

University of Memphis National Pan-Hellenic Council
Bylaws
Revised April 2011

Article I Name

Section I The name of this organization shall be the University of Memphis NATIONAL PAN-HELLENIC COUNCIL, hereinafter referred to as the NPHC.

Article II Purpose

Section I The Purpose of the NPHC is:

- A) To foster cooperative actions of its members in dealing with matters of mutual concern
- B) To provide the governing body for all black Greek organizations.
- C) To promote cultural programs, workshops, etc., for the advancement of the community in civic, economic, educational and political affairs.
- D) To supplement and endorse the efforts and social groups for the betterment of race relations.
- E) To work in conjunction with the Administration, Faculty and staff, BSA, and the Multicultural Affairs Office, in all matters affecting the student body, especially Black students.
- F) To aid in the social adjustment and maturation of black students.
- G) To develop the leadership capabilities of members.

Article III Standards

Section I The NPHC shall uphold the following standards:

- A) Comply with all of its individual organization policies (hazing, risk management, meeting attendance at national conventions, new member education, etc.) as well as National Pan-Hellenic Council, Inc. Constitution and Shared Standards
- B) Attend all training sessions, retreats, meetings and workshops.
- C) Comply with the policies and rules of the University of Memphis for organizations.
- D) Abide by the National Pan-Hellenic Council, Inc standards for step show conduct.

Article IV Membership*Section I*

- A) The NPHC shall consist of currently enrolled students who are active members of the local chapters of the National Pan-Hellenic Council, Inc. (The National organization) at the University of Memphis.
- B) Each organization shall have at least one delegate for business meetings and voting.
- C) Each organization shall have at least one alternate delegate in case of absences and shall have the same privileges as the delegate.
- D) Delegates must be present at the meeting or the organization shall be fined by the President: First meeting-written warning; Second Meeting-\$10.00 fine; and third meeting missed-\$20.00 and one (1) documented service project due at the next scheduled meeting.
- E) Presidents of Organizations shall meet with the President of the NPHC as a formal advisory committee if so desired. This meeting shall be set by the President of the NPHC as deemed necessary. This advisory committee shall be known as the Council of Presidents.

Section II

- A) The NPHC delegates must be present at the time of roll call in order to vote. The President of the NPHC shall only vote in the case of a tie.
- B) Quorum shall be two-thirds (2/3) of the active organizations under the NPHC.

Article V Executive Board of Directors

Section I Scope of Authority. The executive and administrative powers shall be vested in the Executive Board of Directors.

Section II Composition and Quorum. The NPHC Executive Board of Directors shall be composed of Seven (7) members. The members of the Executive Board shall consist of the President, Vice President, Second Vice President, Secretary, Treasurer, Chief Justice, and Chaplain. Four (4) Executive Officers shall constitute a quorum for conducting business.

Section III Board Meetings. The Executive Board shall meet prior to the general meetings.

Article VI Officers

Section I Elected Officers. The Elected Officers shall be the President, Vice President, Second Vice President, Secretary, Treasurer, Chief Justice, and Chaplain.

Section II Appointed Officers. The President of the NPHC with approval of the delegates,

shall appoint the named officers: Historian, Assistant Secretary, and such officers as may be required to carry out the business of the NPHC.

Section III Elected Officers shall be for a term of one (1) year by the plurality vote of the organizational delegates at the end of the Spring semester.

Section IV President. The President of the NPHC shall have the following duties and Powers:

- A) To execute the laws ratified by the NPHC delegates.
- B) To call and preside over meetings of the NPHC delegates, the Executive Board and the Council of Presidents.
- C) To submit proposed budget for the year to the NPHC delegates for approval Within the first two weeks of September.
- D) To submit names for the University Standing Committee to the President of SGA during the month of April.
- E) Make appointments of those officers designated in the bylaws.
- F) Make appointments in the case of officer vacancies with the approval of the NPHC delegates.
- G) To call special sessions of the delegates and presidents of the organizations with proper notice.
- H) To veto acts of the delegates within two weeks of passage for such acts.
 - 1) The Delegates have the right to overturn any veto with a three-fourths (3/4) vote.
- I) To attend all meetings or send the Vice President or designee.
- J) All administrative matters not expressly delegated in these bylaws shall be vested vested in the Office of President, with the approval of two-thirds (2/3) of the NPHC delegates.

Section V Vice President. The Vice President of the NPHC shall have the following duties and powers:

- A) To execute the duties and powers of the President in his/her absence.
- B) To perform such duties as the President may assign.
- C) To prepare and submit to the President a monthly written report of the activities of his/her office during the regular school term.
- D) To coordinate the Annual Greek Show.
- E) To preside over all committees and programs.

Section VI Second Vice President. The Second Vice President of the NPHC shall have the following duties and power:

- A) Work with the media and other organizations to promote the NPHC in all forms of the media
- B) Shall set up at least one (1) press conference on Black Greek Affairs per regular school year
- C) Shall implement a project per regular school year that meets the needs of the National NPHC.
- D) Coordinate the University of Memphis NPHC retreats, social events, and be the liaison to other Greek Councils on campus
- E) To perform such duties as the President may assign.

Section VII Secretary. The Secretary of the NPHC shall have the following duties and Power:

- A) To record and type the minutes of the business meetings.
- B) To perform duties as the President may assign.
- C) To be responsible for the filing and maintenance of all the NPHC records.
- D) TO record the financial status at all meetings.
- E) To submit to the President a written report of the activities if his/her office during the regular school term.
- F) Distribute copies of the minutes to advisors, organization presidents, Greek Affairs Coordinator, and Graduate Chapter Advisor in a timely manner.
- G) Responsible for filing and maintenance of the correspondence of the NPHC.
- H) Responsible for notification of delegates, officers, Greek Affairs Coordinator, and Graduate Chapter Advisor of all meetings at least 24 hours in advance.

Section VIII Assistant Secretary. The Assistant Secretary shall have the following duties and powers:

- A) Assists the Secretary in the performance of his/her duties.
- B) Perform such as duties as the secretary may assign.
- C) Perform the duties of the Secretary upon his/her absence.
- D) Responsible for the maintenance and filing of written communication.
- E) This office will be at the discretion of the President.

Section IX Treasurer. The Treasurer shall have the following duties and powers:

- A) To file and record all the financial transactions of the NPHC.
- B) Shall be responsible for the accounting and distribution of all funds allocated by the President, delegates and advisors.
- C) Make budget recommendations to the President.
- D) Perform Such duties as the President may assign.
- E) Report the financial status at all business meetings.
- F) Submit to the President a written monthly report of the activities of his/her office during the regular school term.
- G) Responsible for getting 2 of 3 signatures on all checks (President. Treasure, and or Greek Affairs Coordinator).

Section X Chief Justice. The Chief Justice shall have the following duties and powers:

- A) To Serve on the NPHC Judicial Court.
- B) To Preside over NPHC court proceedings and maintain order according to the NPHC bylaws and Robert Rules of Order
- C) Make rulings on procedural matters.
- D) Shall serve as the Chairman on the Bylaws Committee
- E) Perform such duties as the President may assign

Section XI Stewardship. The Steward shall have the following duties and powers:

- A) Draft a prayer especially for the NPHC and open and close all business meetings with the prayer.
- B) Report on Religious activities that affect the NPHC.
- C) Perform such duties as the President may assign.
- D) Chair of the scholarship committee.
- F) Monitor the G.P.A. of all NPHC organizations.
- G) Enforce programming for those organization that fall below required G.P.A. (2.5).

Section XIII **Vacancies**

- A) If the Office of President shall become vacant, it shall be filled by the Vice President.
- B) In the event the Offices of President and Vice President become vacant simultaneously, the delegates shall vote on a new President who shall subsequently appoint a Vice President.
- C) The President shall appoint all other vacancies with two-thirds approval of the delegates present.

Article VII **Elections and Qualifications for Office***Section I* **Qualifications**

- A) Any candidate for elected or appointed office in the NPHC shall be a student with a minimum of twelve (12) hours and retain said minimum hours during his/her term of office. Additionally, the candidate.
- B) Any candidate for an elected or an appointed office in the NPHC shall be able to serve their term of one (1) year before graduation. A one year (1) year term is inclusive of a fall and spring semester.
- C) To run for the office of President, candidates must have served at least one (1) fall and spring semester as a NPHC delegate or the NPHC Executive Board.
- D) Must have at least the minimum cumulative GPA that their respective organization requires for active membership.

Section II **Nominations, Elections and Terms of Office**

- A) Nominations will be held at the last meeting during the month of March. All nominations will come from the floor. Speeches, presentations, and voting will be held during the first meeting in April. At this time all nominees must be present to decline or accept nomination.
- B) Officers shall be installed at retreat designated by the Outgoing Executive Board and or the Greek Affairs Coordinator. All new officers must be present at the retreat to be properly installed and to receive materials needed assume office at the start of the fall semester.
- C) No persons elected to an office shall serve more than two consecutive terms in the same office with the exception of the Secretary and Treasurer.

Section III

The President and Vice President of the NPHC shall not hold the office of President in any other University Registered Student Organization during their term of office, except in honorary organizations.

Article VIII Meetings*Section I*

The NPHC shall meet each month on a bi-weekly basis at such time and place as may be determined by the Council. The Executive Board shall meet in between the mass meetings. NPHC meetings will begin the first week of school each semester.

Section II

Elected and appointed Officers shall not act as a delegate for their organization Meetings and do not reserve the right to vote in his/her absence.

Article IX Committees*Section I*

The Following committees shall be formed to aid in the administration of the NPHC:

- A) Program Planning Committee. It shall be the duty of the Program Planning Committee to assist in all programming aspects as it regards to NPHC. This committee will be called upon on a case by case basis.
- B) Bylaws. It shall be the duty of the Bylaws Committee to: establish procedures or receiving and evaluating recommendations for changes to the Bylaws and present recommended changes to the NPHC delegates. The Bylaws committee is headed by the parliamentarian.
- C) Ad Hoc Committees can be determined as needed

Article X General Maintenance*Section I* Rules

Robert's Rules of Order Revised, Newly Revised shall govern the conduct of meeting of the NPHC in all insurances where the rules are not inconsistent with the National Constitution, University Rules and Policy, or by these bylaws

Section II Dues

- A) All organizations must pay (\$75) to the NPHC at the first regularly scheduled meeting of each semester. There shall be a (\$10) late fee assessed for late dues. If dues are not paid the organization is inactive until all fees are paid.

- B) All voting delegates' organizations must be financially active with the NPHC before he/she can vote.
- C) All officers' organizations must be financially active with the NPHC to continue to perform the duties of their respective office.

Section III **Participation**

- A) All activities designated by the NPHC are mandatory, and fines will be levied to those NPHC organizations which do not participate in said activities. The fine shall be fifty dollars (\$50). At least 25% must participate. If the fines are not paid the organization is inactive until paid.
- B) Any member of the NPHC Executive Board who has two (2) unexcused absences from meetings shall be fined ten (\$10) dollars. If a third unexcused absence occurs, the NPHC executive board member must resign. Excused absences must be verified by the NPHC Advisor. Fines must be paid by the next meeting.

Section IV **Intake**

- A) Intake Periods shall not exceed six (6) weeks.
- B) Neophyte shows are at the discretion of the organization.
- C) Hazing is defined in the U of M Code of Conduct and the National NPHC Shared Standards.
- D) The NPHC will not tolerate hazing, and any student participating in intake shall have the right to bring charges before the NPHC Court and the University of Memphis Office of Judicial and Ethical Programs

Article XI Yard Shows/Annual NPHC Greek Show

Section I **Annual NPHC Greek Show**

- A) There shall be an annual competitive Greek Show in the Fall semester sponsored by the University of Memphis National Pan-Hellenic Council. The NPHC delegates shall vote on the date recommended by the Greek Show Committee.
- B) The Annual Greek Show shall be open to all NPHC undergraduate chapters in the United States. Additionally, all active University of Memphis NPHC organizations must participate or have representation in the Annual Greek Show. University of Memphis NPHC organizations do not pay a registration fee.
- C) Failure to have representation in the competitive Greek show, without prior notification and valid excuse to the NPHC Advisor and the NPHC Executive Board will be fined two hundred and fifty dollars (\$250).
- D) Profanity and obscene action will not be tolerated during the Greek Show and shall result disqualification and will be determined by the Stepshow judges. (NPHC Shared Standards will serve as a resource.)

- E) Judges must consist of one (1) graduate member from each active organization and 1 non-Greek judge. Each organization will submit the name of one graduate member to serve as a judge.
- F) The highest and lowest score of each group will be thrown out for tallying. Score criteria will be determined by the NPHC delegates prior to the Spring semester.
- G) Judges must be present to witness the tallying of the score sheets. Additionally, the Greek Affairs Coordinator per his/her designee, who may not be a member of the NPHC, must be present.
- H) Record of score sheets must be kept on file and available for each organization to have access to for up to one month.
- I) This Greek Show shall be a major fund-raiser for the NPHC.
- J) Trophies shall be presented to the First and Second Place Winners in the following Categories: Best Sorority, Best Fraternity, and One Trophy for Best Overall.

Section II Yard Shows

- A) The NPHC will not tolerate any of the following:
 - 1) Direct or indirect name calling of individuals and/or another NPHC organization.
 - 2) The negative use of symbols, colors, or calls of another NPHC organization.
 - 3) Profane language and/or profane or obscene body language.
- B) The NPHC Court and/or the Greek Affairs Coordinator will define profanity and/or obscene actions in congruence with NPHC Shared Standards.
- C) Failure to adhere to Yard Show rules will result in a two hundred fifty dollar (\$250) fine and a 50% organizational participation in a community service project within four weeks after the violation occurs. The NPHC court will decide what the project will consist of, and the President shall appoint someone to monitor the project.
- D) Microphone usage by active or non-active members of NPHC organizations during NPHC or NPHC organization events should not use profanity. Chapters will be held responsible and fined if active or non-active use the microphone and use profanity.

Article XII **Social Functions**

Section I Social Affairs and NPHC Week

- A) The NPHC Executive Board shall receive a written invitation, flyer, email, or verbal announcement from any organization having a social, formal, or public event. The NPHC Executive Board will not have to pay. The NPHC Secretary will be responsible for a list of each member of the Executive Board.
- B) When any other organization under the NPHC is having a social or public affair, invitations shall be sent to the President of each organization under the constitution.

- C) The second week following the start of the regular school semester will be reserved for the NPHC, unless otherwise approved by the body of the NPHC. No NPHC group can schedule any events on or off campus during this week.

Section II Interest Weeks

- A) Each organization of the NPHC is entitled to host one (1) Interest Week and one (1) Weekend per school year (Fall- Spring).
- B) A week shall be defined as Seven days (7) beginning 7am on Sunday and ending on Saturday. A Weekend shall be defined as a Thursday, Friday, and Saturday.
- C) The Greek Affairs Coordinator will determine the time period when organizations may begin reserving a week or weekend for the following semester based upon a combination of grades from the previous semester and the NPHC attendance policy. Interest weeks and weekends must be turned into the Greek Affairs Coordinator by the first Friday of September (Fall Interest week or weekend) and the third Friday of January (Spring Interest week or weekend). Programming may be tentative; however the proposed on-campus locations must be reserved upon turning in the calendar.
- D) No organization under the NPHC shall be permitted to sponsor on-campus or off-campus events during another NPHC organization's reserved week or weekend as well the NPHC Week without the written permission of from that organization, signed its President or on-campus Advisor. The exceptions to this rule shall be: community service projects, founder's day celebrations, projects sponsored by an auxiliary group, chapter founder day celebrations, or an interest tea or meeting in conjunction with membership intake. All of which no funds can be exchanged. No NPHC organization may advertise for profitable events during another NPHC organization's reserved Interest Week or Weekend without the written permission signed by the President or on-campus advisor until Thursday before their events begin.
 - 1) Should an organization be found guilty of violating this law by the NPHC Court or Greek Affairs Coordinator, the accused organizations shall be given all of the following sanctions:
 - a) Shall pay restitution not to exceed five hundred dollars (\$500) within seven days of the violation to the organization whose reserved week was violated.
 - b) Shall lose their right to vote in every NPHC meeting until restitution is paid.
 - c) Shall lose use of any and all campus facilities for organizational purposes until restitution is paid.
 - d) The NPHC President shall notify the RSO advisor of the organization(s) that cannot use campus facilities.
- E) Organizations may not have or schedule any on-campus or off-campus activity should another organization have previously scheduled and turned in paperwork for profitable activities.
- F) Programming may not interfere with interest weeks or weekends of other NPHC organizations, university holidays, Homecoming, and Greek Week.

Article XIII Judicial*Section I*

The NPHC Court shall original jurisdiction as provided under the University Student Code of Conduct and shall decide on all matters of any NPHC fraternity or sorority. The Court shall hold final judgment on all matters relating to Bylaw interpretation.

Section II Court Composition

The Court shall be composed of the following:

- A) The Chief Justice who shall serve as the chairman and vote only in the case of a tie.
- B) The Greek Affairs Coordinator will act as an ex-officio member.
- C) Eight (8) active chapter presidents or representatives from chapters not involved in the case.
- D) The NPHC President or his/her appointed council representative.
- E) The NPHC Secretary who shall serve as Court Clerk and have no vote in Court decisions.
- F) All issues regarding NPHC organizations shall be handled through NPHC Court.

Section III *No person, except the Chief Justice and NPHC President, may serve on the court if his/her organization is on trial.*

Section IV The advisor to the fraternity/sorority (or representative) and the NPHC Advisor on trial must be present for a decision to be rendered

Section V In the case of a member of the Court, the President shall appoint a temporary replacement to serve on the court not involved with the case.

Section VI In the case of the absence of the defendant(s), the case shall go to the Office of Judicial and Ethical Programs

Section VII The NPHC shall have:

- A) Original jurisdiction in all cases involving violations of the bylaws, rules and regulations of the NPHC.
- B) Concurrent jurisdiction with the Assistant Dean of Students for Judicial Affairs in cases involving the rules and regulations of the University of Memphis pertaining to fraternities and sororities.

Section VIII Cases may come before the court involving violations of Section VIII, Part A, in the following manner and must be submitted on a NPHC Violation Form:

- A) Cases referred by the University administration.
- B) Charges from the NPHC officers or delegates.
- C) Charges from any member covered under the NPHC bylaws.

Section IX Cases involving violations of Section VIII, Part B, may come before the court only if referred to it by the University administration.

Section X The NPHC President shall notify in writing, the accused member/organization within at least seventy-two (72) hours with the exception of weekends and holidays after the charge has been filed. The NPHC Court shall be called into session no sooner than twenty-four (24) hours and no later than seven (7) days following the notification of the accused member or organization. Upon giving notice to the accused, the NPHC President shall refer the case to the Chief Justice.

Section XI At such times as the NPHC Court meets, the following procedures must be observed for a decision to be valid:

- A) The Chief Justice shall be in charge of the proceeding and will be held responsible for maintaining order and presiding.
- B) The plaintiff and defendant shall reserve the right to cross-examine witnesses.
- C) The Court shall deliberate and vote in executive session. The secret ballot method shall be used and an affirmative vote of 50% plus 1 shall be necessary for a verdict.
- D) The organization or member charged shall be given written notice of the decision by the Chief Justice within twenty-four (24) hours.
- E) An organization or member may appeal the decision of the court. The appeal must be written and submitted with five (5) days to the Associate Dean of Students. A Copy of the appeal must be given to the Chief Justice, the President, and the charged party and Greek Advisor.

Section XII Penalties that may be levied by the court:

- A) Academic Probation as defined as the loss of NPHC voting powers.
- B) Academic suspension as defined as by the loss of NPHC voting powers, suspension from intramural athletics, loss of rights of members to serve on the NPHC as elected or appointed offices, non-participation in any Greek affiliated function, loss of all campus affiliated privileges (i.e. intake, interest meetings, parties, weeks, weekends, etc...) and any additional stipulations prescribed by the Judicial Court.
- C) Monetary fines.
- D) Expulsion from the NPHC and recommendation that the University remove the Chapter's charter, and required education program or community service project.
- E) Removal of officers from position.

Article XIV Impeachment

In the case of an impeachment, the NPHC shall adopt the University of Memphis Student Government Association's grounds for impeachment.

Article XV Scholarship

Section I An organization that does not register an average of 2.5 for two (2) consecutive semesters, will be placed on suspension. Organizations are required to submit all active members' names for the purpose of recording a grade point average for the organization. Organizations placed on suspension shall be barred from all rights, benefits, and privileges of any events sponsored by the NPHC. Said organizations must also complete programming that is assigned by current Stewardship. They may serve as an NPHC delegate, but this delegate shall not be able to hold an NPHC executive board position, or vote on any NPHC matter.

Section II Organizations shall be returned to good standing when they have attained an average GPA of at least equal to the standard set by the NPHC for that particular semester, not in conflict with the Tennessee Board of Regents' policies.

Section III The NPHC Court shall have original jurisdiction in all questions or disputes concerning these requirements and rules governing probation. The Court is empowered to commute probation periods for organizations, should the court find such to be justified. The organization on probation may appeal to the Associate Dean of Students for Judicial and Ethical Programs for final ruling.

Section IV Any organization that does not reach these standards under suspension shall be fined two-hundred and fifty (\$250) per semester standards are not reached. This money shall go to the NPHC Scholarship Fund.

Section V Each spring at the Greek Awards Banquet, the NPHC Council shall present the following:

- A) Certificates for outstanding achievements.
- B) Two (2) five hundred (\$500) dollar scholarships for academic achievement will be given to one active fraternity and one sorority member with the highest GPA.
- C) A two hundred fifty (\$250) dollar scholarship for leadership contribution.
- D) Any other award voted on the NPHC.

Article XVI Amendments

Section I These bylaws may be altered, amended or repealed pending:

- A) The new bylaw(s) is adopted by the affirmative vote of two-thirds (2/3) of the NPHC delegates present if at least thirty (30) days notice given of the intention to alter, amend or repeal and adopt new bylaws at such meeting.
- B) Proposed amendments must be presented to delegates at least two (2) weeks prior to voting on said amendments, alterations, or adoption.
- C) Proposals must be typed, double space, dated, and signed
- D) Any Amendment, alteration, repeal, and or adoption of new bylaws shall be in full force on and after the date of passage, unless otherwise provided.
- E) Where appropriate, sequential number changes, shall be made automatically when amendments are adopted that necessitate any renumbering.
- F) When appropriate, constitutional changes of the National Pan-Hellenic Council, Inc, and Shared Standards adopted by the Presidents of the National/International Presidents of each organization shall be made automatically to the bylaws.

Section II All amendments to these bylaws may be proposed by one of the following methods:

- A) Proposals should be made during the regular review of the bylaws during the month of March by the NPHC officers or delegates.
- B) Proposals by a petition bearing the signatures of ten percent (10%) of students who are members of the NPHC (See Article IV, Section 1A) at any time during the regular school year.
- C) Proposals by special appointed committees.

Article XVII Dissolution of the Council

In the event the NPHC should dissolve, all funds and assets should to be Distributed to the Minority Affairs Office to be used for the Arthur S. Holman Scholarship Fund.