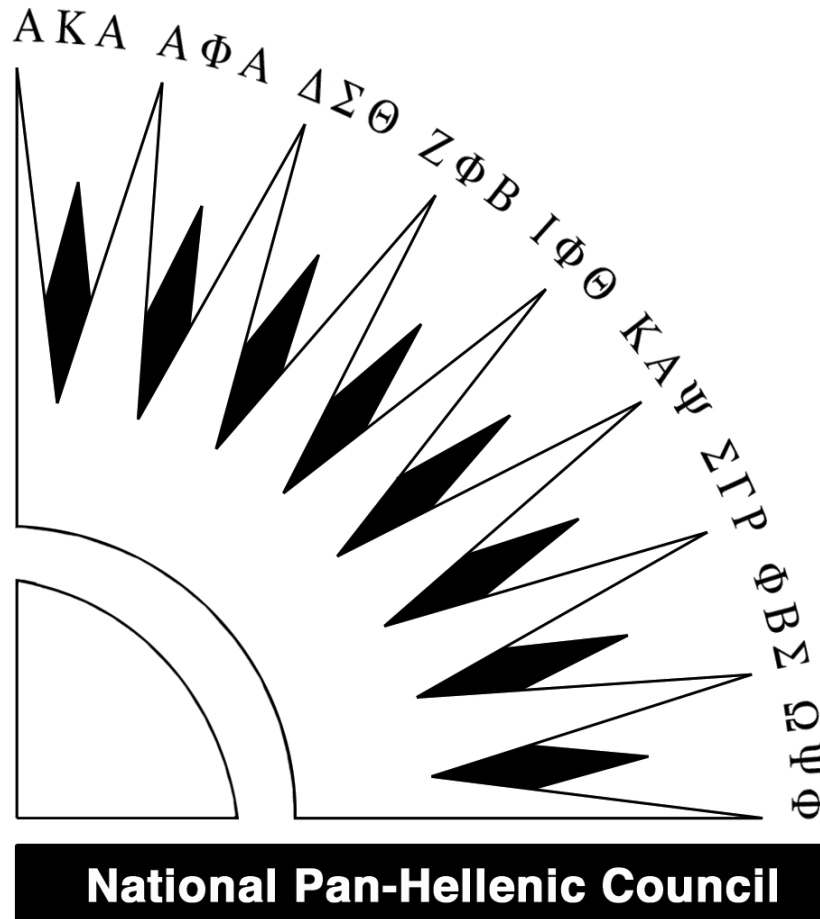


The National Pan-Hellenic Council Bylaws



Incorporated at The University of Central Florida
Revised Spring 2018

Article I. Name

Section 1: The name of this organization shall be known as the National Pan-Hellenic Council at the University of Central Florida (herein referred to as NPHC at UCF).

Article II. Purpose

Section 1: The Purpose of the NPHC at UCF is serve as the governing body of the Historically Black Greek-Lettered organizations approved for membership on the University of Central Florida campus, promote an atmosphere of mutual respect, unity, and cooperation between fraternities and sororities and establish and develop high academia, scholastics and leaderships standards.

Article III. Membership

Section 1: Only chapters whose organizations are recognized by the National body of the National Pan-Hellenic Council may participate with the NPHC at UCF.

Section 2: Only chapters who are in good standing with their national organization, the Office of Fraternity and Sorority Life at UCF, and NPHC at UCF may be members.

Section 3: Good Standing with Office of Fraternity and Sorority Life

- A. The NPHC at UCF and each of its affiliated organizations must submit a list of current officers and members twice a year, September and February, to the Office of Student Involvement, the Office of Fraternity and Sorority Life, the NPHC at UCF advisor and the NPHC at UCF President.
- B. Each affiliated organization of the NPHC at UCF must attend all required workshops designated by the Office of Fraternity and Sorority Life.
- C. Each affiliated organization of the NPHC at UCF must submit all required forms such as New Member Plan, Packet One and Packet Two to the Office of Fraternity and Sorority Life by its assigned due date.
- D. Each affiliated organization of the NPHC at UCF must pay all dues and fines assessed by the Office of Fraternity of Sorority Life by its designated due date.
- E. Chapter presidents attend monthly one on one meetings with assigned OFSL staff member.
 - a. NPHC at UCF organizations that do not attend their monthly one on one meetings with OFSL staff without proper notification shall receive half a strike and held responsible for any fines that it may cause.

Section 4: Good Standing with NPHC at UCF

- A. Each affiliated organization of the NPHC at UCF is required to have one member sit on the judicial board to remain in good standing.
- B. Each affiliated organization must have all dues and fines paid in accordance with Article III Section 5 of the UCF at NPHC bylaws to remain in good standing.
- C. Each affiliated organization of the NPHC at UCF must agree to be held individually responsible for any violations that result from their own and/or member wrongdoing, as defined by the Golden Rule: Student Handbook.

Section 5: Dues and Fines

- A. All organizations are required to pay dues of \$20 per active member listed on their roster and will be due at the first General Body Meeting after Packet One is due each semester.
- B. An organization that is caught hosting an event on an organizations calendar day will be fined \$250 for non-profit events or \$500 for profit events.
 - a. 50% of the fine will go to NPHC at UCF and the other 50% will go to the organization that is affected.
- C. All fines must be paid within 10 business days of notification of the infraction. If fines not paid within 10 business days an additional fine of \$25 will be assessed for every additional 5 business days, it is not paid. If the fines are not paid within 30 business days that organization will no longer be in good standing and thus unable to host an event until all fines have been paid.
- D. Having all dues and fines paid is a prerequisite to holding voting privileges in this Council.

Section 6: Meetings

- A. The NPHC at UCF Executive Board shall meet biweekly starting the second week of the new academic year, beginning with the fall semester and ending with the spring semester.
- B. The NPHC at UCF Executive Board is allowed to meet outside of the academic year as much as it feels is necessary.
- C. Dress Code for all official NPHC Executive and General Body Meetings is business casual unless directed otherwise by the NPHC President.
- D. Members of the Executive Board and each organization's delegate must inform the NPHC President **and** the NPHC Vice President of Operations of a potential tardy and/or absence to avoid penalty dictated in Article IV Section 2.
 - a. A Tardy is defined as at least fifteen minutes late and must be made known to the council at least two hours in advance.
 - b. An absence must be made known to the council at least twenty-four hours in advance.
- E. The NPHC at UCF Executive Board will be required to email the meeting agenda to the general body at least forty – eight hours in advance.
- F. The NPHC at UCF will be required to email the meeting minutes to their proper personnel within forty – eight hours after the adjournment of a NPHC at UCF meeting. The proper personnel shall be defined as:
 - a. The NPHC at UCF Executive Board and Presidents for executive board meeting minutes.
 - b. The NPHC at UCF general body for general body meeting minutes.

Article IV. Attendance

Section 1: Attendance requirements will be established in accordance with the respective size of each organization. Each chapter will be required to have 20% of their chapter attend NPHC at UCF events, activities and functions.

Section 2: A strike system shall be in place for attendance purposes beginning with the fall semester and ending with the spring semester. The strike system applies to any official UCF meeting, retreat, event that is hosted and/or sponsored by NPHC at UCF, and Greek Council Events (such as but not limited to Trick or Treat on Greek Street and Greek Week). It is the expectation of NPHC at UCF that all affiliate member organizations shall send at least the minimum required number of representatives to such events as aforementioned. The following is the strike system for attendance violations:

- A. Two unexcused tardies and/or two unexcused absences results in one strike.

- B. For Executive Board members: three strikes will result in a recommendation to begin process of removal from office.
- C. Organizations who accumulate a strike are subject to the following fines:
 - a. One strike results in a written warning and fine of \$50.00 will be assessed by NPHC at UCF.
 - b. Two strikes will result in a fine of \$100.00 assessed by NPHC at UCF and the organization will be put on a probation period of forty-five days that will commence from the date of the strike.
 - i. If an organization does not occur an additional strike during the probation period, the organization strikes will be reset to zero.
 - c. Three strikes will result in a loss of the most immediate upcoming organization calendar day within the same semester of the infraction, the organization will have least priority in choosing calendar days regardless of previous rank, and a fine of \$50 will be assessed.
 - i. If the infraction occurs and the organization has no remaining calendar days, they will be assessed an additional fine of \$200.00.
 - ii. After paying fines the organization strikes will revert back to two and they will be placed on a thirty-day probation period.

Article V. Event Planning

Section 1: Calendar

- A. The NPHC at UCF shall have priority in choosing calendar dates over all the other affiliated organizations, excluding the organization's annual events and Founders' Day.
- B. The NPHC at UCF will be allotted 10 calendar days each semester to hold events such as but not limited to the following:
 - a. NPHC Week which shall include Greek Expo and be held at the beginning of each semester
 - b. Greek Extravaganza which is to be held once in an academic year
 - c. Community Service
 - d. Philanthropy
 - e. Conjunction Events with other councils on the University of Central Florida Campus
- C. Lack of Participation in the NPHC at UCF events will automatically be counted as one strike for the organization and fine will be as outlined in Article IV Section 2.
 - a. Lack of Participation is defined but not limited to as missing event, not meeting the required attendance as outlined in Article IV Section 1, and/or not staying at the event for the required amount of time.
- D. The NPHC at UCF Presidents are allowed to cancel a NPHC at UCF collaborative event with a NPHC at UCF affiliated organization through a two-thirds majority vote if and only if the NPHC at UCF Executive Board is found to have violated the NPHC at UCF Bylaws and/or Constitution.

- E. Organizations will be awarded their founding dates as an automatic reserved calendar date. This date will not count in the designated number of dates assigned to each organization.
- F. Each active organization will be allotted four calendar days per semester.
- G. Each active organization will be allowed to host up to three wet, presence of alcohol, events each semester and must register the event with the office of fraternity and sorority life twenty-one days before the event.
 - a. If an organization is caught hosting more than three wet events in a semester and/or not registering the event they will be fined a minimum of \$500 and a maximum of 30% of total revenue generated which will be decided by the NPHC at UCF Judicial Board.
- H. Organizations will be awarded up to two annual events on the calendar. Annual events will be counted as part of the total number of days designated to each organization.
 - a. Annual Events will be defined as an event that has taken place for the previous three years with a consistent name and theme. Must be registered with the Office of Fraternity and Sorority Life as an annual event.
 - b. No organization's annual event shall be duplicated by another NPHC at UCF affiliated organization.
 - c. In case of discrepancy on calendar date, the organization with the highest GPA will have priority
- I. Each organization will have the opportunity to choose calendar dates at the General Body Meeting at the end of the Spring semester for Fall semester and at the end of Fall semester for the Spring semester.
 - a. Priority for choosing calendar dates is given to the organization with the highest GPA for the previous semester.
 - b. Organizations who meet the requirements outlined in Article VI will be awarded their extra calendar days.
- J. Each organization will have the opportunity to host a program on an open calendar day as long as the event does not occur during or within two hours of another organization event on that open calendar day.
 - a. An open calendar day is defined by a calendar day that is not selected by NPHC at UCF or a NPHC at UCF affiliated organization during calendar day selections.
 - b. An open calendar day is not considered reserved until a serf form is approved by the Office of Fraternity and Sorority Life and the Vice President of Internal and/or the Vice President of Operations are notified to add it to the NPHC at UCF calendar.
 - c. An organization that is caught holding an event during or within two hours of another organization's event will be assessed a fine of \$250 for non-profit events and \$500 for profit or events.
 - i. 50% of the fine will go to NPHC at UCF and the other 50% will go to the organization that is affected.
 - d. A chapter can only request up to 3 open calendar days each month.
- K. Any organization that is approved for an open calendar day and does not use the date for an open event will be fined \$100.
- L. NPHC at UCF affiliated organizations will have 30 days after calendar date selections to make changes to their calendar dates.

Article VI. Incentives

Section 1: NPHC at UCF organizations that meet the Scholarship Director's grade point average goal will receive \$5 off their membership dues the following semester.

Section 2: NPHC at UCF organizations that meet the Community Service Director hourly goal will receive an extra calendar day for the following semester.

Article VII. Special Meetings

Section 1: All special meetings shall be called by the President of the NPHC at UCF, a two-thirds majority vote by the general body of the NPHC at UCF, or the advisor of the Office of Fraternity and Sorority Life.

Section 2: All special meetings shall be held on the campus of the University of Central Florida to be considered an official meeting of the NPHC at UCF.

Section 3: All special meetings shall be called, and all persons involved must be notified within seventy-two hours prior to the meeting being scheduled.

Section 4: Organizations that are not notified seventy-two hours in advance and thus are unable to have representation at special meetings shall not be subject to sanctions for their absence.

Section 5: Organizations that are notified within seventy-two hours and do not notify the NPHC at UCF President and/or Vice President of Operations about their absence will be fined \$100 and the organization will receive half a strike and held responsible for any additional fines that it may cause.

Article VIII. Rules of Procedure

Section 1: The Rules of Procedures shall stand amended by a majority vote taken at a General Body Meeting of the NPHC at UCF.

Section 2: The Executive Board shall construct Rules of Procedure prior to the first General Body meeting each semester, in order to address any temporary changes in regard to representation and conduct at meetings. These Rules of Procedure are binding after a majority vote.

Article IX. Voting Procedure

Section 1: All procedures for voting on any motions and measures shall be in compliance with the Roberts Rules of Order.

Section 2: Voting shall take place by organization members deemed as delegates at the start of every academic semester.

Section 3: Representatives of an organization with three infractions will be noted as present but will lose voting privileges for that specific meeting.

Section 4: It shall take a majority vote to pass any motion within the body. Motions include but are not limited to:

- A. Vote
- B. Participation in any NPHC at UCF activity, forums, service events, meetings, and other involvement.

Section 5: The Judicial Board shall use the same method when implementing sanctions or disciplinary action as referenced in the Judicial Constitution.

Article X. Risk Management

Section 1: All organizations of the NPHC at UCF shall be responsible for following the Five – Star risk management policies. Failure to abide by the Five – Star risk management policies will result in penalty according to the Five – Star risk management policies.

Section 2: All organizations must comply with the University of Central Florida’s Golden Rule Handbook and the Standards of Excellence guidelines for proper risk management.

Section 3: The Risk Management Director shall meet with all chapters one or two weeks prior to homecoming weekend to help plan and strategies a safe alumni tailgate.

Article XI. Removal from Office

Section 1: The general body of the NPHC at UCF may devise a list of grievances against any or all officers on the Executive Board. The general body may then bring the list of grievances to a vote to be filed as grounds for impeachment of the officer(s).

Sub-Section 1: The motion for impeachment must pass by a two-thirds vote of active members in favor of the grievances as expressly written.

Sub-Section 2: If the motion for impeachment passes the Judicial Board will then hold an impeachment hearing and will consider each separate list of grievances from the general body. The Judicial Board will then either rule in favor or not in favor of the impeachment by a two-third vote of the Judicial Board members.

Section 2: Only the President of the NPHC at UCF has the ability to remove appointed directors from their positions.

Article XII. Sanctions and Charges

Section 1: The NPHC at UCF as well as any of its organizations have the right to charge another organization with misconduct and violation of the NPHC at UCF Constitution and Bylaws through a written statement and any available documentation with evidence.

Section 2: All charges/sanctions adopted by the NPHC at UCF shall be remanded to the Judicial Board.

Section 3: All sanctions are to be determined by the rules and policies as defined by the Judicial Board Constitution.

Section 4: All rulings made by the Judicial Board are final and must be upheld by the NPHC at UCF.

Article XIII. Liability

Section 1: The NPHC at UCF expressly disavows any responsibility for any actions of its member organizations that may be illegal at the local, state, or federal level, or for the violations of the rules and regulations of the NPHC at UCF or its member organizations.

Article XIV. Parliamentary Authority

Section 1: The rules contained in Roberts Rules of Order Newly Revised shall govern the NPHC at UCF in all cases in which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of this society.

Article XV. Amendments

Section 1: These bylaws can be amended by 2/3 vote at any regular meeting of the NPHC at UCF, at a special meeting called for the purpose of amending the bylaws, provided that the proposed amendments have been presented or distributed at least 30 days prior to the meeting.