PREAMBLE

We, the representatives of Alpha Kappa Alpha, Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, Zeta Phi Beta and Sigma Gamma Rho recognizing the need for coordination of activities of inter-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 joint efforts of all such organizations, and believing that these needs can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the following Constitution and By-Laws.
Article 1 – NAME

Section 1

The name of this council shall be the Arkansas State Pan-Hellenic Council (ASPHC)

Section 2

Official colors of this council shall be black and white

Article II – PURPOSE

The purpose of the ASPHC shall be to foster cooperative actions of its members in dealing with matters of mutual concern. To this end, ASPHC promotes the well-being of its affiliate fraternities and sororities, facilitates the establishment and development of local communities and provides leadership training for its constituents.

Article III – ORGANIZATION AND STRUCTURE

Section 1

There shall be delegation composed of one delegate from each member organization. This delegation shall have authority on all matters.

Section 2

There shall be an Annual Meeting which shall install officers for the ensuing term and perform such other duties as may hereinafter be described. This annual meeting shall be held at the first meeting in April. Candidates may campaign the three (3) days prior to the election date. The officers shall be elected by majority vote. Voting shall be by secret ballot.

Section 3

The Arkansas State Pan-Hellenic Council shall have an advisor who shall be a member of the university faculty and/or administration. The advisor shall be present at all National Pan-Hellenic meetings.

Article IV - MEMBERSHIP

Section 1: Affiliate Member

Affiliate Membership in ASPHC shall include Greek organizations which are registered with the Tribal Leadership Center at Arkansas State University and whose national headquarters is a member of the National Pan-Hellenic Council. No other organization shall have the right to sit on, or have a voice in and may not be considered for membership.

Section 2: Active Member

Active Member organization shall be obtained by those members who meet all financial and academic obligations (i.e. dues, assessments, g.p.a. of 2.0 or higher, etc.).
Article V- DELEGATION

Section 1: Scope of Authority
The supreme governing authority of the ASPHC shall be vested in the delegation.

Section 2: Composition
The ASPHC Delegation shall be composed of one voting delegate selected by each member organization from within that member’s organization or its alternate delegate, who shall represent the organization in the absence of their voting delegate.

Section 3: Responsibilities

A. The ASPHC Delegation shall be responsible for the broad general policies of the ASPHC and for instructing the Executive Council regarding activities on behalf of ASPHC.

B. The Executive Council member will have a proxy vote for their organization if both the delegate and alternate are absent.

C. The ASPHC Delegation should convene twice a month.

Section 4: Eligibility
No person should be elected or selected as a voting delegate for a member organization that is not a member of a member organization that is in good standing with a local and national NPHC. Nor should any delegate (or alternate delegate) have been a member of a member organization less than one (1) year, unless total membership of that chapter is less than six (6).

Article VI- EXECUTIVE COUNCIL

Section 1: Scope of Authority
The Executive Council is responsible for the execution of ASPHC programming.

Section 2: Composition and Quorum
The President, Vice-President, Secretary, Treasurer, Parliamentarian, Public Relations Chairperson, and the Advisor (who is ex-officio) shall be known as the ASPHC Executive Council. Each Active Member Organization should have representation within the Executive Council. Four (4) Executive Council members should constitute a quorum for the transaction of business.

Section 3: Qualification Term
No elected Executive Council member shall serve more than two terms in any position

Section 4: Eligibility
No person should be elected as a member of the executive council that is not a member of a member organization that is in good standing with the local and national NPHC. Nor should any member of the executive council have been a member of a member organization less than one (1) year, unless total membership of that organization is less than six (6). For this purpose, a fraternity and sorority, which have been granted an extension by the Executive Council as provided in the bylaws for the payment of dues, shall not be deemed as a member in good standing. Refer to Article IV Section 2 for further details.

Section 5: Vacancies

Individual Absence
In the event of the death, resignation, or incarceration of a member of the Executive Council, the member organization that held that position may fill the void by submitting in writing the name of the member who is to fill the position to the ASPHC Secretary, provided that they meet ASPHC membership requirements. If that organization is unable to fill the position before the next Executive Council Meeting, then the matter should be referred to the Judicial Committee. The resignation of an Executive Council member should be submitted to the Executive Council in writing and should be presented to the NPHC Delegation before the seat is declared “vacant”.

Organizational Absence
In the event of the suspension, expulsion, or not being in compliance with the active member policy that member organization will be removed from ASPHC. Following this an emergency meeting will be held to reposition the executive board; seeing as all judicial documentation has been turned in.

Article VII- ANNUAL MEETING

Section 1: Occasion
The Arkansas State University Pan-Hellenic Council shall convene each year at the first meeting in April for the purposes of installing new officers and Award Recognition Ceremonies. This meeting shall mark the close of the fiscal year of ASPHC.

Section 2: Quorum
At least 70% of eligible voting strength shall constitute a quorum at the annual meeting. Four organizations must be present.

Section 3: Annual Meeting and Awards Committee
The ASPHC President and the ASPHC Advisor shall establish an Annual Meeting and Awards Committee and make such appointments there to as may be required to carry out the business of the Annual Meeting.

Article VIII- OFFICERS

Section 1: Elected Officers
The Elected Officers shall be the President, Vice President, Secretary, Treasurer, Parliamentarian, and Public Relations Chairperson. These officers should be elected at the Annual Meeting.

Section 2: Duties of Officers

President
2. Call and preside at all regular and special meetings of the National Pan-Hellenic Council.
3. Call and preside all meetings of the Arkansas State Pan-Hellenic Council Executive Board.
5. Serve as a member ex-officio of all Arkansas State Pan-Hellenic Council Committees.
7. Maintain a complete and up-to-date President’s file which shall include a copy of the current Arkansas State Pan-Hellenic Council Constitution, By-Laws and Standing Rules; the current Arkansas State Pan-Hellenic Council budget; the current ASPHC MANUAL OF INFORMATION and related materials, current correspondence and materials received from the ASPHC Advisor.
8. Serve as the official representative for the Arkansas State Pan-Hellenic Council.

1st Vice President
1. Assume the duties of the President in his/her absence or at the request of the President; and perform other duties as are assigned by the President.
2. Schedule meetings rooms and notify the secretary.
3. Chair the project evaluation committee.

Recording Secretary
1. It shall be the duty of the Secretary to keep a neat and accurate record of all regular and called meetings of the ASPHC and to read this record before the council when called upon by the presiding officer. The minutes of all regular and called meetings shall be duplicated and one copy placed in the ASPHC file, and the ASPHC adviser file.
2. Present typed minutes to member organizations at each meeting.
3. Prepare correspondence and keep permanent record of same.

Treasurer
1. Shall receive all money of Arkansas State Pan-Hellenic Council and deposit with the Office of Finance or adviser within 24 hours.
2. Acquire forms from the Office of Finance to purchase goods and services.
3. Maintain accurate records of receipts and disbursements and give a report at regular Council meetings.
4. Chair the Finance Committee
5. Produce a budget for the fiscal year.

Parliamentarian
1. Shall preserve the Constitution and By-Laws and see that they are upheld in all proceedings of the Arkansas State Pan-Hellenic Council.
3. Maintain order in all meetings.
4. Chair the Constitution & By-Laws Committee.
5. Make sure Quorum is met

Public Relations Chairperson
1. Publicize all events of the Arkansas State Pan-Hellenic Council through any style of print.
2. Submit in writing activities of the National Pan-Hellenic events for inclusion in The Herald, Jonesboro Sun, campus marquee, and other media.
3. Publicize all events via media transmission (i.e. campus wide emails)

Section 3: Appointed Officers

Judicial Chair
1. Preside over the Judicial Committee
2. Execute the standing orders of the Judicial Committee

Fundraiser Chair
1. Organize fundraisers for ASPHC to do throughout the fiscal.

Calendar Chair
1. To create the ASPHC event calendar for the fiscal year

Scholarship Chair
1. Develop criteria for Scholarship

Article IX- FINANCE

Section 1: Membership Dues

Each member organization shall be assessed a membership fee, which shall be due to the treasurer on or before the second meeting of the delegates each fall and spring semester.

Section 2: Fiscal Year

The fiscal year of the ASPHC shall be from May to April.

Section 3: Contracts

The signature of the president, treasurer, and the ASPHC Advisor shall be required to bind the ASPHC.

Section 4: Checks

All checks issued on behalf of the ASPHC shall be signed by the president, treasurer, and the ASPHC Advisor.

Article X– MEETINGS

Section 1

A special meeting of the Arkansas State Pan-Hellenic Council may be called by the President when necessary and/or upon the written request of any one of the member organizations.
Article XI – PARLIAMENTARY AUTHORITY

Section 1

Meetings shall be governed by Roberts Rule of Order, the National Pan-Hellenic Council Constitution and Bylaws, and ASPHC Constitution and Bylaws.

Article XII - AMENDMENT

Section 1

A two-thirds (2/3) vote from the delegation shall be necessary to ratify and pass amendments to the Constitution and By-Laws.

Section 2

Changes in the By-Laws must be voted on at the delegates meeting. Four out of six must be present.

Article XI– ENABLING ACT

Section 1

After the respective adoption of this Constitution and By-Laws, it shall go into effect immediately. The active member organizations shall supervise the full enabling of this Constitution and By-Laws.

Ratified and amended by:

- Alpha Kappa Alpha
- Alpha Phi Alpha
- Zeta Phi Beta
- Kappa Alpha Psi
- Omega Psi Phi
- Sigma Gamma Rho