



**TOUGALOO COLLEGE**  
**500 West County Line Road**  
**Tougaloo, Mississippi 39174**

## **PAN-HELLENIC COUNCIL CONSTITUTION**

### **Preamble**

We, the members of the Tougaloo College Pan-Hellenic Council, do hereby pledge our loyalty and support to the purpose of promoting the best interest of our cause and our College by adopting the following Constitution.

### **Article I**

#### **NAME**

Section 1: The name of the organization shall be the Tougaloo College Pan-Hellenic Council.

### **Article II**

#### **PURPOSE**

Section 1: To develop and promote unity and cooperation among the recognized Greek-letter organizations, individually, as well as, collectively, between ourselves and the student body.

Section 2: To stimulate the members' organizations to foster and sponsor projects which will raise the educational, moral, and cultural tone of the campus.

Section 3: To compose, coordinate and administer membership intake regulations.

Section 4: To serve as a judicial body for the organization(s) violating the regulations established by the Council, its constitution and by-laws.

### **Article III**

#### **MEMBERSHIP**

Section 1: The Pan-Hellenic Council is composed of active representatives of all approved national Greek-letter fraternities (4) and sororities (4) on the Tougaloo College campus. Fraternities maintaining chapters are: Alpha Phi Alpha (Gamma Upsilon Chapter), Kappa Alpha Psi (Gamma Rho Chapter), Omega Psi Phi (Rho Epsilon Chapter), and Phi Beta Sigma (Beta Rho Chapter). Sororities maintaining chapters are the Alpha Kappa Alpha (Gamma Omicron Chapter), Delta Sigma Theta (Gamma Psi Chapter), Sigma Gamma Rho (Theta Gamma Chapter), and Zeta Phi Beta (Nu Beta Chapter).

- Section 2: Each member organization shall appoint two representatives to the council. Each member organization is entitled to two votes, which may be cast by a single voting representative. In case of a tie, the President of the Pan-Hellenic Council will vote.
- Section 3: Only members not on probation, suspension or expulsion are eligible to vote.
- Section 4: The two representatives shall ideally consist of one member who has served at least one year on the Council and one new member.
- Section 5: Each organization shall designate an alternate voting representative. The alternate shall attend and participate in Council meetings in the absence of one or both primary voting representative(s).

#### **Article IV OFFICERS**

- Section 1: Officers of the Council shall consist of a president, vice president, secretary, assistant secretary, treasurer, and a parliamentarian. Elections shall be held at the first fall of the Council.
- Section 2: The presidency of the Pan-Hellenic Council will follow a rotational plan based on the National Pan-Hellenic Council Order.
- Section 3: All other officers shall be nominated from the floor and elected by majority vote.
- Section 4: Officers shall assume duties upon election and serve for one year, unless removed or impeached.
- Section 5: A vacancy in any office, excluding the presidency, may be filled by a majority vote of the voting representatives at any regular meeting for the balance of the term of office.
- Section 6: If the President cannot serve, the organization holding office may appoint an alternate to serve out the remainder of the term. If the organization holding the office president is suspended, placed on probation or expelled, the Vice President shall serve out the remainder of the term. The organization with the “next right” of presidency shall not lost the slot for the next year.

#### **Article V DUTIES OF OFFICERS**

- Section 1: President
- Presides at the meetings of the council.
  - Appoints committees after approval by the Council.
  - Call special meetings
  - Votes in case of a tie.
  - Signs with the Treasurer and Advisor, documents required to disburse funds

- Section 2: Vice President
- Presides in the absence of the President.
  - Coordinates the functioning of all committees.
  - Chairs the Governance Board.
- Section 3: Secretary
- Keeps accurate minutes of all Council and Executive Committee meeting?
  - Distributes copies of minutes to all Council members and the next meeting. Copies of the minutes should be filed with the Office of Student Activities.
  - Keeps records of all programs and activities of the Council on file.
  - Reads the minutes of the previous meetings.
  - Notifies members of all Council meetings.
- Section 4: Assistant Secretary
- Serves in the absence of Secretary.
  - Assists the Secretary in his/her duties.
- Section 5: Treasurer
- Maintains and accurate accounting of all Council funds.
  - Makes financial reports to Council at regular meetings and special meetings.
  - Signs with the President, and Advisor documents to disburse funds.
  - Submits to the Secretary all written documents relative to council funds, (expenses, etc.)
  - Collects and deposits funds collected in the name of the Pan-Hellenic Council.
- Section 6: Parliamentarian
- Make sure that meetings are conducted according to Robert's Rules of Order.
  - Maintain order during meetings.

## **Article VI EXECUTIVE COMMITTEE**

- Section 1: The Executive Committee shall be comprised of all Council Officers and the Council's Advisor.
- Section 2: The Executive Committee shall implement programs and projects approved by the Council, and represent the Council's interest. Council officers will not serve as a Chapter Voting Representative (conflict of interest).

## **Article VII COMMITTEES**

- Section 1: The President shall appoint all committees deemed necessary, after approval of the Council. Upon formation, each committee will select a chairperson from within the Committee membership.

**Article VIII  
MEETINGS**

- Section 1: There shall be regular meetings each month with place and time designated by the Council at the first meeting in the fall.
- Section 2: Special meetings may be called by the President, or a quorum of the Council, if deemed necessary.
- Section 3: An excused absence must be granted by the Council. Failure of all organizations to be represented a two consecutive regular meetings shall incur a fine of no less that (\$5.00) dollars.
- Section 4: Failure to pay fine(s) at the next regular meeting shall result in probation, until said fine has been paid.
- Section 5: At every meeting, the prescribed order of business shall be as follows:
- Roll call
  - Prayer
  - Reading of minutes of the previous meeting
  - Reports from committees
  - New Business
  - Adjournment

**Article IX  
PENALTIES**

- Section 1: All penalties shall be set by the Pan-Hellenic Council. A show of disregard for the rules and regulations of the Pan-Hellenic Council, as prescribed by the Constitution shall result in a fine not less than twenty-five dollars (\$25.00), and or restrict member organizations from participation in NPHC activities.
- Section 2: Any voting constituent member of the Pan-Hellenic Council found guilty of violating membership intake rules and/or guidelines shall automatically be placed on probation by the College for a minimum of two (2) semesters or may be suspended indefinitely. (Hazing - Automatic expulsion for four (4) or more semesters.)

**Article X  
AMENDMENTS**

- Section 1: Proposed amendments shall be presented in writing at any regular meeting and read by the Secretary. Copies of proposed amendments are to be send to a member organization thirty (30) days prior to the meeting date. A full and open discussion of recommended amendment(s) shall be conducted by the Council.
- Section 2: A quorum of two thirds (2/3) of active voting members of the Pan-Hellenic Council is necessary to ratify this Constitution.

**Article XI  
QUORUM**

Section 1: Two Thirds (2/3) of the voting members shall compose a quorum.

**Article XII  
DUES**

Section 1: Tougaloo College Pan-Hellenic Council annual affiliation dues shall be set at twenty-five dollars (\$25.00) per member organization.

Section 2: Affiliation dues shall be paid in full by the second regular meeting of each academic year. Failure to do so will result in automatic restrictions from NPHC activities until dues are paid in full.

**Article XIII  
PROJECTS**

Section 1: All activities sponsored by the constituent members of the Pan-Hellenic Council, and held on the campus of Tougaloo College, must be scheduled through and approved by the Vice President for Student Affairs.

Section 2: The Pan-Hellenic Council must sponsor at least on civic project or function per semester.

Section 3: The Pan-Hellenic Council shall be supportive of each Greek organization's Founders' Day, Greek week or weekend.

**Article XIV  
GREEK SHOWS**

Section 1: Vulgarity and/or profanity will not be tolerated at Tougaloo College. Infractions of the rule will result in a fine stipulated by the Pan-Hellenic Council upon the guilty organization. Member organizations are held responsible for the infraction of this rule by visiting chapters of their respective organization.

Section 2: All Greek shows sanctioned by the Pan-Hellenic Council shall be judged according to the following Pan-Hellenic Council guidelines:

- Step coordination
- Creativity of show
- Entrance
- Exit
- Crowd involvement

**Article XV  
REQUIREMENT FOR INTAKE CONSIDERATION**

Section 1: In order to be considered for the intake process, a student must meet the following requirements.

## **MEMBERSHIP INTAKE ELIGIBILITY**

To be eligible for intake in a Greek organization, the student must:

- Be a full-time student
- Have at least 30 academic hours of credit, and is officially classified as a sophomore or above;
- Have a cumulative 2.8 GPA at the time of intake;
- \*Transfer students must have completed at least 30 hours to be considered for intake at Tougaloo College;
- Be in good financial standing with the College;
- Be officially cleared for good citizenship by the Office of Student Affairs;
- Have complete physical on file with the Health and Wellness Center;
- Must maintain a 2.8 GPA to remain active;

Section 2: There shall be no secret membership intake. Secret membership intake shall be defined as requiring students to perform duties or activities or personal services and hazing. Any member organization found guilty of hazing shall be automatically suspended from the Council for a minimum of four (4) semesters.

Section 3: All membership intake activities shall occur within the time frame designated by the College.

Section 4: The Pan-Hellenic Council and Graduate Advisors are responsible for the implementation of policies and procedures for governing membership intake.

Section 5: Each Chapter must have an Undergraduate Advisor appointed by the local graduate chapters. A letter of appointment shall be sent to the Vice President for Student Affairs/Dean of Students over the signature of the graduate chapter president. Graduate Advisors must be active within the national and local chapter of the respective sorority or fraternity.

## **Article XVI**

### **GRADUATE ADVISOR COUNCIL**

Section 1: The purpose is to improve lines of communication among Graduate Advisors, coordinate Greek letter organizations' activities, and serve as a clearinghouse for problems pertaining to sororities and fraternities prior to making referrals to national offices of the organizations. The Council serves as a liaison between the Tougaloo College administration and sororities and fraternities. It recommends policy to Pan-Hellenic Council and to the Administrative Council based upon need for change to create a positive and productive image of sororities and fraternities at Tougaloo College.

Section 2: The Director of Student Activities or an appointee by the Vice President for Student Affairs will serve as the Pan-Hellenic Council Advisor and Consultant to the Advisor's Council.

**Article XVII  
DISPUTES**

Section 1: Any member organization accused of violating the regulation of the Council may request a hearing before the Pan-Hellenic Council within five days of the accusation. The Council will then determine whether or not to refer the dispute or infraction to the Director for Student Activities and Vice President of Student Affairs, whose decision shall be final.

**Article XIX  
APPEALS PROCESS**

Section 1: The appeals process is concluded at the level of the Vice President for Student Affairs.

**Article XX  
ORGANIZATIONAL CHART**

Section 1: The Pan-Hellenic Council is a student life organization that falls under Student Affairs. Therefore, the Pan-Hellenic Council is ultimately accountable to the Vice President for Student Affairs.

**\*Transfer Students: First-time transfer students can only be considered for membership intake in accordance to the policies and procedures/regulations of the organization in which they are seeking membership. (Please check with the Director of Student Activities, if more information is needed.)**