (2) other representatives.

b. Each affiliate member organization shall notify the Council in writing of the names, addresses, and phone numbers of its official representatives and one (1) official alternate representative.

c. Only the official representatives of an affiliate organization, as defined in "a." above, are authorized to vote or to participate in Council deliberations.

In the absence of all three official representatives of an affiliate member organization, the official alternate may participate in Council deliberations and cast one vote per alternate up to the three (3) votes allotted to each affiliate member organization.

ARTICLE IV - OFFICERS

Section 1. The elected officers of the Council shall be: President, Vice-President, Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Chaplain and Sergeant-at-Arms.

Section 2. The appointed officers shall include Parliamentarian, Historian and such others as may be required to carry out designated programs.

Section 3. TERM OF OFFICE - Officers shall be elected for the following terms:

a. The term of office shall be one (1) year.

b. All officers shall be elected for one term as provided for, and shall be eligible for succession only once.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of all elected and appointed officers.

Section 2. All appointed officers shall serve as ex-officio members of the Executive Committee, without a vote.

Section 3. The Executive Committee shall meet as necessary to carry out the business of the NCSU-NPHC between regularly scheduled Council meetings.

ARTICLE VI - MEETINGS

Section 1. Meetings shall be held regularly, four times per month, once during each week, except as otherwise provided.

Section 2. Except for emergencies, Council activities shall be suspended during the months of June and July.

ARTICLE VII - COMMITTEES

Section 1. The standing committees shall be: Program Committee, Social Committee, Budget Committee, Calendar Committee, Membership Committee, Constitution and By-Laws Committee and College Affairs Committee.

Section 2. Ad hoc committees shall be appointed as needed.

Section 3. The President of the Council shall appoint all committee chairpersons from the membership of the Council. The chief executive officer of each affiliate organization shall appoint one at-large member to each Council committee, with the exception of the Program and Constitution and By-Laws Committees.

Section 4. The Program Committee shall be composed of the chief executive officers of each affiliate organization.

ARTICLE VIII - FINANCES

Section 1. The operating budget of the Council shall be obtained by assessing each affiliate member organization an amount agreed to by the Council.

Section 2. The Council budget for the next fiscal (academic year) shall be approved by vote of the Council at its April meeting.

Section 3. The fiscal (academic year) shall be August 15 to May

15.

ARTICLE IX - AMENDMENTS

Section 1. Any proposed amendment to the Constitution shall be submitted in writing to the Constitution and By-Laws Committee for presentation to the Council at least sixty(60) days before the Council meeting at which the proposed amendment is to be considered.

Section 2. The Constitution and By-Laws Committee shall distribute each proposed amendment, together with its recommendation, to the official representatives of each affiliate member organization for presentation to the affiliate member organizations at least 45 days before the Council meeting at which the proposed amendment is to be considered.

Section 3. This Constitution must be ratified by a two-thirds vote of the Council membership.

THE BY-LAWS

1. RESPONSIBILITIES OF AFFILIATE MEMBER ORGANIZATIONS

a. All affiliate member organizations shall notify the Council in writing, six months in advance, of any organizational plans and programs which may or will obligate the Council in any manner.

b. The Corresponding Secretary shall notify each affiliate member organization in writing of the amount and due date of any official assessments.

c. All dues are due on or before January 30 of each year and shall be deemed to be delinquent as of March 1. The Financial Secretary shall notify the Corresponding Secretary in writing of the delinquency of any affiliate member organization. The Corresponding Secretary shall notify each affiliate member organization in writing of any dues delinquency.

d. The Corresponding Secretary shall notify each affiliate member organization in writing of the amount and purpose of any official assessment at least 60 days before the due date. Any organization which fails to meet its financial obligation will be considered delinquent.

e. A delinquent affiliate member organization shall be

foreclosed from participation in Council activities until the delinquency is cleared.

2. MEETINGS

a. Regular meetings shall be held monthly, except as otherwise provided.

b. A quorum for the transaction of business shall consist of representatives of at least six (6) of the affiliate member organizations.

c. Each affiliate member organization is entitled to one (1) vote which may be cast by the official representative(s) or the official alternate representative.

3. ELECTION OF OFFICERS

a. Nominations for all offices shall be made directly from the floor. The chief executive officers of affiliate member organizations are not eligible for election as President of the Council. The sitting Council President may not be succeeded by a member of the same affiliate member organization.

b. A simple majority shall be required for election.

c. Elections will take place during the regular meeting of the Council in December of each year.

4. DUTIES OF OFFICERS

a. The **President** shall be the chief executive officer of the Council; shall preside at all regular and special meetings; shall appoint all committee chairpersons and nonelected officers; and shall represent the Council as the official spokesperson of the **NPHC-NCSU**.

b. The **Vice-President** shall assume the duties of the President when the President is not available. The Vice-President shall also be directly responsible for oversight of all committee activities.

c. The **Recording Secretary** shall record the minutes of all Council proceedings and keep all official Council records.

d. The **Corresponding Secretary** shall have the primary responsibility for communicating with the Council membership and coordinating all Council correspondence.

The **Corresponding Secretary** shall also take the minutes when the **Recording Secretary** is not available.

e. The **Financial Secretary** shall maintain all financial records in conjunction with the **Treasurer**; shall accept and record all monies received by the Council; and shall disburse monies in accordance with Sections 6a.- 6d. of the By-Laws.

f. The **Treasurer** shall receive all monies from the **Financial Secretary**, acknowledging the same by receipt, and shall deposit and disburse monies in accordance with Sections 6a.- 6d. of the By-Laws.

g. The **Parliamentarian** shall advise the Council **President** on proper parliamentary procedure in accordance with the Council Constitution and the current edition of Robert's Rules of Order.

h. The **Chaplain** shall conduct the devotional activities of the Council.

i. The **Sergeant-at-Arms** shall maintain order and decorum at all meetings and shall verify the credentials and the authority of the persons in attendance at Council meetings to act as the representative(s) of the affiliate member organizations.

5. DUTIES OF COMMITTEES

a. The Executive Committee shall act in lieu of the Council when action is required between scheduled Council meetings, unless the matter may be handled through a call meeting of the Council.

b. The Program Committee shall plan and recommend at the May Council meeting a program format for the next fiscal year, exclusive of social functions, and shall have the responsibility for executing the program(s) after receiving Council approval.

c. The Social Committee shall plan and recommend at the May Council meeting a social program for the next fiscal year and shall have the responsibility for executing the program(s) after receiving Council approval.

d. The Budget Committee is composed of the chief financial officers of the Council. The Budget Committee shall arrange and recommend at the June meeting a budget to support all Council activities for the next fiscal year.

The Council shall adopt the official budget at the November NPHC-NCSU meeting.

6. FINANCES

- a. No financial obligation shall be incurred by the Council or any of its officers, except those which are duly recorded, approved, and authorized by the Council at a regular or special meeting.
- b. All spending must be requested by voucher and approved by signature of the Council President.
- c. The Council Treasurer will write checks only when a properly signed voucher (see Section b. above) is presented by the Financial Secretary accompanied by the appropriate supporting documentation, e.g., bill, receipt, etc.
- d. Council funds shall be deposited in a bank or savings and loan institution (federally insured) and shall be disbursed via signature of the Financial Secretary and Treasurer.
- e. The fiscal year of the Council shall run from January 1 through December 31 of each year.
- f. The books of the Council shall be independently audited by December 15th of each fiscal year and a financial statement shall be prepared and sent to each affiliate member organization.

7. AMENDMENTS

- a. Any proposed amendment to the By-laws shall be submitted in writing to the Constitution and By-Laws Committee for presentation to the Council at least sixty(60) days before the Council meeting at which the proposed amendment is to be considered.
- b. The Constitution and By-Laws Committee shall distribute each proposed amendment, together with its recommendation, to the official representatives of each affiliate member organization for presentation to the affiliate member organizations at least 45 days before the Council meeting at which the proposed amendment is to be considered.
- c. These By-Laws must be ratified by a two-thirds vote of the Council membership.

NC STATE UNIVERSITY

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To: Daniel C. Bunce, Bulletin Assistant Editor
From: Mindy Sopher, Director of Greek Life
For Release: Immediate
Date: December 12, 2000
Contact: Mindy Sopher, Director of Greek Life, (919)515-2441

RALEIGH, NC --- DECEMBER 7, 2000, NEW FRATERNITY AND SORORITY LEADERSHIP ELECTED

North Carolina State University's fraternity and sorority governing boards and the Greek honor society have selected their members who will lead them into the new millennium. Each governing board elects and selects their officers from academically credentialled and qualified candidates. Attached is a complete listing of new officers, advisors, and contact names.

The groups will help the approximately 2000 fraternity and sorority members at NC State set their goals for the upcoming year, and continue the development of the Greek community, "an NC State University Tradition Since 1895".

Cc: Dr. Marye Anne Fox, Chancellor
Dr. Tom Stafford, Associate Vice Chancellor of Student Affairs
Dr. Tim Luckadoo, Associate to the Vice Chancellor, University Housing and Greek Life
Agromek Editor
Technician Editor
WKNC-FM Radio Station General Manager
Mike Wallace, Student Organization Resource Center ✓
Greek Chapter Presidents

2001 GREEK EXECUTIVE OFFICERS

(Elected Positions from the NC State Fraternity and Sorority Community)

Interfraternity Council (IFC)

		<u>Member of:</u>
President:	Patrick Daley	Pi Lambda Phi
Vice President of Standards:	Ben Smith	Delta Sigma Phi
Vice President Public Relations:	Alan Reavis	Phi Delta Theta
Treasurer:	Justin Padjen	Kappa Sigma
Secretary:	John Teague	Pi Kappa Alpha
Advisor:	John Mountz	Phi Kappa Tau

National Pan-Hellenic Council (NPHC) - through March 2001

President:	Nick Harris	Alpha Phi Alpha
Vice President:	Patrick Clemons	Kappa Alpha Psi
Treasurer:	Natalie Mills	Delta Sigma Theta
Secretary:	Pami Strayhorn	Delta Sigma Theta
Parliamentarian:	Micheal Anthony	Alpha Phi Alpha
Historian:	Marcus McCoy	Kappa Alpha Psi
Graduate Advisor:	Tomecca Sloane	Delta Sigma Theta
Faculty Advisor:		

Order of Omega (Academic/Community/Campus/Greek Honors Organization)

President:	Emily Townley	Chi Omega
Vice President:	Jacob Hooker	Phi Delta Theta
Treasurer:	Nicholas Hutchens	Phi Delta Theta
Secretary:	Katie Terry	Chi Omega
Philanthropy:	Brent Rowe	Delta Sigma Phi
Scholarship:	Jill Norris	Chi Omega
Special Events:	Kelly Diachenko	Chi Omega
Public Relations:	Christine Demaere	Alpha Delta Pi
Advisor:	Mindy Sophor	Kappa Delta

Panhellenic Association (PA)

President:	Jessica Heath	Delta Zeta
1 st VP Membership:	Whitney Young	Alpha Delta Pi
2 nd VP Membership:	Amber Huffman	Zeta Tau Alpha
Vice President:	Lauren Holloy	Alpha Phi
Treasurer:	Cara Wells	Delta Zeta
Secretary:	Kristy Armstrong	Zeta Tau Alpha
Public Relations:	Angie Cascarano	Zeta Tau Alpha
Special Events:	Katy Hipp	Chi Omega
Risk Management:	Lauren Strohofer	Sigma Kappa
Advisor:	Mackenzie Hutchinson	Kappa Delta

Each group maintains an office, phone and mailbox in the Greek Life Department Office, Campus Box 7314, 2011 Harris Hall, NC State University, Raleigh, NC 27695-7314, (919)515-2441, http://www.ncsu.edu/greek_life/. Feel free to contact these outstanding student leaders on issues effecting the Greek Community at NC State.