

**UL LAFAYETTE NATIONAL PAN-HELLENIC COUNCIL, INC.
(NPHC)**

BYLAWS

Adopted:

February 18, 1994

Amended:

April 24, 2001

November 30, 2009

**Article I
Membership**

**Section 1
Chapter Eligibility Requirements**

All chapters must be recognized by the University of Louisiana at Lafayette, the UL Lafayette Greek Council, and the UL Lafayette NPHC.

**Section 2
Eligibility Requirements for Executive Board**

- A. Must be a member of a chapter in compliance with Article I, Section 2 of this document.
- B. All candidates must be in good standing with the University and their individual chapters.
- C. Candidates must not be on academic nor disciplinary probation with the University.
- D. Candidates must be available to attend all general and Executive Board meetings.

**Section 3
Absences and Removal of Executive Board Members**

- A. All Executive Board members of the NPHC shall be required to attend all regularly scheduled NPHC meetings.
- B. Executive Board members are allotted two (2) absences per semester. When an Executive Board member reaches the third (3) absence from either the regularly scheduled NPHC meetings or the Executive Board meetings he/she must be considered for impeachment amongst the Executive Board.

- C. Any officer found to be either derelict or evanescent of duty shall be removed from the UL Lafayette NPHC in the capacity in which he/she served. He/she may not return to the Council for a period of two (2) semesters in the capacity of an officer or delegate.

Section 4

Absences and Removal of Executive Board Members

- A. All delegates (2) of the NPHC shall be required to attend all regularly scheduled NPHC meetings. In the event that a chapter is unable to provide two (2) delegates for NPHC, it must provide a letter to the NPHC Executive Board and to the Office of Greek Affairs stating reasoning and requesting approval to provide one (1) delegate.
- B. For the first two absences (one (1) or more delegate not present at a regularly scheduled NPHC meeting) a chapter will be fined \$15 per absence. In the event of an absence, the NPHC Secretary shall contact the delegate and his/her chapter in question in writing to notify him/her of the bylaws concerning attendance, and request that he/she adheres to the provisions. When a chapter reaches the third absence from the regularly scheduled NPHC meeting, its voting privilege will be revoked for the next Executive Board Election.
- C. Any delegate found to be either derelict or evanescent of duty shall be removed from the UL Lafayette NPHC in the capacity in which he/she served. She may not return to the Council for a period of two (2) semesters in the capacity of an officer or delegate.

Section 5

Filling an Un-expired Term/Vacancy

In the event of withdrawal from the University, impeachment, resignation, or inability to hold office for any reason:

- A. The President of the NPHC shall be succeeded by the Vice-President.
 - 1. In the event that the Vice-President does not wish to assume the position of President, the Executive Board shall appoint a person to fill the vacancy with the approval of the NPHC.
 - 2. This appointment shall be approved by two-thirds (2/3) majority vote of the entire membership.
- B. The Vice-President's position shall be filled in the following manner:

1. The position shall be made available to an Executive Board member first.
 2. In the event that this position is not filled by an Executive Board member, it will then be made available to the delegates.
 3. The Executive Board shall make it's recommendations which must be approved by a two thirds (2/3) vote of the entire membership.
- C. In the case of all other un-expired terms or vacancies, the President shall appoint a person to fill the vacancy with the approval of the Executive Board.

Article II Elections

Section 1 Election of Officers

- A. NPHC shall elect a President, Vice-President, Secretary, Treasurer, Parliamentarian, and Member At-Large to serve as officers to the Executive Board.
- B. The Election and Nominating Committee shall be responsible for submitting a slate to NPHC no later than the last regularly scheduled NPHC meeting in March.
1. The slate shall include a member from each chapter who serves as an official delegate for the current semester in an effort to provide equal representation.
 2. Should the number of offices exceed the chapters represented, the slate may include more than one member from the same chapter.
 3. Only the official delegates (2 per chapter), chapter alternates (2 per chapter), and Executive Board members from the member chapters may be eligible for candidacy to any office of the NPHC. In the event that nominations are not received for an office, the Executive Board will recommend instituting proceedings under the NPHC Bylaws Article I, Section 5.

Section 2 The Electorate

- A. Only the chapter delegates are allowed to vote in the elections.
- B. A chapter's alternate delegate may vote in the absence of a delegate.

**Section 3
Election Date**

Elections shall be held during the Spring semester no later than the second regularly scheduled NPHC meeting in the month of April.

**Section 4
Election Procedure**

- A. All elections shall be held by secret ballot.
- B. Where only one candidate has been nominated for an office, NPHC may instruct the Secretary to cast a ballot for the election of the nominee.
- C. The Election and Nominating Committee shall submit its slate in written form.
 - 1. The President shall then open the floor for nominations beginning with the President. The vote will then be taken. The President shall continue in such a manner until all of the positions are filled.
 - 2. The positions shall be filled in the following order: President, Vice-President, Secretary, Treasurer, Parliamentarian, and Member At-Large.
 - 3. A chapter may have more than one member run for office on the Executive Board if, and only if, there is not representation available from the remaining chapters.
- D. All officers are to be elected by a majority vote of the NPHC delegates present and voting in accordance with the NPHC Constitution, Article I, Section 2, C. Only one vote shall be cast per member chapter represented at the regularly scheduled NPHC meeting where elections are held.
- E. Elections shall not be conducted in the absence of an election quorum. An election quorum shall be defined as three-fourths (3/4) of the entire NPHC present and voting.

**Article III
Officers**

**Section 1
Duties of Officers**

All officers must meet all eligibility requirements found in Article I, Section 2 of this document. The officers of NPHC shall be required to execute the duties outlined herein. Failure to do so will result in the consequences set forth in Article I, Section 3 of this document.

A. The President shall

1. Preside over all regular, special, and executive meetings and to perform all duties customary to the office of President;
2. Call special meetings where and when needed as specified by the Constitution;
3. Serve as an ex-officio member of all committees except the Election and Nominating Committee;
4. Approve all checks/vouchers for expenditure of the budgeted funds; and
5. Enforce rules and regulations of the University and the UL Lafayette NPHC.
6. Serve as chairperson of Greek Expo Committee

B. The Vice-President shall

1. Assume all duties and responsibilities of the president in the event of his/her absence or inability to act;
2. Inform the President of the actions of any and all committees;
3. Serve as chairperson of the Service committee;
4. Act as chief of Public Relations; and
5. Perform all duties customary with this office not specifically mentioned in the Constitution.

C. The Secretary shall

1. Keep a permanent record of all minutes and activities of the NPHC;
2. Keep an accurate record and complete list of all individuals who have voting privileges;
3. Act as a Corresponding Secretary;
4. Obtain a list from each chapter of its two (2) delegates and (2) alternates;
 - a. This list will be used as a roll sheet for all meetings from which absences will be verified.

- b. This list must be kept updated and NPHC must be kept informed of any changes.
5. Obtain a list of all Executive Board members to be used as a roll sheet from which all absences will be verified;
6. Inform the Executive Board when an officer or member is in violation of the NPHC Bylaws Article I, Sections 3 and 4; and
7. Perform all duties customary with this office not specifically mentioned in the Constitution.

D. The Treasurer shall

1. Keep an accurate record of all financial transactions of NPHC;
2. Serve as Chairperson of the Fundraising Committee, which shall oversee all fundraising endeavors;
3. Collect and receive itemized budgets from all committees at least two (2) weeks prior to the event;
4. Perform all duties customary with this office not mentioned in the Constitution; and
5. Ensure that the national dues are paid by the last meeting of the Fall semester.

E. The Parliamentarian shall

1. Assist the presiding officer in the interpretation of the Constitution and Bylaws;
2. Serve as Chairperson of the Constitution Committee;
3. Perform all duties customary with this office not specifically mentioned in the Constitution; and

F. The Member At-Large shall

1. Represent the interest of any member organization not inclusive of the Executive Board and to be provided with all privileges provided elected officers; and

2. Fulfill any duties given him/her by the President.

**Section 2
Term of Office**

The term of office for each officer shall be for one academic year.

- A. Any officer shall be eligible to succeed himself/herself once in any given office.
- B. The duration of office shall be from the Fall semester to the end of the following Spring semester.

**Article IV
Executive Board**

**Section 1
Members**

- A. The Executive Board shall consist of the elected officers and a Member At-Large of a chapter that is not represented on the Executive Board.
- B. All appointed officers shall serve as ex-officio members of the Executive Board. They shall serve without a vote.

**Section 2
Duties of the Executive Board**

It shall be the duty of the Executive Board to:

- A. Deliberate on all problems and business so as to effectively streamline the business of the NPHC meetings;
- B. Approve the time and place of the NPHC meetings; and
- C. Hold Executive Board meetings regularly.
 1. Quorum of an Executive Board meeting shall be a majority of the elected officers and the President.

**Article V
NPHC Meetings**

Meetings are open to all member chapter active members.

Section 1 Agenda

- A. The following shall be protocol for conducting business at regularly scheduled NPHC meetings:
1. Call to Order
 2. Invocation
 3. Roll Call
 4. Reading, Correction and Adoption of Minutes
 5. Reading, Correction and Adoption of Agenda
 6. Executive Board Reports
 7. Committee Reports
 8. Old Business
 9. New Business
 10. Greek Affairs Report
 11. Chapter Announcements
 12. General Discussion
 13. Adjournment

Section 2 Quorum

A quorum shall be present at all meetings during which official business is discussed. A quorum shall be defined as a simple majority of member NPHC delegates, or by proxy, alternate delegates.

Section 3 Parliamentary Authority

Robert's Rules of Order, the newest revised edition, shall serve as the parliamentary authority on matters relative to meetings that have not been specifically referred to within this document.

Article VI
Standing Committees

Section 1
Membership

- A. The chairperson and members of each committee shall be appointed by the President with the approval of the Executive Board.
- B. Each standing committee shall be comprised of no less than three (3) member NPHC delegates. All chapters and their members shall be allowed to serve on all committees.

Section 2
Committees

The committees of NPHC shall be required to execute the duties outlined herein.

- A. The Service Committee shall
 - 1. Recommend projects and/or activities to be implemented; and
 - 2. Plan and coordinate projects and/or activities approved by NPHC.
- B. The Fundraising Committee shall
 - 1. Recommend fundraising projects and/or activities to be implemented; and
 - 2. Plan and coordinate projects and/or activities approved by NPHC.
- C. The Election and Nominating committee shall
 - 1. Receive nominations from NPHC of persons to serve as officers of the UL Lafayette NPHC;
 - 2. Prepare a slate of candidates for office to be presented to NPHC;
 - 3. Develop guidelines for elections to be held at the annual election;
 - 4. Perform all duties related to the election; and
 - 5. Tabulate the votes and report the results to the NPHC.
- D. The Constitution and Bylaws committee shall

1. Receive and evaluate recommendations for changes in the Constitution and Bylaws; and
 2. Present recommended changes to NPHC.
- E. The Greek Expo Committee shall
1. Plan and coordinate Greek Expo every Fall semester.
 2. Review rules, contracts, and overall efficacy of Greek Expo yearly.

Section 3 Special Committees

Special Committees deemed necessary to carry on the work of the UL Lafayette NPHC shall be appointed by the president with the approval of the Executive Board.

Article VII NPHC Collaboration

Section 1 NPHC Events

- A. All events held during the current semester hosted by NPHC and deemed mandatory by the Executive Board requires the attendance of thirty percent (30%) of all member chapters recognized as active and in good standing by the University (e.g. Community Service, NPHC Week, Greek Roundup, Fundraisers, etc.).
- B. In the event that the member chapter is on any form of probation with the university, that organization will still be required to participate in NPHC events as mandated by the university.
- C. Chapters shall be notified of mandatory events no later than two weeks in advance.
- D. If a chapter is in violation of the University Code of Student Conduct or any other organizational rules and/or regulations governing that particular chapter prohibiting it from participating in an NPHC event, it should submit a letter to the NPHC Executive Board no later than two (2) weeks after notification of the consequences.

Section 2 Absences

- A. In the event that the member chapter is unable to attend a mandatory NPHC event, the chapter must inform both Greek Affairs and the NPHC Executive Board in writing no later than one (1) week prior to the mandatory event.
- B. The NPHC Executive Board will then determine the validity of the reason submitted and the secretary will notify the aforementioned chapter of the Executive Board's decision.

Section 3 Consequences

- A. In the event that the member chapter fails to uphold the obligations stipulated in Article VII, Sections 1 and 2 of this document, that organization will be subject to the following consequences:
 - 1. **First Violation**: For the first mandatory event missed in a semester, the chapter will be fined \$25 plus \$1.50 per active member in chapter due to NPHC no later than two weeks after notification of the fine.
 - 2. **Second Violation**: For the second mandatory event missed in a semester, the chapter will be fined \$50 plus \$1.50 per active member in chapter due to NPHC no later than two weeks after notification of the fine.
 - 3. **Third Violation**: For the third mandatory event missed in a semester, the chapter will be referred to the Greek Judicial Board and fined \$75 plus \$1.50 per active member in chapter due to NPHC no later than two weeks after notification of the fine.
- B. In the event that a chapter neglects to pay the fine by the announced deadline it will be automatically referred to the Greek Judicial Board.

Section 4 NPHC Chapter Relations

- A. Inappropriate bashing shall be defined as the act of one organization expressing offensive/derogatory remarks or gestures toward or about any other organization while performing as the sole performance at the present time of the offense.
- B. Inappropriate bashing committed by any organization of the University of Louisiana at Lafayette NPHC while performing at an event in which has been approved by the Office of Greek Affairs and is either held on the property of the University of Louisiana at Lafayette or has been approved as a new initiate

presentation will be subject to possible disciplinary action resulting in a fine in the amount of \$500. In order to proceed with disciplinary action the following must take place;

1. The offended organization/s must be present at the time of the offense.
2. The offended organization/s must submit a letter on official letterhead, signed by its president, to the NPHC president and Greek Deans within five (5) business days of the incident (providing a copy to be forwarded to the offending organization) requesting that disciplinary action be taken against the offending organization.

Article VIII Finance

Section 1 UL Lafayette NPHC Dues

- A. Dues and assessments are recommended by the Executive Board and approved by NPHC.
- B. Each affiliate organization shall pay annual dues to the UL Lafayette NPHC.
 1. All chapter and individual dues are due to The Office of Greek Affairs no later than the announced deadline of each semester.
 2. All chapters will be subject to a late fee set by The Office of Greek Affairs.

Section 2 National Fees and Fines

- A. All dues and assessments are due in the office of the Financial Secretary by January 1 of each year. All dues and assessments that are not made payable to and received by the National Office by February 1 will be subject to a late fee.
- B. Any council or affiliate who has been non-financial for one year or more may reactivate by paying a reactivation fee recommended by the Executive Board and approved by the General Convention.
- C. The payment of national dues shall be the responsibility of the Treasurer as stated Article III, Section 1, D.

Article IX
Amendment Process

The *Bylaws of the UL Lafayette National Pan-Hellenic Council (NPHC)* may be amended by a two-thirds vote of the member NPHC delegates, ,or by proxy, member NPHC alternates present at a regularly scheduled meeting of NPHC provided that notice of such amendment has been forwarded to NPHC member chapters via delegates and alternates no less than one (1) week prior to a final vote by NPHC to take such action.

Article X
Ratification

The provisions of these *Bylaws of the UL Lafayette National Pan-Hellenic Council (NPHC)* shall go into effect immediately upon passage by a two-thirds (2/3) majority of the voters in a regularly scheduled NPHC meeting. All constitutions, bylaws, rulings, and/or regulations in conflict with this document are hereby repealed and prohibited.

Article XI
Bylaws

NPHC shall have the authority to adopt bylaws, which shall enumerate the powers and responsibilities of its executive board and the procedures necessary to effectively govern. Such laws must be adopted by a two-thirds (2/3) majority vote of the member NPHC delegates, or by proxy, member NPHC alternates at a regularly scheduled meeting of NPHC.