National Pan-Hellenic Council
University of Texas at Arlington

Bylaws

Article I – Name:
The name of this organization shall be the National Pan-Hellenic Council (NPHC) at the University of Texas at Arlington.

Article II – Purpose:
The purpose of this organization shall be to provide a means of organized cooperative effort in matters 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 – Membership:
Section 1. Chapter Requirement
1. The Council shall be composed of the affiliate chapters of the National Pan-Hellenic Council.
2. Any chapter that is recognized at the University of Texas at Arlington, and is affiliated with its individual chapters national organization shall be considered for membership by the council.
3. Each individual organization must pay dues to become active
4. In order to remain in active status, a member organization shall maintain at least a 2.5 cumulative G.P.A among its active members, and be in good participatory and financial standing with the National Pan-Hellenic council. An organization rendered inactive will lose all voting privileges, and cannot hold a NPHC Executive office position; and its calendar will be nullified.
5. All semester grades are to be calculated to determine the active status of a chapter. The semester grades include: fall, winter, spring, may-semester, and summer.
6. It is the responsibility of the elected Secretary to calculate the grades, and be responsible for the procedure of informing the chapters of their inactive status according to their GPA.

Section 2. Chapter Responsibilities
1. Only chapters that are recognized by both their individual organization and the National Pan-Hellenic Council as active chapters will have voting privileges.
2. Each affiliate chapter will have one vote.
3. Each affiliate chapter shall have one voting delegate and one alternate at each general body meeting.
4. Each affiliate chapter may have one representative on each committee with the exception of the Executive Board.
5. Each affiliate chapter must remain in good financial standing with the organization to retain voting privileges, and hold chapter events.

Amended: October 2015
6. Each affiliate chapter must submit a current chapter roster to the Vice President by the second meeting of each long school semester. All members organizations must furnish a copy of their individual chapter’s calendar of activities and registration forms (tentative or confirmed) two (2) weeks after the start of each semester. In the event, the roster and chapter calendar is not received within seven days after the deadline; there will be a $25 fine. If the chapter is still not in accordance after 21 days after the deadline the chapter’s events will be voided.

7. Each chapter must do a minimum of twenty (20) community service hours each semester.

Section 3. Individual Responsibilities

1. Each member must maintain at least a 2.5 GPA, and be active with his/her affiliate organization.
2. In order to hold office in the council, and individual must be active with his/her affiliate chapter, not on any type of probation and, financial with his/her national headquarters and chapter.

Article IV – Attendance:

1. Each chapter shall have one (1) voting delegate and one (1) alternate present at each general body meeting.
2. 50% of each chapter shall participate in all NPHC sponsored campus events or community service projects.
3. Chapters will be allowed one (1) unexcused absence and will receive a warning. On the second unexcused absence, the organization will incur a fine of $25. Following the third unexcused absence, the chapter will forfeit their next upcoming event. This renews every semester.
4. The Executive Body and/or the NPHC Advisor must be notified at least 24 hours prior to any function (meeting or event) at which an organization will not be sufficiently represented in order to receive an excused absence. Excused absences include University sponsored events or national/regional conferences or events. (Refer to Section IV, Part 3 for punishment)
5. In an extenuating circumstance, the Executive Board will have the right to review any absences and determine if they will be classified as excused or unexcused. DOCUMENTATION IS REQUIRED!
6. Each chapter who sends representation to each active chapter’s events throughout the semester will be entered into the contest to receive an exemption for NPHC chapter dues ($50) for the following semester.
7. If a chapter is having a week, each chapter is required to attend at least 2 events throughout the week. If any chapter is unable or uninclined to attend the events the chapter will be fined $15.
8. Chapter attendance, will only be counted if the representative(s) is present for 30 minutes or more.

Article V – Financial Responsibilities

1. The NPHC budget should be presented by the NPHC Treasurer at the first and second to last meeting of each long semester and voted on by the General Body at the last meeting of each long semester.
2. Dues will be set at $50 per chapters and $15 per chapter members. (See Section II, Part 6 punishment)
3. Dues and Rosters will be due at the second general body meeting of each semester.
4. The NPHC may not make financial participation in any project without unanimous consent of all voting members.
5. The treasurer or presidents shall pay regional and national dues on time.
6. The dues shall be spent according to the budget set. Any money spent outside of the budget has to be voted upon and win the majority vote by all voting delegates of each individual organization represented in the NPHC.

Article VI – Committees

The council shall have the following four standing committees. Committee chairs will be voted upon by the General Body during the election of the Executive Officers.

1. Community service chair
   a. The committee must sponsor at least three projects per long semester.

2. Programs
   a. The purpose of this committee is to promote campus involvement among the members of the affiliate chapters.
   b. This group is in charge of NPHC week.

3. Recruitment and Retention
   a. This committee shall be concerned with recruitment of students.
   b. The group shall also coordinate any combined efforts of members recruitment into the affiliated chapters. (e.g. Activity Fairs, Preview Day)
   c. This group shall coordinate NPHC’s participation in new student orientation.
   d. This group shall coordinate the NPHC “Meet the Greeks” (information session) between the second and third week of each fall and spring semester.
   e. This group shall also coordinate the NPHC unified show each fall and spring semester. (i.e step show, probate shows)

4. Executive
   a. This committee is composed of the: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and Committee Chairs.
   b. The members of this committee with the exception of the committee chairs may not serve as voting members for their respective affiliate chapter.
   c. No more than two (2) members may be from the same affiliation.

All committee decisions are final except the following:

1. Any fiscal decision shall be voted on by the General Body
2. Any decision may be appealed to the General Body by a motion with majority confirmations, a two-thirds majority is required to overturn a committee decision.
3. Ad Hoc Committees will be assembled as needed.

Article VII – Officers

All Executive officers and committee chairs shall be elected by a majority of the General Assembly at the second to last meeting of the spring semester. If a position is resigned from for any reason the position will be open to the general body to nominate a qualified representative for three business days as long as the chapter quota has not been met on the executive board of maximum 2 members per org. These nominees will be voted upon by the executive board.

Section 1. Duties:
1. The president will chair all General Assembly and executive committee meetings, serve as the Council’s representative to the University (PSAC, SSFAC, etc), and serve as the Council’s representative to the All-Greek Council.

2. The vice president will coordinate committees, serve in the absence of the president, meet with the committee chairs at least once per month or as needed, and serve as the chair of the standards board.

3. The Vice President will submit attendance reports to the treasurer and submit minutes during the general body, executive council, and standards meetings. This officer is also responsible for compiling organizational calendars into one NPHC calendar.

4. The corresponding secretary will collect organization calendars two (2) weeks prior to the start of each semester. Any calendars conflicts will be resolved based on paper work submissions for events. In the absence of the recording secretary, the corresponding secretary is responsible for taking and submitting minutes during the general body, executive council, and standards meetings. The corresponding secretary will also handle all correspondence to and from the affiliate chapters, other councils, and Greek Life.

5. The treasurer will handle the financial activities of the Council and keep a report of fines and dues for voting purposes.

6. The parliamentarian will maintain order and decorum at all meetings. The parliamentarian will have no vote as an executive council member.

Section 2. Requirements:

1. Committee chairs are required to attend and serve as the NPHC representative on University and Greek Life committees associated with their position.

2. The executive board shall be responsible for attending University, Greek Life, and NPHC sponsored events that include but are not limited to the Activity Fair, Greek 101, Retreats, Orientation, etc.

3. Officers shall be in good standing with the University and affiliate organization.

Article VII– Mediation Procedures

Section 1. Responsibilities of the Vice President:

An Incident Report is filed with the Vice President noting time, place and witnesses to the incident. It must be filed within seven business days after the incident is known but not more than ten days after it occurred. Incident reports must be based on fact, not hearsay or rumor and must be witnessed.

In the event that the vice president is unable to preside, the NPHC President will preside.

When the Vice President receives a signed copy of an incident report, he/she must:

1. Verify that the report was received within seven business days after the alleged incident was known and not more than 10 days after it occurred.

2. Verify the report is specific as to time, place and witnesses

3. Verify the report is based on fact, not hearsay or rumor.

4. With consultation from the Executive Board, endorse the report for mediation.

5. Forward a copy of an endorsed report within 48 hours to the cited chapter president, chapter advisor, and the Council Advisor.

6. Arrange for mediation at the earliest convenience of all participants.
7. Attend the mediation with an appointed mediator, representatives of each chapter involved, or, if not a chapter, the person submitting the report, and the Council Advisor if not the mediator.

8. Arrange for referral to the Standards Board if mediation does not result in a decision agreed to by all involved.

In the event that the vice president is in the involved parties, the NPHC President will preside.

Section 2: Mediation Procedures

Scheduling a Mediation: All endorsed incident reports shall be submitted to the vice president for mediation. A time and place for the mediation meeting shall be scheduled within 48 hours of receipt of the endorsed report and shall:

1. Be scheduled at the convenience of the participants
2. Be conducted by a neutral mediator
3. Be held as soon as possible

Choosing the Mediator: A mediator shall be selected who is available to serve when necessary as a neutral party in the mediation process. A college or university staff member, a trained alumna who is not a member of a chapter involved in the mediation, or the Council Advisor may serve as the mediator. Undergraduate chapter members shall not serve as mediators.

Participants: Participants shall be the mediator, the president and advisor if desired from each chapter involved, signer of the violation form if not the president, and the Council Advisor, if not the mediator.

Records: Each chapter secretary shall record the minutes of the mediation meeting. All minutes will be submitted to the Standards Board if closure is not reached by mediation.

Completion: The agreement reached in mediation will be recorded and copies are given to the chapter and their advisors and other persons involved in the mediation. The vice president is responsible for seeing that any agreements made are fulfilled.

Mediation Guidelines: A successful mediation preserves confidentiality, settles differences without the formal process of a hearing, and provides a solution acceptable to all without involving multiple witnesses and time consuming discussions:

1. Set a time frame for the meeting (to last no longer than one hour)
2. Set the time of the meeting for the convenience of all who will attend
3. Provide pertinent materials for everyone; a copy of the infraction report and a copy of the Constitution and Bylaws
4. Identify the problem.
5. Provide time for each participant to explain their case
6. Search for alternative solutions. List all solutions and discuss each one.
7. Select a fair and reasonable course of action, that is specific and doable.
8. Agree to keep the mediation discussion private.
9. Take written minutes (not tape recorded).
10. Before the meeting closes, be sure everyone knows the results of the discussion
11. Be sure questions by all parties are answered satisfactorily.

Amended: October 2015
Referral to the Standards Board: If mediation is not successful, the issue may be referred by the vice president to the Standards Board. All materials pertinent to the case are to be forwarded as soon as possible so that the Standards Board may schedule a meeting to review the materials in a timely manner. In the event that the vice president is unable to preside or involved in the incident, the NPHC President will preside.

ARTICLE IX – Standards Board

Section 1. The Standards Board will be responsible for any disciplinary hearings and/or sanctions against an affiliate organization not settled through mediation.

1. The Standards Board shall consist of the representatives of each of the affiliate organizations, the Council Advisor, and the NPHC vice president. The vice president shall preside as Chair of the Standards Board.

2. Any organization accused of a violation shall be notified of such and given a maximum of seven (7) business days to present its case before the Standards Board.

3. The organization must abide by all levied sanctions.

4. An organization can be penalized for an action or non-action if either course would violate University policy or violate the national constitution or local bylaws of NPHC or the organization.

5. Any action taken against an organization for an infraction that is not a violation of University policy can be appealed to the National Pan-Hellenic Council Regional Director. In the event of an unsatisfactory ruling, the decision of the Regional Director can be appealed to the Executive Board of the National Pan-Hellenic Council.

In the event that the vice president is unable to preside or involved in the incident, the NPHC President will preside.

ARTICLE X – Sanctions

Section 1. Standards Board Chairperson

1. The NPHC Vice President shall preside as chair of the Standards Board. The chair will:

   a. Receive written complaints no later than seven (7) business days following the alleged incident;
   b. Decide, in consultation with the Executive Board, the date, time and location of the proceeding;
   c. Inform the involved organization in writing the date, time and location of the proceedings, within seven (7) business days of having received the complaint;
   d. Gather or assemble all information that will be presented at the hearing; and
   e. Preside over the hearing.

In the event the Chair's organization is among the involved parties, the vice president will preside at the hearing.

In the event that the vice president is unable to preside or in the involved in the incident, the NPHC President will preside.

Section 2. Standards Procedure

1. Pre-Hearing Procedure
a. If mediation is not successful, the issue may be referred by the vice president to the Standards Board. All materials pertinent to the case are to be forwarded as soon as possible.

b. The Standards Board Chair informs the accused organization in writing of the charges, the hearing date, location, and time within seven (7) business days of the failed mediation.

c. Presidents of involved organizations will have a maximum of seven (7) business days to present their case. The first three (3) of those business days may be used to appeal, in writing, the time, and date of the hearing.

2. Hearing Procedures:
   1. The Standards Board arrives a half hour early. All parties involved will wait outside the established location until the hearing is convened.
   2. Introductions of the Standards Board and the parties involved are made.
   3. The Chair outlines the hearing and asks all witnesses to leave the room. Only the Board and the representatives of the organizations may remain.
   4. The Board and the organizations review all information if they have not already done so.
   5. The Standards Board Chair reads the charges. The accused organization then has the opportunity to accept or deny responsibility.
   6. If the organization accepts responsibility, the Standards Board will deliberate and determine a sanction.
   7. If they do not accept responsibility, the organization(s)/office/individual bringing forth allegations present its case including evidence and witnesses. Witnesses are brought in one at a time.
   8. The Standards Board questions presenting organization and witnesses only. The accused organization has the opportunity to present a defense including evidence and witnesses. Witnesses are brought in one at a time.
   9. The Standards Board questions those presenting information in defense.
   10. The Standards Board Chair will then request that all non-Board members vacate the hearing room.
   11. The Standards Board deliberates and makes a decision on the charged organization’s guilt or innocence and renders sanctions if applicable. Decisions must be made by two-thirds (2/3) majority vote.
   12. Only members of the presenting and defending organizations will be asked to reenter the hearing room. The Standards Board Chair reads the decisions, rationale and sanctions, if applicable.
   13. The hearing is immediately adjourned

3. Post-Hearing Procedures
   1. The decisions will be put in writing within seventy-two (72) hours by the Standards Board Chair and delivered to presenting and defending organizations.
   2. Any appeal must be made in writing within seventy-two (72) hours following adjournment of the hearing.
   3. A copy of the appeal should be submitted to the Standards Board Chair or the Council advisor.
In the event that the vice president is unable to preside or involved in the incident, the NPHC President will preside.

ARTICLE XI – Standards Code

Section 1. Sanctions of an Organization.

1. For violation of any Article of the National Constitution or local Bylaws, the following penalties are applicable depending on the severity of the violation.
   a. Voting rights revoked for a specified period of time.
   b. Future party date(s) and events revoked and distributed via lottery system with the inclusion of the NPHC.
   c. Suspension from the NPHC at UTA for a specified period of time.
   d. Suspension from the NPHC at UTA for an indefinite period of time, pending readmission by the body.
   e. A fine appropriate to the violation.
   f. Educational sanctions.
   g. Social probation
   h. Any combination of the above

Section 2. Sanctions of Officers.

1. Failure of an officer to perform his/her duties with reasonable cause is punishable by impeachment (2/3 Majority vote of General Body) only with reasonable cause put in writing followed by each organization’s signature.

Section 3. Sanctions for overdue fines and outstanding debts.

1. For overdue fines and outstanding debts, the following penalty is applicable according to the nature of the fine or debt.
   a. In the event, the roster and chapter calendar is not received within seven days after the deadline; there will be a $25 fine. If the chapter is still not in accordance after 21 days after the deadline the chapter’s events will be voided excluding fundraisers
2. Future party date(s) revoked. b. Voting rights revoked until financial status is regained. c. Any combination of the above.

It is the duty of the treasurer to work closely to be sure of the financial status of each member organization before any voting may take place.

Section 4. Sanctions for Violation of Major/Minor Activity Dates

1. Refer to Attendance Penalties (Article IV, Section 7)

Article XII – Meetings

1. The General Assembly and Executive Committee shall meet at least bi-monthly during the long semesters and as needed during the summer months.

2. The other committees shall meet at least once per month during the long semesters and as needed during the summer months.

Article XIII – Advisors
1. A representative from each active organization will be included in the interview process.
2. The National Pan-Hellenic Council advisor(s) shall be appointed by the University.
3. He/She shall serve in an advisory capacity to the National Pan-Hellenic Council.

Article XIV – Rules & Regulations

1. All members of the National Pan-Hellenic Council shall act in accordance with the guidelines set by the National Headquarters.

2. All members of the National Pan-Hellenic Council shall act in accordance with their organizations’ guidelines set forth by their respective national headquarters.

3. All members of the National Pan-Hellenic Council shall act in accordance with UTA NPHC, UTA Greek Life, and University guidelines.

Article XV – Amendments and Motions

All amendments and special motions shall be forwarded to the executive committee for review and then presented to the General Assembly for a vote. A ¾ majority vote is required to amend the bylaws. Amendments will be effective upon a ¾ majority vote and approval by The University of Texas at Arlington.

Article XVI – New Member Presentations

1. The organization must submit a written notification letter must be submitted to UTA Greek Life, UTA police department, and also UTA NPHC President and Secretary, stating time, location, and contact information of said new member presentation in one week’s time prior to day of the new member presentation.

2. If two or more chapters wish to have a new member presentation on the same day, the following must occur: a. First come, first serve basis b. The chapters must have a written agreement stating that the chapters will probate together or at different times and locations. c. If no agreement is made, then chapters must revert back to the original probate week set by NPHC.

3. If location times and dates change, the above parties should be notified at least one week in advance.

4. Affiliate chapter’s new member presentation cannot conflict with any scheduled events’ time and/or location.

5. During a chapter’s new member presentation, there shall not be any excessive negative, degrading, or slanderous comments made about any individual or an organization.

Article XVII – Organization Week and Founding Date

1. Each active chapter of the NPHC is entitled to one “Organization Week” per school term. During this week, no other NPHC organization will be allowed to have events (on campus or off campus) unless permitted by the controlling organization.

2. Each active chapter is entitled to their founding day. On that day, no other NPHC organization will be allowed to have events (on campus or off campus) unless permitted by the controlling organization.