



The National Pan-Hellenic Council at The University of Texas at Arlington

CONSTITUTION AND BYLAWS

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CONSTITUTION

OF THE NATIONAL PAN-HELLENIC COUNCIL AT THE UNIVERSITY OF TEXAS AT ARLINGTON

ARTICLE I – NAME

This organization shall be known as the National Pan-Hellenic Council at The University of Texas at Arlington, hereafter referred to as the NPHC.

ARTICLE II – PURPOSE OF THE NPHC

The purpose of this organization shall be to provide a means of organized cooperative effort in matter of mutual concern among the affiliate chapters 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 – NPHC MEMBERSHIP

Section I. Membership Eligibility

- A. Membership into NPHC shall be extended to the nine chartered organizations of the National Pan-Hellenic Council, Inc., also known as The Divine Nine, in accordance with the policies and procedures of the National Pan-Hellenic Council, Inc. And the University of Texas at Arlington.
 - 1. Alpha Phi Alpha Fraternity, Inc.
 - 2. Alpha Kappa Alpha Sorority, Inc.
 - 3. Kappa Alpha Psi Fraternity, Inc.
 - 4. Omega Psi Phi Fraternity, Inc.
 - 5. Delta Sigma Theta Sorority, Inc.
 - 6. Phi Beta Sigma Fraternity, Inc.
 - 7. Zeta Phi Beta Sorority, Inc.
 - 8. Sigma Gamma Rho Sorority, Inc.
 - 9. Iota Phi Theta Fraternity, Inc.
- B. The NPHC will not recognize chapters that have been suspended or have had the charter revoked by the inter/national organization.
- C. The NPHC will not recognize chapters that are not in good standing with the Office of Student Organizations or the Office of Fraternity and Sorority Life.

Section II. Membership Status for Member Chapters

The membership status of member chapters shall be as follows:

- A. **Good Standing:** A member chapter shall be deemed to be in Good Standing if the member chapter is not currently operating under Status Sanctions, as defined within the NPHC Bylaws, and is currently meeting the minimum expectations outlined in Section IV of this Article.
- B. **Poor Standing:** A member chapter shall be deemed to be in Poor Standing if the member chapter has been placed under Suspension by the NPHC or has currently failed to meet the minimum expectations outlined in Section IV of this Article. Rights and privileges of a 'Good Standing' may be restricted.
 - 1. Member Chapters in Poor Standing for three consecutive semesters will be deemed Inactive, and no longer recognized by the council.

Section III. Membership Privilege and Responsibility

Membership in the National Pan-Hellenic Council is always to be considered a privilege extended by the fraternal system as a whole and may be withdrawn from any member organization under the provisions of this Constitution and Bylaws. Chapters can be held responsible for individual members' actions as they are always representatives of the organization. Individual members of a member organization can be held accountable to National Pan-Hellenic Council based on severity of actions.

Section IV. Minimum Expectations and Rights of Member Chapters

- A. Minimum Expectations of All Member Chapters
 - 1. Each member chapter shall comply with all policies set forth by:

- i. The NPHC Constitution, Bylaws, and other policies.
 - ii. The rules and regulations of the University of Texas at Arlington.
 2. Maintain a minimum chapter semesterly cumulative GPA of 2.50 and a minimum new member class GPA of 2.50 or be at/or above the institution's all-undergraduate men's and/or all-undergraduate women's grade point average if that grade point average is below a 2.50.
 3. Pay all dues and fines owed to the UTA National Pan-Hellenic Council according to its rules and procedures
 4. Maintain a current membership roster with the Office of Fraternity and Sorority Life and NPHC Advisor.
 5. Cooperate with all F&SL Standards Committee and NPHC Judicial Board proceedings and follow rulings which may or may not involve its own chapter.
 6. Encourage cooperation, scholarship, leadership, and citizenship among its individual members.
 7. Comply with the attendance policies for the NPHC General Body and the NPHC Judicial Board, as outlined within the Constitution and Bylaws.
 8. Complete Minimum Requirements, as specified by Fraternity and Sorority Life, each semester.
- B. Rights of Member Chapters in Good Standing
1. Vote on motions brought on the floor of regular and special meetings of the Council.
 2. Participate in council-sponsored activities, which include, but are not limited to: NPHC Greek 101, Meet the Greeks, NPHC Study Nights, and Stroll Nights.
 3. Receive coverage in all official National Pan-Hellenic Council correspondence and or other materials it distributes.

Section V. Inactive Chapter Readmission

- A. An organization applying for readmission shall not possess a current constitution that conflicts with any policies outlined in the NPHC Constitution and Bylaws or any policies of The University of Texas at Arlington.
- B. To assure success of each readmission opportunity, only one fraternity and one sorority will be extended readmission each academic year.
- C. The (inter)national organization requesting readmittance to the National Pan-Hellenic Council at University of Texas at Arlington must submit a membership petition packet to the Office of Fraternity & Sorority Life. This packet must include at least a letter of intent, a copy of the organization's constitution and bylaws, and information regarding local alumni support.
- D. The Office of Fraternity and Sorority Life will designate a timetable with HQ representatives to assure a successful expansion plan.
- E. To deny readmittance to the National Pan-Hellenic Council at University of Texas at Arlington, a two-thirds (2/3) vote from member chapters in Good Standing at general body is required to veto readmission of a petitioning organization. This vote will take place at the next NPHC general body meeting after the petitioning organization has met with NPHC at a general body meeting.
- F. The organization must complete the New Student Organization process with the Office of Student Organizations and must be considered a fully registered organization before gaining Good Standing status.

Section VI. Removal of Member Chapters

- A. A petition of removal shall be circulated and must have one-half (1/2) of the voting council members signatures for presentation to the Vice President for consideration by the Executive Board.
- B. The NPHC President shall read the petition for removal at the next regular meeting.
- C. At the next regular meeting after the petition for removal is read, a vote will be called automatically, and shall be conducted by secret ballot. A two-thirds (2/3) majority of eligible voting council membership, excluding the chapter named on petition, is required for removal.

ARTICLE IV – NPHC GENERAL BODY

Section I. NPHC General Body

The powers of the NPHC shall be vested in the NPHC General Body. The NPHC General Body shall be the governing legislative body responsible for the general policies of the NPHC, for electing its Executive Board, and for instructing

its Executive Board as to the activities and operations of the NPHC. The NPHC General Body shall be composed of voting NPHC Delegates, representatives from each member chapter.

Section II. NPHC Delegates

Chapters shall appoint two primary delegates and an alternate to represent the chapter in all council matters. The delegates shall have the following roles:

- A. **Primary Delegates:** The primary delegates shall have the primary role of casting the chapter's vote in all matters. The delegate should preferably be a member of the chapter's Executive Board.
- B. **Alternate Delegate:** Chapters shall designate an individual to serve as the alternate delegate in the case of an absence of one of the primary delegates.

Section III. NPHC General Body Meeting and Voting Polices

The NPHC General Body shall conduct its meetings according to the following requirements:

- A. Two-Thirds (2/3) of good standing member chapters must be present to constitute as quorum to conduct NPHC General Body business.
- B. The NPHC General Body shall conduct regularly scheduled bi-weekly meeting during the academic year.
- C. General Body meetings shall be open to external guests.
- D. Special meetings may be called by the NPHC President at any time or at the request of two member chapters, with notice of the time, location, and purpose of the special meeting provided to all member chapters at least 72 hours in advance.
- E. Each member chapter's NPHC Primary Delegates is required to attend all meetings of the NPHC. More than two absences per academic year may result in the member chapter being referred to the NPHC Vice President for potential judicial review.
- F. There must be a copy of the agenda and biweekly reports for each Executive Board member and each delegate. Reports will be provided regardless if the executive board member is present or not.
- G. If an Executive Board member will not be present to a meeting, they shall submit their report to the Director of Administration to be read to the general body by midnight, prior to the council meeting.

The NPHC General Body shall operate utilizing the following voting policies:

- A. Each member chapter, in good standing, shall have one vote.
- B. Individuals holding NPHC Executive Board positions are not entitled to a vote.
- C. In the event of a tie, the NPHC President shall cast the deciding vote.
- D. Except for the election of NPHC Executive Board positions, there shall be no secret ballot votes.

ARTICLE V – NPHC EXECUTIVE BOARD

Section I. NPHC Executive Board

The NPHC Executive Board shall be responsible for carrying out the purpose and policies of the NPHC and for its day-to-day operations and activities, as directed by the NPHC General Body. The NPHC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the NPHC Bylaws: President, Vice President, Director of Administration, Director of Community Engagement, Director of Programs, and Director of Communications.

Section II. NPHC Executive Board Eligibility

To be elected and serve as a member of the NPHC Executive Board, individuals must meet the following requirements:

- A. Officers must be elected from a current member chapter in good standing with the council, Office of Fraternity and Sorority Life, and Office of Student Organizations.
- B. Officers must have been initiated for at least one long semester, unless otherwise approved by the NPHC Executive Board and NPHC Advisor. The Executive Board may approve exceptions by a majority vote to accept a member's nomination.
 - 1. A long semester is defined as one full Fall or Spring school semester enrolled at UTA.
- C. At the time of election, officers must have a cumulative GPA of not less than 2.5.

- D. Officers must maintain a cumulative GPA of 2.5 and must not have a semester GPA less than 2.5 during their term of office.
- E. Must be in “good standing” with UTA and their respective chapter.

Section III. Executive Board Member Restrictions

- A. No more than two (2) executive officers may be from the same chapter.
- B. The President and Vice President shall not be from the same chapter.
- C. No executive officer shall concurrently hold the office of President of their respective chapter.

Section IV. NPHC Executive Board Election Policies

The following policies and procedures shall be utilized for the election of NPHC Executive Board officers:

- A. Officer elections shall be held during the last two regular meetings in November.
- B. The President, Vice President, and Director of Administration shall be elected, in this order, at the first of these two regular meetings.
- C. The Director of Community Engagement, Director of Programs, and Director of Communications shall be elected, in this order, either at the first meeting preceding the first three elections (time permitting), or at the second of these two regular meetings.
- D. Candidates must complete the F&SL Executive Board Officer application and agree to all F&SL requirements outlined.
- E. Candidates shall have three (3) minutes, except for presidential candidates who shall have five (5) minutes, to present their platform. During the candidate speeches, all other candidates for the position currently being elected shall be asked to leave the room.
- F. All elections shall be conducted by secret ballot. A simple majority (51%) of the NPHC General Body shall be required to win an election.
- G. In the event no candidate receives a majority vote, a runoff election shall be held between the top two candidates. Candidates will not be allowed additional speaking time.
- H. In the event a candidate runs unopposed, they must still present their platform, and a secret ballot must be conducted.

Section V. Term of NPHC Executive Board Members

Newly elected officers shall be officially installed and assume all duties at the final regular meeting in November. The term of office shall be one (1) year in length.

Section VI. Vacancies

- A. In the event of a vacant officer position on the Executive Board, a special election will take place by the current delegates to conduct a vote, following the Executive Board election policies.
- B. The vacancy will be announced immediately via electronic correspondence (email, Teams, etc.) to all chapter members and advisors, as well as during the following general body meeting. Within the announcement should be the link to the re-opened Executive Board application.
- C. The Executive Board application will remain open for two weeks from the initial announcement date.
- D. Once applicants are approved by the NPHC Advisor the special election will take place during the following general body meeting. A virtual vote can be casted if vacancy occurs less than four weeks prior to the end of the semester.
- E. The remaining executive members will manage and delegate job responsibilities of vacant position until the position is filled.

Section VII. Officer Removal Procedure

- A. If at any time an officer fails to perform the duties of their office, a petition for their removal shall be circulated. The petition must be signed by at least one-half (1/2) of the eligible voting council membership before it can be submitted to the Council for consideration. Upon receipt of a petition for removal from

office, it shall then be the duty of the NPHC President to read such petition at the first regular meeting following its original presentation.

- B. The petition will be voted on at the next regular meeting with a motion to accept automatically. Removal from office shall require two-thirds (2/3) vote of eligible council membership to pass and will be taken by secret ballot.
- C. The officer will be removed by the next regular meeting if motion passes.
- D. If the petition is to remove the President, the Vice President shall assume the duties of President upon removal. The vacancy shall be filled as outlined in *Section VI of this Article*.
- E. The NPHC Advisor reserves the right to remove an officer immediately due to violations of the Office of Fraternity and Sorority Life policies and/or university policies.

Section VIII. NPHC Executive Board Meeting and Voting Polices

The NPHC Executive Board shall conduct its meetings according to the following requirements:

- A. Two-Thirds (2/3) of NPHC Executive Board members must be present to constitute as quorum to conduct NPHC Executive Board business.
- B. The NPHC Executive Board shall conduct regularly scheduled meetings on a bi-weekly basis.
- C. Special meetings may be called by the NPHC President with notice of the time, location, and purpose of the special meeting provided to each NPHC Executive Board member at least 72 hours in advance.
- H. Each NPHC Executive Board member is required to attend all meetings of the NPHC Executive Board and all meetings of the NPHC General Body. Absences may result in removal from office.

The NPHC Executive Board shall operate utilizing the following voting policies during NPHC Executive Board meetings:

- A. Each NPHC Executive Board member shall have one vote.
- B. The NPHC President should refrain from casting their vote except for in the event of a tie. In such instances, the NPHC President shall cast the deciding vote.
- C. There shall be no secret ballot votes

ARTICLE VI – NPHC JUDICIAL BOARD

Section I. NPHC Judicial Board Jurisdiction

The NPHC Judicial Board shall work with the campus to implement a comprehensive conduct program that enhances peer-governance; respects the authority of the campus to adjudicate alleged violations of NPHC Policies; and avoids multiple, overlapping conduct processes.

- A. The NPHC shall develop an agreement with the campus that identifies the role of each judicial body in adjudicating allegations of chapter-level misconduct.
- B. The NPHC Judicial Board shall defer to the campus to investigate and adjudicate hazing and sexual misconduct allegations, or any other allegation that is being investigated and/or adjudicated through the campus' conduct process.

The NPHC Judicial Board shall be composed of one NPHC Justice from each member chapter in good standing, chosen by that member chapter, and shall be chaired by the NPHC Vice President as the Chief Justice.

Section II. NPHC Justice Eligibility

To serve as the NPHC Justice for a member chapter on the NPHC Judicial Board, an individual must meet the following requirements:

- A. A NPHC Justice must have been an initiated member for at least one long semester.
 - 1. A long semester is defined as one full Fall or Spring school semester enrolled at UTA.
- B. Must maintain a cumulative GPA of at least 2.5 and a semester GPA of not less than 2.5.
- C. Have a working knowledge of the NPHC Constitution and Bylaws, F&SL Handbook, and UTA policies.
- D. Not be a current member of the NPHC Executive Board.
- E. Must complete training on the NPHC Judicial Code prior to serving on an NPHC Judicial Board hearing.

Section III. Term of Office of NPHC Justices

The term of office for NPHC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon their election to serve on the NPHC Executive Board.

Section IV. NPHC Judicial Board Hearing Justice Selection and Attendance

The NPHC Vice President will select three (3) Judicial Board justices, as predetermined by an alphabetical rotation of the good standing member chapters, to hear a case.

- A. In the event the NPHC Judicial Board rotation for service on a hearing falls upon an NPHC Justice whose member chapter is involved in any way, with the alleged violation, the rotation will skip to the next member chapter in the alphabetical rotation.
- B. All NPHC Justices assigned to a hearing shall be present to conduct business on behalf of the NPHC Judicial Board.
- C. Each NPHC Justice assigned to a hearing is required to attend. Failure of an NPHC Justice to attend a hearing for which he was assigned shall result in their member chapter being referred to the NPHC Vice President for potential judicial review.

Section V. NPHC Judicial Board Hearing Voting Policies

All NPHC Judicial Board hearings shall operate utilizing the following voting policies:

- A. Each NPHC Justice serving on an NPHC Judicial Board hearing shall have one vote.
- B. A majority vote shall govern all actions of an NPHC Judicial Board.

ARTICLE VII – NPHC COMMITTEES

Section I. NPHC Committees

The use of a committee system is essential to involve as many people as possible in the self-governance of the NPHC and to ensure that the programs and services provided by the NPHC are beneficial to its member chapters.

The NPHC Executive Board or the NPHC President may form special committees as deemed necessary to perform the work of the NPHC. The NPHC President shall appoint the special committee chairman and committee members with the concurrence of the NPHC Executive Board. Special committees are not permanent standing committees and will be dissolved upon completion of its listed mission or tasks.

Section II. NPHC Committee Meeting Polices

All committees of the NPHC shall conduct its meetings according to the following requirements:

- A. A majority of committee members present shall constitute a quorum to conduct committee business.
- B. Each committee shall meet as called by its committee chair.

ARTICLE VIII – AMENDMENTS

Section I. Amendment Proposal

All proposed amendments to the Constitution and Bylaws shall be submitted in writing to the Vice President and Advisor. A notice of the proposed amendment must be provided to member chapters at least 7 business days in advance of the regularly scheduled business meeting of the NPHC General Body.

Section II. Amendment Adoption

The amended Constitution and Bylaws shall become effective and shall supersede all previous Constitutions and Bylaws of the NPHC when adopted by a two-thirds (2/3) affirmative vote of the NPHC General Body and with the approval of the NPHC Advisor.

BYLAWS

OF THE NATIONAL PAN-HELLENIC COUNCIL AT THE UNIVERSITY OF TEXAS AT ARLINGTON

ARTICLE I – ROLE OF THE NPHC DELEGATE

Section I. NPHC Delegate

The duties and responsibilities of all NPHC Delegates are as follows:

- A. Attend all regular and special meetings of the NPHC General Body and designated committee.
- B. If delegates know that they will be more than 10 minutes late for a meeting, they must notify at least one of via NPHC Delegate Microsoft Teams channel. At the discretion of the executive board, the delegate's tardiness will be excused or unexcused.
- C. Serve as a representative and voice for their member chapter
- D. Inform their member chapter of the actions, discussions, and workings of the NPHC General Body.
- E. Serve as a member of NPHC Standing Committees and Special Committees, as necessary.
- F. Represent the larger community's interests.

ARTICLE II – ROLE OF THE NPHC EXECUTIVE BOARD OFFICERS

Section I. Duties of All Executive Board Officers

- A. Attend all regular and special meetings of the NPHC General Body, Executive Board, and designated committee.
- B. If it is necessary to miss any meeting, notify the President and/or the NPHC Advisor 24 hours in advance.
- C. Executive Officers who miss two (2) meetings without prior notice shall be issued a written reprimand by the NPHC President
- D. Executive Officers who miss a third meeting without prior notice will be subject to removal from office.
- E. Meet individually with the NPHC Advisor on at least on a bi-weekly basis.
- F. Formulate goals for the National Pan-Hellenic Council and develop an action plan to achieve those goals.
- G. Each Executive Board officer shall maintain a binder pertaining to their office to ease transition to new officers.
- H. Attend all trainings/retreats specified by the Office of Fraternity and Sorority Life.
- I. Each member must maintain objectivity in dealing with fraternity and sorority affairs.
- J. Act in accordance with all university, NPHC, F&SL policies and procedures, and state and local laws. Failure to comply could result in immediate removal of office.

Section II. President

The duties and responsibilities of the NPHC President are as follows:

- A. Provide guidance and focus to the efforts of the General Body and Executive Board.
- B. Preside over all meetings of the General Body and Executive Board.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between NPHC and member chapter leaders.
- E. Serve as the official spokesperson for the NPHC community.
- F. Regularly interact with the leaders of other governing councils and campus organizations.
- G. Establish a positive working relationship with key campus staff and administrators.

Section III. Vice President

The duties and responsibilities of the NPHC Vice President are as follows:

- A. Perform the duties of President in their absence, during their inability to serve or at their call
- B. Responsible for keeping order during meetings.
- C. Serve as the council representative on the F&SL Standards Committee.
- D. Manage the NPHC Community Calendar submission process for member chapters.
- E. Develop a calendar of chapter events, F&SL community events, and major university events.
- F. Confirm and check all reservations and room setups for all council meetings and events.
- G. Enforce regulation when fines are not paid.

- H. Serve as chair of the NPHC Judicial Board and serve as the non-voting Chief Justice of all NPHC Judicial Board hearings.
- I. Ensure proper filing and preparation for all judicial actions.
- J. Ensure compliance with all NPHC judicial action imposed upon a member chapter.
- K. Educate member chapters on the NPHC Constitution and Bylaws, judicial processes, and risk management policies.
- L. Conduct judicial policy and procedures training for new NPHC Judicial Board Justices.
- M. Assist in conflict mediation between member chapters.
- N. Review all NPHC governance documents, at least annually.

Section IV. Director of Administration

The duties and responsibilities of the NPHC Director of Administration are as follows:

- A. Issue and maintain a record of correspondence that is necessary to conduct the business of NPHC.
- B. Responsible for notifying member chapters on the status of all meetings in a timely manner.
- C. Create and disseminate meeting agendas and maintain permanent record of meeting minutes.
- D. Responsible for giving a scholarly report the first general body meeting for the NPHC. The scholarly report will include the NPHC average grade point average of the council.
- E. Supervise the annual budget process.
- F. Collect NPHC member chapter dues or other assessments as needed.
- G. Maintain accurate records throughout the year through invoicing and receipts.
- H. Review and approve all NPHC Expenditure Request Forms and NPHC Reimbursement Request Forms.
- I. Make all disbursements with a cosigner.
- J. Prepare financial statements monthly and at the end of each term for distribution to all member chapters.
- K. Make deposits when necessary and in a timely manner.
- L. Provide advice and support to member chapter financial officers.

Section V. Director of Community Engagement

The duties and responsibilities of the NPHC Director of Community Engagement are as follows:

- A. Develop and coordinate service projects and philanthropic events for member chapters.
- B. Coordinate council fundraising events.
- C. Assist the F&SL Programming Board to have council representation for community engagement opportunities (school presentations, after school programs, etc.)
- D. Collect and report member chapter community service hours, philanthropic dollars, and activities.
- E. Provide advice and support to member chapter community service/philanthropy officers.

Section VI. Director of Programs

The duties and responsibilities of the NPHC Director of Programs are as follows:

- A. Will focus on fostering interest in joining a fraternity or sorority and marketing the NPHC experience to incoming students and potential new members.
- B. Work with member chapters to establish recruitment resources and processes that meets the needs of chapters and potential new members, as well as provides opportunities for interested individuals to learn about the NPHC experience.
- C. Collect and report new member statistics.
- D. Uphold the Office of Fraternity and Sorority Recruitment and Education Policies.
- E. Support the Office of Fraternity and Sorority Life to develop and implement New Member Convocations.
- F. Develop social and developmental programming that meets the needs of current members, potential new members, and align with the council's purpose.
- G. Develop opportunities for continuing member education by collaborating with alumni, The University of Texas at Arlington offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, values and ethics, etc..

- H. Provide advice and support to member chapter membership development officers.

Section VII. Director of Communications

The duties and responsibilities of the NPHC Director of Communications are as follows:

- A. Develop and execute a public relations and social media strategy.
- B. Produce and distribute promotional materials to all incoming students and unaffiliated students.
- C. Collect and disseminate information on the NPHC community to all campus and community media sources.
- D. In charge of all marketing and promotional material for University of Texas at Arlington NPHC. (T-shirts, flyers, promo videos, etc.)
- E. Maintaining and updating NPHC tabling materials (tri-fold board, membership paraphernalia, etc.).
- F. Establish a positive working relationship with external constituents.
- G. Assist in the development of various NPHC publications and outreach programs.

ARTICLE III – ROLE OF THE NPHC JUSTICE

Section I. NPHC Justice

The duties and responsibilities of an NPHC Justice are as follows:

- A. Serve as an impartial justice, as called, on NPHC Judicial Board hearings.
- B. Uphold the NPHC Constitution and Bylaws, and the rules and regulations of The University of Texas at Arlington.
- C. Maintain confidentiality in all judicial hearings, matters, and deliberations.

ARTICLE IV – ROLE OF THE NPHC ADVISOR

Section I. NPHC Advisor

The duties and responsibilities of the NPHC Advisor are as follows:

- A. Advise the NPHC and its member chapters.
- B. Advise and consult with the NPHC Judicial Board on all conduct cases.
- C. Advise financial processes.
- D. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics.
- E. Monitor membership and academic retention by member chapter and the entire community for purposes of improving academic support and recommending intervention strategies.

ARTICLE V – FINANCIAL MANAGEMENT POLICY

Section I. NPHC Annual Budget

The Director of Administration shall propose an annual budget to the NPHC Executive Board by the third meeting of the Fall semester. Upon adoption by the NPHC Executive Board, the budget shall be presented to the NPHC General Body for ratification.

Section II. Expenditure Approval

- A. All National Pan-Hellenic Council expenditures will be presented by the Director of Administration and approved by the Executive Board.
- B. Expenditures more than \$100 shall require majority approval of the NPHC delegates.

Section III. Requests for Reimbursement

Reimbursement for expenditures shall require the following to be paid:

- A. Receipt of purchase must be presented
- B. The purchase was for official National Pan-Hellenic Council business materials.
- C. Prior approval for the expenditure was obtained from the NPHC Advisor or the Director of Administration

Section IV. Signature Requirements for Financial Accounts and Transactions

The signature of both the NPHC President or NPHC Director of Administration, and a F&SL staff member (preferably the NPHC Advisor) shall be required on all NPHC financial accounts and transactions. The NPHC is not permitted to have an external, off campus bank account.

Section V. Financial Reporting and Record Keeping

The NPHC Director of Administration shall provide a financial report to the NPHC General Body on a bi-weekly basis including all income and expenses during the given period and in relation to the overall budget for each line item. They shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, NPHC financial forms and reports, etc.

ARTICLE VI – MEMBER CHAPTER FINANCIAL OBLIGATIONS

Section I. NPHC Member Chapter Dues Structure

Each member chapter shall be charged dues each long semester for membership in the National Pan-Hellenic Council.

- A. The chapter fee shall be a minimum of \$50.00
- B. The fee assessed for each chapter member shall be a minimum of \$15.00.

Section II. NPHC Member Chapter Dues Assessment

- A. Invoices will be based off updated rosters submitted to the Office of Fraternity and Sorority Life due on date established by the office.
- B. Invoices will be distributed at the regular meeting following the updated roster deadline.
- C. Payments are due by the second regular meeting after the initial invoice is distributed.

Section III. Delinquent Payments

Failure to pay dues shall result in the following penalties:

- A. Payments made after the due date will incur a late charge of \$15 per week, not exceeding \$45.
- B. Payments not received within four weeks after the due date will be given a 'Poor Standing' status.

Section IV. Fines

All fines should vary on the severity of the violation but should never collectively exceed \$100 each semester including dues late fees. NPHC and the chapters are encouraged to seek out other forms of sanctioning to avoid abuse of fines.

Section V. Reactivation Fee

In place of NPHC member chapter dues, returning chapters will pay a \$50 base reactivation fee for the first semester of their return to campus.

Section VI. Amendment of NPHC Member Chapter Dues

Any proposed amendment to the established dues structure in Section I of this Article shall be initiated utilizing the following protocol:

- A. If the NPHC Executive Board or member chapter determines a need to amend the established dues structure, it shall charge the Director of Administration with assessing the current dues amount and providing a recommendation for possible amendments.
- B. The NPHC Executive Board shall consider any recommendations made by the Director of Administration and propose an amendment to the dues amount to the NPHC General Body.
- C. A two-thirds (2/3) vote of the NPHC General Body is required to amend the NPHC Member Chapter Dues structure.

ARTICLE VII – NPHC SPONSORED EVENT POLICY

Section I. NPHC Sponsored Events

- A. At any NPHC sponsored event all affiliate chapters are required to send the member representation of your chapter listed below unless otherwise noted:
 - 1. **1-3** chapter members requires 1 person in attendance
 - 2. **4-8** chapter members requires 2 people in attendance
 - 3. **9+** chapter members require 25% of chapter membership in attendance
- B. NPHC Sponsored events are, but not limited to, Stroll Nights, Community Service, etc.
- C. Chapters in good standing of NPHC will participate in NPHC Greek 101 and Meet the Greeks (or equivalent activities if name change occurs) sponsored by NPHC per semester requiring 50% attendance of members.
 - 1. If a chapter fails to meet the 50% attendance policy, they will be fined \$50.00.
- D. Chapters will participate in one mandatory NPHC retreat per year (if applicable).
 - 1. If a chapter fails to meet the attendance requirement, they will be fined \$50.00.
- E. In extreme circumstances or if a member chapter is unable to adhere to the requirements, proper documentation is to be submitted two weeks prior to the NPHC Executive Board and Advisor.
 - 1. It is at the discretion of the NPHC Executive Board to decide if a valid excuse for absence is given.

ARTICLE VIII – NPHC COMMUNITY CALENDAR POLICY

Section I. NPHC Community Calendar

Each organization in good standing with NPHC must turn in a legible calendar events for the upcoming semester to the Vice President and Advisor. Events are programs including but not limited to open to non-affiliated guests, fundraisers, stroll nights, tabling, recruitment, and new member presentations. Calendars need to be turned in via email to the Vice President and the NPHC advisor.

- A. Event details should include date, time, and event category (social, service, educational, fundraisers/profit night).

Section II. Calendar Submission Window

- A. NPHC Executive Board will provide a calendar template with events scheduled for the upcoming semester prior to the start of the calendar submission window. The start date will be determined and announced during the general body meeting.
 - 1. If the Executive Board fails to meet this expectation, the due payment for one chapter member will be waived for each chapter.
- B. Organizations will be able to select their organization week based on academic performance of the previous semester. The selection will be made in the general body meeting prior to the start date of the calendar submissions window.
- C. All calendars shall be submitted each semester, four weeks prior to Room Reservation Opening Day established by the Student Organization Office.
- D. Chapter calendar dates priority will be given based on submission date. All calendars must be sent via email to the Vice President and Advisor.
- E. All event registration paperwork must be submitted and approved by the Student Organization Office and event space must be confirmed.

Section III. NPHC Community Calendar Exceptions

- A. Any NPHC functions supersede all other events.
- B. National Founders Days take precedence over Charter Days.
- C. Charter Days take precedence over all other scheduled events.

Section IV. Event Conflicts and Notification of Event Cancellation

- A. Any conflict where an event is not on the NPHC calendar, the event not on the calendar will automatically have to forfeit that date/time, for failure to turn in a complete calendar of events.

- B. If an event needs to be cancelled this matter needs to be brought to the attention of the Executive Board via email 5 business days prior to the date.
 - 1. There is a \$25.00 penalty for any organization that does not abide by the cancellation procedure. Exceptions will be given in extreme circumstances to those who provide proper documentation from Chapter president or Advisors explaining the reason for the sudden cancellation of event.

Section V. NPHC Community Calendar and Event Violations

- A. Should an organization proceed to conduct their event in direct conflict with prior approved event(s) scheduled on the NPHC calendar they will be fined by the NPHC.
 - 1. If the event is between 8am-9pm, the organization in violation will be fined **\$100** payable to NPHC and will be distributed by the NPHC to the organization with the approved event.
 - 2. If the event is between 9pm-8am, the organization in violation will be fined **\$150** payable to NPHC and will be distributed by the NPHC to the organization with the approved event.
- B. All fines should be paid by the next NPHC general body meeting from the time the invoice was given. If the fine is not paid in full there will be a \$10.00 fine per week. After the third week, one event from the chapter's calendar will be removed and the fine is still will take effect.
- C. Until fines are paid in full, organizations' shield/crest will be removed from all marketing and organization will not be acknowledged during any NPHC sponsored events. Which includes but not limited to roll call song not being played during stroll night.
- D. Unpaid fines will rollover to future semesters. Organizations are not able to participate in NPHC Greek 101, Meet the Greeks, and other NPHC sponsored events until the fine is paid in full.

ARTICLE IX – NPHC JUDICIAL PROCEDURES

Section I. NPHC Judicial Powers and Responsibilities

Per Article VI, Section I of the NPHC Constitution, The NPHC Judicial Board shall work with the campus to implement a comprehensive conduct program that enhances peer-governance; respects the authority of the campus to adjudicate alleged violations of the NPHC Policies; and avoids multiple, overlapping conduct processes.

- A. The NPHC shall develop an agreement with the campus that identifies the role of each judicial body in adjudicating allegations of chapter-level misconduct.
- B. The NPHC Judicial Board shall defer to the campus to investigate and adjudicate hazing and sexual misconduct allegations, or any other allegation that is being investigated and/or adjudicated through the campus' conduct process.

Section II. Due Process

In appearing before the Judicial Board, each member chapter shall be granted certain rights termed "due process." Those rights are:

- A. Right to be notified, in writing, of all charges, as outlined in the Bylaws;
- B. Right to present a defense, including the calling of witnesses;
- C. Right to question witnesses;
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation;
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.
- G. Right to be free from double jeopardy.

Section III. Filing of Complaints

- A. Any individual or group may file a complaint against a member chapter, specifying in writing the alleged acts of the accused. This must be done by submitting an [NPHC Judicial Complaint Form](#) to the NPHC Vice President or NPHC Advisor.

- B. The NPHC Vice President or NPHC Advisor shall promptly review and refer to the F&SL Standards Committee before investigating any allegations. Upon determination by the F&SL Standards Committee that the council should adjudicate, the NPHC Vice President may call a hearing forth.

Section IV. Notification of Charges

Once the NPHC Vice President has determined the filed complaint has merit, the member chapter and its inter/national organization is to be provided written notification of the charges **at least two weeks in advance** of the hearing. This written notification shall include the following:

- A. Date, time, and location of their Informal Resolution Hearing;
- B. Description of the alleged violation; and
- C. Due process rights.

Section V. Investigatory Evidence

- A. All evidence related to a complaint shall be compiled and presented to all parties **at least one week prior** to any informal Resolution Hearing or formal Judicial Board hearing.
- B. All evidence shall be directly related to the complaint(s) alleged against the member chapter and shall be approved by the NPHC Vice President prior to circulation.

Section VI. Informal Resolution Hearing

Upon a finding of the NPHC Vice President that a filed complaint contains information sufficient to warrant further adjudication, they may offer the charged member fraternity or sorority the opportunity to participate in an Informal Resolution Hearing unless they feels that potential sanctions could include NPHC suspension and loss of NPHC recognition (*Defined in Section XIII*). In cases in which the charged member chapter accepts an Informal Resolution Hearing:

- A. The NPHC Vice President shall meet with a representative of the charged member chapter to discuss the allegations of the complaint.
- B. **Within three (3) business days** of the Informal Resolution Hearing, the NPHC Vice President may dismiss the complaint with a finding of no violations, provide the charged member chapter with their finding of violations and recommendation for a resolution through disciplinary or corrective sanctions.
- C. The charged member chapter has **three (3) business days** to accept or reject the terms of resolution. If the charged member chapter accepts the resolution, the charged member chapter waives all rights of appeal and the outcome is final.
- D. If the charged member chapter rejects offer of an Informal Resolution Hearing or the resolution, a Formal NPHC Judicial Board Hearing will be convened to hear the case.

Section VII. Prohibited Sanctions for Informal Resolution Hearing

The NPHC Vice President shall not recommend NPHC suspension or loss of NPHC recognition as defined in Section XIII of this Article, through an Informal Resolution Hearing. Should the NPHC Vice President believe NPHC suspension or loss of NPHC recognition is warranted, the case shall automatically be referred to a Formal NPHC Judicial Board Hearing.

Section VIII. Formal NPHC Judicial Board Hearing

If any of the following occur, the NPHC Vice President shall convene a Formal NPHC Judicial Board Hearing:

- A. The charged member chapter rejects having an Informal Resolution Hearing;
- B. The charged member chapter rejects the findings and/or sanctions of the Informal Resolution Hearing
- C. The NPHC Vice President determines the allegation is egregious enough to warrant potential NPHC suspension or loss of NPHC recognition (*Defined in Section XIII*); or
- D. The NPHC Vice President chose not to offer an Informal Resolution Hearing

The NPHC Vice President will select five (5) Judicial Board justices, as specified in *Article VI Section IV* of the NPHC Constitution.

The NPHC Vice President shall serve as a non-voting Chief Justice and preside over all formal Judicial Board hearings.

Section IX. Formal NPHC Judicial Board Hearing Proceedings

For all NPHC Judicial Board hearings, the following procedures shall be followed:

A. Participants

1. Attendance at all NPHC Judicial Board hearings shall be limited to:
 - i. The member chapters involved
 - ii. Any witnesses
 - a. At the discretion of the NPHC Vice President, witnesses may be excluded from the hearing room until it is their or her turn to testify.
 - iii. The NPHC Justices assigned to serve on the Judicial Board for the hearing
 - iv. The NPHC Vice President
2. The charged member chapter may be accompanied by its chapter advisor during any Judicial Board hearing.
 - i. The chapter advisor must be registered as the official chapter advisor of the member chapter.
 - ii. The chapter advisor shall only act in an advisory capacity and is not allowed to conduct any portion of the chapter's presentation.

B. Confidentiality

1. All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
 - i. Any individuals, member chapters, or NPHC Justices involved.
 - ii. Details of the proceedings
 - iii. Witness testimony

C. Hearing Process:

1. **Initiation of the Hearing:** The NPHC Vice President of Judicial Affairs shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, they shall advise the charged member chapter of the formality of the hearing and the necessity of all parties to be truthful.
2. **Overview of Judicial Hearing Process:** The NPHC Vice President of Judicial Affairs shall outline the process for the remainder of the hearing as follows:
 - i. Presentation of alleged charges, violations, and investigatory evidence against the charged member chapter shall be presented by the NPHC Vice President of Judicial Affairs:
 - a. Charged member chapter may ask questions;
 - b. NPHC Justices may ask questions;
 - ii. Presentation of charged member chapter:
 - a. NPHC Justices may ask questions;
 - iii. Calling of Witnesses
 - a. Charged member chapter may ask questions
 - b. NPHC Justices may ask questions;
 - iv. Charged member chapter may give final statement;
 - v. NPHC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

Section X. Conflicts of Interest

In the event the NPHC Vice President's member chapter is involved in the alleged violation, the highest ranking NPHC Executive Board officer, starting with the NPHC President, as listed in *Article V Section I* of the NPHC Constitution, shall serve in their place.

Section XI. Prohibition on Recruitment Restrictions as a Sanction

The NPHC Judicial Board may impose educational and punitive sanctions, as prescribed in the NPHC Bylaws, but under no circumstances may it prohibit a member chapter's ability to host membership intake.

Section XII. Non-Status Sanctions

The NPHC Judicial Board may impose sanctions that are punitive and/or educational, but not solely financial and do not restrict membership intake. The following are sanctions that may be imposed by the NPHC Judicial Board and/or NPHC Vice President (including, but not limited to):

- A. Letter of apology
- B. Fines
- C. Restitution
- D. Educational programming
- E. Public service to the campus or community
- F. Meetings with campus office/departments
- G. Loss of recognition at social NPHC-sponsored events and marketing
- H. Loss of eligibility for NPHC nominated awards

Section XIII. Status Sanctions

In the event of an egregious violation, the following are sanctions that may be imposed by the NPHC Judicial Board for a specified period:

- A. **NPHC Suspension:** Loss of NPHC voting rights and removal from good standing status, and any additional Non-Status Sanctions.
- B. **Loss of NPHC Recognition:** Loss of NPHC recognition and member chapter rights and privileges.

When adjudicating a potential violation that may result in suspension/loss of recognition from the NPHC for the member chapter, the Judicial Board shall work collaboratively with the inter/national organization and campus.

Section XIV. Duration of Sanctions

Judicial action shall specify the duration and deadlines of any sanctions imposed.

- A. After such specified time, if the member chapter has fulfilled the requirements of the sanctions imposed, the member chapter shall return to good standing.
- B. In the event the member chapter does not fulfill all the requirements of the sanctions imposed, the NPHC Vice President shall convene a Formal NPHC Judicial Board Hearing to determine future course of action.

Section XV. Notification of Findings

Within three (3) business days of any Informal Resolution Hearing or Formal Judicial Hearing, the NPHC Vice President shall communicate in writing to the charged member chapter, its inter/national organization, and its chapter advisor, as well as any relevant UTA administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed.

The NPHC Vice President shall notify the NPHC General Body of any sanctions imposed upon a member chapter through any Informal or Formal Judicial Hearing.

Section XVI. Appeals

The NPHC Judicial Board's decision is subject to appeal by a member chapter **within two weeks** of receiving written notification of the decision. Appeals shall be made in writing to the NPHC President and shall be made solely on the following grounds or be dismissed:

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.

- C. New information that could not have been discovered prior to the NPHC Judicial Board Hearing through the exercise of reasonable diligence.

Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

Section XVII. Non-Status Sanctions Appeals

The NPHC Executive Board shall hear appeals for Non-Status Sanctions.

- A. The NPHC Vice President shall first present the NPHC Judicial Board's decision and rationale for its actions.
- B. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the NPHC Judicial Board's actions. The appealing chapter must be given **at least one week's notice** of the time, place, and procedure of the appeal hearing.
 - 1. Any individual from the appealing member chapter serving on the NPHC Executive Board shall not participate in the appeal proceedings.
- C. The NPHC Executive Board may either dismiss the charge(s) with no sanctions or alter the sanctions imposed by the Formal NPHC Judicial Board Hearing.
 - 1. Any alterations must be approved by at least two-thirds (2/3) of the NPHC Executive Board. The decision of the NPHC Executive Board shall be final for Non-Status Sanctions.

Section XIX. Status Sanctions Appeals

The NPHC General Body shall hear appeals for Status Sanctions.

- A. The NPHC Vice President shall first present the NPHC Judicial Board's decision and rationale for its actions.
- B. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. The appealing chapter must be given **at least one week's notice** of the time, place, and procedure of the appeal hearing.
- C. Upon completion of the member chapter appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the member chapter's NPHC delegates.
- D. The NPHC General Body shall first vote on whether to discuss dismissal or alteration of the status sanction, which shall require a two-thirds (2/3) vote.
 - 1. In the event the NPHC General Body votes to discuss dismissal or alteration, the NPHC General Body shall determine by a two-thirds (2/3) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed.
 - 2. If a two-thirds (2/3) majority cannot be achieved for dismissal or alteration of the sanctions, the initial sanctions will remain in place.
- E. The decision of the NPHC General Body shall be final with no further appeal rights.