CONSTITUTION AND BYLAWS

ADOPTED AT THE GENERAL BODY MEETING:
Reviewed By: NPHC Executive Council/Greek Affairs Staff Spring 2014
Approved By: Dean of Students Office – Greek Affairs
PREAMBLE

We, the representatives of historically established community service fraternities and sororities, similar in structure and background with both graduate and undergraduate chapters, recognizing the need for coordination and cooperation in activities of intercollegiate Greek letter fraternities and sororities, recognizing that there are certain areas of action and programming that can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provision of the following Constitution and Bylaws.

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Texas State University (Texas State) Chapter of the National Pan-Hellenic Council, Incorporated (NPHC).

ARTICLE II - PURPOSE

The purpose of the Texas State University Chapter of the National Pan-Hellenic Council, Inc. shall be: to create and maintain high academic and moral standards in the life of fraternities and sororities; to perpetuate constructive fraternity and sorority relationships; to foster an understanding of the structure and method of operation among the affiliate organizations; to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations; to serve as the conduit for such action plans as may be developed; and to uphold Texas State University—San Marcos Student Affairs Policies and Procedures Statements, as pertaining to Greek Affairs.

ARTICLE III - MEMBERSHIP

Section 1. Active Members
Affiliate national fraternities and sororities, which have paid local dues and pledge to adhere to the rules and regulations as set forth by the National Pan-Hellenic Council, Inc. and Texas State University.

Section 2. Benefits of Membership
Affiliate national fraternities and sororities in good standing with the NPHC will have the following benefits:

1. Full voting privileges at NPHC meetings.
2. Opportunities to represent the NPHC on campus, locally, and nationally.
3. Any complimentary merchandise designated for members of the NPHC.
4. All privileges and opportunities offered to organizations through the Greek Affairs Office in good standing with NPHC.

ARTICLE IV – Organization Standing

Section 1. **Chapter Standing**
The standards below are that which define good and bad standing for each chapter that is recognized by Texas State University NPHC.

A. Good standing:
   1. Must have cumulative semester chapter G.P.A of 2.5.
   2. Full payment of chapter’s semester dues.
   3. Meet mandatory 75% requirements for all NPHC functions and events.
   4. Chapter should maintain a minimum of 5 active undergraduate members. Members must be active Texas State University students.
   5. Be currently recognized by the national governing body of the fraternity or sorority chapter.

B. Bad Standing
   1. Affiliate national fraternities and sororities, which have failed to meet any requirements in Article IV Section 1. A. are considered to be in bad standing with the National PanHellenic Council at Texas State University.
   2. NPHC reserves the right to remove or restrict any previous or future agreed upon calendar days.
   3. Organizations in bad standing will be limited to one vote when voting on council business.

ARTICLE V -- OFFICERS, EXECUTIVE BOARD, AND COMMITTEES

Section 1. **Officers**
Officers shall be elected by majority vote of chapter delegates (two votes per chapter for chapters in good standing).

A. The elected officers shall be
   1. President
   2. Executive Vice President
3. Vice President of Communications
4. Vice President of Finance
5. Vice President of Public Relations
6. Vice President of Scholarship
7. Vice President of Judicial Affairs
8. Sergeant of Arms and Historian will be appointed by the President.

Section 2. **Executive Board**
Members of the Executive Board will include Elected and/or Appointed Officers.

Section 3. **Standing, Special and Ad Hoc Committees**
All chairpersons shall be appointed by the President, along with committee members, and with the consent of the Executive Board.

Section 4. **Judicial Board**
Will serve as the main judiciary board for NPHC and will hear cases on behalf of the executive council.

A. **Board Members and Selection**

1. Shall consist of Vice President of Judicial Affairs elected by majority vote of the chapter delegates.

2. Each chapter shall appoint 1 representative to serve on the judicial board.
   i. Representative must meet the same standards required to hold NPHC delegate or officer position.

B. **Hearings**

1. In the event a hearing is necessary the Vice President of Judicial Affairs will call on the representatives of each chapter minus the chapter involved in the allegation.

2. The Vice President of Judicial Affairs will preside over the hearing ensuring all rights and privileges of due process are given to all parties represented.

3. Each chapter representative will have one vote.

4. In the event of a tie, the Vice President of Judicial Affairs will be the deciding vote.
ARTICLE VI—FINANCE

Section 1. Texas State Chapter of the National Pan-Hellenic Council, Inc. shall be financed by dues, fees, and assessments from affiliated organizations and other appropriate contributions.

Section 2. Executive Board shall approve a budget, prior to each year. The fiscal year will be September 1 to August 31.

ARTICLE VII—MEETINGS

Section 1. General Body
This body will convene at regular intervals, with the time and place to be determined by the President and Executive Board.

Section 2. Executive Board
Meetings of the Executive Board shall be held prior to the general body meetings at a time and place to be agreed by a majority of the members and the advisor.

A. General and Executive Board council meetings should be held on the Texas State University campus.

Section 3. Quorum
For Quorum to be met at least two members of each organization must be in attendance. A minimum of 75% of all organizations within the council must be present.

Section 4. Special meetings
May be called by the President of the Texas State NPHC with the approval of the Executive Board.

ARTICLE VIII—PARLIAMENTARY AUTHORITY

All matters not covered in the Constitution and Bylaws shall be governed by the current issue of Robert’s Rules of Order or comparable procedures as determined by the Parliamentarian.
ARTICLE IX—LIABILITY

Section 1. The books and records of the Vice President of Finance shall be audited twice a year. Copies of each report shall remain on file in the NPHC office and will be made available to affiliate member organizations upon request.

Section 2. The Texas State University Chapter of the NPHC expressly disclaims responsibility for the actions of organizations or individuals who are in violation of either the letter or the spirit of this Constitution and Bylaws.

ARTICLE X—AMENDMENTS

Section 1. This Constitution shall be amended by 2/3 votes of the voting delegates present at any General Body meeting.

Section 2. Amendments may be proposed by reference from a previous meeting, the Executive Board, the Constitution and Bylaws Committee, standing committees, or members of any active affiliate organization.

Section 3. All proposed amendments shall be submitted in writing to the Vice President of Judicial Affairs and the Advisor.

Section 4. The Vice President of Judicial Affairs shall distribute all propose amendments to the Executive Board and affiliate organizations at least 7 business days in advance of the meeting for which they are to be acted upon.

Section 5. All amendments to the Constitution and Bylaws take effect only after approval by the Coordinator for Greek Affairs and the Assistant Dean of Students.
BYLAWS

Article I – Representation and Meetings

Section 1. Representation

Each organization recognized by the Texas State University National- Pan-Hellenic Council, Inc. is expected to have representation at all general weekly meetings.

A. Chapter Delegates and Voting

1. Each chapter in good standing is entitled to two voting delegate positions.

2. No more than 50% of total chapter membership is welcome to attend all open meetings.

3. Voting delegates must be in good standing meeting the same criteria to hold an executive officer position with Texas State University NPHC.

4. Chapters not in good standing with the council, will only be entitled to one vote until good standing is achieved.

B. Meeting Environment

1. The meeting environment will consist of a formal meeting room; seating for delegates, non-delegates, and E-board members.

2. All general meetings are formal except the first meeting of each month so all representation should dress accordingly.

3. Meeting will follow parliamentary procedure as found in Roberts Rules.

C. Meeting Agendas/Reports

1. There must be a copy of the agenda and weekly reports for each Executive Board member and each delegate. Reports will be provided regardless if the executive board member is present or not.
2. No report will result in a $5 fine to the executive board member organization.

3. If an Executive Board member will not be present to a meeting they shall submit their report to the Vice President of Communications to be read to the general body.

**Article II – Officers and Chairpersons**

Section 1. **Eligibility**

An officer or chairperson may be any member in good standing with his/her affiliate organization and maintain a cumulative 2.5 GPA at the time of nominations and elections, as well as throughout their tenure.

Section 2. **Tenure**

No individual may hold the same office for more than two consecutive academic years.

**Article III – Duties and Officers**

Section 1. **Elected Officers**

A. President

1. The President shall serve as chairperson of the Executive Board; preside at all meetings of the Executive Board and the General Body.

2. Shall be responsible for the implementation of all decisions of the Executive Board and the General Body.

3. Attend all council president meetings.

4. Meet with NPHC Advisor ONCE a week to ensure success of the NPHC Council.

B. Executive Vice President

1. The Executive Vice President shall assist the President in the performance of duties and preside in the absence or incapacity of the President.
2. Shall receive minutes from all committee meetings and relay information to the President.

3. Manage and modify the NPHC Calendar, and announce date changes, and notify the VP of Finance when there is a failure to comply with the two-week notification.

C. Vice President of Communications

1. Shall issue and maintain a record of such correspondence as is necessary to conduct the business of NPHC.

2. Shall be responsible for notifying affiliate organizations on the status of all meetings in a timely manner.

3. Shall record all minutes of all proceedings by the Executive Board, General Body and Judicial Board and shall maintain a permanent record of the same.

D. Vice President of Finance

1. The Vice President of Finance shall receive all monies and deposit monies into the NPHC club account.

2. Issue checks upon receipt of properly executed vouchers.

3. Collect fines set by the Judicial Board, and/or otherwise set by the NPHC Constitution and Bylaws.

4. The Vice President of Finance shall execute all vouchers for the expenditure of funds, with the approval of the Advisor must acquire the required signatures for transactions.

5. Receive and issue receipts for funds and keep a permanent record of all transactions and receipts.

6. Shall meet with Greek Affairs Administrative Assistant as needed to maintain accurate financial records.

7. Shall prepare a semester budget that must be approved and voted on at the beginning of each semester.
E. Vice President of Public Relations

1. The Vice President of Public Relations is responsible for keeping records of all activities (Facebook, twitter, Instagram, etc.) (To be updated semesterly).

2. Responsible for collecting and compiling historical data pertaining to National Pan-Hellenic Council, Inc., both nationally and locally, and all affiliate organizations.

3. Provide general publicity for NPHC and events.

4. Shall serve as direct liaison to PR officers in other councils (IFC/MGC/PanHellenic).

5. Shall develop and promote a program to increase active individual membership; update national requirements of each member organization within the Office of Greek Affairs; promote interest and concern of the member organizations.

6. Shall be in charge in all marketing and promotional material for Texas State University NPHC. (T-shirts, flyers, promo videos, etc.)

7. Shall improve any individual chapter marketing material distributed on or off Texas State University campus 10 business days before releasing.

F. Vice President of Scholarship

1. Maintain accurate record of scholarship plans for affiliated chapters.

2. Responsible for meeting with and compiling accurate grades reports estimates twice a semester.

3. Responsible for giving a scholarly report the first general body meeting for the NPHC. Scholarship related topics.

G. Vice President of Judicial Affairs

1. Will serve as the executive officer overall Judicial hearings, investigations, and adjudication of any violations deemed appropriate by the University, Greek Affairs, or NPHC.
Section 2. **Appointed Positions and Committees**

Committees shall be appointed for a specific purpose. When its purpose is accomplished, it is then dismissed. These committees may be established or appointed by any member of the legislative council or executive branches. The President shall appoint all committees deemed necessary.

A. Sergeant of Arms
   1. Sergeant of Arms will be appointed by the President.
   2. Responsible for keeping order during the meeting.
   3. Shall distribute all material for general body meeting.
   4. Enforce regulation when fines are not paid.

B. Historian
   1. Shall be knowledgeable on local and national NPHC history.
   2. Shall be responsible for updating the NPHC board used for tabling.
   3. Shall be responsible for updating NPHC and affiliate chapter information on the Texas State University Greek Affairs website.
   4. Shall be in charge of the tidiness and décor of the NPHC office.

C. Standing Committees
   1. NPHC Step Show
   2. NPHC Week
   3. Bobcat Build
   4. Habitat for Humanity

**Article IV – Executive Board**

Section 1. **Executive Board Duties**

A. Act for the National Pan-Hellenic Council interim between General Body meetings.
B. Deliberate on all policies and issues.

C. Approve the time and place of General Body and Executive meetings.

D. Initiate the impeachment of any officer.

Section 2. **Filling and Unexpired Term**

A. In the event of a vacant officer position on the Executive Board a vote will be conducted by the current active delegates.

B. Executive Board meetings are mandatory every week (same day, time and location)

**Article VI – Elections and Voting**

Section 1. **Election Dates**

The election of officers shall be held the 1st calendar meeting in November or as needed, with elected officers assuming duties after officer transitions have taken place.

Section 2. **Nominations**

A. All nominees must present a written platform.

B. All nominees for President and Executive Vice President must serve on the Executive Board for at least one year. Exceptions may be considered by votes of delegates.

C. Nominees for President and Executive Vice President are unable to run for said positions, if they hold the office of President in their respective chapter. Selected officer must fulfill a complete officer term (spring & fall semesters).

D. No chapter can have majority officer positions in the Executive Board.
Section 3. **Officer Transition**

A. All appointed officer positions are to be appointed the week following the elected officer elections.

B. The week following elections there is to be an officer shadowing transition.

C. Officers are required to attend Greek Retreats and Leadership Trainings.

**Article VII – Parliamentary Authority**

Section 1.

A. The latest edition of Robert’s Rules of Order shall govern in all matters not provided for in the Constitution and Bylaws, of the NPHC.

B. All members of the NPHC must be given a current copy of the NPHC Constitution and Bylaws immediately after being initiated into their respective organization either in paper form or electronically by e-mail.

**Article VIII – Rules and Regulations**

Section 1. The Texas State Chapter of the NPHC will be advised by a full-time staff member of the Greek Affair Leadership Team from the Dean of Students Office of Greek Affairs and will fulfill all duties as recurred by the university position statement, as well as NPHC guidelines.

Section 2. Each affiliate organization must submit a completed, typewritten, alphabetical listing of all members with Student PLID numbers to the Greek Affairs Office.

Section 3. **Calendars**

A. Each organization must turn in a legible calendar of events for the following semester to the Executive Vice President four weeks prior to the last formal NPHC meeting. Calendars need to be turned in via email with times on each event to the Executive Vice President and the NPHC advisor.

B. Calendar Submission Days:

1. All calendars for spring shall be submitted on 1st Friday of November at midnight.
2. All calendars for fall shall be submitted on 1st Friday of April at midnight.

C. Calendar priority will be given based on submission date. All calendars must be sent via email to the Executive Vice President and the NPHC advisors. Event priorities:

1. Any NPHC functions supersede all other events.

2. National Founder’s Weeks’ take precedence over Chapter Founders’ Weeks.

3. Chapter Founders’ Weeks take precedence over any other scheduled events.

4. Each organization is limited to having 13 days a semester (including weeks). Organizations are also required to let the Executive Vice President know 10 days in advance if they will not be using a reserved date.

D. Calendar conflict will be priority by time first, then by steps 1-4. In the event that two or more organizations conflict with a certain date(s) (i.e., parties, fundraisers, etc.), the conflicting organizations must do at least one of the following:

1. Work it out amongst themselves.

2. Work it out with the Executive Vice President.

3. If all else fails, the two conflicting organizations shall refer to Article VIII, Section 3, Letter D for the final decision.

4. Calendar conflicts should be worked out between chapters and then by the NPHC Judicial Board if necessary.

5. If there is still conflict after steps 1-4 then the chapter with the most community service hours will take precedence

E. Non-National and Chapter Founders’ Weeks events can only consist of no more than 5 consecutive days in a week.
F. Each organization events must have a 24hr buffer between other NPHC organization Founders or Non-National week.

G. ALL events for each organization must be registered 10 days prior to hosting ANY events.

H. Each organization can only host 2 events per semester within the 10pm-3am time frames.

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

J. 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 $100.00, payable to the organization if between 8am-9pm and $500, payable to the organization if between 9pm-8am.

K. Cancellation of a calendar event/date needs to be brought to the attention of the Executive Vice President and the body 10 days prior to the date. 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 if event.

L. All organizations under the Texas State Chapter of NPHC are required to let the NPHC President, Executive Vice President and Advisor knows 10 days in advance if they will not use a reserved calendar date.

M. If fines are not paid within in two weeks from the time the invoice was given there will be a $5.00 fine per week. After the third week one event from the chapter’s calendar will be taken away and the fine is still will take effect.

Section 4. Sponsored Events

At any NPHC sponsored event all affiliate chapters are required to send 75% of its membership. NPHC Sponsored events are, but not limited to, Step Show, Community Service, and etc.

A. Chapters will participate in two mandatory events sponsored by NPHC per semester requiring 75% attendance of members.
B. Chapters will participate in one mandatory NPHC retreat per year requiring 75% attendance of members.

C. In extreme circumstances or if an affiliate organization is unable to adhere to the requirements, proper documentation is to be submitted two weeks prior to the NPHC Executive Vice President.

D. It is at the discretion of the NPHC Executive Board to decide if a valid excuse for absence is given.

Article IX – Assessments and Fines

Section 1. Chapter Dues

A. The sum of $200 shall be levied upon each affiliate organization as local council dues for each long semester, to be paid by dates specified by the Vice President of Finance. These dues are paid directly to NPHC, Inc.

B. Active membership dues shall be levied for each semester by the dates specified by the Vice President of Finance based on the criteria as followed:

   a) 1-5 active members shall pay a sum equaled to $50.
   b) 6-10 active members shall pay a sum equaled to $100.
   c) 11-15 active members shall pay a sum equaled to $150.
   d) 16 or greater active members shall pay a sum equaled to but not exceed $200.

C. Dues received after the due date is subject to a late fee of $10/week per chapter.

D. As of November 1st in the fall semester and March 1st in the spring semester, any organization failing to have paid their dues in full is then given bad standing with NPHC and the University, thus losing any entitlements thereof.

E. The late fee will still accrue throughout the remainder of the semester.

F. Any organization delinquent in approved assessments may be denied representation at meetings or functions of the Texas State Chapter of the NPHC until all fines are paid.
G. Organization’s that do not meet attendance requirements for meetings or events and/or do not pay dues on time, organization will be fined $5 (strike one) and will have one week to pay. If not paid in one week organization will be fined an additional $5 (strike two). If not paid within two weeks the organization will forfeit one of your Thursday, Friday, or Saturday events.

H. A Reactivation fee of $50.00 will be assessed to each affiliate organization in order for them to become active members in the Texas State Chapter of the NPHC in addition to late fees.

Section 2. Fines

A. Delegates are late 5 minutes after the NPHC meeting starts.

1. After the 1st tardy, a fine of $5 will be assessed to the organization. The fine will be due upon entrance of the next business meeting.

2. If executive board members or delegates are 10 minutes late without notice to an NPHC meetings a $5 fine will be assessed to the chapter. The fine will be due upon entrance of the next business meeting.

3. After the 2nd offense of tardiness delegate may lose voting privilege.

4. After 2nd offense of tardiness NPHC officer may be removed from office.

B. If the chapter delegates is not present

1. Without notice there will be a $10 fine assessed to the representative organization.

2. Executive board members will be present every week as well. If an executive board member is not present there will be a $10 fine assessed to that individual organization.

3. Exceptions will be made with the proper documentation presented at least 48hours before and given to the Executive Vice President.

4. To be excused is at the discretion of the NPHC Executive Board and NPHC advisor.

5. If an organization is unable to send representation to any of the formal meetings they must come before the Executive Board explaining their
reason for absence. If the Executive Board deems their reason valid the organization will be excused and or pay a cap fee $100; one week following their meeting with the Executive Board. For every week following this late fee will be put in place of $5 to the overall expense.

Article X – Membership Intake

Section 1. Chapter Intake

A. All affiliate organizations shall adhere to rules and regulations set forth by their respective organization.
B. The intake process should follow the policies and procedures established through the Greek Affairs Office.

1. A list of Intake candidates shall be submitted to the Greek Affairs Office in accordance with policies and procedures governing Greek Organizations.

Article XI – Structure of Organization

Section 1. Council Oversight

A. The Texas State Chapter of National Pan-Hellenic Council, Inc. will operate under the oversight of the Dean of Students Office – Greek Affairs.

1. The council will be advised by a full-time employee of the Greek Affairs office.
2. The NPHC advisor shall serve as the final decision maker in any disputes of this document.
3. In the event that the decision of the NPHC advisor is not acceptable an appeal in writing must be made within 7 business days to the Assistant Dean of Students for Greek Affairs. Any appeals submitted beyond 7 business days are heard at the decision of the Assistant Dean of Students for Greek Affairs. Any appeals of the Assistant Dean of Students decision must go through Texas State University Policy and Procedures for appeals.
ADOPTED AT THE GENERAL BODY MEETING:

_________________________________ Alpha Kappa Alpha

_________________________________ Alpha Phi Alpha

_________________________________ Delta Sigma Theta

_________________________________ Kappa Alpha Psi

_________________________________ Omega Psi Phi

_________________________________ Phi Beta Sigma

_________________________________ Zeta Phi Beta

Reviewed By: NPHC Executive Council

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National Pan-Hellenic Council President

Approved By: Dean of Students Office – Greek Affairs

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Greek Affairs Coordinator

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Assistant Dean of Students