

UTK Chapter of the NPHC Constitution & Bylaws

PREAMBLE

We, the duly constituted representatives of Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc. and Iota Phi Theta Fraternity, Inc. of The University of Tennessee, in order to promote a closer union, advocate academic excellence, socially and morally develop and assist member organizations, do hereby establish these bylaws to be used for the government of the UT Chapter of the National Pan-Hellenic Council (NPHC) now existent and hereafter shall be bound by the legislative laws set forth below.

Article I: Name

Section 1 This organization shall be known as the UTK Chapter of the National Pan-Hellenic Council (UTK-NPHC)

Article II: Purpose

Section 1 The purpose of the UTK-NPHC shall be:

- A. To serve as the governing body for member organizations.
- B. To promote cooperation and harmony between member organizations, and between members and other campus organizations in developing the best possible image for the Greek community.
- C. To act as a unifying body that promotes community service, campus involvement and success for each active organization.
- D. To serve as a resource to member organizations on opportunities to serve the University and community.
- E. To initiate and establish programs that are designed to help meet the needs of the University and community.
- F. To promote positive inter-fraternal relations with organizations represented within the Office of Sorority and Fraternity Life.

- G. To promote cultural programs, workshops, etc., for the advancement of the community in civic, economic, educational and political affairs.
- H. To encourage member organizations to acquire and present new knowledge that will benefit humanity.
- I. To create a stronger bond of unity among the members of the Council.
- J. To promote high standards of scholarship within the Greek community.

Section 2 Empowered Authority

The power of the UTK-NPHC shall be:

- A. To make and enact policies that pertain to its member organizations.
- B. To admit, according to the criteria stated in the Constitution and Bylaws, petitioning fraternities and sororities to membership in the NPHC.
- C. To discipline and fine member organizations officers or delegates in accordance with the provisions in the Constitution and Bylaws.
- D. To correlate programs and activities designed to help meet the needs of member organizations and the community.
- E. To amend the Bylaws in accordance of the UTK-NPHC Constitution and Bylaws.
- F. To levy and collect any assessments.

Section 3 Rules of Order

The Council shall be governed by Robert's Rule of Order (revised, latest edition), except for matters provided by the Constitution and Bylaws.

Section 4 Ratification

The Constitution and Bylaws may be amended by making a recommendation to the President, Secretary and Advisor in writing at a scheduled Executive board meeting in which it is to be acted upon. Also:

- A. The Secretary shall present a copy of all proposed amendments to Council officers at the next scheduled business meeting.
- B. All member organizations shall receive proposed amendments at the scheduled business meeting.
- C. This Constitution and Bylaws may be amended by two-thirds (2/3) vote of the membership at a business meeting of the council, provided that a quorum is present.
- D. This Constitution and Bylaws shall come effective when ratified by two-thirds (2/3) vote of the voting membership and all other constitution shall be null and void.
- E. A constitution revision should take no longer than four (4) weeks to complete.
- F. All Constitution and Bylaws must be reviewed every year.
- G. The NPHC Advisor must receive all amendments and revisions.

Section 5 Approval

After careful consideration by the National Pan-Hellenic Constitution Committee (i.e. Executive Board), a recommendation will be made to the council for action. A two-thirds vote of approval is required for acceptance.

Article III: Membership

Section 1 Membership in this council shall be open to the following organizations which are active with their respective national organization and whose respective national organization is an active member of the NPHC:

Alpha Kappa Alpha Sorority, Inc.

Alpha Phi Alpha Fraternity, Inc.

Delta Sigma Theta Sorority, Inc.

Kappa Alpha Psi Fraternity, Inc.

Omega Psi Phi Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc.

Zeta Phi Beta Sorority, Inc.

Sigma Gamma Rho Sorority, Inc.,

Iota Phi Theta Fraternity, Inc.

Section 2 Classification of Membership Organization

A. Active Members

1. Active members are organization that have been approved for membership by the National Pan-Hellenic Council and have met the constitution's financial responsibilities.

Must have semester 2.5 GPA, 12 credit hours, and be in good conduct standing

2. Be in good standing with the University including, but not limited to, being free from suspension or social probation
3. File documentation with the NPHC Advisors.

B. An *Active* organization is one that has the right to

1. Vote on any issues brought before the UTK-NPHC
2. Organize events on the campus of UTK
3. Notify the UTK-NPHC of future dates for chapter events

C. Inactive Member/Organizations

1. *Inactive Organizations* are those who have been suspended by their National organization or The University of Tennessee Knoxville, financially inactive for that semester, or do not register an average of 2.5 term GPA for two consecutive semesters.
 - a. First Status- restrictions in programming
 - b. Second status- inactive
2. An organization will be rendered inactive status if they do not meet the 30% attendance requirement, 24-hour notification and/or no attendance for 2 meetings within a given semester and will be inactive the following semester.

3. *Inactive members:*

a. **Individuals who register below 2.5 term:**

- i. Executive Board positions:
 - 1. First Status-Warning
 - 2. Second Status-Relinquish office position within NPHC
- ii. For general members:

Note: Individuals who do not meet a 2.5 term G.P.A., 2.5 cumulative G.P.A., or are defined as potential new member will be ***required*** to participate in the Tri Star Program. This was taken out because this is done in Phase 2 of the program.

Note: Those who are defined as *potential new members* will be required to participate in the program only during their 1st semester in which they are perusing membership. Potential new members who have a cumulative G.P.A of 3.0 pre-membership will be exempted from program. Post membership if new members meet the required 2.5 term and cumulative G.P.A. they will be opted out of program.

Article IV: Recognition

Section 1 Policies relative to the expansion of National organizations on the University of Tennessee, Knoxville campus.

Article V: Finance

Section 1 Membership Due

- A. Each organization is responsible for submitting a current active roster by the second general body meeting of each semester.
- B. All chapters shall be assessed \$10.00 per active member, per semester. Membership dues must have an appointed day set forth by NPHC every Fall and Spring semester.
- C. Dues not paid by the deadline shall accrue a penalty of \$5.00 per each member who hasn't paid. The grace period to pay is the first meeting after dues are supposed to be paid. If dues are not paid by the second meeting after dues are due, the chapter is rendered inactive
- D. In order to be financially active 80% of the chapter must be paid in full.

Note: Special provision may be made if notifications are submitted to NPHC

president.

- E. Previously inactive chapters must pay dues by the second general body meeting of the semester they are reactivated into the Council.
- F. No cancellation or refunds of dues shall be made.

Section 2 Fines and Regulations. Organizations shall be subject to the following fines:

- A. If not paid by the next meeting, the organization will forfeit their right to vote until fine is paid, unless the above-mentioned special provision has been granted.
- B. Each NPHC organization shall be represented by at least 30% at any NPHC called meeting for the entire duration of the meeting. In the event of an absence or tardy (Arrive late-5 minutes or leave early without notification to the NPHC President) a fine of \$5 will be assessed. The Secretary or appointed representative shall be responsible for verifying attendance.
- C. Any organization that cannot attend an NPHC event must provide written notification to the Vice President, President or Advisor 24 hours prior to the event. The fine for not participating or attending without notice shall be \$10.00. If late to the event, the fine shall be \$5.00 for the organization.
- E. Fines that are not paid by the last day of classes each semester will result in becoming inactive with the council until fines are paid.

Article VI: Representation

- Section 1 Each organization shall be granted the right to one vote.
- Section 2 The duties of the representatives shall include, but are not limited to:
- A. Provide the NPHC Advisor a calendar of scheduled event each semester.
 - B. Provide proposed dates for chapter weeks during designated time of submission.
 - C. Dissemination of information to their member organization for the UTK-NPHC.
- Section 3 Executive Board Member do count as representation for Chapters.
- Section 4 The power of one (1) vote shall be given to each member organization, provided that at least one (1) representative is present at the time of voting.
- Section 5 Each organization must have at least 30% representative present at each meeting, unless notification is sent 24 hours in advance to president or NPHC advisor.

Article VII: Meetings

- Section 1 The UTK-NPHC will hold regular meetings bi-weekly during the academic year.
- A. Meetings shall be run in accordance with Roberts Rules of Order.
- Section 2 Executive Board Meeting will be conducted twice a month, to discuss in advance items before being discussed in formal business meeting.
- Section 3 Special call meetings may be called, at such times as may be determined by the President and the Executive Board, with 48-hour notice via phone to the President of each member organizations.

Section 4 When matters arise that warrant immediate attention, and the full Council cannot be assembled, the Executive Board shall be empowered to act on behalf of the UTK-NPHC. The Executive Board is authorized to act on behalf of the UTK-NPHC between meetings. A full report on any action taken by the Executive Board must be given at the next Council meeting for ratification by a majority of the membership. Actions by the Executive Board not ratified by the Council are rescinded. The Executive Board is not empowered to act on any matters related to bylaw amendments.

Section 5 Conduct of Meeting

- A. Profanity and abusive language will not be tolerated. General warning will be issued to general body regarding profanity or disruption. Next occurrence, individual will be asked to leave and fined one dollar per mishap after warning.
- B. All cell phones, pagers, two-ways and other communication devices, unless permitted by Executive Board, must be silenced.
- C. It is mandatory for the removal of anyone who fails to comply with the flow of business.

Section 6 Email

- A. Email will be the primary form of communication for meetings, events, fines and any information that the Executive Board deems necessary for the council's member to be informed about.
- B. Members need to answer all emails in a timely manner.

Article VIII: Quorum

Section 1 Quorum shall be defined as a majority (half of the voting members plus one).

Section 2 A quorum shall be necessary to conduct any business.

Article VIII: Qualification of Officers

- Section 1 Members may hold an elected or appointed office on the Executive Board:
- A. If their organization is a voting organization.
 - B. If they are in good academic standing holding a term G.P.A. 2.5 or above.
 - C. If they are enrolled in at least twelve (12) credit hours during the entire term of office.
 - D. If they are classified as an active member and is in good standing with their respective chapter.

Article IX: Elections, Length of Office, and Vacancies of Officers

- Section 1 Officers must be elected by the last meeting of the academic year of each year by a majority. Election shall be by secret ballot vote of the voting organizations of the Council.
- Section 2 Nominations for all elected officers shall be made one (1) meeting prior to the election of candidates. Nominations from the floor may be made at this time only if there is a blank ballot. Each officer must meet the qualifications stated in Section 1 of Article X.
- Section 3 Nominees will receive three (3) minutes to speak to the voting delegates before election.
- Section 4 In an event where there is no representation of an organization on the executive board, said organization must appoint one representative to attend executive board meetings.
- Section 5 Each organization shall be empowered with one (1) vote during the election procedure. Each vote shall only be cast by the authorized delegate.
- Section 6 Terms of officers shall begin immediately after each officer has been installed and continue for one (1) year or until their successor has been elected.
- Section 7 Vacancies
- A. In the event of the premature vacancy of the office of the president, the current Vice President will assume the title and duties of President. In the event of premature vacancy of any other office, the vacancy will be filled within two weeks by elections.
 - B. Any Executive Board members may lose position, if duties are not

being performed according to the UTK-NPHC Constitution and Bylaws.

Article IX: Executive Board

Section 1 The Executive Board shall be comprised of five (5) members as follows: President, Vice President, Secretary, Treasure, and Parliamentarian. The duties of the Executive Board shall be:

A. The President:

1. Shall be the chief administrative officer of the Council.
2. Preside at meetings of the Council.
3. Appoint chairpersons of all standing and special committees.
4. Call all regular meetings of the Council.
5. Shall have the authority to interpret regulations and policy statements of the Council in cooperation with the Parliamentarian.
6. In addition, the President shall call special or emergency meetings as needed.
7. The President declares the results of the Executive Board's voting.
8. The President represents the Council at civic and social functions, or when the Council is called upon by other organizations for representation.
9. The President delegates administrative duties to executive officers and calls for reports from them as well as chairpersons as he/she deems necessary.
10. The president along with the assistance of the NPHC advisor, establishes the agenda for each meeting.
11. The president is the sole voice of representation for The Executive Board.
12. Meet regularly with Pan-Hellenic and IFC presidents.
13. Will serve as Greek Week chair for NPHC

B. The Vice President:

1. Shall serve as the chairperson of the NPHC week
2. In the absence of the president, become acting President. While in this role he/she shall assume all functions, duties, and responsibilities of the President until a successor has been qualified and elected.
3. Shall maintain an update Constitution and Bylaws.

4. Shall serve as the Greek Week Chair for NPHC.

5. Shall work with academic chair

C. The Secretary:

1. Shall keep an official record of all actions of the Council.

2. Record of the minutes and resolutions of the Council.

3. Responsible for the filing of all the records and reports of the Council.

4. Responsible for the distribution of the minutes and the agenda and shall submit a typewritten report to have on file after Executive Board and full Council meetings. The minutes of all proceedings shall contain the following information: (a) every motion, (b) the name of the representative and organization that presented the motion, as the name of the seconding member and their organization, (c) the action taken on the motion, i.e. a tabulation of all votes, and (d) the date, time and place of the next meeting.

5. Shall receive and prepare a response for all official correspondence of the Council.

6. The Secretary shall conduct the correspondence of the council, both within and outside the membership.

7. The Secretary shall maintain a correspondence file and reads any copies of correspondence before the council.

8. The Secretary shall notify all participating member organizations of NPHC functions.

9. The Secretary shall keep record of attendance.

D. The Treasurer:

1. Shall deposit and account for all monies paid into the Council.

2. Shall be responsible for monthly income and expense statements of the Council.

3. Shall maintain an accurate ledger for the Council budget and make monthly reports to the full council.

4. Shall also sign all invoices for the payment of the monies appropriated by the council and submit typewritten reports after all full Council meetings which will be put on file with the NPHC Advisor.

5. To ‘Collects all fines.

6. No funds can be allocated from the council account without approval from the NPHC Advisor.

E. The Parliamentarian:

1. Shall advise the President and members of the parliamentary law when such issues arise.

2. Shall follow the rules of Robert’s Rules of Order.

3. Will also inform members of the proper procedure to use during the meeting and keep the peace, maintaining order at all times.

a. Shall impose penalties according to the Council’s fine system; and

b. Shall preside over all constitutional amendment meetings and procedures.

F. The Historian

1. Shall handle all publicity for the Council, including Pan-Hellenic bulletin board, NPHC website (social media account, Greek connect), and Greek Torch.

2. Shall take pictures at all NPHC events.

3. Shall be responsible for the NPHC social media

4. Shall create any marketing tool for the council, unless a person has been appointed

Article X: Executive Board

Section 1 Responsibilities

B. It shall be the duty of the Executive Board to submit a budget, for the Council’s approval, to oversee the progress of the committees and to periodically report findings to the Council.

C. The Board shall be responsible for the overseeing and approving policies of all officers and committee chairmen.

D. The Board shall study legislation coming before the council and to make a recommendation before it is submitted to the Council.

E. The Board shall also be empowered to levy fines or any disciplinary action, with discretion, when an organization fails to meet any obligation or commitment, unless provided for in the Constitution and Bylaws.

F. The Executive Board is subject to the following fines:

1. \$10.00 fine for unexcused absences
2. \$3.00 fine for tardiness 5 minutes after start of meeting
3. Executive Board fines must be paid by the board member and not the Council or his/her organization.

G. Excuses for absences or tardiness must be brought before the board. After three unexcused absences the Executive Board has the option to remove or replace the board member.

H. The executive board liaison shall maintain regular and effective communication with the Inter-fraternity Council, National Panhellenic Conference, Multicultural Greek Council, the OFSL Advisors, and other organizations and members of the University community. Shall be responsible for informing all councils of upcoming council related events.

Article XI: Advisor

Section 1 The UTK-NPHC shall be advised by the appointed Office of Sorority and Fraternity Life Advisor.

Section 2 Duties of the Advisors shall include, but not limited to:

- A. Regular attendance at all UTK-NPHC meeting
- B. Monthly examinations of accounts payable and receivable of the UTK-NPHC
- C. Monitoring the meeting to assure that it is being conducted in accordance with the UTK-NPHC Bylaws
- D. Assisting officers in carrying out their duties and responsibilities.
- E. Sign all invoices for the payment of monies authorized by the UTK-NPHC in cooperation with the Treasurer

F. Maintain accurate member roster

G. Maintain a calendar of chapter events

H. Other duties as needed by the UTK-NPHC and/or University

Article XII: Committees

- Section 1 Director of Programing- It shall be the function of this person to undertake programs of public interest. This person shall recommend and implement social activities for the Council with the aim of enhancing unity among members.
- Section 2 The President, with approval from the Council, may create other committees as they deem necessary for the proper and efficient functioning of the Council. Committees appointed by the president will only exist during the term of the appointing President.
- Section 3 The Council may recommend the committees be created for the proper and efficient functioning of the Council. These committees must be approved by a majority of the voting chapters and will exist as standing committees until it is deemed by the Council that the committee is no longer needed.

Article XIII: Weeks/Weekends

- Section 1 Organization dates and weeks will be selected for each semester the semester prior. Each organization will be allowed only one week per academic semester. No organization shall sponsor any on-campus or off campus event during another organization's week without expressed written consent from the organization. Any organization requesting permission must submit a written request and receive a letter granting permission from the other organization and NPHC Advisor.
- A. Selection order of Weekes/Weekend will be based off of chapter term GPA for the past Fall or Spring. (Example: For Fall weeks/weekends, the grade point average will be taken for the previous years' Fall semester. For spring weeks/weekends, the grade point average will be taken from the previous years' Spring Semester.)
- B. A week shall be defined as seven days (7) beginning form Sunday and ending on Saturday.

- C. A weekend shall be defined as three days (3) beginning on Friday and ending on Sunday.
- D. If Organization A's week consecutively follows Organization B's then Organization A will be allowed to publicize their week's activities during organization B's week beginning on Wednesday of Organization B's week. Any organization wanting to publicize prior to Wednesday must be granted written consent from the organization hosting the week and Greek Advisor.
- E. If Organization A would like to throw an event the same day as Organization B, permission must be obtained from Organization B. If approval is denied and event is held, Organization A will be fined \$100 to given to Organization B and lose privilege to host next consecutive event.
- E. National and local chapter founding dates that happen during another group's week may be observed during that week with a single event that include only members of the organization. This event must be approved by the NPHC Advisor when the Calendar is set, and the other group must be notified about the event in writing.
- F. Requests for additional dates must be submitted vis email to the NPHC Advisor. All requests and dates will be handled on a first come, first serve basis.

Note: There may be special provisions granted by NPHC Advisor based on same date events that may not conflict due to time or type of activity.

Section 2 Fine for violation

- A. The fine will be \$100.00
- B. Shall lose their voting right to vote in every NPHC meeting until restitution is paid
- C. The organization that hosts a function during another organization's week shall forfeit their next event date to the violated organization. The violating organization will not be able to choose a replacement date until the following semester.
- D. The NPHC Advisor will notify the Chapter's Advisor of the fine.

ARTICLE IX: Membership Intake

Section 1 Membership Intake

The Membership Intake Process and procedures for each member organization shall be in accordance with the guidelines established by their national office. A calendar of events that includes a timetable of any intake activities with dates and times must be provided to the NPHC Advisor (s). Activities must be approved one week before they commence by the NPHC Advisor (s).

A. See Intake/Rush Forms

B. Submission of flier must include the following:

- Name of organization, chapter, date/year/, and contact e-mail

C. All other inquiries regarding these documents will be referred to the organization's chapter president and/or advisor.

D. All member organizations of NPHC shall follow the predetermined cap for membership intake as set forth by the organization.

E. All membership activities should only be conducted during the full spring and fall academic terms.

Article X: Amendments

Section 1 The UTK-NPHC Bylaws may be amended with a two-thirds vote of delegates present at a full Council meeting.

Section 2 All proposed amendments must be read and submitted in writing to all Council members at least fourteen (14) days or one (1) Council meeting prior to a vote, in general body meetings

Article XI: Conduct

Section 1 All conduct violations shall be overseen by the Office of Student Conduct, national organization, and/or the Office of Sorority and Fraternity Life. For any infractions not handled by student conduct will be handled by NPHC Executive Board and NPHC advisor.