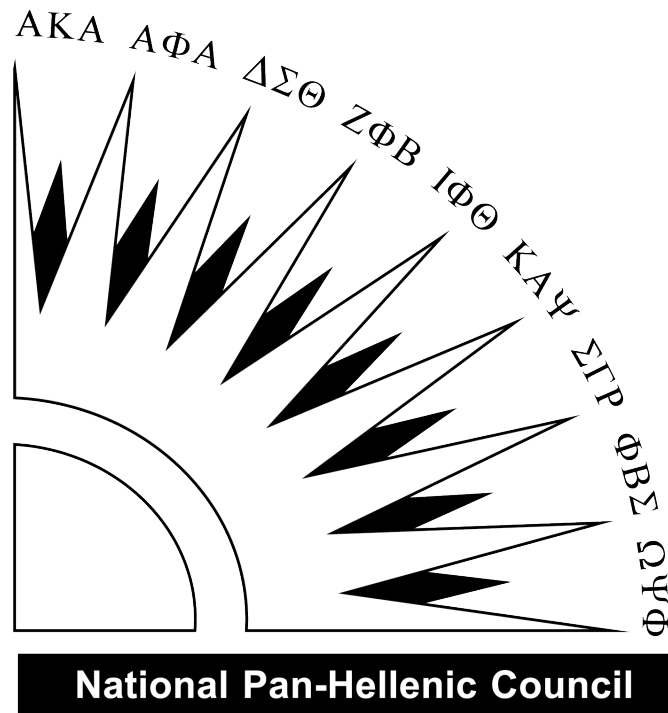


# TEXAS STATE UNIVERSITY

## Student Involvement and Engagement Fraternity and Sorority Life Office



# CONSTITUTION AND BYLAWS

**Reviewed by:**

**NPHC Executive Board/Fraternity and Sorority Life Staff**

**Approved by:**

**Student Involvement & Engagement – Fraternity and Sorority Life**

## **PREAMBLE**

We, the representatives of the National Pan-Hellenic Council, Incorporated at Texas State University, recognize the need to initiate, discuss, coordinate, oversee, and maintain programs and activities of mutual interest to all National Pan-Hellenic Council organizations in an effective and systematic manner; 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 the Constitution and Bylaws.

## **CONSTITUTION**

### **ARTICLE I – NAME**

The name of this organization shall be the Texas State University 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:

1. to create and maintain high academic and moral standards in the life of fraternities and sororities;
2. to perpetuate constructive fraternity and sorority relationships; to foster an understanding of the structure and method of operation among the affiliate organizations;
3. to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations;
4. to serve as the conduit for such action plans as may be developed;
5. to uphold *Texas State University—Student Success Policies and Procedures Statements*, as pertaining to Fraternity and Sorority Life.

### **ARTICLE III - MEMBERSHIP**

Membership in the Texas State University National Pan-Hellenic Council, Inc. shall include the current list of historically Black Greek lettered organizations (BGLOs) on the campus of Texas State University. As of May of 2023, this list includes 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.

Membership into NPHC shall be extended to the nine chartered organizations of the National Pan-Hellenic Council, Inc., also known as The Divine Nine: 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 Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., and Iota Phi Theta Fraternity, Inc., in accordance with the policies and procedures of the National Pan-Hellenic Council, Inc. and Texas State University.

### Section 1. **Chapter Membership**

Affiliate national fraternities and sororities that have paid local dues, council dues, uphold the academic standard, and pledge to adhere to the rules and regulations as set forth by the National Pan-Hellenic Council, Inc. and Texas State University.

Grade checks will be submitted semesterly by an FSL staff member to ensure that members maintain the required 2.5 GPA.

### Section 2. **Benefits of Membership**

Affiliate national fraternities and sororities in good standing with the NPHC will have the following benefits:

- A. Full voting privileges at NPHC meetings.
- B. Opportunities to represent the NPHC on campus, locally, and nationally.
- C. Any complimentary merchandise designated for members of the NPHC.
- D. All privileges and opportunities offered to organizations through the Fraternity & Sorority Life Office in good standing with NPHC.

## **ARTICLE IV – OFFICERS, EXECUTIVE BOARD, AND COMMITTEES**

### Section 1. **Officers**

Officers shall be elected by majority vote of Chapter Presidents

- A. The elected officers shall be:
  1. President
  2. Vice President of Communications
  3. Vice President of Operations
  4. Vice President of Event Planning

### Section 2. **Executive Board**

The Executive Board will include elected officers.

### Section 3. **Standing, Special and Ad Hoc Committees**

The President shall appoint all chairpersons, along with committee members, and with the consent of the Executive Board.

#### **ARTICLE V—FINANCE**

Section 1. The 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 semester by the tenth business day of class.

#### **ARTICLE VI—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 biweekly and at a place to be agreed by a majority of the members and the advisor.

General and Executive Board meetings will be held on the Texas State University campus.

Section 3. **Quorum**

For Quorum to be met at least 2/3 representation of active organizations must be present.

Section 4. **Special meetings**

May be called by the Council President of the Texas State NPHC with the approval of the Executive Board at least 24hrs in advance.

#### **ARTICLE VII—PARLIAMENTARY AUTHORITY**

All matters not covered in the Constitution and Bylaws shall be governed by the current issue of Robert's Rules of Order.

#### **ARTICLE X—LIABILITY**

Section 1. The books and records of the treasurer 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 XI—AMENDMENTS**

Section 1. This Constitution shall be amended by 2/3 votes of the Council of Presidents at the given meeting.

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

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

Section 4. The Vice President of Communications shall distribute all proposed amendments to the Executive Board and Council Presidents at least 5 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 NPHC Advisor and the Associate Director for Student Involvement and Engagement.

## **BYLAWS**

### **Article I – Representation and Meetings**

#### **Section 1. Representation**

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

##### **A. Council of Presidents and Voting**

1. Each organization in good standing is entitled one vote to be cast by the Chapter President. If the Chapter President is absent, his/her vote may be cast by the alternate.
2. Chapters not in good standing with the Council, will not be entitled to a vote until good standing is achieved.
3. Chapters who have no official representation at the Chapter of Presidents meeting will be fined \$10.00.

##### **B. Meeting Environment**

1. The meeting environment will consist of a formal meeting room; seating for Chapter Presidents, General Members, and E-board members.
2. Meeting will follow parliamentary procedure as found in Roberts Rules.

##### **C. Meeting Agendas/Reports**

1. There must be a copy of the agenda and biweekly reports for each Executive Board member and each Chapter President. Reports will be provided regardless of if the Executive Board member is present or not.
2. If an Executive Board member will not be present to a meeting, they shall submit their report to the VP of Communications to be read to the general body by midnight, prior to the Council meeting.
3. Chapter Presidents are to submit their chapter reports by the designated deadline.

### **Article II – 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 GPA of 2.5. Any chapter who fails to meet the semester requirements, will result to a probationary period (1 semester). This probationary period will allow the chapter to continue good standing status in NPHC with the submission of a written plan on how they plan to increase academic success. After the probationary period, if chapter GPA is not above 2.5, the chapter will be considered in bad standing.
2. Must submit full payment of chapter's semester dues.
3. 50% of each chapter must attend mandatory NPHC sponsored events. Exceptions will be made for chapters with 5 active members or below.
4. 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 Pan-Hellenic Council at Texas State University.
2. Chapters in ***bad standing***:
  - Are unable to vote on any motions, amendments, etc. brought to the Council of Presidents.
  - Prohibited from participation in any NPHC social events.
  - Unable to participate in NPHC meetings as a non-voting party exclusively.
3. Allowed to participate in NPHC meetings as a non-voting party exclusively.
4. Must submit a written plan as to how the chapter plans to move back into ***good standing***.
5. For individual members, NPHC will abide by the chapter's expectations and conceptualization of ***good/bad standing***.

**Article III - Officers and Chairpersons****Section 1. Eligibility**

An officer or chairperson may be a member in good standing with their affiliate organization, be a full-time student at Texas State University, and maintain a cumulative 2.5 GPA at the time of nominations and elections, as well as throughout their tenure. New members (< one semester) are not eligible to serve in an executive board officer position.

Exceptions will be granted at the discretion of the NPHC Advisor

## Section 2. **Tenure**

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

Officers shall serve November to November of one year with a transition period scheduled during the month of November. New officers will be installed no later than the last general assembly meeting of the year.

## Section 3. **Elected Officers**

### **A. Council President Shall:**

1. Preside over meetings and enforce the constitution of the National Pan-Hellenic Council at Texas State University in accordance with Robert's Rules of Order.
2. Offer consideration of all motions consistent with Robert's Rules of Order.
3. Appoint all committee chairpersons not otherwise provided for in the constitution of the National Pan-Hellenic Council at Texas State University.
4. Serve as the official representative for the National Pan-Hellenic Council at Texas State.
  - Is authorized to speak on behalf of the Council.
  - Attend all FSL & University meetings, forums, etc. on behalf of NPHC
5. Serve as the point of contact and act in the matter of all emergency issues.
6. Request the removal of any person from the Council meeting with due cause.
7. Not have a vote unless in the event of a tie.
8. Initiate projects and programs as deemed necessary for the welfare of the Council.

### **B. Vice President of Operations shall:**

1. Assume the duties of President in their absence.
2. Should the NPHC President be unable to attend a meeting, the Vice President of Operations will speak on behalf of the Council.
3. Be knowledgeable of the constitution, bylaws, and other regulations of the Council.
4. Notify member organization of potential fines.
  - Notification will include reason for fine, total amount due, and reminder of due date as defined by the NPHC Bylaws.
5. Keep an accurate account of all money received and imposed by NPHC.



6. Disburse money to appropriate parties as soon as receipts/ invoices are received & provide receipts for all money transactions on behalf of NPHC.
7. Prepare a budget for each semester by the end of the prior semester.
8. The budget shall be approved by the Council by the second meeting of each semester.
9. Present a financial report at each General Assembly meeting.

**C. Vice President of Communications shall:**

1. Preside over the General Assembly meetings in the absence of the President and Vice President of Operations.
2. Set and reserve all meeting rooms for NPHC Council of Presidents meetings and events.
3. Maintain accurate minutes of all meetings, which shall include the following information:
  - Every motion, and the second to each motion with the name of the representative and respective organization.
  - The action taken on the motion including the tabulation of the votes.
  - Date, time, and place of the next General Assembly meeting.
4. Distribute minutes of the General Assembly meetings to chapter representatives and chapter advisors no more than 48 hours after the General Assembly meeting.
5. Maintain a roster, in conjunction with the Fraternity & Sorority Life office, with contact information for all NPHC officers, all member organization representatives, alternates, Presidents, Chapter Advisors, and Faculty/ Staff Advisors.
6. Monitor and create content for the NPHC social media accounts.
7. Coordinate all promotional activities and materials for recruitment and any other NPHC events.

**D. Vice President of Event Planning shall:**

1. Preside over the General Assembly meetings in the absence of the President and Vice President of Communications.
2. Plan community service and philanthropy events for the Council
3. Coordinate and executive social events for the NPHC Council
4. Serve as NPHC representation at Texas State events in collaboration with the President

#### Section 4. **Appointed Positions and Committees**

Committees shall be appointed for a specific purpose. The President shall appoint all committees.

- A. Standing Committees
  - 1. NPHC Events Committee
  - 2. Budget Committee
  - 3. Other Committees will be created as needed by the NPHC Executive Board

### **Article IV – Executive Board**

#### Section 1. **Executive Board Responsibilities**

- A. Attendance at all NPHC Council of Presidents meetings is required, unless given prior authorization by the President.
- B. If it is necessary to miss any meeting, notify the President and/or the NPHC Advisor 72 hours in advance.
- C. Each member must maintain objectivity in dealing with fraternity and sorority affairs.
- D. Initiate the impeachment of any officer.

#### Section 2. **Filling and Unexpired Term**

In the event of a vacant officer position on the Executive Board, a special election will take place by the Council to conduct a vote. The special election will take place within four weeks of the vacancy within the academic year. Exceptions will be made with approval by NPHC President and NPHC Advisor.

### **Article V – Elections and Voting**

#### Section 1. **Election Dates**

- A. 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.
- B. Nominated officers will be considered elected by a two-thirds (2/3) vote.

#### Section 2. **Nominations**

- A. All nominees must present a written platform.
- B. Nominees for executive board positions are considered ineligible if they hold the office of President in their respective chapter.
- C. Selected officer must fulfill a complete officer term (SPRING & FALL semesters).

### Section 3. **Officer Transition**

- A. The week following elections there is to be an officer shadowing transition period for the rest of the semester.
- B. Officers are required to attend DOS-FSL retreats and Leadership Trainings.

### **Article VI – Parliamentary Authority**

- 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 email.

### **Article VII – Rules and Regulations**

Section 1. The Texas State Chapter of the NPHC will be advised by a full-time staff member of the Student Involvement and Engagement - Fraternity and Sorority Life Office 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 Fraternity and Sorority Life office by the start of each semester. Updated lists are mandatory.

### Section 3. Calendars

- A. Organizations cannot have programming on other NPHC organization’s national Founders’ Day. Chapters are encouraged to send their calendar for the semester within the first 2 weeks of classes.
- B. NPHC sponsored events supersede individual chapter events. However, NPHC sponsored events should be planned so that they do not interfere with individual chapter events.
- C. All events for each organization must be registered 5 business days (10 business days for events with alcohol) prior to hosting. All registration paperwork can be turned into the Fraternity and Sorority Life office, LBJSC 4-14.1.
- D. 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.

### Section 4. **Sponsored Events**

- A. At any NPHC sponsored event all affiliate chapters are required to send 50% of its membership. NPHC Sponsored events are, but not limited to: Meet the Greeks, Hump Days, Step Show, Community Service, etc. Exceptions will be made for chapters with 5 active members or below.
- B. Chapters will participate in one mandatory NPHC retreat per year the requiring 75% attendance of members. If a chapter fails to meet attendance requirements, the chapter may be placed on probationary period for 1 semester.
- 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 Vice President of Operations.

## **Article VIII – Assessments and Fines**

### **Section 1. Chapter Dues**

- A. Active membership dues shall be levied for each semester by the dates specified by the Vice President of Operations based on the criteria as followed:
  - 1- 5 active members shall pay a sum of \$50.
  - 6-10 active members shall pay a sum of \$100.
  - 10 or greater active members shall pay a sum \$100 plus \$0.00 for every member over the 10-member threshold. For example, if the chapter has 20 members, the dues owed to NPHC will be \$200 (\$100 + 10(\$10)).
- B. Dues received after the due date is subject to a late fee of \$5/week per chapter with late fees not exceeding \$50.
- C. As of October 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, thus losing any entitlements thereof.
- D. 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.
- E. 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. Fines are due 30 days after official, written notification of fine is sent to the Chapter President.

- B. In the event that a fine goes unpaid, an additional fine of \$10 a week will be added until the fine is paid.
- C. The repercussions for not adhering to the above will be as follows:
- D. Prohibited from participation in Council functions.
- E. Voting rights revoked until in good standing
- F. Reasons for fines are including by not limited to:
  - 1. Failure to submit required documentation (rosters, deletion/addition forms, chapter reports, i.e.) by the deadline - **\$10**
  - 2. Unexcused absence from NPHC Meetings - **\$10**
  - 3. Unexcused absence from NPHC events - **\$15**
  - 4. Failure to submit NPHC dues - **\$5 per week**
  - 5. Failure to attend FSL sponsored events or programs without providing email correspondence with NPHC President & NPHC Advisor - **\$15**

## **Article IX – 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 establish through the Fraternity and Sorority Life office.
  - A list of intake candidates shall be submitted to the NPHC Advisor/Senior Coordinator for Fraternity and Sorority Life Office in accordance with policies and procedures governing Greek Organizations within ten business days prior to the chapter’s first official, intake event.

### **Section 2. New Member Presentation Etiquette**

Presentation of New Members (if applicable):

All organizations must adhere to the following when presenting new members to the Texas State University community.

- A. All actions of the organization and new members must adhere to Texas State University policies, Inter/National or Regional Organization policies, governing Council policies, Fraternity & Sorority Life policies, and the Student Conduct Code. Violation of these policies will result in a referral to Student Conduct in the Dean of Students Office.
- B. Presentation of new members must take place no later than the week prior to the last day of classes in the semester initiated.
- C. Presentation “shows” are not to be scheduled on the same night/time of a

previously planned event of another organization of the same Council.

- D. Presentations may not be scheduled to begin after 8:00 pm. and must start within 30 minutes of the scheduled time advertised. Following the show, members of the presenting organization must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for the presentation site being clean and left in its original state after the presentation.
- E. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. No paddles or bricks are permitted anywhere at or during the show (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as an instrument to harm another individual.)
- F. No explicit language or revealing attire is to be used/worn by the new members or other “show” participants. Presentation shows must uphold the values of each fraternity/sorority as well as the governing Council.
- G. No alcoholic beverages will be permitted or consumed prior to or during the presentation. This applies to all participants and attendees of the presentation.
- H. No references are to be made to any individual(s) departing from the New Member Intake Process.

## **Article X – 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 Student Involvement and Engagement – Fraternity and Sorority Life Office.
  - 1. The Council will be advised by a full time employee of the Fraternity and Sorority Life 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 Associate Director for Student Involvement & Engagement - Fraternity and Sorority Life. Any appeals submitted beyond 7 business days are heard at the decision of the Assistant Dean of Students of Fraternity and Sorority Life. 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 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.

\_\_\_\_\_ Iota Phi Theta Fraternity, Inc.

**Reviewed by: NPHC Executive Board**

\_\_\_\_\_ *National Pan-Hellenic Council President*

**Approved by: Fraternity and Sorority Life**

\_\_\_\_\_ *Snr Coordinator for Fraternity & Sorority Life*

\_\_\_\_\_ *Associate Director for Student Involvement & Engagement*