

**National Pan-Hellenic Council Inc. at  
Tennessee State University  
Bylaws**

**Article I – MEMBERSHIP**

- Section 1. The National Pan- Hellenic Council at Tennessee State University is composed of the following member organizations: Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, and Iota Phi Theta.
- Section 2. Councils: Collegiate councils of the NPHC must be chartered where there is representation of at least two members organization, with the approval of the National Executive Director, unless otherwise prohibited by a college or university.
- Section 3. Collegiate Councils: Collegiate councils shall be established as college/university councils and shall be comprised of representatives of the local Collegiate chapters of member organizations who are matriculating at an accredited college or university that recognizes and supports the concepts and ideals of the NPHC. Once established, a council with fewer than two participating member organization must request and receive special permission from the National Executive Director and the college/university, to function in a given fiscal year.
- a) Collegiate Council Advisor: Each Collegiate council shall have at least one advisor from the local Alumni council. All Alumni council advisors must be finical and active and approved by their respective council and Alumni chapter president. If no local Alumni council exists, a financial Alumni member of a member organization in that area may be appointed by the National Alumni Council Chair, with the approval of the Council of Presidents.
- Section 5. Membership of Local Councils: Collegiate council of the NPHC shall be comprised of representatives of chapters that are finical and active with their respective national member organization and whose respective national organization is a financial member of the NPHC.
- Section 4. Membership Intake Cap: A member of no more than 60 new members is allowed Per sorority and fraternity for any given membership intake process period.
- Section 5. Non-Financial Councils may not operate under the NPHC name or use the organization’s logo, branding or intellectual properties.

Section 6. For the purposes of active membership, the fiscal year of NPHC is from January 1st to December 31. Dues are due on January 31<sup>st</sup>. Any Council that fails to submit its dues by February 15<sup>th</sup> shall be noticed that they are not financial and their membership in NPHC shall be forfeit by February 28<sup>th</sup>.

Section 7. Eligibility for Member Organization: To be eligible for membership in NPHC, a fraternity or sorority shall:

- a. Be devoted to general fraternity or sorority ideals and be in conformity with the NPHC constitution and Bylaws and the NPHC Mission Statement
- b. Have been in existence for at least fifteen years and shall have been incorporated in the United States of America
- c. It shall initiate into undergraduate chapters only persons who, at the time, are pursuing an undergraduate degree at TSU.
- d. Be national in scope and whose collective membership is no less than one hundred Collegiate and alumni chapters, each chapter must have a minimum of five financial members. Of the aforesaid 100 Collegiate and alumni chapters, a total of no less than fifty must have been a part of the fraternity or sorority for at least ten years
- e. Have constitutional provisions for a national convention, with interim authority vested in trustees, a board of directors or the officers who supervise the affairs of the fraternity or sorority
- f. Have Collegiate chapters recognized by and in good standing with accredited four-year colleges or universities which offer at least a baccalaureate degree.

For the purpose of this section “accredited” shall mean institutions in the continental United States which are accredited by one of the regional accrediting agencies in the American Council of Education. Institutions located outside of the United States shall be accredited by the appropriate agency/organization in the locale.

For the purpose of this section, Collegiate chapter is recognized by an institution, if its membership is drawn from students enrolled in such institution, and formal agreement with or recognition by such institution is required or implied.

Section 8. Attendance:

- A. Any organization that misses more than two Executive Board and three General Body meetings in one semester will be suspended for one semester. A written warning will be sent to any organization that misses one Executive Board and/or two general body meetings in a semester.

## **Article II – Officers**

Section 1. The officers of NPHC shall consist of the following: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Programming Chair, Parliamentarian, Sergeant at Arms, and Chaplain.

Section 2. Appointment

- a. President: The President shall serve as Chairperson of the Executive Committee; preside at all meetings of the Executive Committee and the National Conference; submit recommendations for chairperson and members of all committees; present and approve all vouchers for expenditure of the budgeted funds; have the authority to appoint ad hoc/special committees; ensure that reports of all officers are sent to the Council of President; and perform such other duties applicable to the officer as prescribed by the parliamentary authority adopted by NPHC as well as such other duties as directed by the Council of Presidents.
- b. Vice President: The Vice President shall assist the President in the performance of duties, preside in the absence or incapacitation of the President and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC as well as such other duties as directed by the Council of Presidents. The Vice President will also coordinate and implement national programmatic thrusts under the advisement of the National President, to be carried out through local councils.
- c. Secretary: The Secretary shall attend all meetings of the Executive Committee and the National Convention and shall keep a true and accurate record of the proceeding of the meetings. The Secretary shall file and preserve all important records, documents, reports, and communications and perform such other duties applicable to the office ad prescribed by the parliamentary authority adopted by NPHC.
- d. Assistant Secretary: The Assistant Secretary shall assume the duties of the secretary in the absence or incapacity of the secretary

and shall perform such other duties as are assigned. Send, receive, and read all correspondence to the general and executive body.

- e. Treasurer: The Treasurer shall keep correct and complete of accounts, showing accurately the financial condition of the NPHC. The Treasurer will develop a budget and submit that to the Executive Committee. The final budget must have the approval of the Council of Presidents. The Treasurer will receive all revenues from the National Executive Director and deposit all funds in the NPHC's bank account or other depositories designated by the National Executive Director. Submit all financial records for audit at the conclusion of a fiscal year. The Treasurer shall furnish a state of the financial condition of the NPHC at meetings of the Executive Committee or whenever requested by the Council of Presidents or the NPHC President and perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by NPHC.
- f. Assistant Treasurer: The Assistant Treasurer shall assume the duties in the absence of or incapacity of the Treasurer and shall perform other duties as are assigned.
- g. Programming Chair: The Programming Chair, along with his/her committee, shall develop, publish, and distribute an annual NPHC calendar of events of each member organization, prepare general NPHC materials highlighting collaborative efforts associated with the NPHC grid of Services, develop and provide educational programs for both Collegiate Council.
- h. Parliamentarian: The Parliamentarian shall advise on all questions of parliamentary practice upon request by the President, conduct at least one workshop with instructions on proper parliamentary procedures according to Robert's Rules of Order Newly Revised.
- i. Sergeant at Arms: The Sergeant at Arms shall control the entrances and exits of council members. Maintain order at all council meetings.
- j. Chaplin: The Chaplin shall conduct prayer/meditation at the beginning of each meeting.

### Section 3. Eligibility and Terms of Appointments

- a. The official delegates from the member organizations shall be eligible for election to any office of the NPHC Inc. at TSU. However, the office of president must be filled by the organization that is in charge of the council for that academic year. The office of Vice President shall be filled by the organization in charge of the Council for the following year.
- b. For the Presidency of the Council, fraternities will rotate on even years and sororities will rotate on odd years, for all active organizations.
- c. For the Vice Presidency of the Council, fraternities will rotate on odd years and sororities will rotate on even years, for all active organizations.
- d. The following Executive Board position are to be elected by the general body: Treasure, Asst. Treasurer, Secretary, Asst. Secretary, Parliamentarian, and Sgt. at Arms.
- e. All potential candidates for appointment must be financial and active with their member organization and with the NPHC Inc. at TSU.
- f. The eligibility requirements and terms listed in this section can only be modified or waived by a majority vote of the Council of President.
- g. If an individual replaces an officer who can no longer serve, and the replacement officer is in office 11 months or less, that time in office shall not count as a full term, and the individual shall be eligible for appointment for two full terms.

### **Article III – Executive Board**

Section 1. The Executive Board shall consist of the elected officers of the National Pan-Hellenic Council Inc. at Tennessee State University.

- a. As long as all 9 organizations are active in the Council, all 9 positions of the Executive Board must be filled by a member of each organization. If there are less than 9 active organizations, other organizations may fill those positions.

#### **Section 4. Removal from office**

- a. Any officer who fails to carry out the responsibilities of his/her office may be subject to removal from office unless he/she has been excused for reasons of illness or other personal issues (death, job related).

- b. The Executive Committee of NPHC Inc. at TSU has the responsibility to notify the advisor when an office fails to perform the duties of his/her office as proscribed in these bylaws.
- c. Any officer removed for cause must receive a written document detailing the charges levied against him/her.
- d. Any officer charged with dereliction of duty will have the right to be heard in his/her defense after he/she has received the chargers in writing and before any decision is made to remove him/her from office.
- e. The NPHC Executive Committee will then vote to make a recommendation to whether or not the officer should be removed.

Section 5. Nominations

- a. The Executive Board will issue a call for nominations for all offices and committee chairs and committee memberships.
- b. All nominees are responsible for completing and submitting all required documentation to the NPHC Inc. at TSU by the deadline date established in the notice.
- c. All nominees must present a 2 minute speech during an official election and voted upon by receptive delegates.

**Article IV – Voting Procedures**

Section 1. Only the official voting delegate is eligible to vote, by roll call on any motion on the floor. Each member organization is allowed one vote.

Section 2. Delegates:

- a. Each organization must, at the second Pan-Hellenic Council meeting submit names of two organization delegates and two alternate delegates. One of these delegates will be the official voting delegate of their respective organization. There can be a total of (18) official delegates or (18) alternates or a combination thereof at each official General Body meeting.
- b. Each organization must have at least one delegate at each meeting. Attendance is an important factor.

- c. All delegates whose names are submitted to represent an organization are expected to attend all regular meetings of the Pan-Hellenic Council. Each delegate has a responsibility to stay abreast with the business of the council.

Section 3. Voting may be taken by roll-call or by the consensus of the body. The Procedure will depend on the nature of the matter under discussion. The President of the body will determine the procedure.

Section 4. Whenever a vote is taken by the member organization, the majority is the plurality of the active organizations of the Council.

Section 5. Whenever a vote is taken, the President will vote in case of a Tie.

### **Article V – Representation**

Section 1. Each organization of the NPHC Inc. at TSU is entitled to two (2) delegates and two (2) alternates.

- a. Only two delegates or two alternates or a combination of one delegate and one alternate should be present at each official general body meeting of the Pan-Hellenic Council.
- b. The elected Executive Board officer should be present at each official Executive Board meeting of the Pan-Hellenic Council.
- c. Only one of the delegates or alternates may vote in any issues on the floor.

Section 2. An advisor or designee is required to attend 3 meetings (once per month) per semester of the Council. Failure to do so will result in the suspension. Standing Committees of the council shall meet whenever it's deemed necessary.

### **Article VI – Power of the Council**

Section 1. The powers of the Council shall be as follows:

- a. To make laws that pertain to its own governance.
- b. To correlate programs that are designed to help meet the needs of the National and Local Pan-Hellenic Council

- c. To serve as the governing council of bonafide members therein.

## **Article VII – Committees**

### **Section 1.     Standing Committees**

- a. Fundraising and Budget: It shall be the duty of the fundraising and budget committee to:
  - 1. Plan and recommend a budget to the Executive Board.
  - 2. Coordinate all activities relatives to the generation of funds for the Council.
- b. By-Laws: It shall be the duty of the by-laws committee to:
  - 1. Receive and evaluate recommendations of changes in the by-laws.
  - 2. Present recommended changes to the Council and Southern Regional board and the NPHC Inc.
- c. Campus and Community Service: It shall be the duty of the service committee to:
  - 1. Coordinate campus activities so as to enhance campus life and student participation.
  - 2. Coordinate community activities so as to enhance good community relations.

Section 2.     Special Committees: Special committees deemed necessary to carry on the work the Executive Board.

Section 3.     Appointment Committees: The chairperson of each committee shall be appointed by the Council President with the approval of the executive board.

## **Article VIII – Meetings**

Section 1.     The National Pan-Hellenic Council Inc. at Tennessee State University shall meet, biweekly fall and spring registration. Standing committees of the Council shall meet whenever it's deemed necessary.



Section 2. Executive Board: The executive board shall meet on a designated day and time, as determined by the committee prior to each regular meeting.

Section 3. Special Meetings: Special meetings of the NPHC Inc. at TSU may be called by the President or the body through notification of the President.

Section 4. Missed Meeting:

- a) If a respective chapter does not attend a schedule meeting and provide a legitimate excuse their chapter will be fined \$100.00 and must be paid within 60 days.
- b) If 10 minutes late the respective chapter will be fined \$25.00 that will have to be paid within 60 days.
- c) If more than 10 minutes late then the respective chapter will not be allowed in the meeting which will be considered as absence in will result in a \$100.00 fine that will have to be paid within 60 days.
- d) Disruptive behavior during meetings will result in a warning first. If continued disruptive behavior will result in a \$15.00 fine that will have to be paid within 60 days.
- e) If the delegate is asked to leave the meeting it will be considered an absence and will result in the chapter a \$100.00 fine that will have to be paid within 60 days.
- f) Chapters missing two Executive Board and/or three General Body meetings per semester will be fined \$300.00 that will have to be paid within 60 days.

### **Article IX – Greek Weeks**

Section 1. Lottery style picking for Greek weeks with each organization receiving guaranteed one ball.

- Homecoming and Pan-Hell Step Show winners
- Best Overall Year – end report
- Highest GPA
- Highest amount of Verified Community Service

Maximum balls any one org can receive is 6

- Section 2. If an organization is not present for the lottery and they have had a minimum of 24 hours reminder notice via email, they shall forfeit their pick and another selection shall be picked.
- Section 3. Any organization that does not participate (at least 10%) in the following activities will be fined \$500 dollars, and a \$100 dollar fine will be issued for tardiness.
- Step Show
  - Service Project
- A. Tardiness is 15 minutes after the activity starts.
- B. Extenuating circumstances for nonparticipation will result in organization suspension until such fine(s) are paid.
- Section 4. No member organization, or active individual on behalf of their organization is to have any type of activities and/or advertisement (i.e. flyers, decorations, etc...) on or during a Pan-Hellenic week. Violation of this rule will result in the suspension of the organization for one academic school year.
- Section 5. Organization requesting to have an activity and/or advertisement during another organization's week must submit a written contract to the Pan-Hellenic council and the organization in question asking permission to have said activity. The contract must have a date, location, and description of the activity and/or advertisement(s). Approval or disapproval of the activity and/or advertisement will be granted by the organization whose week is in question. Violation of this rule will result in immediate suspension.

### **Article X – Greek Shows**

- Section 1. The NPHC Inc. at TSU will sponsor its annual Greek Show during the fall and/or spring semester.
- Section 2. Vulgar language: Any vulgar language use by any organization in a Greek Show sponsored by the Council will automatically be disqualified from the competition.
- Section 3. Check Chants: Any organization that delegates another organization will be disqualified from the competition.
- Section 4. Any grabbing of the genitals, hunching of each other or the floor, or any unauthorized props by any organization will be caused for disqualification from the competition.

### **Article XI – Council Courtesies**

- Section 1. Courtesies not to exceed \$50 dollars plus tax shall be extended to a delegate or alternate who is hospitalized.
- Section 2. In case of serious illness or death in a council member's immediate family (i.e. spouse, parent, child, brother, sister, etc.) a card is to be sent.

### **Article XII - Annual Workshop**

- Section 1. The council shall conduct the annual Fall workshop no later than thirty (30) weekdays after the first general body meeting.
- Section 2. Each organization is required to attend the Annual Fall Workshop. Fifty (50) percent of its membership is required to be present. In addition, at least one advisor from each organization is to be in attendance.
- Section 3. Any organization that is not represented at the workshop by 50% of its membership will forfeit its right to implement a membership intake process for the remainder of the fall semester. Will be based on 2 reps, 2 alternates, and 1 president.
- Section 4. Any organization that fails to meet above requirements shall be fined \$10 dollars per 10 members. For example, if an organization has fifteen member the fine shall be \$10 dollars and if an organization has less than ten members, the fine shall be \$10 dollars.
- Section 5. The Executive Board shall be required to attend a training session/retreat at the beginning of each academic year.

### **Article XIII – Other Pan-Hellenic Activities**

- Section 1. Social and Service Activities: All organizations with nine or less members must have at least one member present at Pan-Hellenic social or service functions. All organizations with ten or more members must have 10% of their members present. If the percentage of membership is not a whole number shall be rounded down to the nearest whole number. Example: An organization with twenty-nine members need only two members present.
- Section 2. If an organization cannot have it proper representation at a Pan-Hellenic social and/or service function, that organization must submit a letter as to why they cannot or could not participate signed by one of the advisors.

- Section 3. Any organization that fails to meet the above requirements shall be to a fine as stated in article XII, section 4.
- Section 4. **Chapter Membership Roster:** Chapter membership for social and service functions shall be determined by the roster submitted to student affairs.
- Section 5. All potential Pan-Hellenic community service events must have appropriate documents and be approved by vote of general body.

#### **Article XIV – Code of Conduct for Submitting Documents and Conducting Campus Activities**

- Section 1. In order to maintain a strong sense of discipline by member organizations for conduct or behavioral violation. The Pan-Hellenic Council imposes the following:
- a) A \$200.00 fine will be assessed and enforced against any chapter failing to turn in requested material on the designated areas in addition to university Sanction.
  - b) A \$100.00 fine will be assessed and enforced against any chapter failing to turn in requested material on the designated date.
  - c) Unpaid fine result in the temporary revocation of Pan-Hellenic Council and University activities and privileges. All fines levied against an organization must be paid in full within 60 days.
  - d) If the organization being fined has an objection to the fine, an appeal must be filed in writing to the general body, signed by one of the organization's advisors, and accepted by a majority vote of the general body.
    - 1. An appeal may only be filed under the following circumstances including but not limited to TSU administration and/or National members Mandate or deemed appropriate by the graduate advisor of the member's organization and the council.
    - 2. The appeal must be filed before the end of the time limit set forth in Article XIV section 1, subsection C.
    - 3. If the appeal is denied, immediate payment of the fine is required.
  - e) Maintain accurate records of the receipt and expenditure of all funds. These records will be turned in to the Office of Student Activities at the end of the academic year. These records will be given to the next president who will give them to the newly elected Treasurer of the year.

- f) A suspended organization(s) cannot hold an office nor participate in any activities sponsored by the council and will forfeit the right to have their Greek week for the semester wherein the infraction/fine occurs. The National Pan-Hellenic Council Inc. at The Tennessee State University is to admit a letter of sanction to the national office of the suspended organization with the support of the TSU administration.

### **Article XV – Finance**

- Section 1. Dues and Fees: All regular dues and assessments are due in the office of the National Executive Director by January 31 of each year. Dues and assessments received after February 15 will be assessed a late fee. The late fee shall be determined by the Executive Committee and approved by the Council of President.
- Section 2. Reactivation: Any member organization, or council, which has not been financial in the previous year or up to (5) years will be required to pay a reactivation fee, late fee (if applicable), the current year and past year's dues. The reactivation fee shall be determined by the Executive Committee. Those councils which have not been financial for (6) six or more years, will be required to begin their chartering process from the beginning but will not be assessed dues for the years the council was inactive.
- Section 3. Accounting: The financial accounts of the NPHC shall be audited by a certified public accounted annually that will be selected by the Council of Presidents. The Executive Committee will select the date by which all financial record must be given to the auditor selected by the Executive Committee. Upon completion of the audit, a report shall be submitted to the Executive Committee and the Council of Presidents.
- Section 4. Bonding: All officers of the NPHC who handle funds shall be bonded at a level sufficient to cover the amount of funds they are expected to handle.

### **Article XVI – Roster**

- Section 1. A roster of all active members of each organization must be submitted to the president of the Council and the Dean of Student Activities at the beginning of each semester.

### **Article XVII – Fiscal Operation**

- Section 1. The fiscal operation year shall begin June 1<sup>st</sup> and conclude May 30<sup>th</sup> of each calendar year.
- Section 2. The annual budget shall be submitted to the National Pan-Hellenic Council Inc. at Tennessee State University at the beginning of the fall semester.
- Section 3. Civic projects shall be reported annually.

### **Article XVIII – Year End Reports**

Provisions for a method of evaluation:

- Section 1. A Year End Report shall be include Chapter Roster with T-numbers, descriptions of community service activities both On Campus and Off Campus, description of educational events on campus and Verified Community Service hours.
- Section 2. The evaluation should be conducted periodically by the council representative knowledgeable in program evaluation.
- Section 3. Included in the evaluation should be the accomplishment of previously agreed program objectives, adherence to institutional and council policies and procedure, and consequences when failing to maintain established standards.

### **Article XIX – Adviser Roles**

- Section 1. Advisers shall be the official liaisons between Pan-Hellenic Student Activities.
- Section 2. Advisers are to receive the Chapter Rosters with T-numbers at beginning of each academic year.
- Section 3. Advisers are to receive the Year End Chapter Report by the designated date at the end of the academic year.
- Section 4. Advisers shall communicate with Nashville NPHC and Individual chapter Advisers and keep them aware of all.

### **Article XX – Liability**

- Section 1. The National Executive Committee of the National Pan-Hellenic Council, Inc. expressly disavows responsibility for the actions of the member councils and any other such membership as defined in this document in violation of either the letter or the spirit of the Constitution and these Bylaws.

### **Article XXI – Amendment**

- Section 1. These bylaws may be amended by a 2/3 vote of the Council of Presidents.
- a) Member Councils and the Executive Committee of NPHC shall have the right to propose amendments to the bylaws
  - b) Proposed bylaws amendments must be submitted to the National Parliamentarian by June 1<sup>st</sup>. Only financial Councils may submit recommendations. All recommendations must be submitted in writing on the official proposed amendment change form.
  - c) The Parliamentarian is authorized to contact the author of the proposed amendment to resolve issues of language or clarity and to ensure that the proposed amendment is not in conflict with current bylaws provisions.
  - d) The Executive Committee of NPHC shall issues a call for bylaw amendments no later than June 1<sup>st</sup>.
  - e) There shall be a time set aside at the national conference to discuss any proposed amendments to the bylaws submitted by member Councils and the Executive Committee.
  - f) Final recommendations regarding the bylaws will be made by the Executive Committee of NPHC who will submit proposed amendments to the Council of Presidents for final approval.
  - g) The Council of President has the authority to adopt a bylaw amendment, amend the language of any purposed amendment, or to vote against adoption of a proposed bylaw amendment.