



National Pan-Hellenic Council

Bylaws

The University of Texas at Dallas

Mission Statement

The National Pan-Hellenic Council shall serve as the official coordinating agent of the (9) constituent member Greek sororities and fraternities in the furtherance of their national programs and to promote unity at the University of Texas at Dallas.

Purpose

The National Pan-Hellenic Council (NPHC) was established on May 10, 1930, on the campus of Howard University in Washington, D.C., with the purpose and mission of the organization being “unanimity of thought and action as far as possible in the conduct of Greek-letter collegiate fraternities and sororities and to consider problems of mutual interest to its affiliated organizations.” The National Pan-Hellenic Council was further expanded to the University of Texas at Dallas on November 11, 2001.

The purpose of the National Pan-Hellenic Council located at the University of Texas at Dallas shall be to create and maintain high standards in the life of sororities and fraternities. To serve as a communication link between/among sororities and fraternities. To encourage the interaction of its affiliate organizations with the general campus and community. To strive to foster and maintain a cooperative environment among member sororities and fraternities. To serve as a forum for the consideration of issues important to its member organizations. To perform all coordinating functions as set forth within the Constitution and Bylaws of the NPHC or as determined by the executive board.

Article I – Name

The name of this organization shall be the University of Texas at Dallas Chapter of the National Pan-Hellenic Council.

Article II – Purpose

The purpose of this organization shall be to provide a means of organized cooperative efforts for the matters of mutual concern between the affiliate organizations of the National Pan-Hellenic Council, and to promote high standards and participation in areas such as community service, educational programming, promotion of student leadership, and recruitment and retention of students.

Article III – Membership

Section 1 - Organization Requirements:

- A. The Council shall be composed of only the affiliate organizations of the National Pan-Hellenic Council: Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Zeta Phi Beta, Iota Phi Theta, Kappa Alpha Psi, Sigma Gamma Rho, Phi Beta Sigma, and Omega Psi Phi.
- B. Any organization, which is recognized by the University of Texas at Dallas and is affiliated with a member organization of the National Pan-Hellenic Council, shall be considered for membership by the council.
- C. Each individual organization must pay dues to become active.
- D. A member shall be defined as any duly initiated member of an affiliated organization currently enrolled at UTD on at least a part-time basis and is financial with their national headquarters.

Section 2 - Organization Responsibilities:

- A. Only registered organizations that are recognized by both their individual organization and the National Pan-Hellenic Council will have voting privileges.
- B. Each affiliate organization will have three (3) votes.
- C. Any organization who has less than three active representatives matriculating during a given term shall still be allowed three (3) votes.
- D. Each affiliate organization shall have one (1) representative on each committee.
- E. Each affiliate organization must remain in good financial standing with the UTD NPHC to retain voting privileges.
- F. Each affiliate organization must submit a current organization roster to the Secretary by the second meeting of each academic semester.
- G. Each affiliate organization will submit their respective event weeks by the second general body meeting.

- a. Failure to submit event weeks does not violate the code of conduct, however may create difficulty of planning for the involved organization.

Section 3 - Individual Requirements:

- A. Each voting member must maintain at least a 2.5 cumulative G.P.A., and be active with his/her affiliate organization.
- B. In order to hold office in the council, an individual must be active with his/her affiliate organization, obtain a 2.5 cumulative G.P.A., and in good financial standing with their national headquarters.

Section 4 - Organization in Poor Standing:

- A. Failure for any organization to abide by these NPHC bylaws could include, but are not limited to, the following restrictions to the individual organization:
 - a. Restrictions on or off campus events.
 - b. Loss of new membership intake privileges.
 - c. Removal of on campus paraphernalia privileges.

Article IV – Attendance

Section 1 - Participation:

- A. Each organization shall have at least one (1) members present at each general meeting.
- B. Each organization shall have at least one (1) member present at each committee meeting.
- C. Each organization shall participate in each NPHC sponsored campus or community service project.
- D. Failure for any organization to participate in UTD NPHC sanctioned events could lead to the organization no longer being in good standing.

Section 2 - Notification:

- A. Any attendance violation may be subject to a fine of \$1.
 - a. Fines may be appealed to the Judiciary Committee given proper proof of valid absence.
- B. The Executive Body and/or The Faculty/Staff Advisor must be formally notified at least 24 hours prior to any function, at which that organization will not be sufficiently represented, to be considered an excused absence.

Article V – Financial Responsibilities

Section 1 - Dues:

- A. Each organization recognized by the UTD NPHC shall pay dues to be active members within the council.
- B. Dues shall be paid by the second meeting of every semester to avoid additional fines.
 - a. Summer semester is excluded.
- C. The dues will be \$40 per organization.

Section 2 - Spending:

- A. The NPHC may not make financial participation (by an affiliate organization) in any project mandatory without unanimous consent of all voting members.
- B. The Treasurer or President shall pay Regional and National NPHC dues on time.
- C. The Treasurer will create a budget per long semester with the assistance of the executive board members. The budget will then be voted upon by the general body.
- D. The budget will be voted on by the second meeting of each academic semester.
- E. The proceeds shall be spent according to the budget set. Any money spent outside of the budget has to be voted upon and win the majority vote by all the voting delegates of each individual organization represented in NPHC.

Article VI – Communities

Section 1 - Community Service Committee:

- A. The purpose of this committee is to promote community involvement among the members of the affiliated organizations through service both on or off campus.
- B. The community service committee will be chaired by the elected Vice President unless otherwise discussed by executive members.
- C. Each organization shall submit one campus or community service project per long semester to this committee to be considered for a NPHC sponsored project.
- D. The committee must sponsor at least one project per long semester.

Section 2 - Student Leadership Committee:

- A. The purpose of this committee is to promote campus involvement among the members of the affiliate organizations, and other minority students.
- B. The student leadership committee will be chaired by the elected Liaison unless otherwise discussed by executive members.
- C. This committee will be tasked in organizing at least one council social event per long semester.

Section 3 - Judiciary Committee:

- A. Jurisdiction:

- a. The purpose of this committee is to further the interests of the affiliated NPHC members at UT Dallas and hold its individual members to the highest standards as asked by the individual organizations.
 - b. The committee shall have jurisdiction over cases or alleged violations against the UT Dallas NPHC Bylaws or NPHC Code of Conduct.
 - c. This committee shall settle any disputes between affiliate organizations or affiliate organizations and NPHC.
- B. Composition:
- a. The judiciary committee will be chaired by the elected Chaplain unless otherwise discussed by executive members.
 - b. The judiciary committee will be comprised of one member of each respective organization recognized by the UT Dallas NPHC as well as the Council Advisor.
 - c. To serve within the judiciary committee, the individual must meet the following requirements:
 - i. Must maintain good academic standing per the UT Dallas NPHC Bylaws.
 - ii. Must have working knowledge of the UT Dallas NPHC Bylaws.
 - iii. Must have working knowledge of the UT Dallas NPHC Code of Conduct.
- C. Judicial Procedure:
- a. An incident is filed to the Chaplain noting the time, place, and witnesses to the incident. The complaint must be filed within seven (7) days after the incident is known to occur. All incident reports received within the specified time frame will be reviewed and investigated.
 - b. The Chaplain must verify the report has been received within the noted time frame
 - c. The Chaplain will verify the report is based upon fact not rumor.
 - d. The report will then move to an official hearing with the members of the Judiciary Committee where the sentencing will be decided.
- D. Hearings:
- a. Hearings will take place no more than one (1) week after the report has been verified.
 - b. Hearings will be comprised of the Judiciary Committee and the involved parties.
 - c. The official complaint must be read to all involved parties at the beginning of the hearing.
 - d. The evidence and witnesses must be presented to the involved parties as well no less than 48 hours prior to the hearing.
 - e. Any witnesses must first be presented and questioned by the committee
 - f. The accused will first have an opportunity to speak upon their behalf, then will be questioned by the committee.
 - g. The committee will deliberate to decide whether to assign sanctions, make recommendations, or dismiss the case by majority vote.
 - h. The accused will be informed of the outcome immediately following the deliberation.
 - i. All proceedings will be recorded.
 - j. All Judiciary Committee decisions are final.
- E. Fines are set to a minimum of \$1.

- a. Fines are subject to change by the committee.
- F. Chapter vs. Chapter disputes.
 - a. Chapter verses chapter disputes that cannot be settled through open communication can be mediated as an alternative solution.
 - b. Mediation guidelines: a successful mediation preserves confidentiality, settles differences without a formal process of a hearing, and provides a solution acceptable to all without involving multiple witnesses and time-consuming discussions.
 - i. Set the time of the meeting most convenient for the involved parties.
 - ii. Identify the issue at hand.
 - iii. Allow involved parties to explain their position.
 - iv. Search for alternative solutions.
 - v. Written minutes shall be taken by the NPHC Secretary.
 - c. Mediator: A mediator shall be an unbiased third party. The mediator will either be a university faculty/staff member, Council Advisor, or chapter advisor.
 - i. An undergraduate chapter member can serve as a mediator if and only if they are proven to be unbiased, remain confidential, and remain uninvolved after the hearing.

Section 4 - Executive Committee:

- A. This committee is composed of the President, Vice-President, Secretary, Treasurer, Parliamentarian, Liaison, Chaplain and committee chairs.
- B. The members of this committee may not serve as voting members for their respective affiliate organizations at general body meetings.
 - a. Exception: If the member of the committee is the only member present to represent their organization at a general body meetings, they may vote on behalf of their organization.

Section 5 - Committee Decisions:

- A. All committees' decisions are final except the following:
 - a. Any fiscal decision shall be voted on by the General Assembly.
 - b. Any decision may be appealed to the General Assembly by a motion with majority conformation. A two-thirds majority is required to overturn a committee decision.

Article VII – Officers

Section 1 - Election Process:

- A. All members who meet the requirements as stated in Article III are qualified candidates for office.
- B. The elected President cannot be from the same chapter more than two consecutive years.
- C. Nominations shall be held no later than the second to last meeting of the fall semester.

- D. All officers shall be elected by a majority vote of the General Assembly at the meeting after nominations begin.
- E. The balloting shall be by paper ballot.
- F. Candidates are not required to be present for nominations.
- G. Candidates must be present for elections, unless a valid excuse is delivered.
- H. Election results will be tabulated immediately following each vote by the council Advisor.

Section 2 - Vacancies:

- A. If a vacancy occurs in the office of the President, the Vice President will assume that office for the unexpired term.
- B. If a vacancy occurs in any other position other than President, the President will appoint a current active member to fulfill the remainder of the term of the vacated office, with the approval of the Executive Board.

Section 3 - Officer Removal:

- A. An officer may be removed from office on the following grounds:
 - a. Not carrying out duties.
 - b. Mismanagement or misuse of UTD NPHC funds.
 - c. Inappropriate conduct and/or behavior.
- B. The removal procedure shall be as follows:
 - a. A member shall contact the President in the case of other elected officers, or the Vice President in the case of the President, and shall submit a written statement including facts supporting grounds for removal of the officer in question.
 - b. The notified officer shall contact the officer in question and notify them that the removal procedures have been initiated against such officer.
 - c. A judiciary meeting must occur no less than 30 days from the date the officer in question has been notified. The notified officer shall read the statement submitted by the grievant. The grievant and the officer in question will be given the opportunity to make a statement and/or answer questions. At the conclusion, the vote shall be slated for the next membership meeting.
 - d. At the next meeting, a three-fourths vote is required to remove the officer.
- C. Any officer who fails to fulfill their responsibilities or who misses more than three (3) consecutive meetings without being excused by the President shall be removed from office.
- D. If a position is resigned from for any reason the position will be voted upon and filled after a 10 day notice is given to the voting body.

Section 3 - Duties:

- A. President:
 - a. They will chair all General Assembly and executive committee meetings.
 - b. They will serve as the Council's representative to the University.

- c. They will appoint committee chairs, create ad hoc committees,
 - d. They will vote in the event of a tie.
 - e. They will work with the other UT Dallas fraternity and sorority councils to build and maintain Greek Unity via relationships and programs.
 - f. They will create meeting agendas for every meeting.
 - g. They may call special meetings when appropriate.
 - h. They will require reports from each officer as needed at each UTD NPHC meeting and will ensure that each officer performs their duties.
 - i. They may establish ad-hoc committees and appoint committee chairs.
 - j. They will supervise all special and ad-hoc committees.
 - k. They will perform all other duties pertaining to and appropriate for the UTD NPHC President.
- B. Vice President:
- a. They will chair all general assembly and executive committee meetings in the absence of the President.
 - b. They will coordinate all committees.
 - c. They will be responsible for chairing the Community Service Committee.
 - d. They will coordinate an informative workshop presenting the values and history of NPHC to the community of UT Dallas.
- C. Secretary
- a. They will handle all correspondence to and from the group.
 - b. They will take and submit attendance reports and minutes during the general body and executive committee meetings.
 - c. They will be responsible for maintaining the council email.
- D. Treasurer:
- a. They will handle financial activities of the council.
 - b. They collect dues and fines under supervision of the Advisor.
 - c. They will keep a report of fines and dues for voting purposes.
 - d. They will co-sign all checks with the current elected President.
- E. Parliamentarian:
- a. They will be knowledgeable of the Constitution and Bylaws of the National Pan-Hellenic Council and of the UTD NPHC bylaws.
 - b. They will maintain a copy of the UTD NPHC bylaws.
 - c. They will advise the presiding officer on the interpretation of UTD NPHC bylaws and Robert's Rules of Order.
 - d. They will maintain order in all meetings using Robert's Rules of Order as a reference point.
- F. Liaison:
- a. They will be responsible for outreaching to student organizations as well as outside companies.
 - b. They will be responsible for organizing collaborative projects with student organizations as well as outside companies.
 - c. They will be responsible for chairing the Student Leadership Committee.
- G. Chaplain:

- a. They will be responsible for maintaining peace and fellowship among NPHC members.
- b. They will be responsible for providing words of encouragement or prayer at all executive and general body meetings.
- c. They will be responsible for chairing the Judiciary Committee.

Article VIII – Meetings

Section 1 - General Assembly:

- A. The General Assembly and executive Committee shall meet bi-weekly during the long semesters.
- B. The day and time of the meetings shall be established by the Executive Board.
- C. Delegates for each chapter must be present unless council is informed otherwise.

Section 2 - Special Meetings:

- A. The President or the Executive Board shall call all Special Meetings.
- B. Each organization shall be notified of a special meeting in writing at least two (2) days prior to the meeting.
- C. Said meetings shall adhere to the rules of procedure of regular meetings.
- D. The business transacted at any special meeting shall be limited to that included in the notice. All motions adopted at a special meeting must be ratified at the next regular meeting of the UTD NPHC.

Section 3 - Quorum:

- A. The quorum for the transaction of business shall be greater than half of the member organizations of the UTD NPHC who are in good standing.

Section 4 - Attendance:

- A. If a delegate or President of the member organization is unable to attend a meeting, they must contact either the President or Recording Secretary of the UTD NPHC at least 24 hours prior to the meeting in order to acquire an excused absence.

Section 5 - Visitors:

- A. All non-delegates and visiting affiliate member(s) may attend the meetings of the UTD NPHC as an observer only. No visitor may participate in discussions, make motions, or have voting rights.

Article IX – Advisors

Section 1 - Selection:

- A. The UT Dallas National Pan-Hellenic Council Advisor(s) shall be voted upon by the voting delegates of the assembly and shall serve in an Advisory capacity.

Section 2 - Requirements:

- A. The Advisor must be a faculty/staff employee of the University of Texas at Dallas. If available, the council may elect to have an Advisor from the local NPHC graduate council.

Article X – Rules and Regulations

Section 1 - Meetings:

- A. All meetings will be held in accordance with Robert’s Rules of Order.

Section 2 - Members:

- A. All members of the National Pan-Hellenic Council shall act in accordance with the guidelines set by the National Headquarters.
- B. All members of the National Pan-Hellenic Council shall act in accordance with their individual organizations guidelines set forth by their national headquarters.

Article XI – Code of Conduct

Section 1 - NPHC Code of Conduct:

- A. Each organization will uphold the ideals of their fraternity/sorority practices.
- B. Out of respect for the individual NPHC organizations, no organization will hold an event on the same week as another organization’s founding date unless otherwise agreed upon by the two organizations.
- C. Out of respect for the individual NPHC organizations, no two organizations will hold events on the same day at the same time unless otherwise mandated by the national/corporate office of the organizations, thereby making it unavoidable.
- D. Each organization will hold respect for their community and each other and therefore will not cause any destruction to University or community property.
- E. Each organization will comply with all anti-hazing and mandated policies of the state, university, NPHC, and affiliated organizations and therefore will not physically, mentally, psychologically, or sexually harm any human being.
- F. Each organization will demonstrate a genuine concern for all mankind.
- G. Each organization will protect the safety and health of all human beings.
- H. Each organization will neither use nor support both the misuse of alcohol and the use of illegal drugs.
- I. Each organization strives for academic achievement and will practice academic integrity.

- J. Each organization will meet their financial obligations in a timely manner.
- K. Each organization will establish a positive and productive campus presence.
- L. Each organization will attend and participate in sanctioned events held by the UTD NPHC.
- M. Each organization will challenge one another to abide by these council expectations and will confront those who violate them.

Article XII – Amendments and Motions

Section 1 - Presentation:

- A. All amendments and special motions shall be forwarded to the executive committee for review and then presented to the General Assembly for a vote.

Section 2 - Voting:

- A. A $\frac{3}{4}$ majority vote is required to amend the bylaws.
- B. Amendments will be effective upon the $\frac{3}{4}$ majority vote and approval by the University of Texas at Dallas.